

TEACH Las Vegas Public Charter School

Emergency Operations Plan

2022-2023 School Year

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Purpose and Scope of Plan

This plan uses an all-hazards approach to emergency management. These situational guidelines give a basic overview of considerations and potential actions, but it is always necessary to assess each situation individually and determine the safest course of action.

Communication During an Emergency

Communication is essential during and after an emergency. Work with and follow directions from emergency service providers, police, and city or county officials, and maintain communication with school administration as appropriate. After an emergency event, administration will communicate with the public, coordinate recovery (physical, mental, and material) with local and state agencies, and manage the response to the event. Mental health services will be available as needed in response to the emergency.

Chain of Command:

Principal- Andrea Moore

Title	Name	Contact Number
Executive Director	Andrea Moore	702-533-0373
EL Coordinator	Tricia Metzel	661-406-3305
Office Manager	Edith Morales	323-494-4905
Lead Licensed Teacher	Katie Strickland	910-918-4075

Employees of the school will be trained annually on the plan.

Clear Room Procedure

When an emergency affects one or more people in a room or area, but the entire school is not affected, this procedure moves people away from danger quickly.

Protocol

Medical Emergency:

1. **Check** the scene to make sure it is safe.
2. **Call** 911.
3. **Notify** the office as soon as possible (send a student if it is safe to do so.)
4. **Instruct** students to "Clear the Room", giving clear directions to a safe destination.
5. **Attend** to the person(s) having the medical emergency to the best of your ability.

Disruptive/Unruly Person:

1. **Instruct** students to "Clear the Room", giving clear directions to a safe destination.
2. **Follow** the Disruptive/Unruly Person Procedure.

Remember that it may be necessary to take independent action during a real emergency.

Evacuation

The evacuation procedure is to be used when there is a threat in or near the facility and it is safest to move away from the building. Under normal circumstances, staff and students will take accounting at the staff-student staging area and await notification that all is clear.

Alert: An announcement is made "This is an emergency announcement. Evacuate; Evacuate; Evacuate.", the fire alarm has been active for 3 minutes, or you see smoke/fire and it is safe to evacuate the building.

Classrooms in buildings without fire sprinklers and portable classrooms need to evacuate immediately when the fire alarm sounds. However, use of the OODA Loop (see Fire Alarm section for details) is still recommended to ensure you are always able to make decisions to provide for the safety and security of you and those in your care.

Protocol

Indoors:

1. **Line up** students.
2. **Take a Classroom** Evacuation Kit.
3. **Visually sweep** the classroom making sure it is clear.
4. **Lock the door** if the fire is NOT in your room.
5. **Move quickly**, if necessary, to safety.
6. Provide care with those with exceptional needs.
7. Enforce code of conduct.
8. If the primary route is blocked with fire and/or smoke, use an alternate route.

9. **Account** for staff and students.

Outdoors:

1. **Line up** students.
2. **Walk quickly**, if necessary, to escape danger.
3. Provide care with those with exceptional needs.
4. Enforce code of conduct.
5. **Account** for staff and students.

Remain with the students at all times. Assure the students that they are safe.

Do not use cell phones during an emergency unless there is a life-threatening medical emergency.

Take notes, names, and descriptions of any unusual events that occur.

Refer all media inquiries to site's School Administrator.

Remember that it may be necessary to take independent action during a real emergency.

Reverse Evacuation

Reverse Evacuation is used when staff or students outside of the facility need to move inside as quickly as possible due to unsafe situations outside the facility.

Alert: Lockdown or Shelter-in-Place is announced while outdoors.

Protocol

1. **Alert** students to line up quickly and move indoors.
3. **Provide care with those with exceptional needs.**
4. **Initiate** Lockdown or Shelter-In-Place procedures as directed.
5. **Account** for all staff and students.

Refer all media inquiries to the site's School Administrator.

Remember that it may be necessary to take independent action during a real emergency.

Family Reunification

The family Reunification Procedure outlines steps to be taken to safely reunify students and parents when normal release is not possible or practical.

Protocol

Controlled Release or Two-Gate System:

1. Follow instructions to designated areas.
2. Follow all instructions given by school administrators and emergency responders.
3. Supervise students and enforce code of conduct.

If walking:

1. **Monitor** critical areas, making sure students remain on designated pathways, sidewalks, etc.
2. **Enforce** code of conduct.
3. **Account** for staff and students upon arrival at new locations.
4. **Do not** dismiss any students until the official word from Site Administrator is given.

Remember that it may be necessary to take independent action during a real emergency.

Hard Lockdown

A Hard Lockdown is used when there is an emergency in or near the school. During a hard lockdown, staff and students must seek safety by hiding behind, away from, or beneath lines of sight, in addition to using physical barriers.

See procedures below for indoor and outdoor situations.

Alert: "This is an emergency announcement. Hard Lockdown; Hard Lockdown; Hard Lockdown."

Protocol

Outdoors:

1. **Independently Evacuate**, if no instructions for Reverse Evacuation are given.
2. **Look** for several escape routes.

Indoors:

1. **Move** students to a secure location behind a lockable door or Independently Evacuate.
2. **Lock** the door(s).
3. **Lights Off**.
4. **Cover Windows**.
5. Students should lie on the ground flat on their stomachs with their hands over their heads.
6. Provide care with those with exceptional needs.
7. Enforce code of conduct; remain calm and silent.
8. **Account for staff and students**.
9. Staff members take evasive action (lie flat on ground).

Do not attempt to contact the office unless you have pertinent information regarding the incident.

If needed, contact 911 for a life-threatening situation occurring in your room.

Do not open the door for anyone.

Remain in place if the fire alarm rings; Evacuation will be signaled only by intercom announcement.

Follow Hard Lockdown procedures until instructed otherwise.

Refer all media inquiries to the site's School Administrator.

Remember that it may be necessary to take independent action during a real emergency.

Soft Lockdown

A Soft Lockdown is used to rapidly secure the building by locking all exterior and interior doors.

See procedures below for indoor and outdoor situations.

Alert: "Soft Lockdown, Soft Lockdown, Soft Lockdown."

Protocol

If outdoors:

1. **Reverse Evacuate** and follow procedures outlined below once indoors.

If indoors:

1. **Lock** the classroom door(s).
2. **Account for staff and students.**
3. **Do not** open doors for anyone.
4. Continue instruction as usual.
5. Provide care with those with exceptional needs.
8. If needed, contact 911 for any life threatening situations occurring in your room.

Refer all media inquiries to the site's School Administrator.

Remember that it may be necessary to take independent action during a real emergency.

Independent Evacuation

Independent Evacuation is used when it is not possible to move to a safe location on campus, and the safest option is leaving campus.

Alert: Hard Lockdown or life-threatening incident occurring at or near staff or students' location.

Protocol

1. **Look** for several escape routes.
2. **Move** students to a safe location away from campus (Wendy's at 4560 N. Rancho Drive)

Once at a safe location:

1. **Account for staff and students.**
2. **Call** the school and give them:
 - a. Your name and the names of any other staff members with you.
 - c. Any information you have about the incident.
 - d. Address where you relocated.
 - e. Number of students with you.
 - f. The names of all students with you.
3. Provide care with those with exceptional needs.

Refer all media inquiries to the site's School Administrator.

Remember that it may be necessary to take independent action during a real emergency.

Shelter-in Place

Shelter-in-Place is used for incidents involving chemical or biological threats near the school.

See procedures below for indoor and outdoor situations.

Alert: "This is an emergency announcement Shelter-in-Place; Shelter-in-Place; Shelter-in-Place."

Protocol

If outdoors:

1. **Reverse Evacuate.** Follow procedures below once safely indoors.

If indoors:

1. **Lock and seal** (with plastic and tape) all exterior opening doors and windows.
2. **Account for staff and students.**
3. **Enforce** code of conduct.
4. Continue instruction as usual.
5. If needed, contact 911 for life-threatening situations occurring in your room.

Refer all media inquiries to the site's School Administrator.

Remember that it may be necessary to take independent action during a real emergency.

Extracurricular/Off-Campus Activities

In the event of an emergency situation which occurs during an extracurricular or off-campus activity, attempt to follow the appropriate plan given the nature of the crisis and context of the situation.

Follow instructions given by emergency responders, local, state, and county officials. Communicate with administration as soon as it is safe to do so.

Accounting for Staff and Students

Any time an Evacuation, Shelter-In-Place, Hard Lockdown, or Soft Lockdown is enacted, it is necessary to account for all people within the campus.

Alert: Evacuation, Lockdown, or Shelter-in-Place

Protocol

Indoors:

1. Take attendance to account for each student as well as any additional staff or students in your area. Submit information via google forms.

Outdoors:

1. **Display** emergency folder at staging area.
2. **Account** for each student and staff on your roster and any additional staff or students in your group.
2. **Display** Green Card (all present) or Red Card (assistance needed).

Active Assailant

For use when an individual is actively killing or attempting to kill people. Remember during an active shooting to RUN. HIDE. FIGHT.

Be Informed

- Sign up for an active shooter training.
- If you see something, say something to the authorities right away.
- Sign up to receive local emergency alerts and register your contact information with any work-sponsored alert system.
- Be aware of your environment and any possible dangers.

Make a Plan

- Make a plan and make sure everyone knows what to do if confronted with an active shooter.
- Wherever you go look for the two nearest exits, have an escape path in mind and identify places you could hide if necessary.
- Understand the plans for individuals with disabilities or other access and functional needs.

During

RUN and escape if possible.

- Getting away from the shooter or shooters is the top priority.
- Leave your belongings behind and get away.
- Help others escape, if possible, but evacuate regardless of whether others agree to follow.
- Warn and prevent individuals from entering an area where the active shooter may be.
- Call 9-1-1 when you are safe and describe the shooter, location and weapons.

HIDE if escape is not possible.

- Get out of the shooter's view and stay very quiet.
- Silence all electronic devices and make sure they won't vibrate.

- Lock and block doors, close blinds and turn off lights.
- Don't hide in groups. Spread out along walls or hide separately to make it more difficult for the shooter.
- Try to communicate with the police silently. Use text messages or social media to tag your location or put a sign in a window.
- Stay in place until law enforcement gives you the all clear.
- Your hiding place should be out of the shooter's view and provide protection if shots are fired in your direction.

FIGHT as an absolute last resort.

- Commit to your actions and act as aggressively as possible against the shooter.
- Recruit others to ambush the shooter with makeshift weapons like chairs, fire extinguishers, scissors, books, etc.
- Be prepared to cause severe or lethal injury to the shooter.
- Throw items and improvise weapons to distract and disarm the shooter.

After

- Keep hands visible and empty.
- Know that law enforcement's first task is to end the incident and they may have to pass injured along the way.
- Officers may be armed with rifles, shotguns or handguns and may use pepper spray or tear gas to control the situation.
- Officers will shout commands and may push individuals to the ground for their safety.
- Follow law enforcement instructions and evacuate in the direction they come from unless otherwise instructed.
- Take care of yourself first, and then you may be able to help the wounded before first responders arrive.
- If the injured are in immediate danger, help get them to safety.
- While you wait for first responders to arrive, provide first aid. Apply direct pressure to wounded areas and use tourniquets if you have been trained to do so.
- Turn wounded people onto their sides if they are unconscious and keep them warm.
- Watch for symptoms of response to trauma in yourself and others. Consider consulting with a mental health professional to cope with the long-term effects of the trauma, and refer others, as needed.

Bees/Animal on Campus

A situation in which a swarm of bees or an animal is observed on campus.

Protocol

1. Reverse Evacuate.

Bees:

1. Cover your head and run for shelter.

a. Do not swat at the bees.

b. Instruct students near the bees to cover their faces with shirts or jackets and to keep their mouths closed.

Animal:

1. Do not approach the animal or make sudden moves. Back away slowly.

Once indoors, close all outside doors and windows.

Alert the main office immediately.

Remember that it may be necessary to take independent action during a real emergency.

Biological/Chemical Threat

For use when a suspected biological or chemical threat exists.

Protocol

1. **Do not open any suspicious or leaking packages.**
2. **Do not touch, smell, or taste any substances.**
3. **Clear the room, quarantining any exposed individuals as needed.**
4. **Wash exposed body parts with soap and water.**
5. **Alert main office.**

Remember that it may be necessary to take independent action during a real emergency.

During a Chemical Emergency

What you should do in a chemical attack:

- Quickly try to figure out which areas are affected or where the chemical is coming from, if possible.
- Get away immediately.
- If the chemical is inside your building, get out of the building without passing through the contaminated area, if possible.
- If you can't get out of the building or find clean air without passing through the affected area, move as far away as possible and shelter-in-place.

If you are instructed to remain in your home or office building, you should:

- Close doors and windows and turn off all ventilation, including furnaces, air conditioners, vents and fans.
- Seek shelter in an internal room with your disaster supplies kit.
- Seal the room with duct tape and plastic sheeting.
- Listen to the radio or television for instructions from authorities.

If you are caught in or near a contaminated area outdoors:

- Quickly decide what is the fastest way to find clean air:
 - Move away immediately, in a direction upwind of the source.
 - Find the closest building to shelter-in-place.

After a Chemical Emergency

Do not leave the safety of a shelter to go outdoors to help others until authorities say it is safe to do so.

If you are affected by a chemical agent you will need immediate medical attention from a professional. If medical help is not immediately available, decontaminate yourself and help others decontaminate.

How to decontaminate:

- Use extreme caution when helping others who have been exposed to chemical agents.
- Remove all clothing and other items in contact with your body.
 - Cut off clothing normally removed over the head to avoid contact with the eyes, nose and mouth.
 - Put contaminated clothing and items into a plastic bag and seal it.
 - Remove eyeglasses or contact lenses. Put glasses in a pan of household bleach to decontaminate them and then rinse and dry.
- Wash hands with soap and water.
- Flush eyes with water.
- Gently wash face and hair with soap and water before thoroughly rinsing with water.
- Proceed to a medical facility for screening and professional treatment.

Bomb Threat/Suspicious Package

For use when a suspicious package is discovered or a bomb threat is received.

Protocol

Phone threat:

1. **Alert** another staff member to contact main office.
2. Do not hang up the phone even if the caller does.
3. Evaluate the situation and determine the need for immediate evacuation.
4. Communicate with the main office as soon as it is safe to do so.

Written threat:

1. **Alert** the main office.
2. Do not touch the original document or allow others to touch it.
3. Check the area for any items or packages that are not usually present.

Suspicious package:

1. **Alert** the main office immediately.
2. **Do not touch** item.
3. Remove staff and students from area.

Remember that it may be necessary to take independent action during a real emergency.

Disruptive/Unruly Person

A disruptive or unruly person is a student, employee or visitor who becomes unruly and disrupts the learning environment.

Protocol

1. **Consider** the safest evacuation route for staff and students.
2. **Activate** the Clear Room Procedure, if safe to do so.
3. **Alert** the main office of your situation by the fastest and safest available means.
4. Scan the unruly person visually for any signs of a weapon.
 - a. If you notice or suspect weapons, evacuate the area immediately and place the school in a Hard Lockdown.
5. Speak in a calm and firm voice.
6. Don not physically or verbally confront the individual unless an attack occurs or appears imminent. If force becomes necessary, use the minimal amount necessary.

Remember that it may be necessary to take independent action during a real emergency.

Earthquake

An earthquake drill is used to minimize danger and injury during an earthquake.

See procedures below for indoor and outdoor situations.

Protocol

Indoors:

Drop to hands and knees.

Cover your head and neck with an arm while crawling under a sturdy table or desk, or next an interior wall away from windows. Stay bent over on your knees.

Hold on until earthquake stops.

People in wheelchairs should lock the wheels and bend forward in the chair covering their heads.

Outdoors:

1. **Move** away from tall objects.

2. **Drop and Cover.**

After a minor earthquake:

1. Inspect the classroom for any damage to the walls or ceiling and look for cracks which run the length of the ceiling then continue down the wall (vertically).

o If cracks are found, evacuate your room and contact the main office.

After a major earthquake:

1. **Evacuate.**

Be prepared for aftershocks.

Remember that it may be necessary to take independent action during a real emergency.

Fire Alarm

During a fire alarm it is necessary to observe immediate surroundings to determine the safest course of action. A fire alarm may indicate a fire, a drill, a false alarm, or an attempt to cause disruption by an assailant.

See procedures below for indoor and outdoor situations.

Alert: The fire alarm sounds and strobe lights flash or: "This is an emergency announcement. Evacuate. Evacuate. Evacuate."

Protocol

Classrooms without sprinklers:

1. **Evacuate** immediately. As you move, do the following:
2. **Observe:** Continuously scan environment for signs of danger.
2. **Orient:** Are there signs of violence? Are there signs of smoke or fire?
3. **Decide:** What action would be safest?
4. **Act:**
 - If you detect smoke or fire and there are no signs of violence, follow the evacuation procedure.
 - If smoke or fire is detected and there are signs of violence, follow Reverse Evacuation and Hard Lockdown procedures and seal openings in the classroom, if necessary.
 - If there are no signs of smoke or fire and no signs of violence, proceed to the staging area. Continue to **Observe, Orient, and Decide**, above.

Indoors with a fire suppression system:

1. **Observe:** Check the hallway by looking through a window or listening before opening door, or looking through the door if it is open.
2. **Orient:** Look and listen for any danger. Are there signs of violence? Are there signs of smoke and/or

fire?

3. **Decide:** What action would be safest?

4. **Act:**

- If you detect smoke or fire and there are no signs of violence, follow the evacuation procedure.
- If smoke or fire is detected and there are signs of violence, follow Hard Lockdown procedures and seal openings in the classroom, if necessary.
- If there are no signs of smoke or fire and no signs of violence, stay inside the room. After three minutes, follow procedures to **Observe, Orient, and Decide**, above, to evacuate the building.

Remember that it may be necessary to take independent action during a real emergency.

Fire/Smoke

Procedure to be followed if you discover smoke or fire.

Protocol

1. **Move** students away from danger.
2. **Pull** the nearest fire alarm or **call** the front office.
3. **Evacuate.**

Remember that it may be necessary to take independent action during a real emergency.

Outbreak of Disease

During an outbreak of disease, it is necessary to take preventative measures to prevent the spread of illness, monitor students for symptoms, and act to minimize exposure.

Protocol

1. **Quarantine** the affected person/s in a separate location.
2. **Evacuate** the immediate area.
3. **Notify** administration by the quickest and safest way possible.
4. **Do not** eat or drink anything or apply cosmetics.
5. **Do not** touch any bodily fluids.

Remember that it may be necessary to take independent action during a real emergency.

Intruder/Suspicious Person

This procedure details actions to take when a person is on campus without seeming to have a legitimate purpose.

See procedures below for indoor and outdoor situations.

Protocol

Outside:

1. **Reverse Evacuate.**
2. **Ensure** the person does not enter the building.
3. **Alert** the front office to lockdown the school.
4. After lockdown is in effect, give administration details about the intruder/suspicious person:

Inside:

1. **Move** students into a lockable room and lock the door.
2. **Alert** the front office to lockdown the school.
3. After lockdown is in effect, give administration details about the intruder/suspicious person:

Remember that it may be necessary to take independent action during a real emergency.

Natural Gas Leak

Use this procedure when a natural gas leak is identified by a sulfury, rotten egg smell, or hissing sound, or other evidence.

Protocol

1. **Move** students away from danger.
2. **Open** all doors and windows to dissipate the gas.
3. **Alert** the main office.

Remember that it may be necessary to take independent action during a real emergency.

Suicide/Death

If one or more people dies due to any cause, follow this procedure.

Protocol

On Campus

If you discover the death:

1. **Move** students away from the area as quickly as possible and shield their view.
2. **Notify** main office immediately.
3. **Do not** disturb the area.
4. **Separate** any witnesses and report them to emergency responders.
5. **Avoid** contact with bodily fluids.
6. **Listen** to students who want to talk and refer them to administration if needed, for counseling.
7. **Watch** students for signs of depression and alert administration, if needed, for counseling.

Remember that it may be necessary to take independent action during a real emergency.

[illegible]

Explore Academy
- Office

Reception Area

Office

OFFICE

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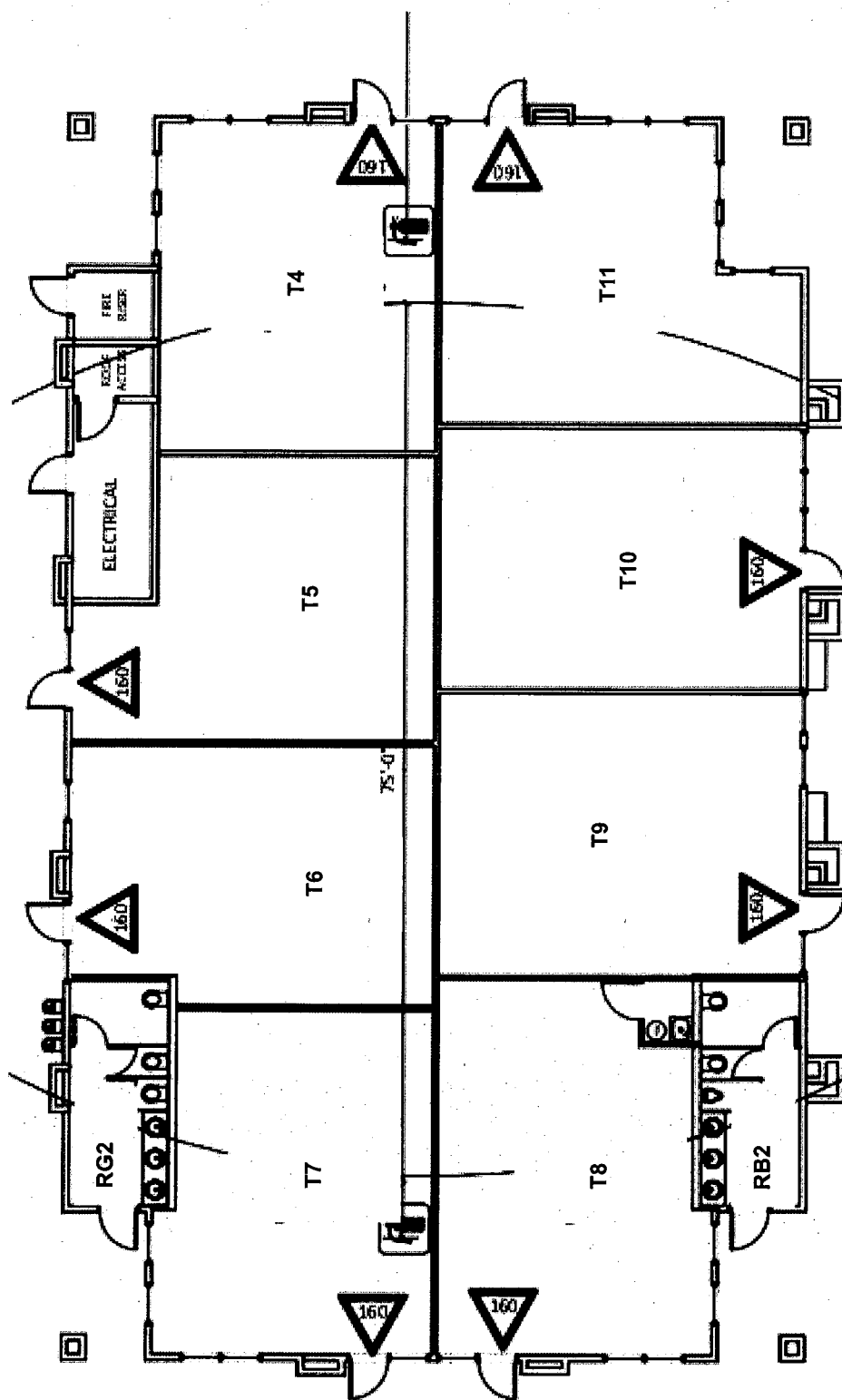
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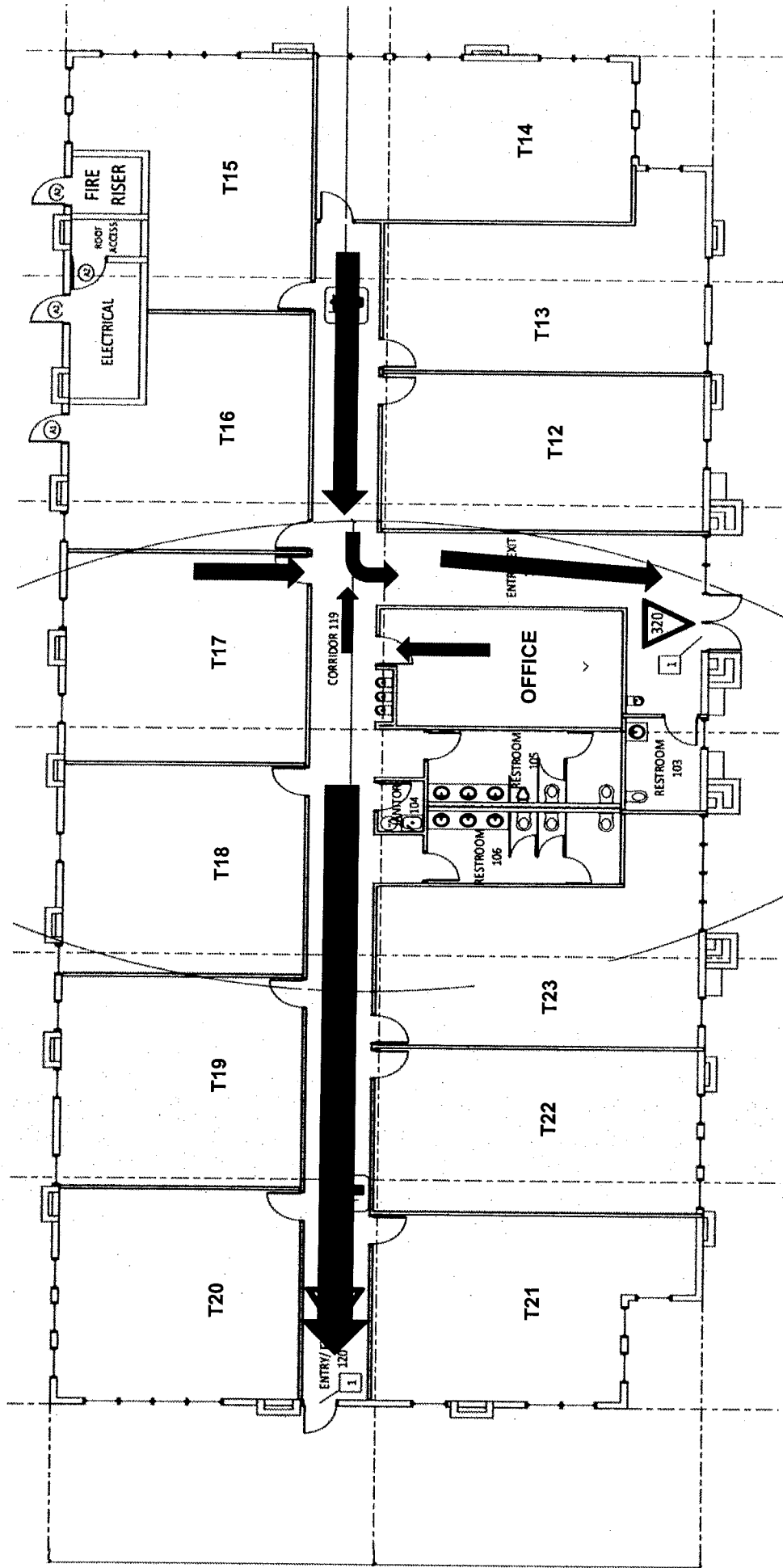
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T2

**Multipurpose
Room -
T3**



Middle Building - 2 - 4656 ancho Dr.



Back Building Emergency Evacuation Bldg 3 - 4648 N Rancho Dr