

Inner Office Correspondence  
John Muir Middle School  
**URGENT REQUIRED READING**

TO: Faculty, Staff, and Family Center Representatives - Emergency Response Members (check pink sheet)  
FROM: Gary Kaloostian  
DATE: April 7, 2008  
RE: Radio Test, SHAKE 2008 DRILL and Preparations

The Radio Test will take place **Tomorrow, April 8<sup>th</sup> from 11am** until it is clear. Radio tests will not influence the campus, except to say security personnel will be listening and transmitting several transmissions- do not become alarmed if you here these transmissions.

The **SHAKE 2008 Drill** will take place **Wednesday, April 16<sup>th</sup> from 2:15pm - dismissal**. As you know a letter was sent home to inform the families that this event will be tapped. The event will include:

- **Take attendance at the start of the period** on the computer:  
this time we have the luxury of knowing we are having an emergency, in other times we would use either roster that we will (in the future have in our Emergency Red Folder By the Door) or we will have rosters in the emergency bin-BUT REMEMBER they may not always be as accurate as we'd like because of changes that always happen.
- Earthquake Response: **Duck, Cover and Hold** (Please review the emails and packets I have sent regarding Emergency Preparedness)& (indicated on the **BRIGHT PINK SHEET ATTACHED**)
- **Evacuation** to the "Jackie Joyner Field"
- **"Pretend" injured students** (leadership) remaining behind with various injuries
- **Search and Rescue**
- **"Pretend" Reunion Gate Parents** requesting their students
- **Missing Student Reports:** Please note there will be students POSSIBLY from your room who will have signs stating things like "My Leg is Broken-cannot move" etc. When you get to the field those students should appear on your "Missing Student" List!

**Everyone must evacuate there are NO EXCUSES.**

Please remember this is being filmed. Students should have received notice in their homeroom. Please remind students. We will send home a phone message as well.

**SCHEDULE OF EVENTS:**

Emergency Team Members (ETM) (indicated on the **BRIGHT PINK SHEET ATTACHED**) the rehearsal and formal in-services are scheduled as follows:

(Attendance is mandatory- due not plan to be anywhere else besides the student cafeteria)

Tuesday, April 8, 2008 11:00am Radio Test (g. Kaloostian)

Tuesday, April 8 Training 1:35 - 3:00pm (ETM)

Thursday, April 10 Training Period by Period Conference meetings (ETM)

Tuesday, April 15<sup>th</sup> (ETM): 1:30 -3 and then at the (EVERYONE) Faculty Meeting 3-4pm.:

If I can get out of Jury duty (I HOPE---did you know that they can get you to do jury duty more than once a year because there are different types of courts...circuit, district and the grand jury...I got the Grand Jury Summons) I will do the training on If I get stuck with Jury Duty then I will ask another team member to take my place.

Wednesday, April 16, 2008 2:15 - 3:10 SHAKE 2008 DRILL Includes Evacuation to Jackie Joyner Field: (Everyone)