

Via Electronic Mail

Amber Sharpe
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San Jose, CA 95126

**REVIEW OF REVISED SHELTER-IN-PLACE PLAN FOR THE MUSLIM SCHOOL
IN SANTA CLARA, CA**

Dear Ms. Sharpe:

October 28, 2021

Ramboll US Consulting, Inc. (Ramboll) has prepared this letter report to summarize our review of the revised Shelter-in-Place (SIP) Plan for the Muslim Community Association's (MCA's) Muslim School and associated religious facilities located at 3003 Scott Boulevard and 3080 Alfred Street in Santa Clara, California (the "Site").

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BACKGROUND & SCOPE OF WORK

Ramboll understands that MCA has existed in Santa Clara since 1982. In 1994, MCA purchased the property at 3003 Scott Boulevard (MCA-1), applied for and obtained a Conditional Use Permit (CUP) from the City of Santa Clara along with a parking variance.

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In 2013, MCA purchased an adjacent property at 3033 Scott Boulevard (MCA-2) with the intent to expand the Muslim School and associated religious facilities. However, MCA had to cancel that project due to its proximity to Applied Materials. This property has been leased to a biotech company with relatively few employees, and is not part of this project.

In mid-2017, MCA purchased another adjacent property at 3080/3100 Alfred Street (MCA-3). Ramboll understands that MCA is submitting an application to revise its current CUP in order to merge MCA-1 and MCA-3 to create an MCA campus (the "Project"). As part of the Project, MCA has updated its SIP Plan to encompass the entire MCA campus, as required by the City of Santa Clara.

Ramboll understands that the revised SIP Plan for the MCA campus is comprised of seven diagrams (see Appendix B), which are summarized below:

- SIP-101 - "(E) Shelter-in-Place Plan & Procedure, MCA-1": This diagram shows the existing SIP Plan for MCA-1 area.
- SIP-201 - "(N) Shelter-in-Place Plan & Procedure - MCA-1 & MCA-3": This diagram shows the proposed SIP Plan for MCA-1 & MCA-3, including the site plan, the locations of emergency water supplies, emergency kits, emergency medications, the designated shelter-in-place assembly area, the

command center and the SIP separation area for exposed individuals. Ramboll understands that this diagram will be posted in each classroom at the campus.

- SIP-202.1 - "(N) Shelter-in-Place Step by Step Procedure, 1 of 2, MCA-1 & MCA-3" and SIP-202.2 - "(N) Shelter-in-Place Step by Step Procedure, 2 of 2, MCA-1 & MCA-3": These two diagrams include the SIP procedures. Ramboll understand that these two diagrams will also be posted in each classroom at the campus.
- SIP-203 - "(P) Shelter-in-Place Staff Table MCA-1 & MCA-3": This diagram includes a table specifying the task description and responsibilities for each member of the SIP Coordination Team, and the number of primary and backup team members required for each role in each building.
- SIP-301 - "(E) SIP Roof Sensors Location MCA-1 & MCA-3" and SIP-401 - "(P) SIP Roof Sensors Location MCA-1 & MCA-3": These two diagrams provide the locations of existing roof sensors on MCA-1, and indicate that these sensors will be omitted and that the SIP alert will be tied-in to the Santa Clara County Emergency Alert System (AlertSCC).

Based on a review of MCA's current SIP for submittal, Ramboll understands that a system of three sets of gas sensors is located on the roof of the building at the Muslim School's current location (i.e., MCA-1). If the sensors detect certain gases above specific thresholds, the sensors automatically activate the Muslim School's SIP system.

As part of the Project, MCA has proposed deactivating the gas sensors and instead, the SIP alert will be tied-in to the emergency alert notification system from the Santa Clara County Emergency Alert System (AlertSCC) to automatically activate MCA's SIP system in the event of an offsite release of chemicals that may impact the MCA campus. Contra Costa County operates a similar emergency notification system (i.e., the Community Warning System [CWS] under the Contra Costa Office of the Sheriff [CCOS]). Based on communication with MCA, Ramboll understands there may be sites in Contra Costa County that utilize the CWS as the automatic activation mechanism for the sites' SIP systems.

In accordance with Ramboll's May 13, 2021, proposal to David J. Powers & Associates (DJPA), Ramboll has performed a review of the revised SIP Plan and evaluated the conformance of the elements of the revised SIP Plan to local, state and federal guidance and standards. The technical approach, results and recommendations for the review are described below.

REVIEW OF REVISED SHELTER-IN-PLACE PLAN

Technical Approach

Currently, there are no federal, state or local regulations that define the requirements of a SIP plan. However, a number of federal, state and local agencies, as well as non-profit aid organizations such as the Red Cross, have published publicly-available guidelines that outline the main components, and in some cases, specific elements and measures that should be included in a SIP plan. SIP plans are generally developed as one part of a larger Emergency Response Plan (ERP) which outlines objectives, preparation measures and response procedures (e.g., evacuation, shelter-in-place) for a variety of potential emergencies or disasters (e.g., earthquakes, tornadoes, floods, terrorism) that may impact a site or facility. ERPs, including SIP plans, are typically developed in consultation with local agencies (e.g., fire and police departments, public health agencies) and tailored to a specific site or facility.

Ramboll reviewed the revised SIP Plan for the MCA campus, provided by DJPA, as well as publicly-available shelter-in-place guidance prepared by local, state and federal agencies/organizations, including:

- California Department of Public Health
- Federal Emergency Management Agency (FEMA)
- United States Department of Labor, Occupational Safety & Health Administration (OSHA)
- Centers for Disease Control (CDC)
- US Army Corps of Engineers (USACE)
- American Red Cross (ARC)
- Readiness and Emergency Management for Schools (REMS)

As part of the review, Ramboll compiled and sorted the specific measures included in the revised SIP Plan and guidance documents from the agencies and organizations above into six groupings, reflecting the main components of the revised SIP Plan and guidance documents:

1. Plan objectives
2. Preparation measures
3. Response initiation and communication
4. Roles and responsibilities
5. Shelter-in-place procedures
6. Post-incident actions

Ramboll reviewed the elements and measures within each grouping to evaluate the consistency of the revised SIP Plan with local, state and federal guidance and identify areas where the revised SIP Plan could be supplemented or improved. Ramboll also evaluated the general format and organization of the MCA Campus' revised SIP Plan.

Results and Recommendations

Based on our evaluation, Ramboll concludes that the revised SIP Plan is generally complete and consistent with local, state and federal and aid organization guidance, based on a comparison of measures and elements corresponding to the six main components mentioned above. In addition, Ramboll has identified a few components of the revised SIP Plan that could be enhanced through the addition of supplemental information or improved organization. The results of Ramboll's review and recommendations for each component of the revised SIP Plan are provided below.

General Structure and Organization:

- Ramboll understands that the diagrams illustrating the SIP areas and describing the SIP procedures (i.e., Sheets SIP-201, SIP-202.1 and SIP-202.2) will be posted throughout the MCA campus for reference by MCA staff, students, and visitors. These diagrams are difficult to read due to the small font size. Ramboll recommends enlarging the font on these diagrams by expanding each diagram to fit the full-page area, modifying the sizes of the text areas to more efficiently utilize space, moving the Objectives and Preparation sections (i.e., 1SIP-202.1 and 2SIP-202.1), the Post-Shelter-in-place section (i.e., 3SIP-202.2) to a separate page, and/or converting the individual sections in each diagram to separate figures.

1. Plan Objectives

- The revised SIP Plan's descriptions of the plan objectives are consistent with local, state and federal guidance.

2. Preparation Measures

- The revised SIP Plan's response preparation measures are consistent with local, state and federal and aid organization guidance.
- Consistent with guidance, the stated purpose of the current SIP Plan designates only interior classrooms as SIP areas. The revised SIP Plan (Objective 2 of "Objectives of Shelter In Place Program" [i.e., Section SIP-202.1 on Sheet SIP-202.1]) states that "Shelter in place classrooms are the innermost classrooms, furthest from outdoors and windows, if possible." Ramboll noted that classrooms with outside windows were specifically designated as non-SIP locations (i.e., SIP-201).
- If it is not possible to identify an alternative location that meets these criteria, Ramboll recommends adding the following additional text to Section 1SIP-202.1: "If it is not possible to locate rooms meeting this criteria, designated shelter-in-place areas shall include classrooms or other areas that have the fewest exterior doors and windows." Ramboll also recommends that MCA develop a procedure to ensure that classrooms and areas with the fewest exterior doors and windows are prioritized as SIP areas, and that these areas be designated by a color-coded sheet of paper designating SIP and non-SIP locations.
- Ramboll noticed that the Designated Students Assembly Area in MCA-3 is not labelled in the SIP procedure document. It is not clear what room/area this is (e.g., cafeteria, gym, etc.). Ramboll recommends labelling the location of the Designated Students Assembly Area in MCA-3 on the Shelter-In-Place diagram that is to be posted in each room to be clearer in the event of an emergency.
- Ramboll noticed that MCA-3 School SIP Command Center room is also not labelled in the SIP procedure(e.g., cafeteria, gym, etc.). Ramboll recommends that MCA label the name of the room that will be used as the SIP Command Center in MCA-3 on the Shelter-In-Place diagram that is to be posted in each room to be clearer in the event on an emergency.
- The revised SIP Plan includes several preparation measures that require regular inspection and maintenance of the SIP system and its components (i.e., Procedures 6-8 of Section 2SIP-202.1). Ramboll recommends that these inspection and maintenance activities be documented in a log and stored in an accessible location for inspection by the SCFD, if requested.
- The revised SIP Plan indicates that no more than 33% of the students are allowed in the designated outdoor play area at any given time provided that a teacher to student ratio is adequate and able to demonstrate to the Fire Department the ability to invacuate students indoors in a timely manner (i.e., Procedures 10 Section 2SIP-202.1). This percentage of students outdoors is consistent with the current SIP Plan. Therefore, due to the expansion, the absolute number of students outdoors at any given time may be higher. Ramboll suggests that MCA conduct a detailed analysis to ensure the teacher to student ratio is adequate to invacuate the students indoors in a timely manner.

3. Response Initiation and Communication

- The revised SIP Plan's response initiation and communication procedures are generally consistent with local, state and federal and aid organization guidance.
- The SIP Procedure (e.g., Emergency Procedures, #11) states that "communication should be via phone or PA system," but does not specify the type of phone communication that will be used. Ramboll recommends that a land-based telephone (i.e., land line, not cellular or internet-based phone), or walkie-talkies be present in the Command Center and at least one other location in

each distinct SIP area for communication purposes as cell phone networks may become overwhelmed.

- The revised SIP Plan ("Preparation section") specifies that a system for emergency mass communication will be provided to keep parents and guardians informed about SIP situations (See Procedure 3A of 2SIP-202.1). The revised SIP plan ("Shelter In Place – Roll Call and Head Count Procedure within 5 minutes") states that MCA will utilize mass communication media (twitter, web site, and e-mail) to ensure notification is sent to alert others to refrain from visiting until clearance is given (See Procedure 23 of 1SIP-202.2). Ramboll recommends that the revised SIP Plan include specifics about this communication system including the process for registration to the system, and how calls and emails will be answered.
- Ramboll recommends that the mode of communication between the SIP Coordination Team and staff be identified in the SIP Plan (See 2SIP-202.2).

4. Roles and Responsibilities

- The revised SIP Plan's descriptions of roles and responsibilities are consistent with local, state and federal guidance.
- The revised SIP Plan includes a table showing the roles and responsibilities for each member of the SIP Coordination Team (i.e., Sheet SIP-203). As indicated in the "Typical Notes" section, MCA should add the names of the Muslim School staff and MCA staff who have primary (i.e., "designated") and backup responsibility for each role. This table should be updated at least annually, when new team member(s) are added and when existing team member(s) change roles. A vacated designated team member position should be filled immediately by a backup team member on a temporary basis, with a permanent replacement for the designated or backup position being filled as soon as possible and no later than two weeks after the original position has been vacated.
- The SIP procedures outlined in Section 4SIP-202.1 on Sheet SIP-202.1 ("Invacuation Process") and Sections 1SIP-202.2 ("Shelter In Place – Roll Call and Head Count"), 2SIP-202.2 ("Shelter In Place – Communication") and 3SIP-202.2 ("Post Shelter In Place") on Sheet SIP-202.2 do not identify the specific SIP Coordination Team member role with responsibility for each measure (i.e., these measures only identify "staff," with a note referring to Sheet SIP-203). Although this information is provided in the table on Sheet SIP-203, Ramboll recommends that MCA revise the procedures in each section above to indicate the SIP Coordination Team member role(s) with responsibility for each procedure.
- Ramboll recommends explicitly listing the responsibilities in the table in SIP-203, instead of (or in addition to) referring to the SIP Procedures for easier use of the table. In addition, it is not clear within the table, whether staff is designated for closing, locking, and sealing the exterior doors and posting the signs, shutting off the ventilation systems, and attending to the exposed individuals (if any). Ramboll recommends making these designations explicit.

5. Shelter-in-Place Procedures

- The revised SIP Plan's procedures are generally consistent with local, state and federal and aid organization guidance.
- The current SIP Plan indicates in Section 101 that plastic sheeting and tape will be used to seal outside doors and mid-hall doors to prevent any chemicals from entering the rooms. Ramboll recommends that this procedure also be included in Section 4SIP-202.1 on Sheet SIP-202.1 of the revised SIP Plan ("Shelter In Place – Invacuation Process"). In addition, Ramboll recommends

adding the following procedure to Section 2SIP-202.1 ("Preparation for Shelter In Place Program") on Sheet SIP-202.1: Cut plastic sheeting in sections large enough to fill gaps around outside and mid-hall doors and exterior windows. Store pre-cut plastic sheeting and tape/adhesive in readily accessible locations near exterior doorways and windows.

- In addition to using plastic sheeting to cover windows and doors, Ramboll also recommends identifying locations in the building that can be most easily sealed (e.g., classrooms with either no windows, or windows that can be sealed and can not be opened, or large storage closets, utility rooms, meeting rooms, or a gymnasium).
- The current SIP plan indicates in Section 101 that one MCA staff member and two school staff members will manually turn off all HVAC units (See 4SIP-202.1, "Invacuation Process"). Ramboll recommends that the SIP be updated to describe the location of the switches for the HVAC system and mark each switch to be labelled for "sheltering in place".

6. Post-Incident Actions

- The revised SIP Plan's post-incident actions are consistent with local, state and federal and aid organization guidance.

LIMITATIONS

This letter report has been prepared exclusively for use by DJPA, MCA, and the City of Santa Clara, California. This letter report may not be relied upon by any other person or entity without Ramboll's express written permission. The conclusions presented in this report represent Ramboll's professional judgment based on the information available to us during the course of this assignment and on conditions that existed at the time of the assessment. Ramboll made reasonable efforts to verify the information provided to us but did not perform an independent evaluation of the information. Nonetheless, this report is accurate and complete only to the extent that information provided to Ramboll was itself accurate and complete.

CLOSING

As discussed above, Ramboll found that the revised SIP Plan is generally complete and consistent with local, state and federal and aid organization guidance, based on a comparison between the guidance and the revised SIP Plan's procedures and components across six common elements of SIP plans. However, per the discussion above, Ramboll has identified components of the revised SIP Plan that could be enhanced through clarifications or the addition of supplemental information.

We appreciate the opportunity of providing our service to DJPA. Please contact us if you have any questions or comments regarding this letter report.

Sincerely,

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Attachments:

A: References

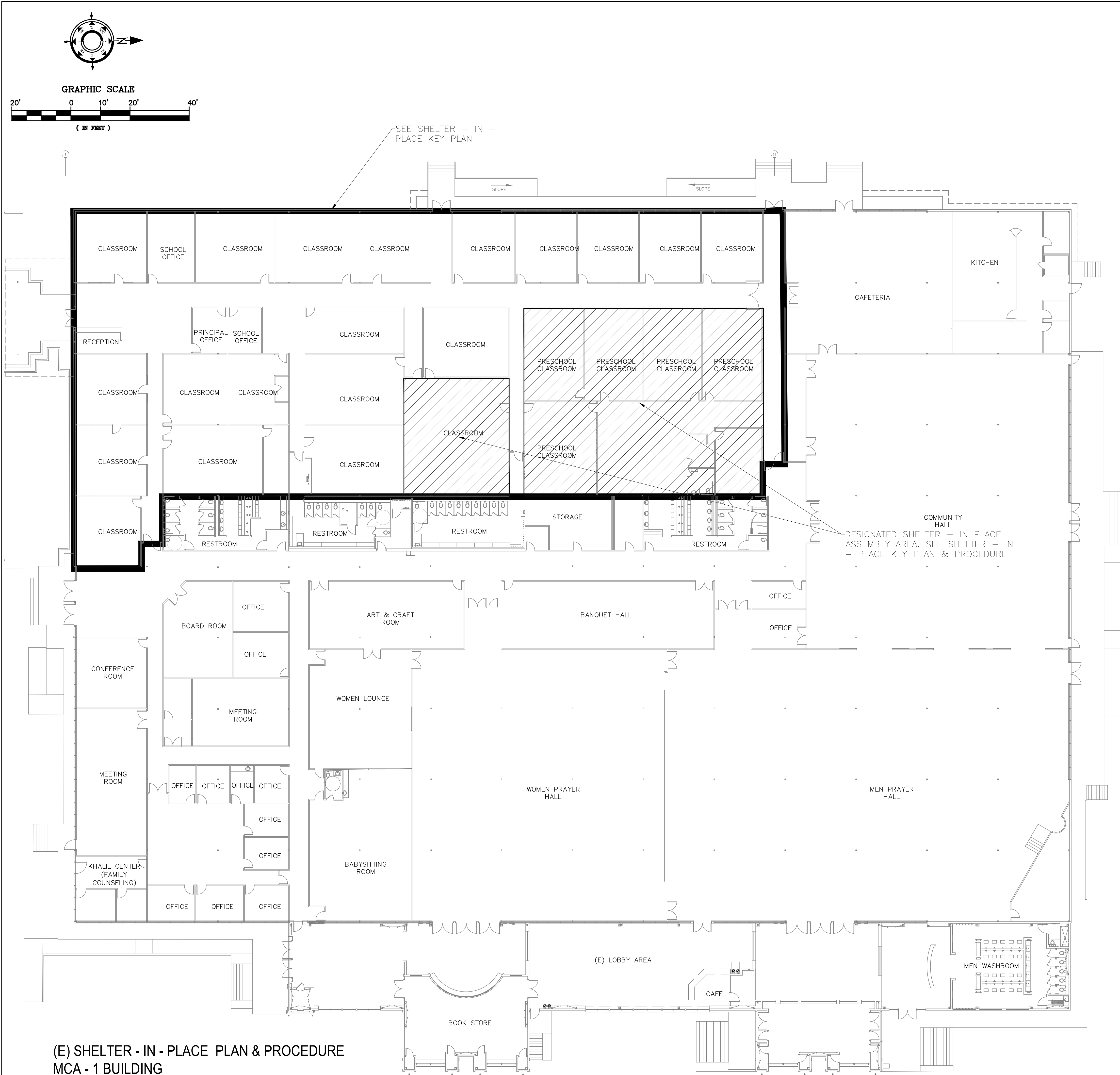
B: Revised MCA Shelter-In-Place Plan

ATTACHMENT A REFERENCES

REFERENCES

- American Red Cross and Pacific ADA Center. 2003. "Fact Sheet on Shelter-in-Place." February. Accessed on September 8, 2021 at: <https://www.adapacific.org/assets/documents/fact-sheet-on-shelter-in-place-american-red-cross.pdf>
- California Department of Public Health. 2017. "When and How to Shelter in Place". Accessed on September 8, 2021 at: <http://www.bepreparedcalifornia.ca.gov/BePrepared/IndividualsAndFamilies/Pages/KnowWhenandHowtoShelterinPlace.aspx>
- Centers for Disease Control and Prevention (CDC). 2018. "Learn How to Shelter in Place." April 4. Accessed on September 8, 2021 at: <https://emergency.cdc.gov/planning/shelteringfacts.asp>
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- United States Army Corp of Engineers (USACE). 2001. "Draft: Protecting Buildings and their Occupants from Airborne Hazards." October. Accessed on September 8, 2021 at: <https://www.hsdl.org/?view&did=451830>
- United States Department of Labor, Occupational Safety and Health Administration (OSHA). "Shelter-in-Place Procedures." Accessed on September 8, 2021 at: <https://www.osha.gov/SLTC/etools/evacuation/shelterinplace.html#procedures>

ATTACHMENT B
REVISED MCA SHELTER-IN-PLACE PLAN



SHELTER - IN - PLACE PROCEDURE

PURPOSE

SHELTER - IN - PLACE PROCEDURE ARE USED TO KEEP STUDENTS INSIDE AND PROTECT THEM FROM INHALATION OF TOXIC CHEMICALS IN THE EVENT OF CHEMICAL LEAK IN THE AREA. THE PRIORITY IS TO GET STUDENTS INSIDE, SAFE FROM ANY EXPOSURE. SHELTER - IN - PLACE CLASSROOMS ARE THE INNERMOST CLASSROOMS, FURTHEST AWAY FROM OUTSIDE DOORS AND WINDOWS, WITH EXTRA WATER SUPPLIES TO SUSTAIN STUDENTS FOR EXTENDED PERIODS. HOWEVER, IF SOME STUDENTS/ ADULTS HAVE BEEN EXPOSED, THEY MUST BE SEGREGATED IN SEPARATE CLASSROOMS TO AVOID EXPOSING OTHERS.

ADVANCE PREPARATION

1. SHELTER - IN - PLACE DIAGRAM MUST BE POSTED IN EACH CLASSROOM NEAR THE MAIN DOOR.
2. ALL SCHOOL STAFF MUST BE FAMILIAR WITH SHELTER - IN - PLACE PROCEDURES AND THE DESIGNATED SHELTER ROOMS AND ROUTES TO BE USED FOR EACH CLASSROOM IN WHICH THEY TEACH.

PLAYGROUND ACTIVITIES

1. DURING NORMAL SCHOOL HOURS MAX OF 33% OF STUDENTS WILL BE ALLOWED IN THE DESIGNATED OUTDOOR PLAY AREA AT ANY GIVEN TIME, PROVIDED THAT TEACHER TO STUDENT RATIO IS ADEQUATE TO DEMONSTRATE TO FIRE DEPARTMENT THE ABILITY TO INVACUATE STUDENTS INDOOR IN TIMELY MANNER.

EMERGENCY PROCEDURES

1. WHEN THE SCHOOL RECEIVES NOTICE OF A CHEMICAL LEAK, ACTIVATE THE SHELTER - IN - PLACE ALARM (LOCATED IN THE PRINCIPAL'S OFFICE) AND CALL 911. THE ALARM MAY ALSO GO OFF AUTOMATICALLY WHEN SENSORS ON THE ROOF DETECT CERTAIN CHEMICALS IN THE AIR.
2. STUDENTS, THEIR CURRENT PERIOD TEACHERS AND ALL CLASSROOM TEACHERS ARE TO PROCEED TO THEIR DESIGNATED SHELTER - IN - PLACE LOCATIONS VIA DESIGNATED ROUTES (TEACHERS TAKE ATTENDANCE SHEET WITH THEM).
3. OUTSIDE DOORS ARE CLOSED, LOCKED AND SIGNS POSTED.
4. VENTILATION SWITCHES ARE TURNED OFF MANUALLY IF THEY DO NOT AUTOMATICALLY SHUT OFF.
5. THE CLASSROOMS DOORS SHOULD BE CLOSED AND TEACHERS TAKE ROLL IN THEIR SHELTER ROOM. THEY POST RED CARD ON THE DOOR IF ANYONE IS MISSING OR HURT OR THE GREEN CARD IF EVERYONE IS PRESENT AND OK.
6. A SEARCH IS MADE FOR MISSING STUDENTS AND THEY ARE TAKEN TO THE ARABIC TEACHER'S ROOM # 18 WHERE THE SHELTER - IN - PLACE TEAM WILL BE STATIONED.
7. EXPOSED STUDENTS OR ADULTS SHOULD GO TO A SEPARATE ROOM (# 15) TO AVOID CONTAMINATING OTHERS.
8. STAY IN SHELTER UNTIL NOTIFIED BY THE FIRE DEPARTMENT THAT IT IS SAFE TO LEAVE.
9. KEEP STUDENTS CALM AND QUIET DURING SHELTER - IN - PLACE TO MINIMIZE THE USE OF OXYGEN SINCE THE AC WILL BE SHUT DOWN.
10. OUTSIDE DOORS AND MID-HALL DOORS ARE TO BE SEALED WITH PLASTIC AND TAPE TO PREVENT ANY CHEMICALS FROM ENTERING THE ROOMS.
11. ONCE THE SHELTER ROOMS ARE CLOSED / SEALED, THE DOORS SHOULD NOT BE OPENED UNTIL THE PRINCIPAL OR EMERGENCY PERSONNEL SAY IT IS SAFE TO DO SO, COMMUNICATION SHOULD BE VIA PHONE OR PA SYSTEM.

SUPPLIES

RED & GREEN CARDS IN EACH SHELTER ROOM; SHELTER - IN - PLACE DIAGRAM POSTED IN EACH ROOM; ATTENDANCE SHEET POSTED IN EACH CLASSROOM; SHELTER - IN - PLACE SIGNS FOR POSTING ON ALL OUTSIDE DOORS; PLASTIC SHEETING, TAPE & SCISSORS; WATER SUPPLY IN EACH SHELTER ROOM.

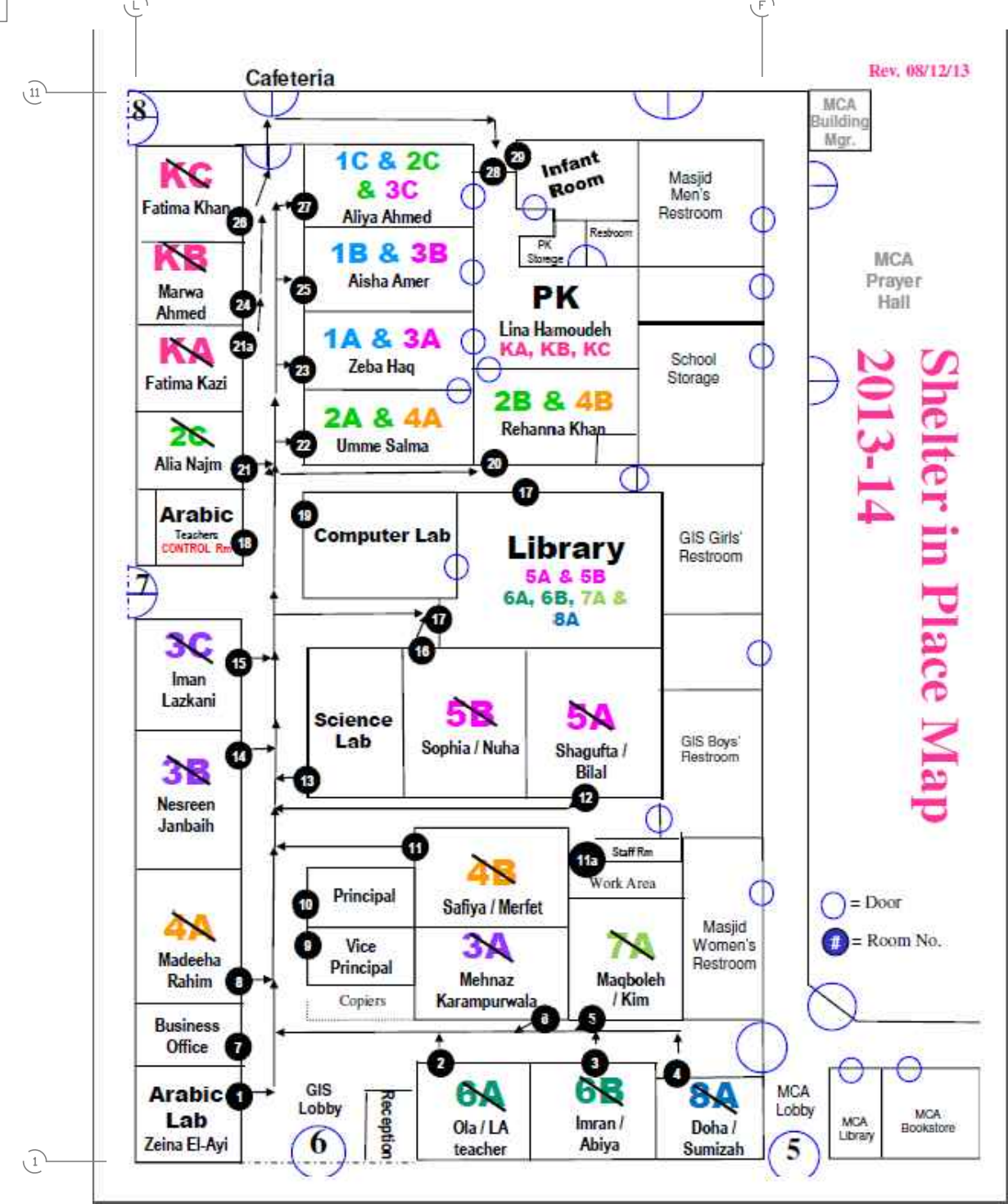
EMERGENCY TEAM

THE SHELTER - IN - PLACE TEAM CONSISTS OF ALL STAFF NOT RESPONSIBLE FOR STUDENTS AT THE TIME OF THE INCIDENT AND NOT CLASSROOM TEACHERS. THEY WILL MEET IN THE ARABIC TEACHER'S ROOM # 18 FOR MANAGEMENT OF THE EMERGENCY AND ASSESSMENTS. ASSIGNED DUTIES ARE AS FOLLOWS:

DUTY	NUMBER OF PERSONS
INCIDENT COMMANDER * SETS OBJECTIVES, STRATEGIES, & PRIORITIES * ENSURES INCIDENT SAFETY * PROVIDE INFORMATION INTERNAL & EXTERNAL STAKE HOLDERS * ESTABLISHES & MAINTAINING LIAISON WITH OTHER AGENCIES PARTICIPATING IN THE INCIDENT	1 PERSON
OPERATIONS * CONDUCTS OPERATIONS TO REACH THE INCIDENT OBJECTIVES	1 PERSON
LOCK SCHOOL DOOR TO MCA	1 PERSON
LOCK SCHOOL DOOR (LEADING TO MCA LOBBY)	1 PERSON
LOCK LOBBY DOOR (# 6)	1 PERSON
YARD DUTY SUPERVISOR * LOCK SIDE PLAYGROUND DOOR (# 7) * LOCK DOOR NEXT TO CAFETERIA (# 8) * LOCK PRE-K DOORS	1 PERSON
VERIFY/ SHUT OF AC AT MAIN SWITCH	1 PERSON
CHECK REST ROOMS	1 PERSON
POST SIGNS ON DOORS	1 PERSON
SEAL OUTSIDE, GIS / MCA	2 PERSONS
SEAL PRE - K DOOR	1 PERSON
COMMUNICATIONS	1 PERSON
CHECK FOR RED SIGNS ON SHELTER ROOM DOORS	2 PERSONS
LOOK FOR ANY MISSING STUDENTS	2 PERSONS

SHELTER - IN - PLACE KEY PLAN

NTS



ARCH VERSA
ARCHITECTURE

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2020-03-04	RESP. TO COMMENTS-2	2
2018-12-19	RESP. TO COMMENTS-1	1
2018-02-16	PCC REVIEW	-
DATE	DESCRIPTION	NO.

MCA SCHOOL & COMMUNITY CENTER

CLIENT MUSLIM COMMUNITY ASSOCIATION - MCA

PROJECT SCHOOL & COMMUNITY SERVICES EXPANSION MCA-1 & MCA-3

ADDRESS 3003 SCOTT BLVD. & 3080/3100 ALFRED ST. SANTA CLARA, CA95054

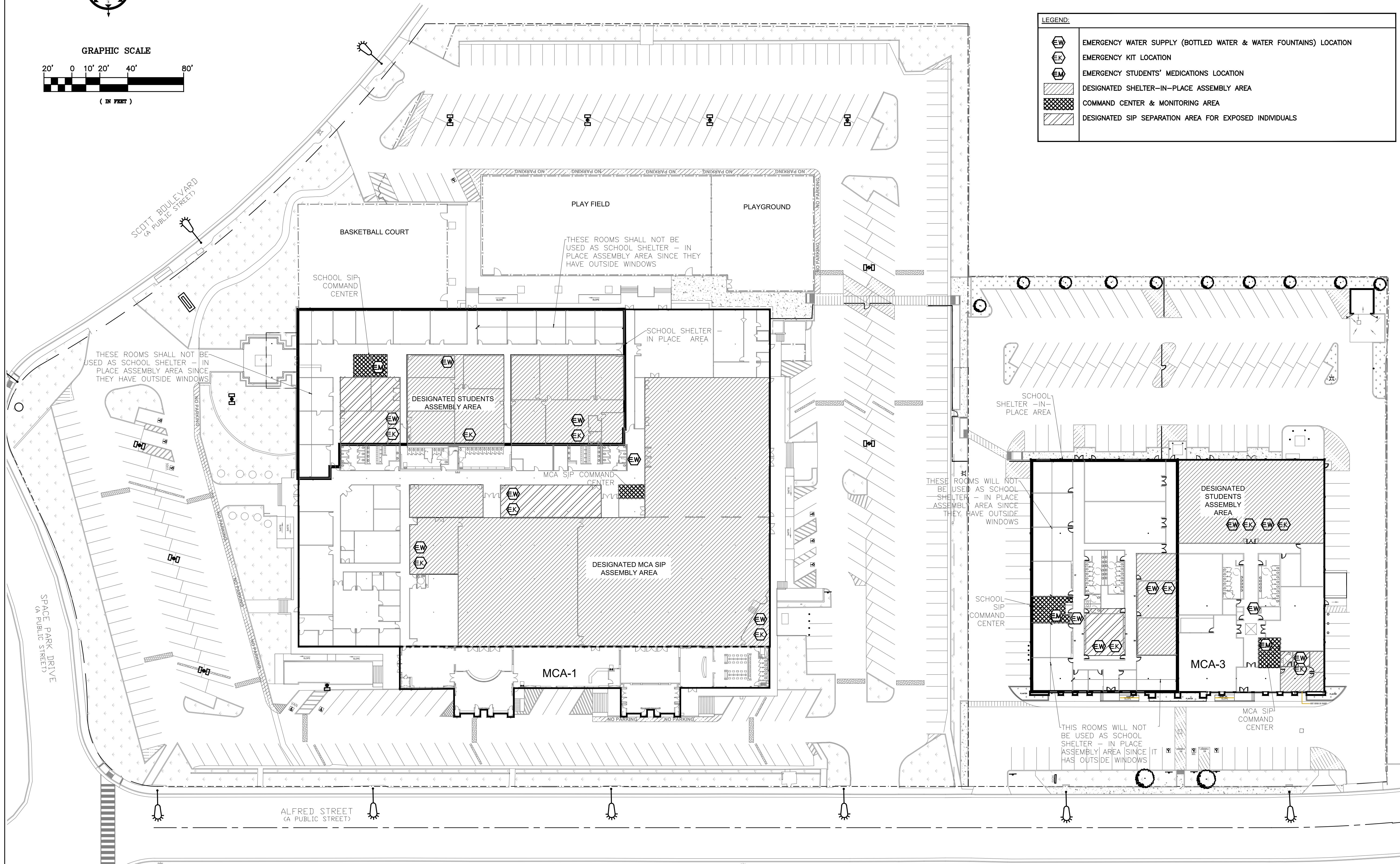
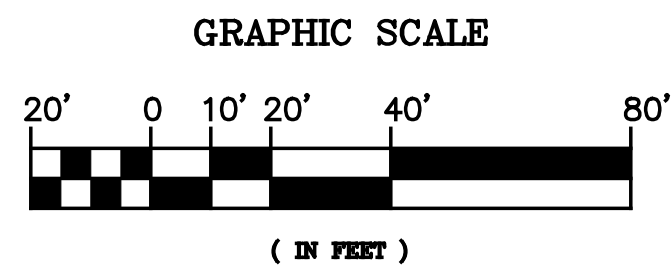
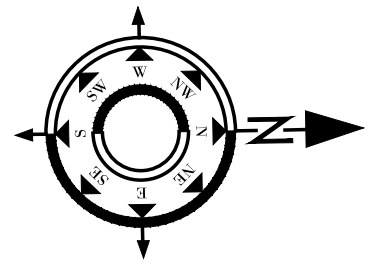
PROJECT NO. 1906

SCALE 1/16"=1'-0"

TITLE

PACKAGE B
(E) SHELTER-IN-PLACE PLAN & PORCEDURE
MCA-I

SIP-I01



- TYPICAL NOTE:
1. PROPOSED SHELTER - IN - PLACE PROCEDURE WILL BE SIMILAR TO EXISTING SIP PROCEDURE UTILIZED IN MCA-1.
 2. MCA WILL TIE - IN TO THE COUNTY EMERGENCY ALERT SYSTEM.

LEGEND:	
	EMERGENCY WATER SUPPLY (BOTTLED WATER & WATER FOUNTAINS) LOCATION
	EMERGENCY KIT LOCATION
	EMERGENCY STUDENTS' MEDICATIONS LOCATION
	DESIGNATED SHELTER-IN-PLACE ASSEMBLY AREA
	COMMAND CENTER & MONITORING AREA
	DESIGNATED SIP SEPARATION AREA FOR EXPOSED INDIVIDUALS



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2020-03-04	RESP. TO COMMENTS-2	2
2018-12-19	RESP. TO COMMENTS-1	1
2018-02-16	PCC REVIEW	-
DATE	DESCRIPTION	NO.

MCA SCHOOL & COMMUNITY CENTER

CLIENT MUSLIM COMMUNITY ASSOCIATION - MCA

PROJECT SCHOOL & COMMUNITY SERVICES EXPANSION MCA-1 & MCA-3

ADDRESS 3003 SCOTT BLVD. & 3080/3100 ALFRED ST. SANTA CLARA, CA95054

PROJECT NO. 1906

SCALE 1/32"=1'-0"

TITLE

**PACKAGE B
(N) SHELTER-IN-PLACE PLAN & PORCEDURE
MCA-1 & MCA-3**

SIP-201

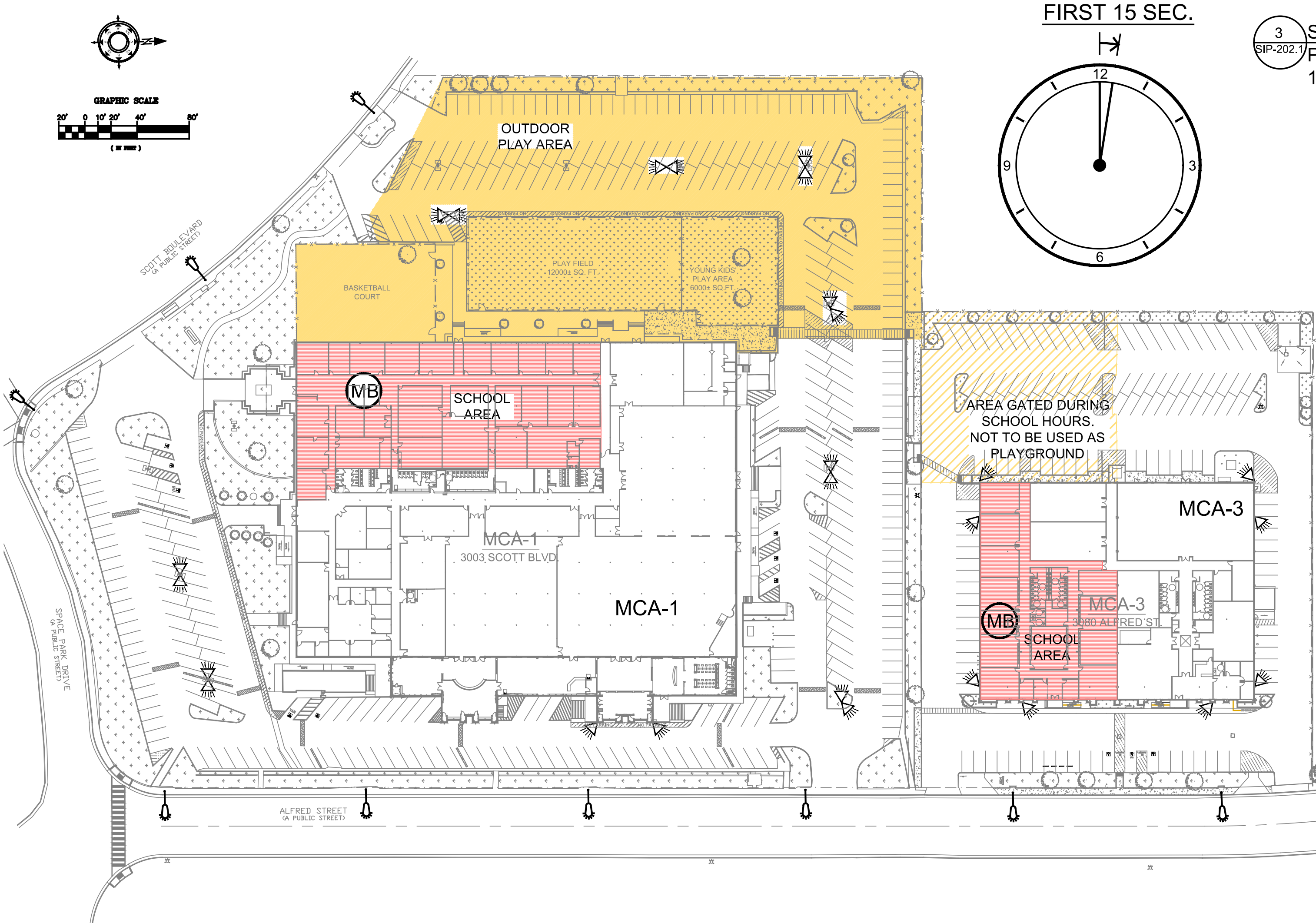
(N) SHELTER - IN - PLACE PLAN
MCA - 1 & MCA - 3 BUILDINGS

1 OBJECTIVES OF SHELTER IN PLACE PROGRAM:

- SEE GENERAL NOTES SHEET SIP-001.
- SHELTER IN PLACE (SIP) PROCEDURE IS USED TO KEEP STUDENTS INSIDE AND PROTECT THEM FROM INHALATION OF TOXIC CHEMICALS IN THE EVENT OF CHEMICAL LEAK IN THE AREA. THE PRIORITY IS TO GET STUDENTS INSIDE, SAFE FROM ANY EXPOSURE. SHELTER IN PLACE CLASSROOMS ARE THE INNERMOST CLASSROOMS, FURTHEST AWAY FROM OUTDOORS AND WINDOWS IF POSSIBLE, WITH EXTRA WATER SUPPLIES TO SUSTAIN STUDENTS FOR EXTENDED PERIODS. HOWEVER, IF SOME STUDENTS/ ADULTS HAVE BEEN EXPOSED, THEY MUST BE SEPARATED IN DESIGNATED CLASSROOMS TO AVOID EXPOSING OTHERS.
- EVEN TOUGH THIS SIP IS MAINLY ADDRESSING MITIGATION FOR A CHEMICAL RELEASE EMERGENCY WITHIN THE VICINITY, MCA/ GIS ARE RECOMMENDED TO USE THESE PROCEDURES AS PART OF OTHER RELATED SIP EMERGENCIES (SUCH AS FIRE IN ADJACENT PROPERTIES, NEARBY POLICE AND TERRORIST ACTIVITIES) UNDER THE GUIDANCE OF THE FIRE OR POLICE DEPARTMENTS.
- THE SIP PLAN SHOULD INCLUDE ALL PERSONS AT THE SITE AT THE TIME OF AN EMERGENCY, INCLUDING STUDENTS, STAFF, PARENTS, AND OTHER VISITORS. SEE STAFF RESPONSIBILITIES TABLE ON SHEET SIP-203.

2 PREPARATION FOR SHELTER IN PLACE PROGRAM:

- EDUCATE PARENTS ABOUT SIP DURING START OF SCHOOL, SCHOOL NIGHT EVENTS, HANDOUTS DURING REGISTRATION, AND OTHER PUBLIC EVENTS.
- INCLUDE THE SIP PROCEDURE AS PART OF THE EMERGENCY PLAN, WHICH INCLUDES: EARTHQUAKE, FIRE, AND THREATS (SEE GENERAL NOTES SHEET SIP-001).
- 3A. PROVIDE A SYSTEM FOR EMERGENCY MASS COMMUNICATION TO KEEP PARENTS AND GUARDIANS INFORMED ABOUT SIP SITUATIONS. SUCH SYSTEM MUST BE REVIEWED AND APPROVED BY THE FIRE DEPARTMENT. IT MUST INCLUDE METHOD OF COMMUNICATION AND PROCESS FOR REGISTRATION OF THE SYSTEM.
- 3B. HAVE EMERGENCY PERSONNEL CONTACT INFORMATION IN A DESIGNATED EASILY ACCESSIBLE AREA.
- 4A. MCA AND GIS TO INSURE THAT THERE IS ADEQUATE STORAGE OF WATER SUPPLY IN THE FORM OF WATER BOTTLES AND WATER FOUNTAINS. SEE SHEET SIP-201 FOR LOCATION.
- 4B. SEE SHEET SIP-201 FOR EMERGENCY KIT LOCATIONS.
- 4C. SEE SHEET SIP-201 FOR STUDENTS' AND EMERGENCY MEDICATION LOCATIONS.
- 4D. A CHECKLIST MUST BE MAINTAINED TO ADDRESS WATER SUPPLIES (IF REQUIRED), EMERGENCY KITS, AND STUDENTS' EMERGENCY MEDICATION.
- CARRY OUT DRILLS TWICE A YEAR FOR ALL SCHOOL AND ONCE A YEAR FOR MCA. KEEP DRILL SCHEDULE ON A CALENDAR TO ENSURE CONFORMANCE WITH THIS REQUIREMENT.
- PERFORM QUARTERLY INSPECTION AND MAINTENANCE OF THE SIP SYSTEM BY A QUALIFIED COMPANY.
- PERFORM BI-ANNUAL INSPECTION AND MAINTENANCE OF ALL DOOR HARDWARE RELATED TO SIP.
- PERFORM INSPECTION AND MAINTENANCE (YEARLY) OF THE COMPUTER DATA BACKUP SYSTEM, SIP ALARM, HVAC SHUTOFF, LIGHT STROBES, AND RELATED SYSTEMS.
- MCA/ GIS MUST UPDATE THIS SIP PROCEDURE AS NEEDED BASED ON INPUT FROM THE SANTA CLARA FIRE DEPARTMENT EVERY 5 YEARS.
- DURING NORMAL SCHOOL HOURS A MAXIMUM OF 33% OF STUDENTS ARE ALLOWED IN THE DESIGNATED OUTDOOR PLAY AREA AT ANY GIVEN TIME, PROVIDED THAT A TEACHER TO STUDENT RATIO IS ADEQUATE AND ABLE TO DEMONSTRATE TO THE FIRE DEPARTMENT THE ABILITY TO INVACUATE STUDENTS INDOORS WITHIN A TIMELY MANNER.
- MAINTAIN TRAINING OF STAFF AND BACK UP TEAM FOR THE SCHOOL AND MCA. TRAINING OF STAFF AND BACK UP TEAM SHALL OCCUR ANNUALLY. NEW AND TEMPORARY STAFF MEMBERS HIRED DURING THE COURSE OF THE SCHOOL YEAR ARE ALSO REQUIRED TO GO THROUGH TRAINING TO INSURE THAT STAFF IS FAMILIAR WITH AND UNDERSTANDS THE SIP PROCEDURES. A WRITTEN TRAINING LOG SHOULD BE KEPT TO DOCUMENT ALL TRAINING AND SHOW CONFORMANCE.
- SHELTER IN PLACE CLASSROOMS ARE THE INNERMOST CLASSROOMS, FURTHEST AWAY FROM OUTDOORS AND WINDOWS IF POSSIBLE, WITH EXTRA WATER SUPPLIES TO SUSTAIN STUDENTS FOR EXTENDED PERIODS. HOWEVER, IF SOME STUDENTS/ ADULTS HAVE BEEN EXPOSED, THEY MUST BE SEPARATED IN DESIGNATED CLASSROOMS TO AVOID EXPOSING OTHERS.
- ALL EXTERIOR DOORS MUST BE WEATHER SEALED.
- THE HVAC SYSTEM MUST BE DESIGNED TO VENTILATE THE BUILDING AFTER SIP EVENT.
- SEE STAFF RESPONSIBILITIES TABLE SHEET SIP-203.
- THE FOLLOWING MUST BE POSTED IN A VISIBLE LOCATION OF THE COMMAND CENTER: ALL MAPS, TABLES, PLANS, LIST OF STAFFING RESPONSIBILITIES, NAME/ CONTACT INFORMATION, FIRE DEPARTMENT INFORMATION, POLICE INFORMATION, AND SIP MAINTENANCE/ INSPECTION INFORMATION.
- THIS PROCEDURE APPLES TO ALL ON-SITE SCHOOL-RELATED ACTIVITIES, SUCH AS BUT NOT LIMITED TO GIS, HIGH SCHOOL, WEEKEND SCHOOL, ETC.



3 SHELTER IN PLACE ALARM ACTIVATED: PROCEDURE DURING THE FIRST 15 SECONDS OF SIP

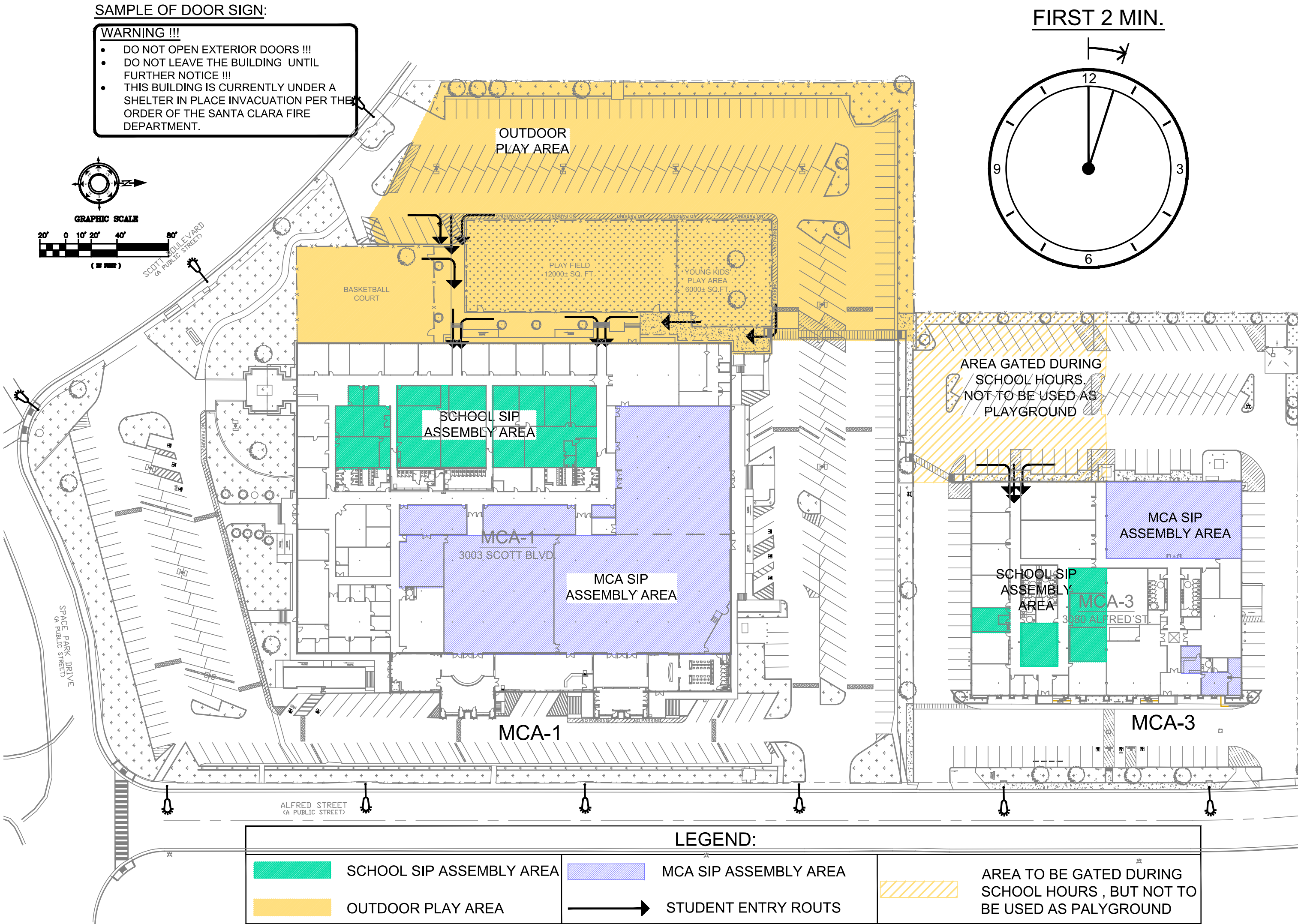
- ALARM ACTIVATED DUE TO:
 - SIGNAL FROM THE COUNTY OF SANTA CLARA EMERGENCY ALERT SYSTEM,
 - MANUALLY ACTIVATED PUSH BUTTON FOR DRILLS OA AS NOTIFIED BY FIRE DEPARTMENT.
- ALARM SOUNDS THROUGHOUT BOTH BUILDINGS AND PARKING LOTS:
 - BLUE LIGHT STROBES (ADA) LIGHT UP.
 - DISTINCTIVE ALARM IS SOUNDED.
 - ALARM RELAYS ANNOUNCEMENT OF SHELTER IN PLACE MESSAGE:
"THIS IS A SHELTER IN PLACE ALARM
- ALL STUDENTS TO PROCEED TO THE DESIGNATED INDOOR SHELTER AREAS.
- ALL OTHER MCA ATTENDEES TO MOVE AND REMAIN INDOORS.
- ALL EXTERIOR DOORS TO BE CLOSED.
- DO NOT LEAVE BUILDING OR OPEN EXTERIOR DOORS UNTIL NOTIFIED BY AUTHORIZED PERSONNEL".
- ALL HVAC EQUIPMENT WILL REMOTELY SHUT DOWN.
- ALL EXTERIOR DOORS WILL REMOTELY CLOSE.

LEGEND:	
	INDOOR MANUAL SHELTER IN PLACE ACTIVATION BUTTON
	SHELTER IN PLACE ALARM & ANNOUNCEMENT OUTDOOR SPEAKERS
	OUTDOOR PLAY AREA
	SCHOOL AREA
	AREA TO BE GATED DURING SCHOOL HOURS, BUT NOT TO BE USED AS PLYGROUND

SAMPLE OF DOOR SIGN:

WARNING !!!

- DO NOT OPEN EXTERIOR DOORS !!!
- DO NOT LEAVE THE BUILDING UNTIL FURTHER NOTICE !!!
- THIS BUILDING IS CURRENTLY UNDER A SHELTER IN PLACE INVACUATION PER THE ORDER OF THE SANTA CLARA FIRE DEPARTMENT.



4 INVACUATION PROCESS: PROCEDURE DURING THE FIRST 2 MINUTES OF SIP

- TYPICAL NOTE:**
- SEE STAFF RESPONSIBILITIES TABLE SHEET SIP-203
- SCHOOL AREA (MCA-1 & MCA-3):**
- ALL OUTDOOR STUDENTS WILL PROCEED INDOOR TO THEIR DESIGNATED SHELTER AREA WITH THE ASSISTANCE OF THE SUPERVISING AND TRAINED STAFF.
 - TWO STAFF MEMBERS IN THE PLAY AREA WILL CHECK THAT ALL AREAS ARE VACATED FROM STUDENTS PRIOR TO MOVING INDOOR.
 - ALL STUDENTS WILL PROCEED TO THEIR DESIGNATED INDOOR SHELTER AREAS WITH THE ASSISTANCE OF THE SUPERVISING AND TRAINED STAFF.
 - TWO STAFF MEMBERS WILL CHECK ALL CLASSROOMS, REST ROOMS, AND CAFETERIA FOR ANY STUDENTS WHO MIGHT BE LEFT BEHIND.
 - ONE MCA STAFF MEMBER & TWO SCHOOL STAFF MEMBERS IN EACH BUILDING WILL MANUALLY TURN OFF ALL HVAC UNITS AND VERIFY THAT ALL EXTERIOR DOORS ARE CLOSED & SEALED (SEE NOTE 13 ON 2/SIP-201.1) WITH A SIGN POSTED ON THEM (SEE SAMPLE).
 - GIS AND MCA STAFF WILL INITIATE COMMUNICATION WITH THE SANTA CLARA FIRE DEPARTMENT.
 - THE HEAD COUNT OF STUDENTS WILL START.

MCA AREA (MCA-1 & MCA-3):

- TWO TRAINED MCA STAFF MEMBERS FROM EACH BUILDING WILL REQUEST MCA ATTENDEES & GUESTS WHO ARE OUTDOOR TO PROCEED INDOOR TO THE DESIGNATED AREAS.
- THE FOUR STAFF MEMBERS NOTED ABOVE WILL CLOSE (NOT LOCK) ALL EXTERIORS DOORS OTHER THAN SCHOOL DOORS (WHICH WILL BE ATTENDED TO BY GIS STAFF). A SIGN WILL BE POSTED ON EACH DOOR (SEE SAMPLE).



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DATE	DESCRIPTION	NO.
2020-03-04	RESP. TO COMMENTS-2	2
2018-12-19	RESP. TO COMMENTS-1	1
2018-02-16	PCC REVIEW	-

MCA SCHOOL & COMMUNITY CENTER

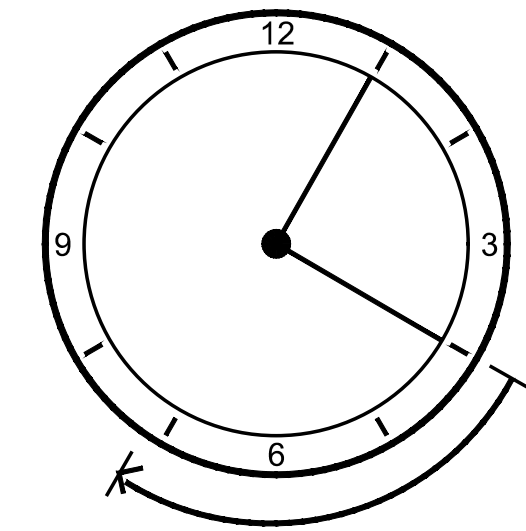
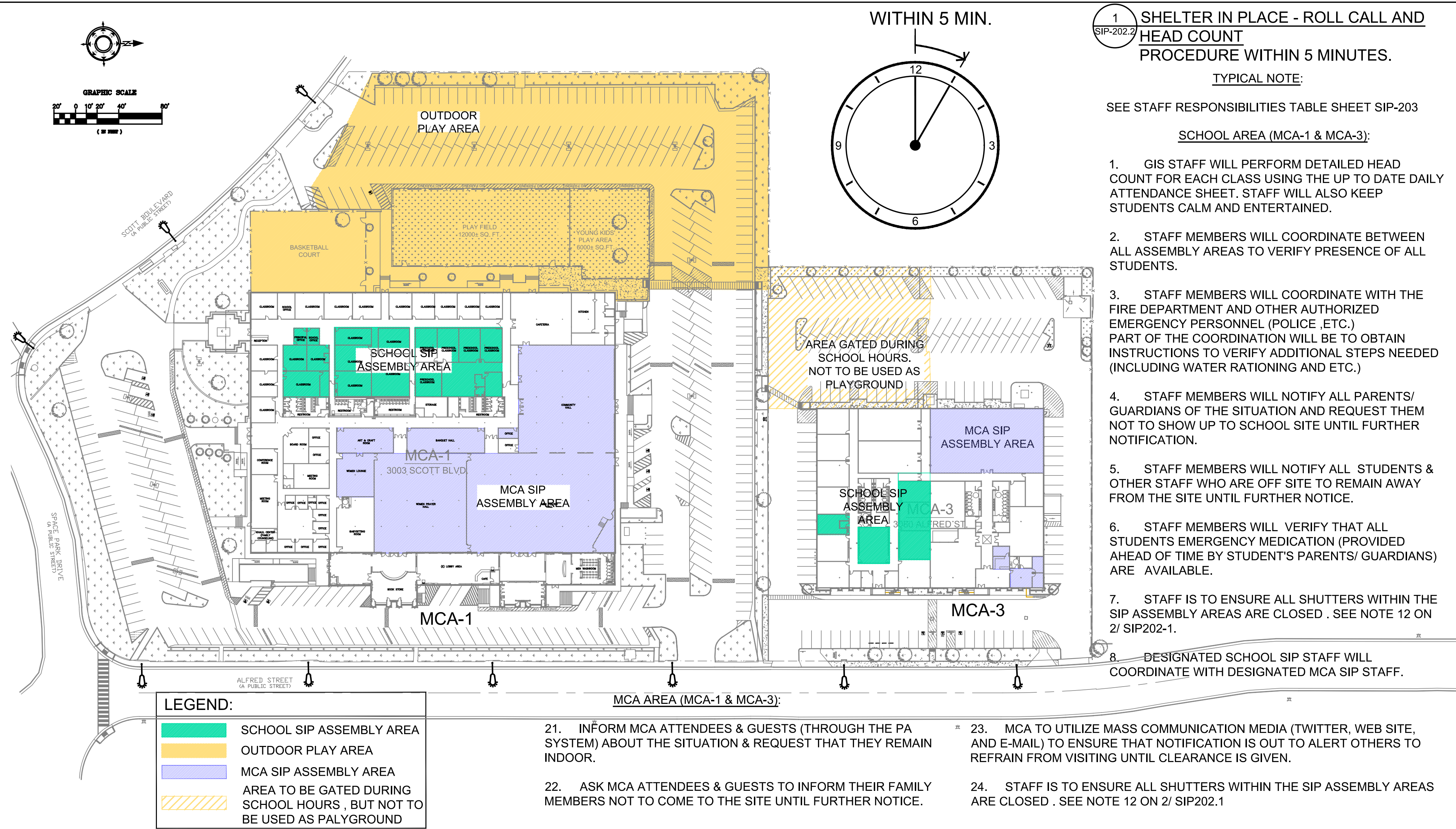
CLIENT	MUSLIM COMMUNITY ASSOCIATION - MCA
PROJECT	SCHOOL & COMMUNITY SERVICES EXPANSION MCA-1 & MCA-3
ADDRESS	3003 SCOTT BLVD. & 3080/3100 ALFRED ST. SANTA CLARA, CA95054

PROJECT NO. 1906

SCALE 1/64"=1'-0"

PACKAGE B
(N) SHELTER-IN-PLACE PROCEDURE
2 OF 2
MCA-1 & MCA-3

SIP-202.1



AFTER CLEARANCE IS PROVIDED BY THE FIRE DEPARTMENT

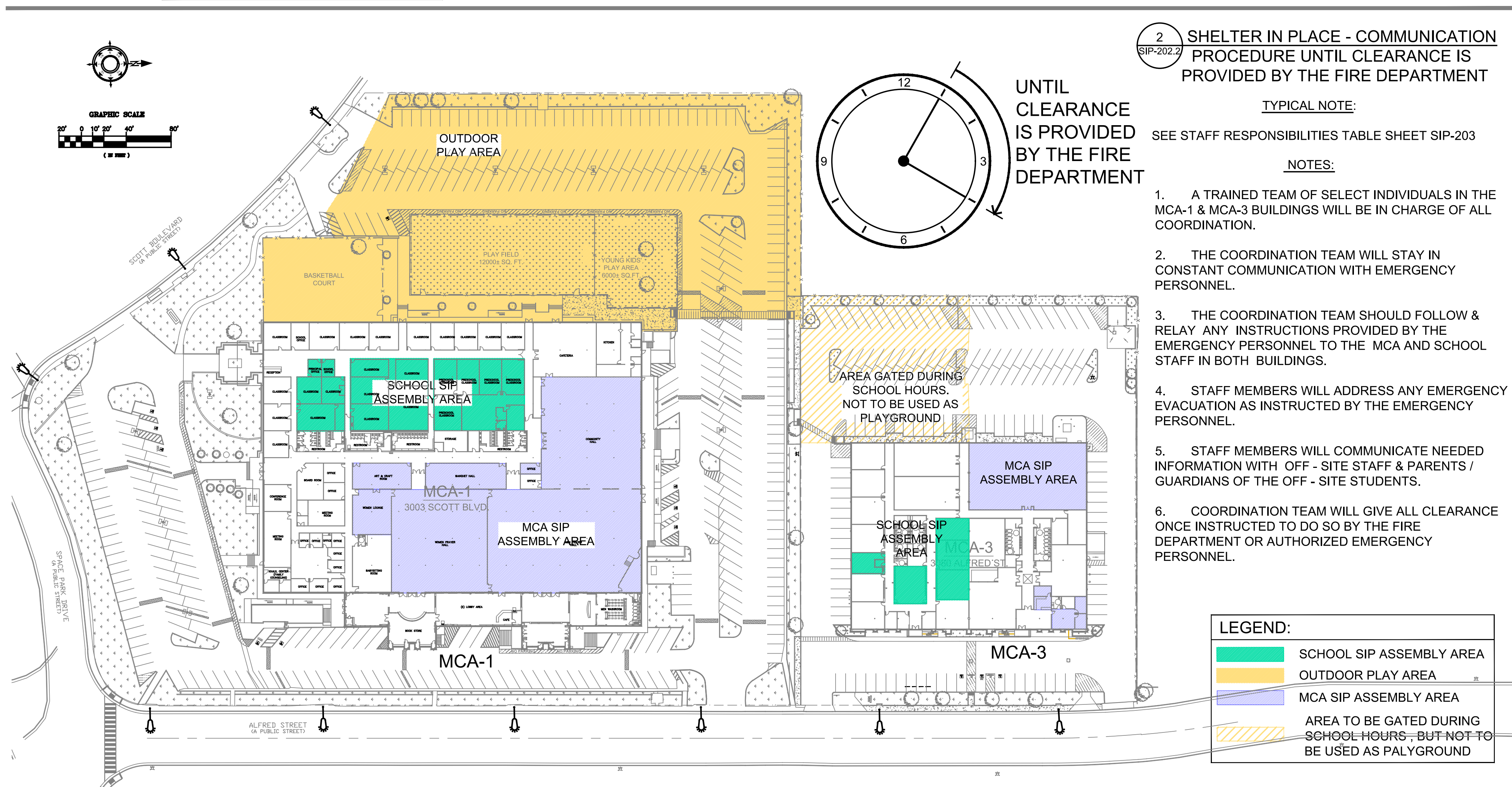
3. POST SHELTER IN PLACE AFTER CLEARANCE IS PROVIDED BY THE FIRE DEPARTMENT

TYPICAL NOTE:

SEE STAFF RESPONSIBILITIES TABLE SHEET SIP-203

NOTES:

- WITHIN 5 MINUTES AFTER CLEARANCE IS PROVIDED, STAFF WILL SILENCE AND RESET THE SHELTER IN PLACE ALARM.
- MCA AND GIS MUST VENTILATE THE BUILDINGS IF REQUIRED BY THE FIRE DEPARTMENT. SEE NOTE 14 ON 2/ SIP202.1
- STAFF MEMBERS WILL NOTIFY ALL ATTENDEES WITHIN BOTH BUILDINGS THAT CLEARANCE HAS BEEN PROVIDED.
- STAFF MEMBERS WILL MOVE STUDENTS BACK TO THEIR CLASSROOMS.
- STAFF MEMBERS WILL NOTIFY OFF - SITE STAFF AND STUDENTS.
- STAFF MEMBERS WILL NOTIFY PARENTS/ GUARDIANS TO COORDINATE AN ORDERLY PICK UP TIME (SET AT DIFFERENT TIMES TO PREVENT OVERWHELMING TRAFFIC).
- WITHIN 10 WORKING DAYS, STAFF WILL SCHEDULE A MEETING BETWEEN KEY SCHOOL STAFF, MCA STAFF, & FIRE DEPARTMENT PERSONNEL TO REVIEW CRITICAL PROCEDURES AND IMPLEMENT ANY LESSONS LEARNED.



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2018-02-16	PCC REVIEW	-
DATE	DESCRIPTION	NO.

MCA SCHOOL & COMMUNITY CENTER

CLIENT MUSLIM COMMUNITY ASSOCIATION - MCA

PROJECT SCHOOL & COMMUNITY SERVICES EXPANSION MCA-1 & MCA-3

ADDRESS 3003 SCOTT BLVD. & 3080/3100 ALFRED ST. SANTA CLARA, CA95054

PROJECT NO. 1906

SCALE 1/64"=1'-0"

TITLE **PACKAGE B**
(N) SHELTER-IN-PLACE PROCEDURE
2 OF 2
MCA-1 & MCA-3

SIP-202.2

TASK TITLE	TASK DESCRIPTION, RESPONSIBILITIES, AND ADDITIONAL INFORMATION	MCA-1					MCA-3			
		SCHOOL/ GIS STAFF NEEDED		MCA STAFF NEEDED			SCHOOL/ GIS STAFF NEEDED		MCA STAFF NEEDED	
		DESIGNATED	BACKUP	DESIGNATED	BACKUP		DESIGNATED	BACKUP	DESIGNATED	BACKUP
SIP CHIEF COMMANDER	* MANUALLY ACTIVATE SIP ALARM IF INSTRUCTED BY FIRE DEPARTMENT * ESTABLISH & MAINTAIN COMMUNICATION WITH FIRE DEPARTMENT, POLICE DEPARTMENT, & OTHER AGENCIES. * COORDINATE & EXCHANGE INFORMATION WITH MCA-1 SCHOOL COMMUNICATION COORDINATOR, MCA-3 SCHOOL COMMUNICATION COORDINATOR, MCA-1 COMMUNICATION COORDINATOR, MCA-3 COMMUNICATION COORDINATOR, & PUBLIC COMMUNICATION COORDINATOR * SEE NOTE 1 ON SHEET 3/ SIP-202 FOR ADDITIONAL TASK DESCRIPTION	1 (SEE NOTE 3 BELOW)	1	--	--		--	--	--	--
SCHOOL/ GIS COMMUNICATION COORDINATOR	* SEE NOTE 2 ON SHEET 3/ SIP-202 FOR ADDITIONAL TASK DESCRIPTION * SEE NOTE 3 ON SHEET 3/ SIP-202 FOR ADDITIONAL TASK DESCRIPTION			--	--		1	1	--	--
MCA COMMUNICATION COORDINATOR	* SEE NOTES 3, 21, & 22 ON SHEET 1/ SIP-202 FOR TASK DESCRIPTION * SEE NOTES 2 & 3 ON SHEET 3/ SIP-202 FOR TASK DESCRIPTION	--	--	1 (SEE NOTE 3 BELOW)	1		--	--	1	1
PUBLIC COMMUNICATION COORDINATOR	* SEE NOTES 4, 5, & 23 ON SHEET 1/ SIP-202 FOR TASK DESCRIPTION * SEE NOTES 5 & 6 ON SHEET 3/ SIP-202 FOR TASK DESCRIPTION	2	1	1	1		--	--	--	--
PLAYGROUND AREA INSPECTION TEAM & INDOOR AREA INSPECTION TEAM	* SEE NOTES 3, 4, 5, 21, & 22 ON SHEET 4/ SIP-202 FOR TASK DESCRIPTION	2	1	3	1		2	1	2	1
STUDENTS' HEAD -COUNT TEAM	* SEE NOTES 1 & 6 ON SHEET 1/ SIP-202 FOR TASK DESCRIPTION * SEE NOTE 4 ON SHEET 3/ SIP-202 FOR TASK DESCRIPTION	6 MINIMUM	2	--	--		4 MINIMUM	2	--	--
SIP PROCEDURE REVIEW & UPDATE TEAM	* REVIEW IMPLEMENTATION OF SIP PROCEDURE & UPDATE IT AS NEEDED * SEE NOTE 7 ON SHEET 3/ SIP-202 FOR ADDITIONAL TASK DESCRIPTION	PRINCIPLE, VICE-PRINCIPLE, SCHOOL BOARDS REPRESENTATIVES, MCA BUILDINGS MANAGER(S), MCA EXECUTIVE COMMITTEE BOARD REPRESENTATIVE, MCA BOARD OF TRUSTEE REPRESENTATIVE, SIP CHIEF COMMANDER, SCHOOL/ GIS & MCA COMMUNICATION COORDINATORS IN BOTH BUILDINGS								
TYPICAL NOTES: 1. THIS TABLE MUST BE REVIEWED AND UPDATED ANNUALLY BY MCA AND SCHOOL BEFORE SEPTEMBER 1ST. 2. UPDATED TABLE MUST INCLUDE NAMES OF ALL INDIVIDUALS INVOLVED. 3. IN CASE OF SIP EMERGENCY OCCURRENCE WHEN SCHOOL/ GIS IS NOT IN SESSION, THE MCA COMMUNICATION COORDINATOR WILL ACT AS THE TEMPORARY SIP CHIEF COMMANDER.										

(P) SHELTER - IN - PLACE STAFF TABLE
MCA - 1 & MCA-3 BUILDINGS



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MCA SCHOOL & COMMUNITY CENTER

CLIENT MUSLIM COMMUNITY ASSOCIATION - MCA

PROJECT SCHOOL & COMMUNITY SERVICES EXPANSION
MCA-1 & MCA-3

ADDRESS 3003 SCOTT BLVD. & 3080/3100 ALFRED ST.
SANTA CLARA, CA95054

PROJECT NO. 1906

SCALE NTS

TITLE
**PACKAGE B
(P) SHELTER-IN-PLACE STAFF TABLE
MCA-1 & MCA-3**

SIP-203

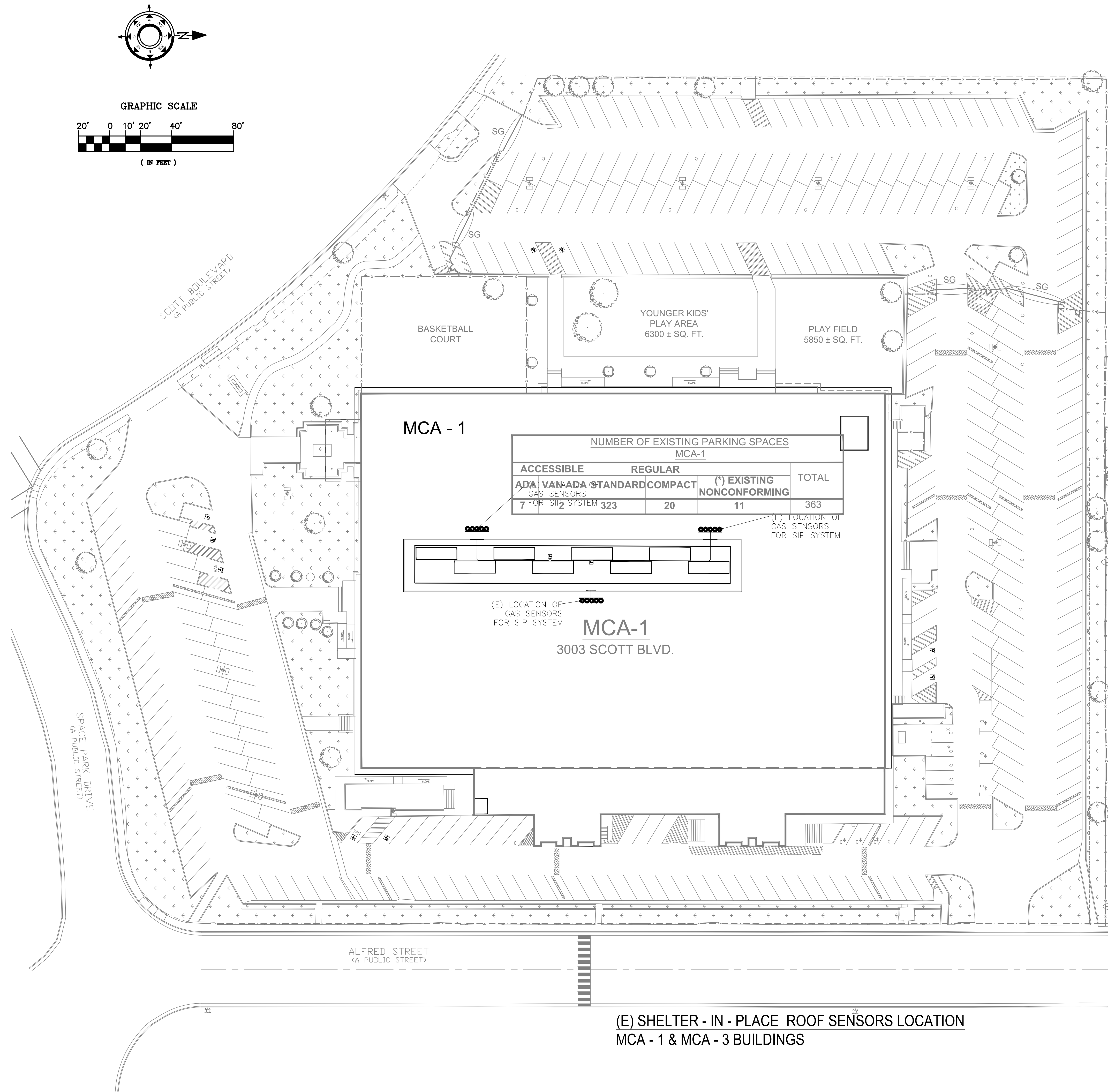


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NOTES:

1. SINCE LATE 1990'S MCA HAS BEEN CONTRACTED WITH A PRIVATE COMPANY TO PROVIDE QUARTERLY INSPECTIONS & MAINTENANCE FOR THE SIP SENSORS.
2. SINCE LATE 1990'S MCA HAS BEEN CONTRACTED WITH BAYALARM COMPANY TO PROVIDE OUTGOING MONITORING OF THE SIP ALARM



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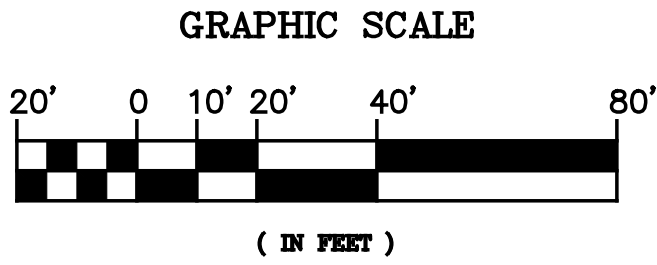
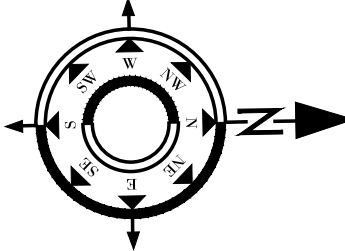
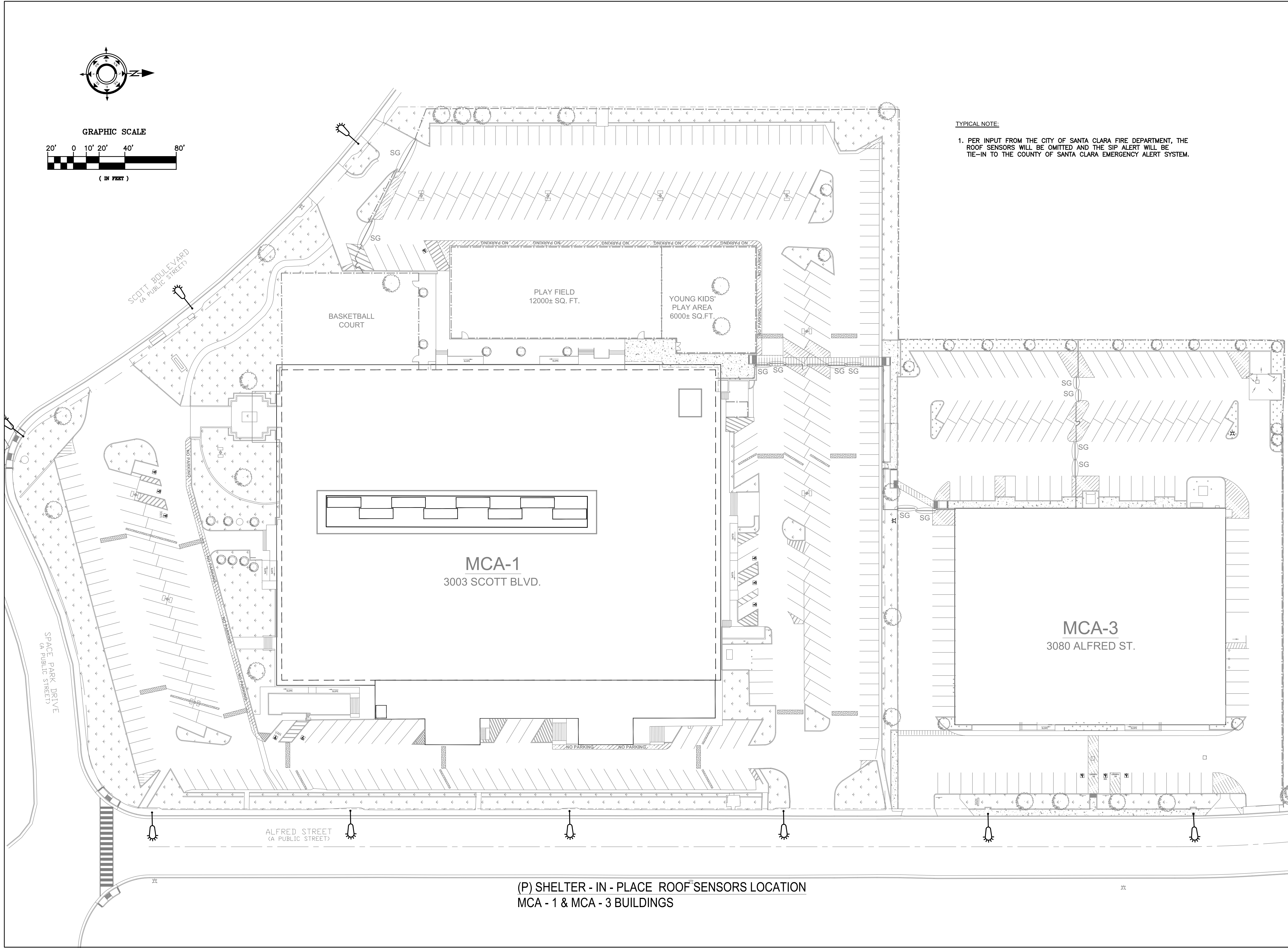
PROJECT NO. 1906

SCALE 1/32"=1'-0"

TITLE

PACKAGE B
(E) SIP ROOF
SENSORS
LOCATION
MCA-1 & MCA-3

SIP-301



TYPICAL NOTE:

1. PER INPUT FROM THE CITY OF SANTA CLARA FIRE DEPARTMENT, THE ROOF SENSORS WILL BE OMITTED AND THE SIP ALERT WILL BE TIE-IN TO THE COUNTY OF SANTA CLARA EMERGENCY ALERT SYSTEM.



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2020-03-04	RESP. TO COMMENTS-2	2
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DATE	DESCRIPTION	NO.

MCA SCHOOL & COMMUNITY CENTER

CLIENT MUSLIM COMMUNITY ASSOCIATION - MCA

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MCA-1 & MCA-3

ADDRESS 3003 SCOTT BLVD. &
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PROJECT NO. 1906

SCALE 1/32"=1'-0"

TITLE

PACKAGE B
(P) SIP ROOF SENSORS
LOCATION
MCA-1 & MCA-3

SIP-401

(P) SHELTER - IN - PLACE ROOF SENSORS LOCATION
MCA - 1 & MCA - 3 BUILDINGS