

School Protection and Evacuation Plan (SPEP)

WILDFIRES

Bonsall Unified School District

31555 Old River Rd, Bonsall, CA 92003



I. COLLABORATING AGENCIES

San Diego County Office of Education | San Diego County Office of Emergency Services
San Diego County Sheriff's Department | CA Dept. of Forest & Fire Protection
North County Fire Protection District | San Diego Sheriff Local Law Enforcement



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II. OVERVIEW

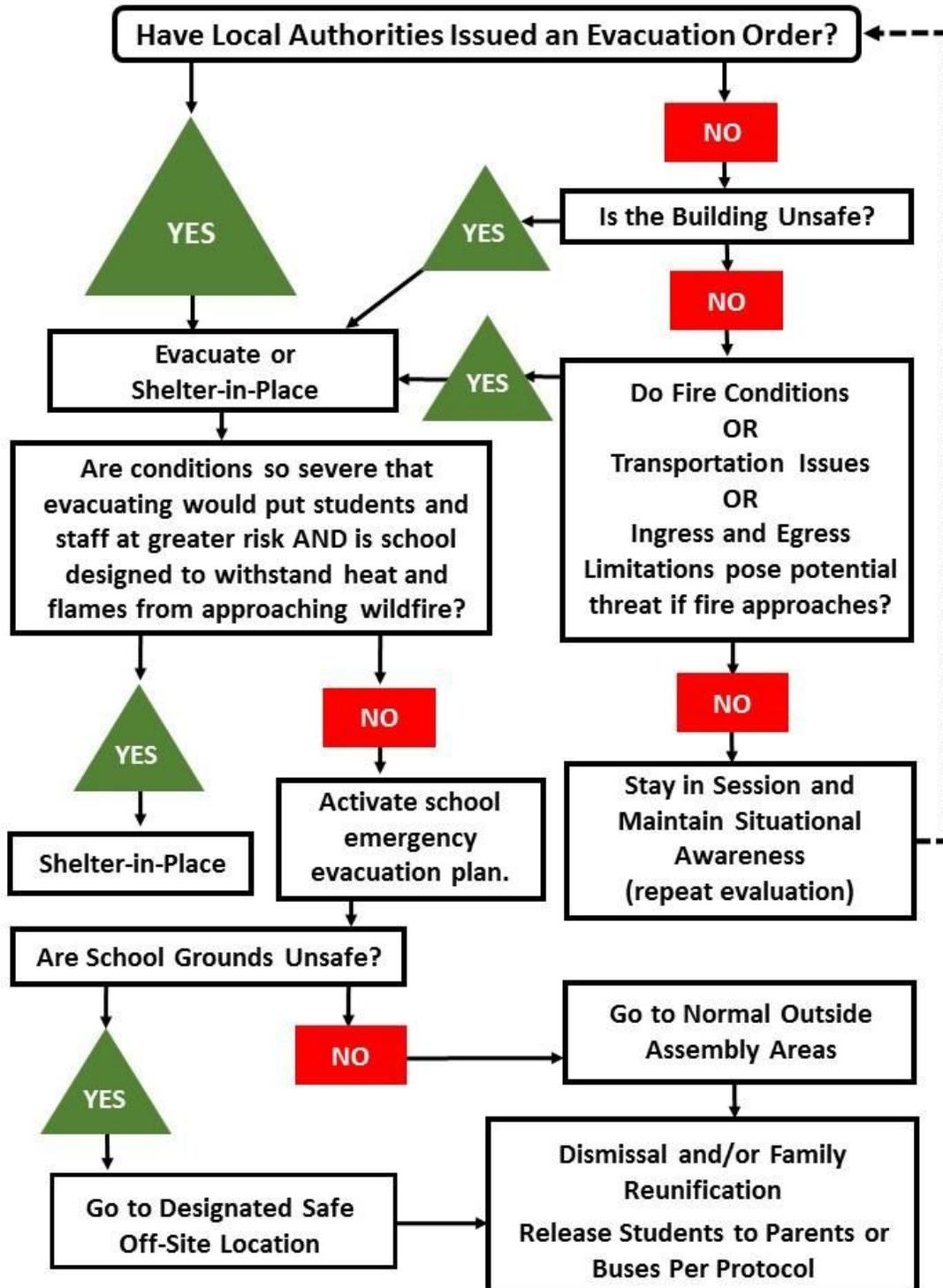
The purpose of this School Protection and Evacuation Plan (SPEP) is to help school officials and collaborating agencies coordinate preparedness efforts to protect life, property, and critical infrastructure at this site in advance of a wildfire, and to clearly outline procedures and protocols for when evacuation or voluntary dismissal becomes necessary.

This plan addresses only the School Protection and Evacuation Plan during a wildfire to provide the Bonsall Unified School District families and community members a transparent and clear emergency response by the Bonsall Unified School District. A Comprehensive School Safety Plan is available at the District Office and at each site.

This document is designed to serve as a guide in preparing and responding to locally-focused wildfire. All Bonsall Unified School District schools have emergency preparedness plans in place. Once an emergency occurs, particularly during fast-moving fires or “no-notice” disasters, the Bonsall Unified School District Office along with School Administrators will monitor and coordinate an evacuation or shelter-in-place using the Evacuation Decision Support Tree prepared by the collaborating agencies, before receiving official notification from first responders.

The Evacuation Decision Support Tree will be a format for the Bonsall Unified School District to make a safety decision to evacuate, shelter-in-place or remain in session during a wildfire. The succeeding pages contain additional general information on each option.

III. WILDFIRE EVACUATION DECISION SUPPORT TREE



IV. EMERGENCY EVACUATION

In an emergency, local officials may issue either an **evacuation warning** or an **evacuation order**.

An **evacuation warning** is the alerting of people in an affected area of potential threat to life and property. An evacuation warning considers the probability that an area will be affected within a given timeframe and prepares people for a potential evacuation order. Evacuation warnings are particularly necessary when dealing with a variety of issues such as large school populations or people with disabilities and access and functional needs. In a fast-moving fire there may not be time for first responders to issue an evacuation warning (prepare to evacuate).

Evacuation order: Requires immediate movement of people out of an affected area due to an imminent threat to life.

Once an evacuation warning or order has been issued, school administrators will listen to, and comply with, directions provided by law enforcement to maintain a safe and streamlined evacuation process.

If it becomes necessary to conduct an emergency evacuation of the school, please refer to Emergency Evacuation Plan.

Communicating emergency evacuation plans with parents and staff in advance of an emergency is crucial. Please refer to Emergency Communications Plan.

VOLUNTARY EVACUATION/ UNPLANNED DISMISSAL/ PRECAUTIONARY CLOSURES

In evolving situations, local authorities may not issue an evacuation warning or order early in the event, only to do so later when the event poses a greater threat. To best ensure the safety of our staff and students, school administrators will work in conjunction with local fire and law enforcement to evaluate these events relative to our school's unique characteristics, such as facility age and construction, transportation dependencies, ingress and egress options and capacity, level of defensible space around your structures, and surrounding topography. It may be necessary for the BUSD to issue an early dismissal and voluntarily evacuate due to unique characteristics and circumstances.

Occasionally, an unforeseeable event or emergency may require the closing of a school for a period of time. The decision to close schools, or alter opening and closing times is made by the superintendent in consultation with the school principal, National Weather Service, and first

responder agencies. Notification of emergency closings should be given as soon as possible so parents and guardians can make arrangements for students to be cared for during these times. The decision to close schools is based on many considerations, the most important of which is the safety of students, staff, parents, and others in the community.

If the decision is made to initiate an early dismissal and voluntarily evacuate the school due to a potential fire threat, please refer to Voluntary Evacuation/Unplanned Early Dismissal/Precautionary Closure.

Communicating voluntary evacuation/early dismissal plans with parents and staff is crucial. Please refer to Emergency Communications Plan.

V. SHELTER-IN-PLACE

In some instances, when an evacuation may put students and staff at greater risk, it may be necessary to **shelter-in-place**. This *may* be the most appropriate protective action during a fast moving, approaching wildfire, when leaving school grounds poses more of a danger than remaining in place.

Under the best circumstances, sheltering-in-place should be considered when one or more buildings on campus is designed to withstand heat and flames from an approaching wildfire. In other words, these buildings will be ignition-resistant, including well maintained defensible space, such as fire-resistant landscaping, with a defensible space surrounding the structure(s). Local fire authorities have assisted in evaluating a facility's defensible space, ignition-resistant construction, and fire mitigation efforts.

If the decision is made to shelter-in-place, please refer to Shelter-in-Place Procedures.

Communicating shelter-in-place plans with parents and staff is crucial. Please refer to Emergency Communications Plan.

VI. REMAINING IN SESSION - MAINTAINING SITUATIONAL AWARENESS

If there is a wildfire burning in the general area of your school, but law enforcement has not yet issued an evacuation order, it may be safest to remain in session, maintain situational awareness and make preparations for evacuation if and when local authorities require it. The decision to remain in session will depend on the specific event relative to your school's unique

characteristics, such as facility age and construction, transportation dependencies, ingress and egress options and capacity, level of defensible space around your structures, and surrounding topography.

If the decision is made to remain in session, maintaining situational awareness is crucial. Please refer to Maintaining Situational Awareness.

When a wildfire is burning in the area, refer to the Evacuation Decision Tree throughout the day and update decision-making as necessary.

EMERGENCY PREPAREDNESS PLAN

Emergency Preparedness

Preparedness is achieved and maintained through a continuous cycle of planning, organizing, training, equipping, exercising, evaluating, and taking corrective action. The BUSD directs ongoing preparedness efforts with coordination among all those involved in emergency management and incident response activities. Our schools foster preparedness at all levels including students, parents, teachers, staff, district officials and local law and fire representatives. Examples of preparedness actions include maintaining a plan, conducting training and planning, and implementing drills and exercises.

The Bonsall Unified School District's main safety priority is focused on mitigating activities, such as ongoing safety collaboration, training and communication with community stakeholders, to prepare and reduce the loss of life and property from natural and/or human-caused disasters by avoiding or lessening the impact of a disaster and providing value to the public by creating safer schools.

Emergency Preparedness Plan for Parents

Recommended actions for parents in advance of a disaster may include:

1. Review your family emergency plan with your child, including reunification (emergency contacts) and communication options.
2. Provide the school with information about any unique needs your children may have. This can be accomplished by filling out an emergency information form and working with school health staff to be sure there is an emergency plan on file for your child that includes information on health issues and what is needed during school emergencies.
3. Arrange for the school to have back up/extra medication or other items to address the unique needs of your child so they have what they need if there is an emergency where they need to remain in the school building for a longer period of time.
4. Provide the school and your child's teacher with up-to-date emergency contact information for family or friends who can help out if you are unavailable. Be sure to update this information as needed throughout the school year.

5. Learn about the school's plan for emergency response, including parental access during emergencies, school emergency contact information, meet-up locations, and other reunification plans.

In a school emergency, the first instinct for a parent is to call or rush to the school to pick-up his/her child/children. These actions can complicate matters from a safety and security standpoint.

Parents too close to an incident often hinder the response and rescue attempts of police and fire officials on the scene. The best action parents can take in an emergency is to stay close to phone and e-mail and to monitor local radio and TV reports for regular updates and instructions.

What parents SHOULD do:

1. Tune into local TV/Radio stations for official school news alerts. Instruct parents where they can find up-to-date information from the school and/or district.
2. Rely only on official communication from the school or public safety officials.
3. Listen for official information regarding reunification.

What parents SHOULD NOT do:

1. Call or rush to the school. Excessive traffic may interfere with emergency responders' ability to curtail the disaster or render life-saving aid to those in need.

EMERGENCY EVACUATION PLAN

This section is intended to provide a detailed overview of procedures to follow when an emergency evacuation becomes necessary. The Bonsall Unified School District has worked with the local fire, law, and other first responding agencies creating a plan specific to each school.

Emergency Evacuation

- Below is an outline of emergency evacuation/early dismissal procedures for when time or events do not allow for normal dismissal operations.
 - When an evacuation is ordered, the Bonsall Unified School District in coordination with the school site(s) will conduct a full evacuation in an orderly manner.
 - Students will be transported to an alternate location with supervision and first aid responders ready to assist as needed.
 - Community Wide communication will be provided to all affected families via Aeries Communication (text messages, emails, and robocalls). In addition, the

District Public Information Officer will update the website and coordinate social media updates via BUSD Facebook and Twitter.

- o A new Reunification Center at an alternate assembly area, away from the affected site, will be set up and organized by the Reunification Team for a swift reunification process.
- o To ensure a speedy reunification, all parents should update their emergency contact list with alternate family members or friends.
- o All adults taking custody of their students must verify their identity with proof of ID and must be listed as an emergency contact with their school.

Alternate Assembly Areas

- If the campus is unsafe, alternate off-site assembly locations, transportation instructions for students and staff, will be announced via Aeries Communication (text messages, emails, and robocalls, BUSD Website, BUSD Facebook and Twitter).
- Due to safety and communication concerns, the details of alternate assembly areas will be announced at the onset of an actual evacuation order.

Parent Pick Up Zones/Reunification Zones

- Parents will receive detailed communication from the District about reunification procedures with the following information.
 - o Reunification Site and Zone(s)
 - o The need to have an ID to take custody of your student.

VOLUNTARY EVACUATION/UNPLANNED DISMISSAL/ PRECAUTIONARY CLOSURE PLAN

During fast moving fires or “no-notice” events, it may be necessary for school administrators to initiate an evacuation without a direct order from first responders. School administrators will consider the circumstances that may necessitate a voluntary evacuation or unplanned early dismissal. This section is intended to provide a detailed overview of procedures to follow when it becomes necessary to initiate a voluntary evacuation/early dismissal.

Voluntary Evacuation/Unplanned Dismissal/Precautionary Closure Plan

- For all voluntary voluntary evacuation/unplanned dismissal/precautionary closures, the BUSD will follow the Emergency Evacuation Plan outlined above.

SHELTER-IN-PLACE PROCEDURES

This section is intended to provide a detailed overview of procedures parents should follow when it becomes necessary to shelter-in-place. Shelter-In-Place option is necessary if students and staff cannot safely evacuate from the area, or if evacuating puts our students and staff at greater risk. Fire experts have shared, a fire-resistant building is the safest place to seek shelter to wait out the fire. The following are some things parents should know about school shelter-in-place to ensure that the school is following all cautionary measures to keep students and staff safe.

Shelter-in-Place Procedures

1. All students and staff will stay indoors and wait for the wildfire-front to pass.
2. The District will Call 9-1-1 to let the local first responders know we sheltering-in-place.
3. Parents are advised not to attempt to pick up children from school.
4. If landlines go down, all communication will be made using a cellular phone as an alternative.
5. If electricity goes out, the school emergency supply has extra batteries and radios to communicate with district office staff and local first responders.
6. Parents should listen for fire updates.
7. All staff is trained to protect students and institute proper emergency procedures on site.
8. If time and conditions permit, staff will be directed to move anything that can catch fire away from the exterior of classrooms, including combustible furniture, cloth awnings, and trash cans.
9. Site Emergency Response Team will turn off all fans and air conditioning/heating units.
10. All interior and exterior doors and windows will be closed to prevent embers from entering the building. Draperies and window coverings will be drawn wide open, well past the perimeter of the window. This will prevent radiant heat from catching the window coverings on fire.
11. Staff will be ordered to remove covers inside of windows with foil or any other materials.
12. Staff will also be ordered to move interior furniture away from windows to prevent radiant heat from catching the furniture on fire.

MAINTAINING SITUATIONAL AWARENESS

This section has information to help all community members and staff stay informed during a wildfire event (and other emergencies). The following are some local information resources.

Maintaining Situational Awareness (Consult: district officials, local fire department, local law enforcement)

SDCountyEmergency.com

- During a disaster, this website will be promoted by the County of San Diego to the media/public as the official disaster information website.
- The site will include:
 - Emergency maps, evacuation areas, disaster perimeter, shelter locations, Local Assistance Center locations, road closures, Press Releases, and other pertinent disaster-related information.

ReadySanDiego.org

- Before a disaster strikes, this website provides preparedness information, resources and tools.

SDCountyRecovery.com

- Following a disaster, this website provides recovery information, resources and tools.

SD Emergency Mobile Application

- Provides push notifications (disaster updates) to your mobile device.
- Offers quick access to preparedness, emergency and recovery information found on the County's Emergency Portal (ReadySanDiego.org, SDCountyEmergency.com and SDCountyRecovery.com) in the palm of your hand.
- Available at no cost in English and Spanish on the App Store (iOS) and Google Play Store (Android).

2-1-1 San Diego

- Provides a 24/7 toll-free hotline connected to a highly trained team providing up-to-date information during an emergency.
- Vital information about conditions and services such as road closures, evacuation routes, shelters and more.
- If Life/Safety, call 9-1-1.

Social Media

- Twitter
 - www.twitter.com/readysandiego (@readysandiego) (English)
 - www.twitter.com/listosandiego (@listosandiego) (Spanish)
- Facebook
 - www.Facebook.com/ReadySanDiego

AlertSanDiego

- The regional mass notification system used by law enforcement, fire and emergency response personnel to send evacuation orders/warnings, protective actions, and disaster-related information to residents and businesses within San Diego County that are impacted by, or in danger of being impacted by, an emergency or disaster.
- Listed and unlisted landlines are already included in the database and do not need to be registered. **Cell phone numbers and email addresses are not and must be registered.**
- Register your cell phone number and email at www.readysandiego.org/alertsandiego/

Accessible AlertSanDiego

- Part of the AlertSanDiego system that provides messaging for residents of San Diego County who are deaf, blind, hard of hearing, and deaf/blind before, during, and after a disaster.
- Residents can register for Accessible AlertSanDiego notifications by selecting the Accessible Option during registration at www.readysandiego.org/alertsandiego/

Wireless Emergency Alerts (WEA)

- Emergency notifications from local, state or federal officials that are broadcast to cell phones in a targeted area using cell phone towers. Most updated cell phones are WEA-capable and will receive the message. No registration is needed.
- Alerts residents about the emergency with important, but limited information:
 - Emergency location
 - What actions residents should take
 - How they can find out more information.

Emergency Alert System (EAS)

- A national public warning system.
- Broadcasters, satellite digital audio service and direct broadcast satellite providers, cable television systems, and wireless cable systems are required to provide a communications capability to address San Diegans within 10 minutes during an emergency.
- The primary Emergency Alert System station for San Diego County is radio station KOGO AM 600. The secondary station is KLSD AM 1360.

EMERGENCY COMMUNICATIONS PLAN

This section will provide a detailed overview of the procedures the Bonsall Unified School District will follow when it becomes necessary to communicate with staff, parents, district officials, and others during an emergency. The following is the Bonsall Unified School District's emergency communications plan.

Emergency Communications Plan for Evacuations, Voluntary Evacuations and Sheltering-in-Place

STEPS

1. The district and the site has an appointed Public Information Officer (PIO) as the designated spokesperson (typically the Superintendent of the District or Site Principal) communicating between the following:
 - a. County Office of Education
 - b. Law enforcement agencies
 - c. Administration, faculty and staff
 - d. Students
 - e. Parents/guardians of students
 - f. Local community
 - g. Local and national media
2. The PIO will direct a Crisis Communications Team to communicate the facts during the event.
3. The District and Site will establish a Crisis Command Center at the alternate assembly site.
4. The District PIO will coordinate assistance with SDCOE Public Information Officer/Communications Department to work with media.
5. The District will utilize Aeries Communication System (text messages, emails, and robocalls) as established avenues to communicate with all internal staff, and parents/guardians of our students.
6. The District will utilize District Website <https://www.bonsallusd.com/> and BUSD Facebook, Twitter as alternative communications methods.
7. During an emergency, the school will experience a significant increase in calls. If the site is unable to receive inbound calls, affected parents may call the district office at 760-631-5200. Additional staffing at the District Office will be established to support incoming calls.
8. The Bonsall Unified School District will continuously monitor and assess the situation and determine if outside help is needed. District will provide alternate phone numbers on the District Website.