



MILPITAS PLANNING COMMISSION AGENDA REPORT

PUBLIC HEARING

Meeting Date: January 27, 2010

APPLICATION: **PERMIT REVIEW NO. PR09-0004, SIKH FOUNDATION OF MILPITAS**

APPLICATION SUMMARY: Review of the operations of the Sikh Foundation of Milpitas.

LOCATION: 1180 Cadillac Court (APN 22-37-054)
APPLICANT: Sikh Foundation of Milpitas, 1180 Cadillac Court, Milpitas, CA 95035
OWNER: Same as above

RECOMMENDATION: **Receive report**

PROJECT DATA:
General Plan/
Zoning Designation: Industrial Park (INP)/Industrial Park (MP)

Overlay: Site and Architectural Overlay (-S)

PLANNER: Cindy Hom, Assistant Planner

PJ: 2405

ATTACHMENTS:
A. Compliance with Special Conditions
B. Emergency Action Plan
C. Applicant’s response letter

LOCATION MAP



No scale

BACKGROUND

On December 9, 2009, the permit review for the Conditional Use Permit No. UP2007-23 was continued to allow time for the applicant to satisfy the review requirements. The matter was continued again on the consent calendar on January 13, 2010 until the January 27, 2010 meeting.

The permit review is for a conditional use permit allows for the operations of a 4,030 square foot religious facility within a newly constructed R&D shell building. The project also granted shared parking of seven parking spaces. The Planning Commission approved Conditional Use Permit (UP2007-23) on November 14, 2007 and added Special Condition No. 3 which required two subsequent six-month permit reviews to evaluate compliance with conditions of approval and the operations of the religious facility.

PERMIT REVIEW FOR COMPLIANCE WITH CONDITIONS AND OPERATIONS

Compliance with the adopted conditions of approval is included as Attachment A to this report. Staff conducted a site inspection to determine compliance with the approved floor plan and conditions of approval and observed operations of the facility. Based on staff's review, there are conditional use permit violations related to the operations of the facility.

PUBLIC COMMENT/OUTREACH

Staff publicly noticed the application in accordance with City and State law. During the December 9, 2009 Planning Commission meeting public hearing, a business owner within the Venture Commerce Center commented on the project and cited issues with the storage of shoes in front of the building when the facility is holding worship services and individuals congregating in the parking lot periodically throughout the day and night which negatively affects the image of the business park. A copy of the Planning Commission meeting minutes is attached with this staff report (Attachment B).

Staff notified the applicant of the concerns presented during the meeting. According to the applicant, shoes are not permitted in the sanctuary. On occasion, visiting priests from overseas may sometimes take calls outdoors. The applicant acknowledges the concern and has agreed to work with staff and the property owner association on a mutual solution. Staff suggested the following solutions for the applicant's considerations:

1. Create a vestibule and construct shelving to store shoes within the building
2. Provide portable shoe racks devices to keep the shoes centralized and concealed. The device would be provided during church services and removed and stored within the building when the church is not in use.
3. Remind church members that loitering in the parking lot is prohibited and discourage activities from occurring in the parking lot.

Included with the staff report is the applicant's response letter acknowledging the above concerns and their commitment for a mutual resolution (Attachment C). Staff will evaluate the situation at the subsequent six month review tentatively scheduled for the June 9, 2010 Planning Commission meeting.

CONCLUSION

Based on staff's review, the project is in substantial compliance with conditions and there are no operational deficiencies that warrant any recommendations of changes to the conditions of approval with exception of a subsequent three month review.

RECOMMENDATION

STAFF RECOMMENDS THAT the Planning Commission close the public hearing and receive the report.

Attachments:

- A. Compliance with Special Conditions
- B. 12/09/09 Planning Commission Meeting Minutes
- C. Applicant's Response Letter
- D. Emergency Action Plan

COMPLIANCE WITH SPECIAL CONDITIONS OF APPROVAL

SPECIAL CONDITIONS

1. Planning approval is for a 4,030 square foot religious facility, installation of minor site modifications and to permit a parking reduction of four parking spaces as shown on approved plans dated November 14, 2007. Any modifications to the operations or approved plans shall be subject to Planning Commission review and approval of a conditional use permit amendment. (P)

Comment: Complies.

2. Conditional Use Permit UP2007-17 shall become null and void if the project is not commenced within 18 months from the date of approval. Pursuant to Section 64.04-1, the owner or designee shall have the right to request an extension of UP2007-17 if said request is made, filed and approved by the Planning Commission prior to expiration dates set forth herein. (P)

Comment: The project has commenced.

3. The project is subject to two (2) subsequent six (6) month Permit Reviews. The applicant shall be responsible to complete and file an application with the Planning Department in the same measures as a Conditional Use Permit Application. The Permit Review process will also be conducted in a manner similar to a Conditional Use Permit. (P, PC)

Comment: Permit review occurs on January 13, 2010

4. To maintain adequate parking, the occupancy of the building suite shall not exceed (68) persons at any one time. (P, PC)

Comment: Complies.

5. The applicant shall maintain permission for the seven (7) parking spaces otherwise assigned to other condominium owners in the vicinity, which spaces shall be no more than 300 feet from the subject site's property, by means of parking agreement(s) executed by both the applicant and other property owner(s) which are approved by the City Attorney's office.
 - (a) The agreements shall specify the applicant and its guest and invitees are entitled to use said assigned spaces during the hours of operation for the Sikh Foundation of Milpitas. If the applicant loses permission to use some or all said parking spaces, and is unable within 30 days thereafter, to secure permission to use a like number of parking spaces within 300 feet of its property by means of a parking agreement of the type described above, this Conditional Use Permit shall be considered in violation of this approval and subject to Section 10.63.06, Revocation, Suspension, Modification, of the Milpitas Zoning Ordinance. (P)
 - (b) The applicant or designee shall continue to utilize a shuttle service for its members to and from services (P, PC)

Comment: Complies.

6. **Mitigation Measure 1 [HH(b)]**: The applicant shall design install a wind directional sock on the subject site. Additionally, the building shall have an in-place communication system for notifying occupants via a pre-recorded message in the event of an incident and then directing them on emergency procedures to follow. Part of the building response system will also include a ventilation system with manual shutoff control shall shut down airflow and to calculate the airflow and air exchanges within the building in the event of an incident. The Plan will outline the operational aspects of this system shall be submitted to the Fire Department for review of completeness and approval, prior to building occupancy. (P) (F)

Comment: Complies.

7. **Mitigation Measure 2[HH(b)]**: The applicant shall update, to the satisfaction of the city's Fire Department, the Plan on an annual basis. This update shall be conducted by a qualified safety consultant and shall be coordinated with the City's Fire Department in order to assure continuity of the implementation of the plan. (P) (F)

Comment: Complies.

8. **Mitigation Measure 3[HH(b)]**: The applicant shall prepare, to the satisfaction of the City's Fire Department, a Plan for the site, which recognizes the nature of risks at the project site and in the industrial area surrounding the project site. Such a plan shall describe the evacuation/shelter-in-place programs and all related emergency procedures. The Plan shall include measures to protect personnel who are on facility premises, both inside and outside buildings. This plan shall also include emergency supply provisions for a time period as determined by the Fire Department. The development of the plan is the responsibility of the applicant and shall be approved prior to building occupancy. Proper implementation of this plan on an on-going basis shall be achieved by the property owner, to the satisfaction of the City's Fire Department, by submitting proof, on an annual basis, which indicates training, annual drills, and outreach have occurred.

Comment: Complies. See Attachment B.

9. This use shall be conducted in compliance with all appropriate local, state and federal laws and regulations, and in conformance with the approved plans. (P)

Comment: Complies.

10. If at the time of application for permit there is a project job account balance due to the City for recovery of review fees, review of permits will not be initiated until the balance is paid in full. (P)

Comment: Complies.

11. If at the time of application for a certificate of occupancy there is a project job account balance due to the City for recovery of review fees, a certificate of occupancy shall not be issued until the balance is paid in full. (P)

Comment: Complies.

12. Any occupancy of the tenant space shall not occur until all conditions of approval have been satisfied and verified by the City. (P)

Comment: Complies. Occupancy issued on July 15, 2009.

Gurdwara Sahib, Milpitas

Emergency Action Plan

Effective date: May 13, 2008

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1.0 INTRODUCTION

This written plan has been approved to establish, implement and maintain an effective EMERGENCY ACTION PLAN (EAP) for its members. This plan is designed to assist in both pre-planning and actual response to emergency situations to minimize hazards to human health, property, and the environment. This plan is to be implemented in the case of an emergency or accident occurring at the Gurdwara Sahib, Milpitas located at 1180 Cadillac Court, Milpitas, CA 95035. An emergency or accident shall be defined as a fire, natural disaster, medical emergency or any unplanned event, which requires controlled, planned actions of all involved.

2.0 REGULATORY REQUIREMENT

This plan has been developed, implemented and is maintained to comply with the requirements of Section 57 of the Milpitas Zoning Ordinance.

Approved By: Rouble P. Claire

Date May 13, 2008

3.0 RESPONSIBILITIES

3.1 Executive Management of the Gurdwara Sahib, Milpitas have ultimate responsibility for the health and the safety of members. Executive Management has delegated responsibilities for the following roles.

3.2 The Emergency Coordinator plays a key role in coordinating emergency and fire prevention activities. They are responsible for:

3.2.1 Maintaining and updating the written Emergency Action Plan.

3.2.2 Coordinating Emergency Action Plan mandated safety training.

3.2.3 Inspecting and maintaining all safety equipment and provisions: fire extinguishers, alarm systems, first aid kits, disaster supplies.

3.2.4 Coordinating emergency response actions at Gurdwara Sahib, Milpitas, which include:

- Accounting for members after evacuation has taken place.
- Ensuring that a sufficient number of members are designated and trained for all times the Gurdwara is occupied in the use of portable fire extinguishers and providing first aid assistance.

3.3 Members are responsible to comply with all applicable city health and safety regulations, Gurdwara Sahib Milpitas policies. This includes, but is not limited to:

3.3.1 Observing emergency related postings, warning signals and directions.

3.3.2 Being familiar with the Emergency Action Plan. In particular, understanding their role in an emergency.

3.3.3 Knowing the location of: emergency exits, Evacuation Assembly Area, first aid kits, portable fire extinguishers.

Emergency Action Plan – Gurdwara Sahib, Milpitas

3.4 Facility Identification:

Facility Name:	Gurdwara Sahib, Milpitas
Facility Address:	1180 Cadillac Court, Milpitas, CA. 95035
Facility Phone Number:	408-945-1837

3.5 Non-Emergency Contacts:

Name:	
Business Phone Number:	408-945-1837

3.6 The Emergency Action Plan will be revised whenever there are:

- 3.6.1 Revisions in regulations,
- 3.6.2 A plan failure in an emergency,
- 3.6.3 Change in the facility design, construction or operation.
- 3.6.4 Change of listed personnel, equipment or emergency procedures.
- 3.6.5 Recommended change by emergency response personnel.
- 3.6.6 In addition, the Emergency Coordinator will review and revise this document according to the experience acquired during each emergency.
- 3.6.7 A copy of this document and any future revisions are to be provided to the Milpitas Fire Department for annual review.
- 3.6.8 The Emergency Action Plan shall be posted and made available at all times for use and review. It shall also be made available for review by outside inspectors upon request.

3.1 The Roles and Responsibilities

- 3.1.1 In case of an emergency, immediately contact **Rouble P. Claire** (Emergency Coordinator) or alternatively designated person listed below.

Office Phone: 408-532-4678 Mobile: 408-373-5061

3.7 In the event the Emergency Coordinator is not available, alternate emergency contacts will be:

Day/Night
Name: Dhanwant S. Dhaliwal Home Phone: Mobile: 408-712-1265

Emergency Action Plan – Gurdwara Sahib, Milpitas

3.8 Location of Emergency Supplies

Fire extinguishers are located around the facility in areas the most likely that will require their use (i.e. by electrical room). A first aid kit is located at the entrance to the electrical room. Earthquake supplies are located in the small storage room.

3.9 Limits of this Emergency Action Plan

This Emergency Action Plan is intended to provide a general response framework for those events Gurdwara Sahib, Milpitas could reasonably be involved with.

4.0 NOTIFICATION PROCEDURES

4.1 Emergency Notification

For all Emergencies, call 911. Provide the following information:

- Building address, including nearest cross street(s)
- Exact location within the building
- Your name and phone number
- Nature of the emergency
- Do not hang up until advised to do so by dispatcher.

NOTE: Calls from a landline can be located by 911 Dispatch. At this time calls made from cell phones cannot be located. In either case provide the dispatcher with all information requested.

4.2 Agency Contact Information

The following is a list of outside agencies, which may need to be contacted in the event of emergency and/or non-emergency incidents. Emergency telephone numbers are posted at telephones in the Gurdwara.

Agency*	Phone	When to Call
County Dispatch /CHP (cell phone)	911	All Emergencies
Milpitas Fire Department	(408) 586-2800	Non-emergency fire questions and odors
Milpitas Police Department	(408) 586-2400	Non-emergency safety and theft questions
Regional Medical Center of San Jose 225 N Jackson Ave San Jose, CA 95116	(408) 259-5000	Nearest clinic for non-emergency care.
Regional Medical Center of San Jose 225 N Jackson Ave San Jose, CA 95116	(408) 259-5000	Emergency room. Note: This hospital is 7.6 miles away.
PG&E	800-743-5000	Gas and electrical concerns
Kara Busslen Kocal Properties	General: (916) 985-3633 Kara's Ph: (925) 389-0243	Home Owner's Association. To be contacted regarding all issues involving the general property and the building's exterior as well as: -Internal plumbing -Sprinkler system maintenance, inspection and monitoring. -Internal electrical issues. -Internal HVAC issues.

5.0 ALARM SYSTEMS

The sprinklers are smoke, heat, and manually activated. Alternative emergency notification would be verbal direction conducted by the Emergency Coordinator. There will be an in-place communication system for notifying members via a pre-recorded message in the event of an incident and then directing them on emergency procedures to follow.

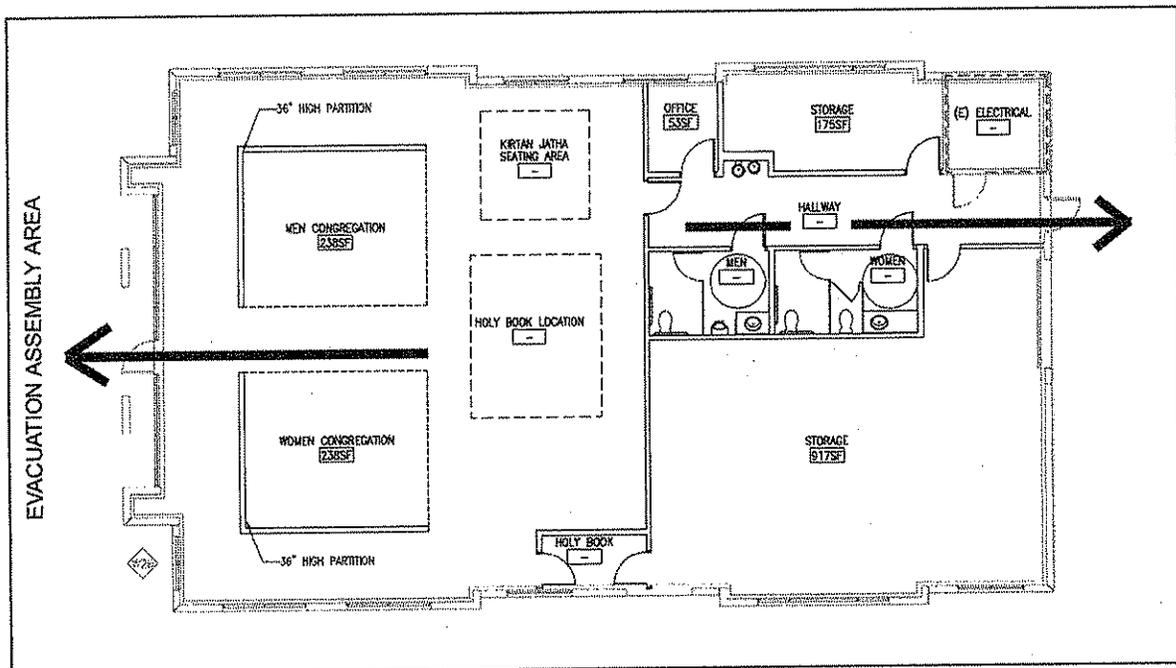
6.0 EVACUATION PROCEDURES

6.1 General Evacuation Procedures

All members are required by law to evacuate the building when the fire alarm sounds. There may be instances where the building would be evacuated by verbal notification without a fire alarm sounding.

When evacuating your building:

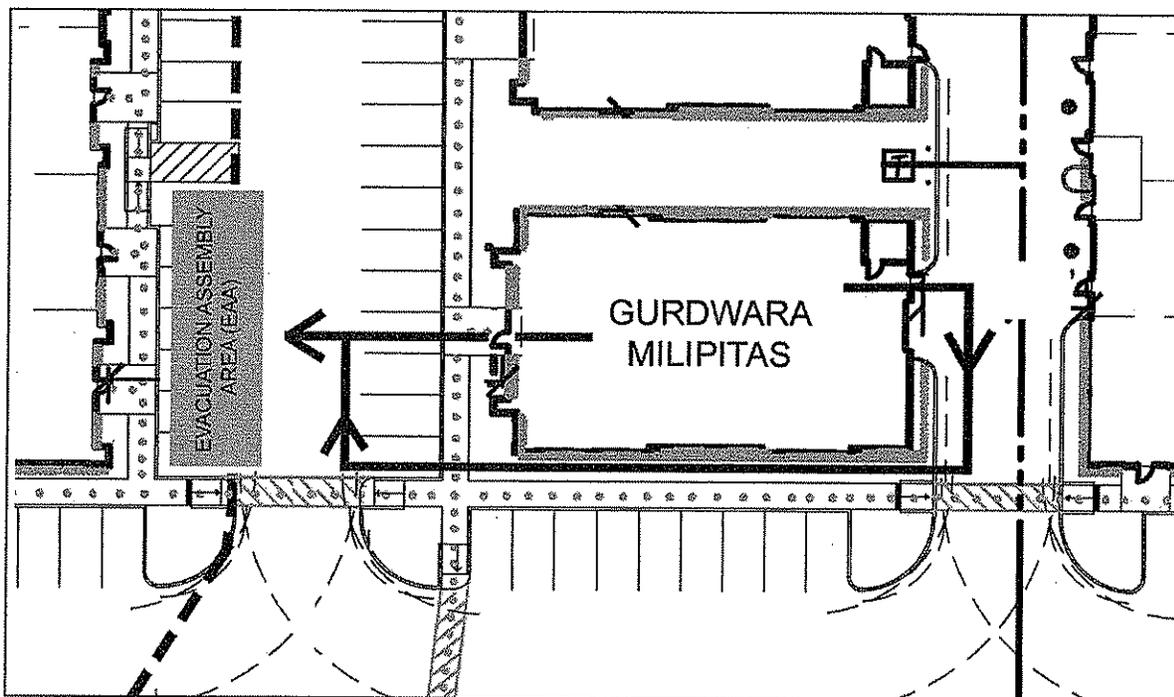
- Stay calm. Do not rush or panic.
- If safe, gather any important personal belongings (e.g., keys and prescription medications)
- If safe, close doors and windows, but do not lock them.
- Leave the building using the nearest exit unless it takes you toward the source of the emergency, i.e., electrical room by rear exit.
- If smoke is present, crawl low to the floor to the nearest exit.



BUILDING EVACUATION ROUTES

- Proceed to the Evacuation Assembly Area located at the edge of the parking lot directly in front of the Gurdwara and report to the Emergency Coordinator.
- Wait for any instructions from the Emergency Coordinator or other authorized personnel (fire, police).

Do not reenter the building until the Emergency Coordinator or other authorized personnel (fire, police) instruct you to do so.



DIRECTIONS TO EVACUATION ASSEMBLY AREA

6.2 Evacuating a Disabled or Injured Person

Evacuation is difficult and uncomfortable for both the rescuers and the people being assisted. Some people have conditions that can be aggravated or triggered if they are moved incorrectly. Remember that environmental conditions (smoke, debris, loss of electricity) will complicate evacuation efforts. Evacuating a disabled or injured person yourself is the last resort. Consider your options and the risks of injuring yourself and others in an evacuation attempt. Do not make an emergency situation worse.

The following guidelines are general and may not apply in every circumstance.

- Members should be invited to volunteer ahead of time to assist disabled people in an emergency. If a volunteer is not available, designate someone to assist who is willing to accept the responsibility.
- Volunteers should obtain evacuation training for certain types of lifting techniques.
- Two or more trained volunteers, if available, should conduct the evacuation.
- DO NOT evacuate disabled people in their wheelchairs. This is standard practice to ensure the safety of disabled people and volunteers. Wheelchairs will be evacuated later if possible.
- Always ASK disabled people how you can help BEFORE attempting any rescue technique or giving assistance. Ask how they can best be assisted or moved, and if there are any special considerations or items that need to come with them.
- Before attempting an evacuation, volunteers and the people being assisted should discuss how any lifting will be done and where they are going.
- Proper lifting techniques (e.g. bending the knees, keeping the back straight, holding the person close before lifting, and using leg muscles to lift) should be used to avoid injury to rescuers' backs. Ask permission of the evacuee if an evacuation chair or similar device is being considered as an aid in an evacuation. When using such devices, make sure the person is secured properly.
- Certain lifts may need to be modified depending on the person's disabilities.

7.0 SHELTER-IN-PLACE PROCEDURE

7.1 In the event of a local emergency such as a hazardous material release or extreme weather conditions, an alert will sound from the in-place communication alert system (see Section 7.2) or members may be advised by the Emergency Coordinator to shelter-in-place. In either case, you should:

- Isolate yourself as much as possible from the external environment.
- The Emergency Coordinator will manually shut down HVAC systems.
- Shut all doors and windows.
- Seal any windows and/or vents with sheets of plastic and duct tape
- Seal the door(s) with duct tape around the top, bottom and sides
- Provide for your comfort (coat for warmth, water, etc.).
- Communicate needs/status to the Emergency Coordinator.
- Monitor all available communications.
- Notify family members who are not present when possible of delayed arrivals.

7.2 In-Place Communication Alert System

7.2.1 Overview

The requirement of an in-place communication alert system that can communicate an emergency and actions to be taken can be satisfied by installing an emergency alert receiver. These are radios, tuned to the National Oceanic and Atmospheric Administration (NOAA) system of weather radio stations, are equipped with a new circuit called the Specific Area Message Encoding (SAME) permitting the radio to be programmed to receive local Shelter-In-Place advisories.

- When a National Weather Service (NWS) office broadcasts a warning, watch or non-weather emergency, it also broadcasts a digital SAME code that may be heard as a very brief static burst, depending on the characteristics of the receiver. This SAME code contains the type of message, county(s) affected, and message expiration time.
- A programmed NWR SAME receiver will turn on for that message, with the listener hearing the 1050 Hz warning alarm tone as an attention signal, followed by the broadcast message.
- At the end of the broadcast message, listeners will hear a brief digital end-of-message static burst followed by a resumption of the NWS broadcast cycle.

7.2.2 Basic System Setup

After buying an NWR SAME receiver, you must program your county into the radio. Do NOT program your radio for a louder or clearer station not designated as a SAME channel. You will not receive alert. Your NWS SAME receiver will then alert you only of weather and other emergencies for the county(s)/ area(s) programmed. NWR receivers without the SAME capability alert for emergencies anywhere within the coverage area of the NWR transmitter, typically several counties, even though the emergency could be well away from the listener. To program NWR SAME receivers with: Santa Clara County – **SAME Code 006085**. Then follow the directions supplied the manufacturer of your NWS SAME receiver for programming.

Number Referenced online <http://www.nws.noaa.gov/nwr/same.htm>

By telephone at 1-888-NWR-SAME (1-888-697-7263) for a voice menu.

7.2.3 Emergency Alert Radio Operation Tips

Plug the receiver into AC power for continuous use, and rely on the battery back-up in case of a power outage.

- Find a location for the weather radio that provides the best reception, such as near a window and away from obstructions such as metal cabinets or shelves. (In some geographic locations in the county, an outside antenna may be required for good reception.)
- Monitor your receiver to ensure it is receiving the regular weekly test broadcast by the NWS every Wednesday between 11:00 am and 1:00 p.m. Most models will display “CHECK OPS” if the weekly test was not received, prompting the user to check that the radio is operating properly.

8.0 FIRST AID PROCEDURES FOR CHEMICAL EXPOSURE

The in-place communications should allow members to be notified in time if they are threatened with exposure to a chemical release. Nevertheless, emergency situations could involve members being exposed to hazardous chemical releases. The following is a set of procedures in such an event.

8.1 Chemicals on Skin or Clothing

- Immediately flush with water for at least 15 minutes.
- Quickly remove all contaminated clothing or jewelry.
- Use caution when removing pullover shirts or sweaters to prevent contamination of the eyes.
- Collect and dispose of clothing in accordance to Fire Department instructions.

8.2 Chemicals in Eyes

- Immediately flush eye(s) with water for at least 15 minutes. The eyes must be forcibly held open to wash, and the eyeballs must be rotated so all surface area is rinsed. Pour water on the eye, rinsing from the nose outward to avoid contamination if the other eye is unaffected.
- Only remove contact lenses by rinsing in order to reduce response time and potential harm. DO NOT attempt to rinse and re-insert contact lenses.
- Seek medical attention regardless of the severity or apparent lack of severity. If an ambulance or transportation to the hospital needed, call 911.

8.3 Chemical Inhalation

- If symptoms, such as headaches, nose or throat irritation, dizziness, or drowsiness persist, keep the victim calm and seek medical attention by calling 911.



ROUTES FOR SITE EVACUATION

9.0 FIRE

9.1 Initial Response.

A building occupant is required by law to evacuate the building when the fire alarm sounds.

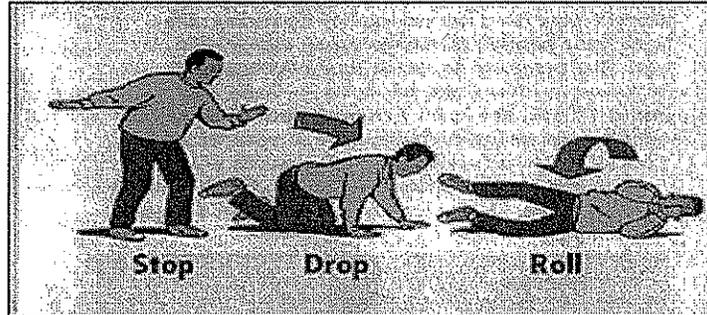
- If you observe fire or smoke, call 911 from a safe location to provide details of the situation.
- If it is safe (with a sure and a safe exit), use a portable fire extinguisher to extinguish the fire. Evacuate if one extinguisher does not put out the fire (see Section 9.2 Fire Extinguisher Use).
- Leave the building, closing doors and windows if time permits, by using the nearest exit.
- If smoke is present, crawl low to the floor.

Emergency Action Plan – Gurdwara Sahib, Milpitas

- Proceed to the Evacuation Assembly Area and wait for further instructions.
- Re-enter the building only when instructed to do so by the Emergency Coordinator or other authorized personnel (fire, police).

Clothing on Fire

1. Roll the person on the floor to smother the flame.
2. Obtain medical attention.
3. Report incident to the Emergency Coordinator.



9.2 Fire Extinguisher Use

- If trained to do so and safe, use a portable fire extinguisher when the fire is confined to a small area, such as a wastebasket, and is not growing; everyone has exited the building; the Fire Department has been called or is being called; and the room is not filled with smoke.
- To operate a fire extinguisher, remember the word PASS:
 - Pull the pin. Hold the extinguisher with the nozzle pointing away from you, and release the locking mechanism.
 - Aim low. Point the extinguisher at the base of the fire.
 - Squeeze the lever slowly and evenly.
 - Sweep the nozzle from side-to-side.
- Read the instructions that come with the fire extinguisher and become familiar with its parts and operation before a fire breaks out.
- Most fire extinguishers are installed close to an exit. Keep your back to a clear exit when you use the fire extinguisher so you can make an easy escape if the fire cannot be controlled. If the room begins to fill with smoke and fire, leave immediately.

CAN YOU FIGHT THIS FIRE?

Risk Assessment Question	Characteristics of incipient stage fires or fires that can be extinguished with portable fire extinguishers	Characteristics of fires that SHOULD NOT be fought with a portable fire extinguisher (beyond incipient stage) - evacuate immediately
Is the fire too big?	The fire is limited to the original material ignited, it is contained (such as in a waste basket) and has not spread to other materials. The flames are no higher than a person's head.	The fire involves flammable solvents, has spread over more than 60 square feet, is partially hidden behind a wall or ceiling, or can not be reached from a standing position.
Is the air safe to breathe?	The fire has not depleted the oxygen in the room and is producing only small quantities of toxic gases. No respiratory protection equipment is required.	Due to smoke and products of combustion, the fire can not be fought without respiratory protection.
Is the environment too hot or smoky?	Heat is being generated, but the room temperature is only slightly increased. Smoke may be accumulating on the ceiling, but visibility is good.	The radiated heat is easily felt on exposed skin making it difficult to approach within 10-15 feet of the fire (or the effective range of the extinguisher). One must crawl on the floor due to heat or smoke. Smoke is quickly filling the room, decreasing visibility.
Is there a safe evacuation path?	There is a clear evacuation path that is behind you as you fight the fire.	The fire is not contained, and fire, heat, or smoke may block the evacuation path.

10.0 MEDICAL EMERGENCY

10.1 The following emergency procedures are recommended in the event of any kind of medical emergency. These procedures are intended to limit injuries and minimize damage if an accident should occur.

- Summon help immediately by calling 911.
- Keep calm and make victim as comfortable as possible.
- Do not attempt CPR unless trained/instructed by 911 dispatcher to do so.
- Do not move an injured person unless he or she is in danger of further harm.
- Warn others if there are any potential hazards to their safety.
- Keep any injured person at body temperature (use coat or blanket). Remember if the injured person is laying down keep the underside at body temperature. If feasible, designate one person to remain with the injured person. The injured person should be within sight, sound, or physical contact of that person at all times

11.0 EARTHQUAKE PROCEDURES

11.1 Inside the Building:

- Duck under the nearest sturdy object and hold on to it until the shaking stops. If you are not near a sturdy object, make yourself as small as possible and cover your head and neck.
- If you stand in a doorway, brace yourself against the frame and watch out for a swinging door or other obstruction.
- Avoid windows, filing cabinets, bookcases, and other heavy objects that could fall or shatter.
- Stay under cover until the shaking stops, then leave the building and go to the Evacuation Assembly Area or other designated location.

11.2 Outside the Building:

- Move away from trees, signs, buildings, electrical poles and wires, fires, and smoke.
- Protect your head with your arms from falling debris.
- Proceed to the Evacuation Assembly Area.
- Wait for further instructions.

12.0 FLOOD PROCEDURES

If the building has a plumbing failure or flood:

- Cease using electrical equipment and evacuate the flooded area.
- If a plumbing failure occurs, evacuate the building and proceed to the Evacuation Assembly Area. Contact the designated plumber (see Section 4.2).

13.0 POWER LOSS PROCEDURES

- In the event of power failure, contact PG&E.
- DO NOT EXIT the building if loss of power could be due to downed wires from a storm.
- Once outside, stay away from any downed power lines, trees or limbs.
- The power company will restore power in level of importance –hospitals, fire and police stations, etc.

14.0 NATURAL GAS RELEASE/LEAK PROCEDURES

Gas releases can often be identified by the odor of sulfur. Other warning signs include: hearing a hissing sound or feeling light headed. If you suspect a natural gas leak:

- Cease all operations immediately and alert others.
- Do not turn light switches on or off.
- If safe to do so, open windows.
- Evacuate as soon as possible.
- If you suspect a fire hazard call 911. Describe the nature of the leak (location, magnitude, and source if known).
- Contact PG&E.

15.0 ODOR PROCEDURES

In the event of an unknown smell or odor and depending on the type and extent of the odor involved, the Emergency Coordinator or other designated person:

- May evacuate the affected areas.
- Shall secure the affected areas to prevent entry except by authorized personnel (such as PG&E or Fire Department).
- Check areas outside the building, if necessary, to determine the source (i.e., roof).
- If the source of the odor has been located, and if it is safe to do so, take appropriate measures to eliminate it.

16.0 SECURITY THREAT PROCEDURES

16.1 Bomb Threat (via the telephone/mail):

- Stay calm.
- Pay close attention to details.
- Talk to the caller to obtain as much information as possible.
- Record the date and time of the call.
- Contact the police and relay all information. Follow police instructions.
- Check your work area for unfamiliar items. Do not touch suspicious items. Report them to the police
- Be prepared to evacuate the building

16.2 Violent Assault

Assault takes different forms and varies in its level of intensity. Instances could involve heated verbal exchanges to an exchange of physical blows or firearms. In this event:

- Immediately call 911. Give all the requested information and then anything about the perpetrator that is known.
- Notify the Emergency Coordinator.
- The Emergency Coordinator shall evacuate the immediate area by verbal means.
- If near a route of exit, and/or you know you are not in immediate danger, evacuate immediately. If not, and you do not know where the perpetrator is, find the safest place to hide and/or barricade yourself in until police are able to evacuate you.
- The personal safety of yourself and fellow members is paramount. Do not attempt to overpower the perpetrator. Collect as much information about their location, identification, and capabilities as you can and relay it to law enforcement via phone or when they arrive.

16.3 Civil Disturbance

Protests could directly or indirectly affect the safety of Gurdwara community members. Due to the openness of the property, the Gurdwara Sahib, Milpitas is vulnerable to incursions. People should be kept inside the building, all doors locked, away from windows until police arrive.

16.4 Anti-Community Attack

Any potential warning signs or direct threats must be taken seriously. Do not confront suspicious persons. Immediately report all information to the Emergency Coordinator who will then notify the police.

Emergency Action Plan – Gurdwara Sahib, Milpitas

16.4.1 Some of the indicators could include but are not restricted to:

- Suspicious packages/items left in building or around the property.
- Unescorted unknown persons in the building.
- People observed suspiciously watching, mapping or photographing the building and its property.
- Someone unfamiliar loitering in proximity to the building and property.
- Abandoned vehicles in proximity to the property.
- Phone calls, notes, email and other forms of communicating threats/demands of any sort.

16.4.2 If there does occur contact with a suspicious package/item:

- Remain calm and do not handle the item further, leave area and contact the Emergency Coordinator.
- If the item was opened/contents spilled, lay down carefully avoiding any further spread of the material. Leave the area and not touching anything. Notify someone to contact the Emergency Coordinator and remain where you are. If alone only touch what you must to get assistance and remain in your location.

16.4.3 Actual attacks can come in a variety of forms: letters/packages containing bombs, biological, chemical agents, bombs discharged onto the property that explode to cause property damage or sniper attack. Given the nature of the attack refer to the applicable Section for the appropriate procedures. For all other situations;

- Evacuate the area
- Immediately notify the Emergency Coordinator/911 for appropriate assistance.

17.0 EMERGENCY EQUIPMENT

17.1 The following emergency equipment is available at the site:

- Fire extinguishers
- First aid kit
- In-place communication system
- Directional wind sock

17.2 Emergency Provisions

This plan recommends an onsite store of the listed supplies for any emergency lasting for one day. For preparations beyond the requirements of this plan, many authorities recommend provisioning for 3-7 days as in the event of severe earthquake.

- Nonperishable packaged, dry or canned food
- Any special foods and supplies for babies, the disabled or the elderly
- Plastic eating utensils, paper cups and plates
- A gallon of water per person per day (Replace every six months and count pets as family members)
- Water purification kit or unscented liquid bleach (eight drops per gallon when water is first stored)
- Manual can opener
- Flashlight with extra batteries
- Matches
- Candles and light sticks
- Small tool kit including knife or razor blades
- Portable radio with spare batteries (recommend backup manual crank powered radio)

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- Small (including sealable) and large plastic bags
- Plastic sheeting
- Duct tape
- Toilet paper, toiletries and feminine hygiene items
- Entertainment pack of notebooks, reading material and games for all family members

Each member should have sufficient provisions to maintain themselves in their own homes. In case that is not possible or desirable members choosing to assemble at the Gurdwara should be prepared to bring with them:

- Entertainment pack of family photos, notebooks, reading material, games and toys for all family members
- Essential medications
- Extra set of house and car keys
- When bringing pets-pet food, water and leash or carrier
- Cash and small change
- Tennis shoes or walking shoes
- List of family physicians and the style and serial number of medical devices, such as pacemakers
- Extra pair of eyeglasses

Sources: USGS, City of Los Angeles Fire Department, California Office of Emergency Services, Federal Emergency Management Agency and American Red Cross

<http://www.latimes.com/news/local/la-me-disaster17sep17-side,0,2504371.story>

17.3 Do not block emergency equipment or exits.

- Maintain a 36-inch clearance around fire extinguishers.
- Maintain a minimum 24-inch clearance in hallways.
- Maintain an 18-inch clearance from sprinkler heads.

After any emergency, all emergency equipment used must be replenished or repaired prior to resuming normal operations.

18.0 TRAINING

18.1 All members will be trained on this plan at the time the plan is implemented.

- The training is to be documented.
- The training shall be conducted in a manner that is understandable to the members.
- Shelter-in-place and building evacuation drills will be conducted at least on an annual basis and will be documented.

18.2 Retraining shall be done in case inadequacies are identified in the:

- This written plan,
- Evacuation drills,
- Member knowledge, or
- The evacuation procedures, routes or assembly areas are changed.

ATTACHED FORMS

MEMBER EMERGENCY TRAINING DOCUMENTATION

*Indicate status by last date trained.

Name	Contact Number	First Aid	Fire Extinguisher	Shelter-In-Place	Evacuation Procedures

GURDWARA SAHIB, MILPITAS COMMUNITY EMERGENCY PROCEDURE DOCUMENTATION

Date of Review and Drill	First Aid	Fire Extinguisher	Shelter-In-Place	Evacuation Procedures

1180 Cadillac Court
Milpitas, CA 95035
January 7, 2010

Cindy Hom
Assistant Planner
Planning Commission
City of Milpitas, CA

RECEIVED

JAN 07 2010

**CITY OF MILPITAS
PLANNING DIVISION**

Reference: APN: 022-57-034
Conditional Use Permit No. UP2007-23
Permit Review No. PR09-0004

Dear Ms. Hom,

During the first six month review of the referenced conditional use permit on December 9, 2009, it was pointed out that shoes in front of the church building were visible from the roadway.

While I concur with you that there may be three to four pair of shoes on the front porch some of the time, I do not believe that they are a public nuisance as these shoes can hardly be seen are very much hidden from public view. These shoes belong to congregation members who may stop by to pray at the church before going to work during the day. So the shoes are there temporarily for no longer than five to ten minutes at a time.

It is a Sikh religious tradition that no one is allowed into the congregation area with shoes on.

Regardless of how significant this issue, we have every intention of being a good neighbor with other businesses around us. We desire to keep the community clean and preserve the business environment for us and our neighbors. We are working with our HOA to find a solution.

We propose the following:

Inside the front wall there is a foyer surrounded by about a three foot wall. This wall separates the main congregation area from the entrance to the building. We would raise the height of the wall to about seven to eight feet and create cubby holes inside the wall for shoe storage. Congregation members can then take off their shoes inside the building so they are not visible from the outside. We would strive to implement this solution within four to six months.

Best regards,



Rouble P. Claire
Sikh Foundation of Milpitas