

DRAFT
COUNTY OF SAN DIEGO

**SITE EVACUATION PLAN
(SEP)
FIRE SAFETY PLAN (FSP)**

**Boulder Oaks Preserve
Department of Parks and Recreation
14494 Mussey Grade Road
Ramona, CA 92065**

DPR Reviewed & Approved:

By: Andy Quinn



Site Evacuation Plan (SEP)

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Planning goal The *Site Evacuation Plan* ensures that County staff, visitors, and customers to County buildings can safely and quickly evacuate in an emergency.

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Site Evacuation Plan (SEP)

Overview

Plan for Department of Parks and Recreation, Boulder Oaks Preserve

Introduction The purpose of the *Site Evacuation Plan* is to assist staff and park patrons during a park evacuation.

If you are told to evacuate your park, use this plan as a guide. For more specific information on how to respond to a specific emergency, please contact your supervisor or Site Evacuation Team Coordinator (pages 12–13).

In the event of fire or medical emergency, occupants should call 911.

Fire Emergency General Instructions:

Fire Prevention:

1. Vehicles used for brush maintenance shall be equipped with a fire extinguisher filled with water and a shovel to eliminate and prevent the spread of a fire if a spark were to result from fire prevention activities.
2. Smoking is prohibited throughout the Boulder Oaks Preserve.
3. Campfires and open flames are prohibited.
4. No person is allowed to use, transport, carry, fire, or discharge any fireworks, firearm, weapon, air gun, archery device, slingshot, or explosive of any kind across, in, or into the Boulder Oaks Preserve.
5. Parking shall only occur in designated staging areas.

If you discover a fire:

In the event you are the first to discover a fire, take the following actions:

6. Direct other Duty Ranger(s) or staff member(s) where needed. (See page 7 of this document.)
7. Dial 9-1-1 and request fire department response. Identify yourself to the dispatcher; state the address of the park as 14494 Mussey Grade Road, Ramona 92065. Provide known fire information such as location extent, and location of trapped persons, if applicable.
8. Execute the evacuation plan by immediately using the nearest exit. Walk, do not run; close all doors behind you; proceed to designated assembly area; identify your presence to and follow instructions of the Site Evacuation Team Coordinator. Do not reenter the building(s) until the Site Evacuation Team Coordinator or Ranger issues an all clear signal.
9. Secure the Ranger Office, Residence, and/or Day Use Area(s) involved.
10. When exiting the Preserve, patrons should be aware of what dangers exist and where they will be directed to evacuate. Patrons should **avoid any delay** in leaving the Preserve.

Site Evacuation Plan (SEP)

Overview, Continued

Plan for Department of Parks and Recreation, Boulder Oaks Preserve

11. Use of Fire Extinguishers. Fire extinguisher locations are identified on the posted evacuation plans and pages of this document. Unless you are familiar with the use of a fire extinguisher and feel the fire is sufficiently small and contained, **do not attempt to use the fire extinguisher.**

If the fire alarm sounds, or you are directed by the public address system or a member of the site evacuation team to evacuate:

12. Immediately execute the evacuation plan by using the nearest exit. Walk, do not run; proceed to designated assembly area (located next to the water tanks near the ranger station); identify your presence to and follow instructions of the Site Evacuation Team Coordinator or on Duty Ranger.

Procedures for Assisted Rescue for Persons Unable to use the General Means of Egress Unassisted: If you have a physical condition that restricts your ability to use stairs:

13. Employees should contact their departmental Human Resources Safety Officer (Connie Dachtler/858-966-1326) to discuss their concerns and needs during an evacuation. Employees should complete a Voluntary Individual Site Evacuation Plan.
14. Individuals are encouraged to form an emergency support team from among fellow employees for assistance during evacuation.
15. An Assembly Area located at the Equestrian Staging Area has been incorporated into this plan. (See posted Building and Site Map/page 7 of this document); anyone unable to use general egress will be evacuated to a safe area to wait for either Ranger staff or Fire Department personnel assistance. If possible, a designated individual will remain with any special needs individual(s) in the refuge area during an evacuation emergency.

Procedure for Accounting for Evacuation of Employees and Visitors

16. All park patrons and park employees are required to gather and remain at their designated assembly area (see page 7 for diagram) after an evacuation.
17. Each employee will make his/her presence known to the designated Site Evacuation Team Coordinator.
18. A checklist system will be used to account for park patrons and park employees. The Coordinator will check-off each person on the list only upon visual confirmation of the individual. Employees confirmed to be out of the office at the time of the evacuation by another employee will be noted as such on the checklist.
19. Duty Rangers will make a complete sweep of their designed watch area(s) to confirm all employees and visitors have evacuated the area before leaving the park facility.
20. Duty Rangers will report their accounting of all park patrons to the Facility Evacuation Coordinator upon completion of their checklist count.
21. If the alarm fails, the alternate means of notifying occupants of fire in the building is to immediately contact a site evacuation team member or a supervisor to notify building occupants and park patrons to evacuate. The site evacuation

Site Evacuation Plan (SEP)

team will then execute the evacuation plan including sweeps of their areas of responsibility to confirm that all occupants have evacuated.

Overview, Continued

Plan for Department of Parks and Recreation, Boulder Oaks Preserve

Preferred and Alternative Means of Notifying Park Patrons of Fire

22. Prior to fire conditions becoming imminent (disaster), the preferred means of notifying park patrons will be verbal warnings from park employees either through personal contact or public address that address fire conditions. Anyone discovering a fire should proceed immediately to the designated assembly area (see page 7).
23. The alternate means of notifying occupants of fire is to immediately contact any site evacuation team member (listed on pages 11–12 of this document) or a supervisor to notify park patrons to evacuate the park using the public address system. The site evacuation team will then execute the evacuation plan including sweeps of their areas of responsibility to confirm that all park patrons have evacuated.

Identification of Personnel to be contacted for Further Information or Explanation of Duties

24. The Site Evacuation Team is listed on pages 11 and 12. Requests for additional information should be addressed to these team members.

Description of Emergency Alarm Communication System Alert Tone

25. The emergency alarm system alert is a loud pulsating tone combined with strobe lights.

Documents

SEP Required Documents:

- Facility Contact List
- Evacuation Map
- Personnel Roster
- Site Evacuation Team Roster
 - Evacuation Team Checklists

SEP Optional Documents:

- Evacuation/Fire Drill Observation Form
- *Voluntary Individual Site Evacuation Plan*
 - Voluntary Individual SEP
 - Emergency Support Team Agreement

Site Evacuation Plan (SEP)

Facility Contact List

Description The Facility Contact List contains the names, responsibilities, and contact numbers of key building contacts. These contacts should be used during a building evacuation.

Facility Information **Boulder Oaks Preserve,
Department of Parks and Recreation
14494 Mussey Grade Road
Ramona, CA 92065**

Instructions Use the table below to record the contact information for each emergency or key facility contact.

Contact	Main Phone	Alternate Phone
Police Department	911	(760)789-9157
Fire Department	911	CAL FIRE (760)789-0107 Mt Woodson Station 86 (760-789-1150)
Sheriff's Station M	(858) 565-5255	n/a
Bomb Team (Sheriff)	(619) 956-4980	(858) 565-5200
Emergency Operations Center (EOC)	(858) 565-3490	n/a
Hazardous Materials	(858) 505-6657	n/a
DGS Help Line	(619) 578-6262	n/a
Station M Emergency Radio		

Site Evacuation Plan (SEP)

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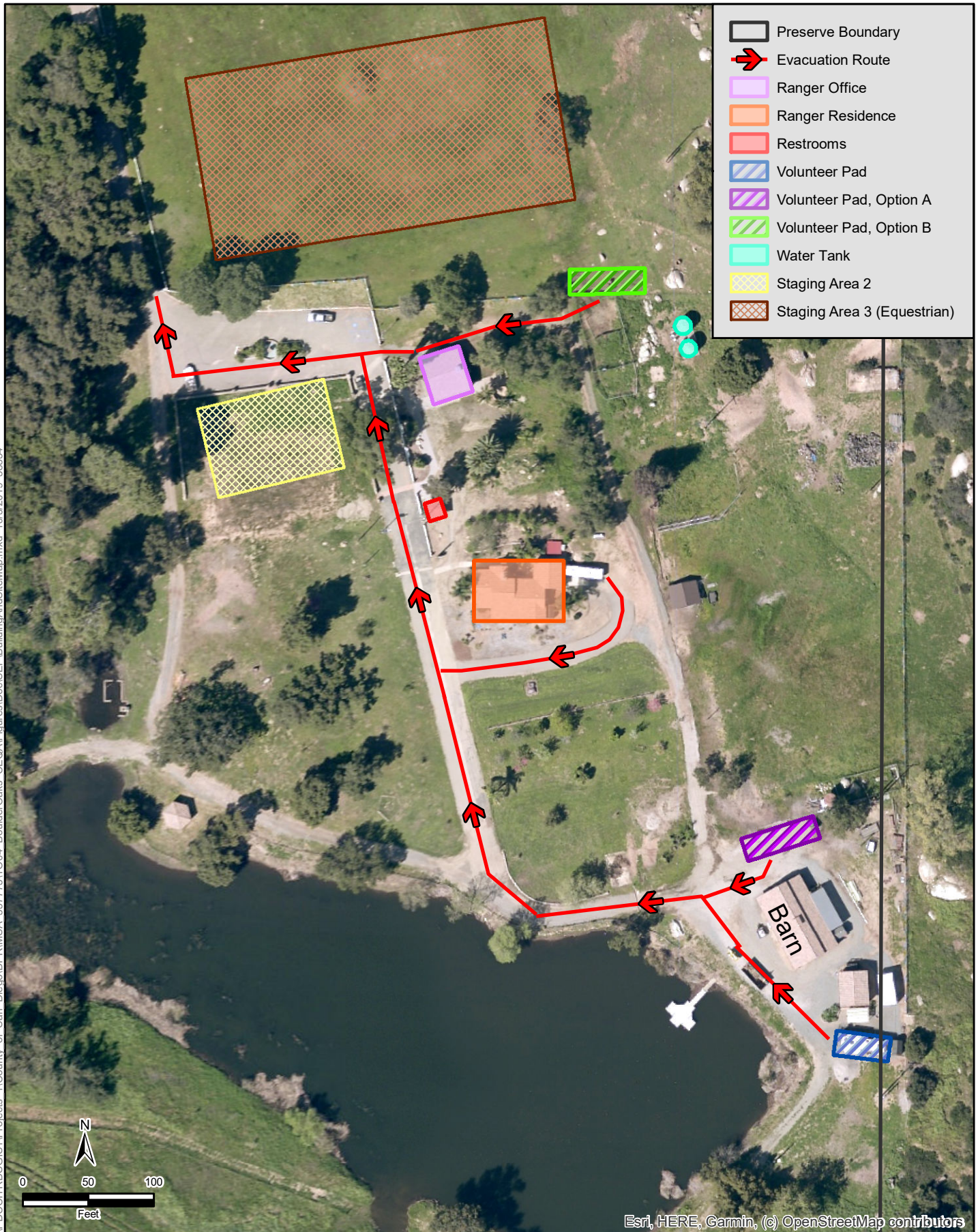
Building and Site Map

Description	An evacuation map outlines the evacuation route(s) and assembly area(s) for your facility. A copy of this map is provided to emergency responders.
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PARK ADDRESS, Boulder Oaks Preserve, 14494 Mussey Grade Road, Ramona, 92065

Evacuation Route(s) and Assembly Area.

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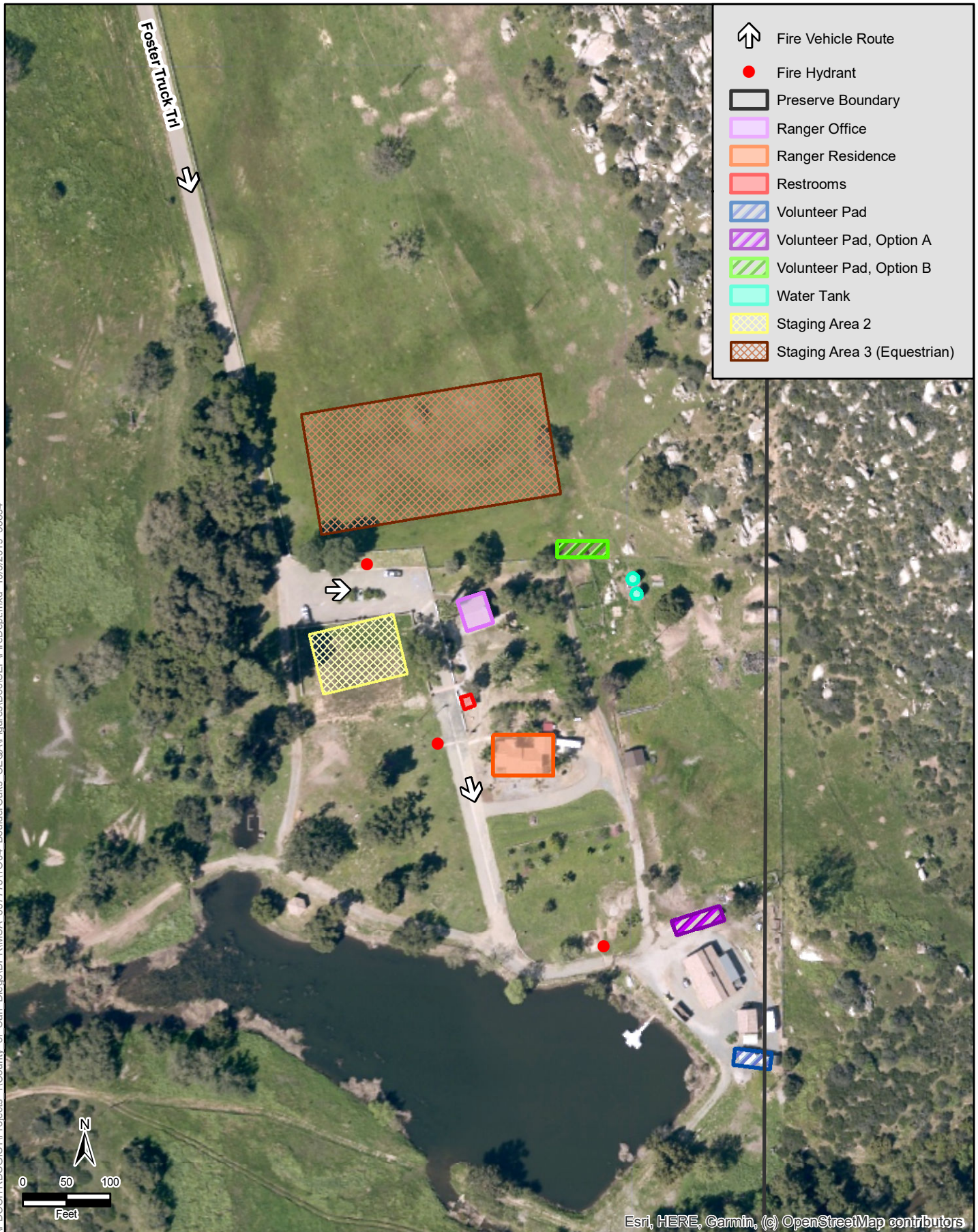
Site Evacuation Plan (SEP)

Building and Site Map, Continued

Description	Plan shows Fire Vehicle Access Routes and Hydrant Locations for the County Operations Center Site
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PARK NAME: Boulder Oaks Park Office, Fire Vehicle Access Route(s) and Hydrant Location(s).

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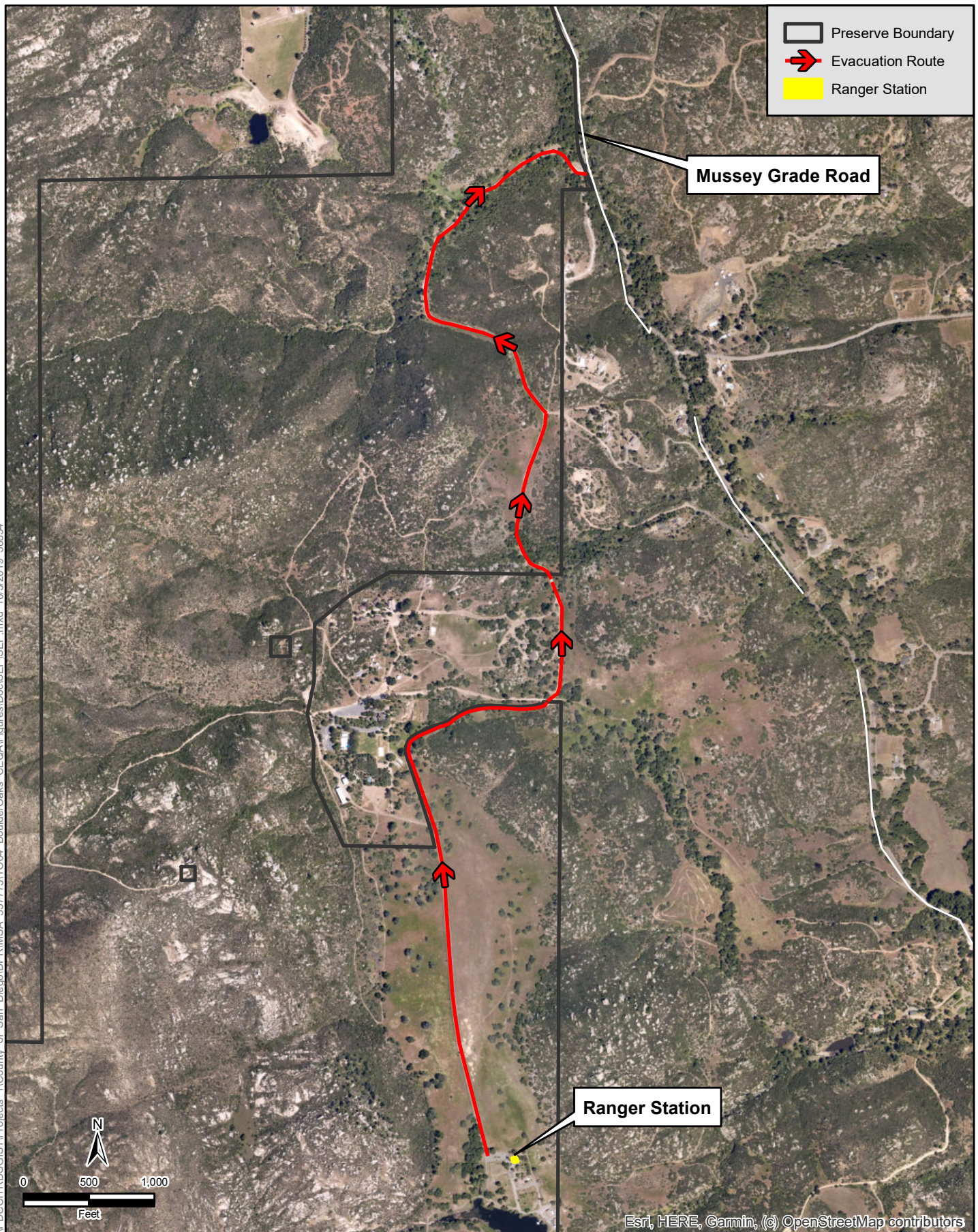
**Fire Department Vehicle Access & Fire Hydrant Locations
Boulder Oaks Preserve**

Site Evacuation Plan (SEP)

Exit Routes

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	Boulder Oaks Preserve exit routes; refuge area and fire equipment locations
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Description	An existing diagram describes the exit routes to be used. A copy of this diagram may be provided to emergency responders.
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Site Evacuation Plan (SEP)

Personnel Roster

Description The Personnel Roster is used to take attendance at the assembly area following an evacuation.

Ramona Preserves Work Group

Position	Name	Cell #	Golf #
Site Supervising Ranger	David Moniz	(760) 473-6721	
Park Ranger	Chris Londos	(760) 210-0565	
Park Ranger	Roberta Thompson		
Park Ranger	Alicia Watkins		

Site Evacuation Plan (SEP)

Site Evacuation Team

Description	Site Evacuation Team Members must ensure complete evacuation of, and accounting for, all employees, visitors, and customers in their area of responsibility.
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Instructions	In the tables below: <ul style="list-style-type: none">• Record information for each SEP position.• Include alternate team members as needed.
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Facility Evacuation Coordinator	Responsible for overall coordination of the SEP for the facility, final designation of assembly area(s), evacuation, and communication with emergency personnel. Ensures that all employees are accounted for.
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Facility Evacuation Coordinator/Fire Safety Director
Dave Moniz
Office 760-788-3326 Cell 760-473-6721

Facility Evacuation Coordinator/Fire Safety Director (Alternate)
Chris Londos
Office (760) 210-0565 Cell

Site Evacuation Plan (SEP)

Site Evacuation Team, Continued

Site Evacuation Coordinator Responsible for updating Personnel Roster; placing completed Voluntary Individual SEP behind the corresponding personnel roster; conducting a final sweep of pre-designated area(s) including bathrooms, lunchrooms, etc.; and providing a completed Personnel Roster to the Facility Evacuation Coordinator after an evacuation.

<u>Evacuation Role</u>	<u>Department/Section</u>	<u>Name</u>	<u>Room No.</u>	<u>Office Phone</u>	<u>Alternate Phone</u>	
Site Evacuation Coordinator	DPR Operations DM	Andy Quinn	410	(858) 966-1367	(619) 709-2268	
Site Evacuation Coord. (Alternate)	DPR Operations Chief	Dave Knop	410	858 966-1371	(619) 806-6967	
Coordinator	Supervising Park Ranger (Site Spervisor)	David Moniz	BOP	(760) 788-3326	(760) 473-6721	
Coordinator	Ranger	Roberta Thompson	BOP	(760) 788-3326		
Coordinator	Ranger	Alicia Watkins	BOP	(760) 788-3326		
Coordinator	Ranger	Chris Londos	BOP	(760) 788-3326	(760) 210-0565	

Site Evacuation Plan (SEP)

Check List – Facility Evacuation Coordinator

Instructions

The Facility Evacuation Coordinator Check List should be utilized to ensure consistency and completeness during an emergency.

<input type="checkbox"/>	Direct/supervise evacuation activities during an emergency
<input type="checkbox"/>	Coordinate with Floor Warden to ensure all employees, visitors, and customers are accounted for
<input type="checkbox"/>	Coordinate operations with local fire/law enforcement officials and communicate employee accountability information
<input type="checkbox"/>	Coordinate with site supervisor
<input type="checkbox"/>	Contact department heads
<input type="checkbox"/>	Ensure compliance with the instructions regarding the <i>Voluntary Individual Site Evacuation Plan</i>
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

Site Evacuation Plan (SEP)

Check List – Floor Warden

Instructions

The Floor Warden Check List should be utilized to ensure consistency and completeness during an emergency.

<input type="checkbox"/>	In the event of an incident requiring an emergency response, activate the fire alarm system
<input type="checkbox"/>	Alert/warn building occupants to begin evacuation
<input type="checkbox"/>	Direct employees and visitors to the safest route to assembly area(s)
<input type="checkbox"/>	Sweep area (including restrooms, conference rooms, and break rooms) for remaining employees and visitors
<input type="checkbox"/>	Shut down critical operations
<input type="checkbox"/>	Close interior doors
<input type="checkbox"/>	Evacuate the building
<input type="checkbox"/>	Using personnel roster(s), ensure all employees, visitors, and customers are accounted for at the assembly area
<input type="checkbox"/>	Brief Site Supervisor/Facility Evacuation Coordinator on evacuation status
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

Site Evacuation Plan (SEP)

Evacuation/Fire Drill Observation Form

Instructions

In the table below:

- Record your observations during a planned evacuation drill.
- Determine corrective actions following a planned evacuation drill.

Site Name and Address		Department(s)/ Program(s)		Name of Observer	
Date of Evacuation Drill		Floor/Area Observed		Designated Assembly Area	
PLEASE NOTE THE TIMES AT WHICH THE FOLLOWING TOOK PLACE:					
Alarm Sounded	Evacuation Order Received	Floor/Area Cleared	Last arrival at Assembly Area	Roll Completed	"All Clear"
OBSERVATION GUIDE			AFTER ACTION PLAN (AS NEEDED)		
CRITIQUE POINTS		RESPONSE	CORRECTIVE ACTION	PERSON RESPONSIBLE	DATE COMPLETED
1. What method(s) was used to alert occupants?					
2. Were there any issues with the evacuation of employees, visitors, or customers?		YES / NO			
3. Did Evacuation Team properly execute responsibilities?		YES / NO			
4. Was communication effective?		YES / NO			
5. Were exits/hallways clear of obstructions?		YES / NO			
6. Were doors closed?		YES / NO			
7. Were restrooms checked?		YES / NO			
8. Did everyone take his/her keys, identification badge, etc.?		YES / NO			
9. Was roll call done in an efficient manner?		YES / NO			
10. Was the roll call results communicated to the Facility Evacuation coordinator?		YES / NO			
11. Was the scenario effective (if applicable)?		YES / NO			
GENERAL OBSERVATIONS/PROBLEMS ENCOUNTERED:					

Site Evacuation Plan (SEP)

Voluntary Individual Site Evacuation Plan

Description	<p>The Voluntary Individual Site Evacuation Plan:</p> <ul style="list-style-type: none">• Was designed to assist any employee with limitations or disabilities to evacuate in an emergency• Is created by the individual employee• Is voluntary• Is not a confidential document <p>[Important: Compliance with specific laws and procedures, as described, are required when utilizing the Voluntary Individual Site Evacuation Plan.]</p>
General Guidelines	<p>To utilize the Voluntary Individual Site Evacuation Plan:</p> <ul style="list-style-type: none">• Facility Evacuation Coordinators and individuals may access the Voluntary Individual Site Evacuation Plan template, Emergency Support Team Agreement and additional tools and resources by visiting the website at: http://insite.sdcountry.ca.gov/psg/oes/Pages/Worksite-Emergency-Tips-for-People-with-Disabilities-or-Limitations.aspx• Do not ask for or include descriptions of an individual's medical condition in the Voluntary Individual Site Evacuation Plan
Procedure	<p>Employees who need assistance evacuating from their worksite should:</p> <ul style="list-style-type: none">• Notify their Facility Evacuation Coordinator in advance of a disaster or emergency (employees <u>should not</u> justify the need for assistance or describe the condition that causes the need; do not provide personal information)• Consider completing a Voluntary Individual Site Evacuation Plan (see website at: http://insite.sdcountry.ca.gov/psg/oes/Pages/Worksite-Emergency-Tips-for-People-with-Disabilities-or-Limitations.aspx for details)• Consider establishing an Emergency Support Team to help in evacuation (see website at: http://insite.sdcountry.ca.gov/psg/oes/Pages/Worksite-Emergency-Tips-for-People-with-Disabilities-or-Limitations.aspx for tools)• Consider practicing evacuation with their Emergency Support Team
Storage Location	<ul style="list-style-type: none">• Completed Voluntary Individual Site Evacuation Plans will be stored as an addendum to the SEP• Completed Emergency Support Team Agreements will be stored in a separate file, not in the SEP and not in personnel files

Site Evacuation Plan (SEP)

Process and Legal Requirements

Step 1

Facility Evacuation Coordinator actions:

- Utilize the preformatted email to inform and invite participation at least annually:
 - <http://insite.sdcountry.ca.gov/psg/oes/Documents/SEP/VoluntaryIndividualSEP-Email.msg>
 - Send the email to all employees in your facility
 - Do not single out any employee
 - Do not ask employees to explain their need for assistance
-

Step 2

Employees and Emergency Support Team Members participating in the Voluntary Individual Site Evacuation Plan actions:

- Complete an Emergency Support Team Agreement
 - <http://insite.sdcountry.ca.gov/psg/oes/Documents/SEP/Disability/EmergencySupportTeamAgreement.doc>
 - Complete a Voluntary Individual Site Evacuation Plan
 - <http://insite.sdcountry.ca.gov/psg/oes/Documents/SEP/SEPAnnexC.doc>
 - Submit the completed Voluntary Individual SEP and Emergency Support Agreements to the Facility Evacuation Coordinator
-

Step 3

Facility Evacuation Coordinator Action Upon receipt of completed documents:

- Insert each completed Voluntary Individual SEP as an addendum to the SEP
 - Keep a copy of the signed Emergency Support Team Agreement for each Support Team Member in a separate designated file for these agreements
 - Do not store the Voluntary Individual SEP in personnel files
 - Do not store the Emergency Support Team Agreements in personnel files or the SEP
-

More Information

<http://insite.sdcountry.ca.gov/psg/oes/Pages/Worksite-Emergency-Tips-for-People-with-Disabilities-or-Limitations.aspx>

Site Evacuation Plan (SEP)

Fire Safety Plan (FSP)

Plan for Boulder Oaks Preserve, 14494 Mussey Grade Road, Ramona, 92065

Introduction

The purpose of the *Fire Safety Plan* is to establish procedures for identifying fire hazards and preventing fires. This plan incorporates procedures for assisting employees during a building evacuation.

If you are told to evacuate your building, use this plan as a guide. For more specific information on how to respond to a specific emergency, please contact your supervisor.

In the event of fire or medical emergency, employees should call 911.

Preferred and Alternative Means of Reporting a Fire to the Fire Department

See page 3 of this document.

Preferred and Alternative Means of Notifying Building Occupants of Fire

See page 5 of this document.

Strategy and Procedures for Evacuating Occupants, Including Occupants Requiring Assistance

See page 4 of this document.

Site Plans Showing Assembly Area; Fire Hydrants; Fire Department Vehicle Access

See page 8 of this document.

Plans Identifying Locations of Exits; Evacuation Routes; Fire Extinguishers; and Fire Alarm Annunciators and Controls

See page(s) 7 and 8 of this document.

No exterior areas of assisted rescue are identified. All individuals evacuating the building must proceed to the assembly area to be accounted for and wait until informed by Fire Department personnel or Site Evacuation Team member that reentry to the building is allowed. No occupant-use of hose stations are provided in the building.

Site Evacuation Plan (SEP)

Fire Safety Plan (FSP), Continued

Plan for Boulder Oaks Preserve, 14494 Mussey Grade Road, Ramona, 92065

Fire Hazards Associated with Normal Use and Occupancy of the Building and Preserve

<u>Areas</u>	<u>Fire Hazards</u>
Ranger Office	Paper, plastic, electrical, computers, electrical appliances Telephone MPOE, HVAC system
Janitor Closets	Paper, plastic; cleaning supplies/chemicals
Preserve Wide	Brush
Vehicles	Combustible engines
Maintenance	Power tools
Residence	Paper, plastic, electrical, computers, appliances, propane tank, cleaning supplies
Restroom Building	Paper, electrical, cleaning supplies

Maintenance and Housekeeping Practices

<u>Type of fire Hazard</u>	<u>Fire Prevention Practices</u>
Paper	Empty waste paper cans on a daily basis or as required; empty recycling bins on a monthly basis or as required.
Plastics	Empty waste cans on a daily basis or as required
Electrical	Annual inspection of electrical panels; employee training to identify compromised outlets and electrical appliances
Electrical appliances	Provide employee training to identify appliance risks
Propane tank	Periodic inspections

Safe Work Practices

- Emergency egress routes shall not be blocked at any time.
- Sources of potential ignition, such as electric coffee pots shall not be placed near flammable materials
- Personal portable space heaters and fans shall not be permitted without Director's approval
- Employees shall be responsible for inspecting and reporting extension cords and other electrical equipment found to be in poor condition.
- Flammables, including paper, shall not be placed near any potential source of ignition.

Site Evacuation Plan (SEP)

Fire Safety Plan (FSP), Continued

Plan for Boulder Oaks Preserve, 14494 Mussey Grade Road, Ramona, 92065

Identification of Personnel Responsible for Maintenance of Fire Prevention Systems and Equipment

<u>Fire control Systems</u>	<u>Inspection Frequency</u>	<u>Responsibility</u>
Sprinkler System	Quarterly Inspection 5 Year Certification	Building Maintenance Vendor
Fire Alarm System	Quarterly Inspection 5 Year Certification	Building Maintenance Vendor
Fire Extinguishers	Monthly Inspection Annual Service	Building Maintenance Vendor
Data Room Fire Suppression	Semi-Annual Inspection	Vendor

Identification of Personnel Responsible for Maintenance, Housekeeping and Controlling Fuel Hazard Sources

<u>Task</u>	<u>Title</u>
Maintenance of Building and Equipment	Site Supervisor Dave Moniz
Controlling Fuel Hazard Sources	Site Supervisor Dave Moniz