

A P P E N D I X F

DRAFT FIRE SAFETY AND
EMERGENCY RESPONSE PLAN





THE mosaic PROJECT®

DRAFT FIRE SAFETY & EMERGENCY RESPONSE PLAN Prevention, Training, Signage, & Evacuation Procedures

We look forward to working with Alameda County to ensure that this plan meets all fire safety and emergency response requirements.

In accordance with the requirements of the County of Alameda, the following guidelines have been established to inform and train our employees about emergency response procedures, fire prevention, protection and suppression activities, personnel accountability, and response to other hazardous situations.

FIRE PREVENTION MEASURES

- No smoking is permitted on the site. All staff and students must sign a contract agreeing to this prior to arriving at the site. The rule will then be reinforced upon arrival.
- Staff and students are not permitted to bring anything flammable onto the site. A contract agreeing to this prior to arrival is signed and then reinforced once on site.
- A 1 to 7 staff to student ratio will be maintained in order to provide adequate supervision.
- Vegetation and defensible space will be maintained according to Alameda County regulations and the State of California Building and Fire Codes.
- We will follow the same guidelines as the East Bay Regional Parks:
 - Camp closures: When both the fire department has limited resources to fight fire and the National Weather Service declares a Red Flag Warning, camp sessions will be canceled.
 - Camp Modifications: If the fire danger is listed as "extreme" or "very high", as declared by the County of Alameda Fire Department, the following will occur:
 - No open fires of any type, including barbecues
 - No use of gasoline powered equipment (e.g. mowers, weed eaters, etc.)
 - All fire equipment will be checked for readiness
 - All staff and groups will be immediately notified of restricted activities

STAFF TRAINING & DRILLS

- All staff and employees will be trained in safe evacuation and notification procedures. All staff must attend a training session yearly to learn and practice how to navigate calmly, quickly, and safely during an evacuation emergency.
- An emergency drill will be held within the first 24 hours of the beginning of each program session.
- When conducting the emergency drill, any people needing special assistance will be identified and any necessary special accommodations are put in place.
- Employ all means of notifying occupants to evacuate, e.g., intercom, alarms, walkie talkies.
- Interactive role plays practicing how staff should respond in different scenarios are included.
- Prior to the role plays and drills, we will:
 - Ensure that staff is familiar with the location of all fire alarms and extinguishers, evacuation routes, and Safety Zones.
 - Demonstrate how to properly use fire extinguishers, fire blankets, and fire hoses.
- The following exercises will be used as practice scenarios to increase individual confidence and effectiveness:
 - Activate, or direct that another designated individual activate, the fire alarm at the first sign of fire or other emergency.
 - Notify anyone in the immediate area of danger
 - Close doors to confine fire/smoke, but do not lock them.
 - Evacuate the buildings, assist site campers and fellow staff in evacuating.
 - Determine which Safety Zone to use.
 - Call the fire department (911 or other emergency number) and provide the following information:
 - Location/building name, address and nearest cross street
 - Location of fire in the building or area adjacent.
 - Known information about the fire/smoke
 - Identify a call-back phone number for emergency services.
 - Do not hang up until the emergency services operator does so.
- Test all staff to verify that they know how to evacuate their work areas and perform their fire drill duties in an emergency.
- At least once per quarter, a fire department representative will be invited to review our fire drill exercise to verify its effectiveness.

SIGNAGE & DOCUMENTATION

- Copies of the *Fire Safety & Emergency Response Guide* will be kept easily accessible for by all onsite staff.
- Emergency numbers will be posted in easily visible places throughout the site.
- Staff will review and update the *Guide* and procedures a minimum of once per calendar quarter.
- All buildings will have posted written fire evacuation procedures, included detailed instructions and numbers for contacting emergency personnel.
- All buildings will have posted maps of evacuation routes which also indicate the locations of fire alarms, fire extinguishers, and safe gathering zones.
- Appropriate safety signage will be nearby each building and throughout the site.

EVACUATION PREPARATION & PROCEDURES

- The Mosaic Project subscribes to Zonehaven AWARE "ACALERT " used by Alameda County Emergency Services to report Zone specific emergencies, e.g. area wildfires.
- The Mosaic Project has established an emergency evacuation agreement with the Castro Valley Unified School District (see attached letter from Superintendent Parvin Ahmadi).
 - In case of the need for emergency evacuation, the District will provide two available school buses, each of which holds 50 individuals, to bring the campers to Canyon Middle School which is seven minutes away from the property. If Canyon Middle School is not a safe evacuation site, another District facility will be used.
 - To communicate a need for the buses, work and cell phone numbers of our primary contact person, as well as a backup contact and the Superintendent, will be maintained on site.
- Prior to their child's session, parents will be given the following instructions in case of an emergency: "Do **NOT** come in individual cars to pick up your child. This would cause traffic and disrupt evacuation procedures. We will utilize nearby school buses to quickly evacuate everyone to a nearby school. Your child's school will arrange further transportation."
- When there is a need to evacuate, all staff and campers will gather in the parking lot. If this area is not accessible, everyone will gather between the creek and the road on the south side of the property.
- Campers will line up according to their cabin group (as practiced in the emergency drills) and assigned staff will conduct a roll call.

- Staff will report any person unaccounted for to a fire department representative immediately and include a complete description of the individual.
- Staff will comply with all emergency direction as provided by the County of Alameda Fire Department
- If deemed safe, The Mosaic Project's land and buildings can be utilized as a shelter center for local residents to secure safety in the event of an emergency.

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