

Wildfire Preparedness Staff & Parent Presentation

Fall 2024



**WOODSIDE FIRE
PROTECTION DISTRICT**

Kim Giuliacci, Division Chief/Fire Marshal

Selena Brown, WFPD Public Education Officer/ Emergency Preparedness Coordinator

Roberta Zarea, PVSD Superintendent

Presentation Agenda




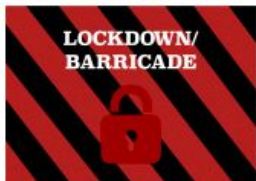

- SMCOE Big 5 Immediate Action Response Protocols (Evacuation)
- PVSD Wildfire Emergency Response Plan
- Evacuations, Closures, Shelter in Place
- Student Release Process
- Decision Checklist for School Closure
- Wildfire Risk Reduction
- Communication and Maintaining Situational Awareness
- Poor Air Quality & High Heat Guidance Protocol
- Discussion



Immediate Action Response: The Big 5 Protocol



Big 5 [Community Packet](#)

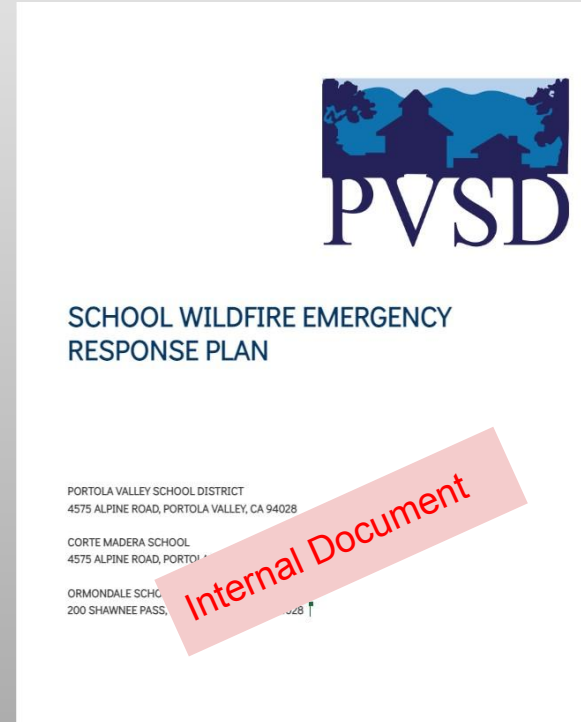
ACTION	DESCRIPTION
 <p>SHELTER IN PLACE</p>	<p>Implement to isolate students and staff from the outdoor environment and provide greater protection from external airborne contaminants or wildlife. Close windows and air vents, and shut down air conditioning/heating units.</p>
 <p>DROP, COVER, AND HOLD ON</p>	<p>Implement during an earthquake or explosion to protect building occupants from flying and falling debris.</p>
 <p>SECURE CAMPUS</p>	<p>Initiate for a potential threat of danger in the surrounding community. All classroom/office doors are closed and locked, and all students and staff remain inside until otherwise directed. Instruction continues as planned.</p>
 <p>LOCKDOWN/BARRICADE</p>	<p>Initiate for an immediate threat of danger to occupants of a campus or school building and when any movement will put students and staff in jeopardy. Once implemented, no one is allowed to enter or exit rooms for any reason unless directed by law enforcement.</p>
 <p>EVACUATION</p>	<p>Implement when conditions outside the building or off-site are safer than inside or on-site. Requires moving or directing students and staff to move from school buildings to a pre-determined safe location.</p>

Possible Action During Wildfire

PVSD Wildfire Emergency Response Plan

The purpose of this plan is to provide for the orderly and coordinated evacuation of PVSD facilities once it is determined that such action is the most effective means available for protecting students and staff from the effects of an emergency situation.

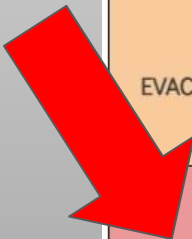
- WILDFIRE EMERGENCY GUIDANCE TABLE
- WILDFIRE EMERGENCY DECISION TREE
- CAMPUS OVERVIEW AND MAPS
- SCHOOL OVERVIEW
- TRANSPORTATION OVERVIEW
- OFF SITE EMERGENCY EVACUATION PLAN
- CONTROLLED DISMISSAL & REUNIFICATION PLAN
- SHELTER-IN-PLACE PROCEDURES
- SITUATIONAL AWARENESS RESOURCES
- EMERGENCY COMMUNICATIONS PLAN
- EMERGENCY CONTACT LIST



PVSD Wildfire Emergency Guidance Table

WFPD Guidance for PVSD

WILDFIRE ACTIVITY LEVEL	DESCRIPTION	PVSD ACTION	COMMUNICATION
LEVEL 1 RED FLAG WARNING	<ul style="list-style-type: none"> No active fire. Red Flag Warning is issued. <ul style="list-style-type: none"> Low humidity High winds High temperatures 	<ul style="list-style-type: none"> IF NO STUDENTS ON CAMPUS (Before/After School): <ul style="list-style-type: none"> Consider Remote Learning (CDE School Closure Considerations and SMCOE Decision Making Guide for School Closure) Turn away parents as they arrive. Staff to remain onsite or report to school for remote learning. IF STUDENTS ON CAMPUS (During school hours): <ul style="list-style-type: none"> Remain in session. Make preparations for controlled dismissal, if needed 	<ul style="list-style-type: none"> Activate parent/family communication plan (relevant template) Activate staff communication plan
LEVEL 2 NEARBY ACTIVE WILDFIRE	<p>A wildfire is burning in proximity to the school but there is no formal evacuation warning issued. Evacuation Warning is not yet anticipated, but an evacuation warning may be issued at a moment's notice.</p>	<ul style="list-style-type: none"> Upon guidance or direction from WFPD: IF NO STUDENTS ON CAMPUS: <ul style="list-style-type: none"> Remote Learning. Turn away parents as they arrive. Staff to remain onsite or report to school for remote learning. IF STUDENTS ON CAMPUS: <ul style="list-style-type: none"> Remain in session. Make preparations for controlled dismissal or possible shelter in place. 	<ul style="list-style-type: none"> WFPD to provide guidance on <u>status</u> of the fire and likelihood of evacuation in the area. District to notify parents of situation and actions to be taken.
LEVEL 3 EVACUATION WARNING	<p>A formal evacuation warning is issued for the area of the District. Calls for immediate school evacuation by controlled dismissal protocols. Buses are to be ordered for any students not able to be picked up by parents.</p>	<ul style="list-style-type: none"> IF NO STUDENTS ON CAMPUS: <ul style="list-style-type: none"> Cancel school. Turn away parents as they arrive. Staff to evacuate campus. IF STUDENTS ON CAMPUS: <ul style="list-style-type: none"> Follow controlled dismissal procedures. 	<ul style="list-style-type: none"> WFPD to provide guidance on <u>status</u> of the fire and likelihood of evacuation in the area. District to notify parents of the situation and actions to be taken.
LEVEL 4 EVACUATION ORDER/ SHELTER IN PLACE	<p>Active wildfire nearby. Alpine, Portola, and Arastradero roads blocked for limited ingress into PV to emergency vehicles only. Schools go into active shelter in place.</p>	<ul style="list-style-type: none"> IF NO STUDENTS ON CAMPUS: <ul style="list-style-type: none"> Call 9-1-1 to communicate the status of the school. Cancel school. Evacuate all staff immediately. IF STUDENTS ON CAMPUS: <ul style="list-style-type: none"> Call 9-1-1 to communicate the status of the school. Follow Wildfire Shelter in Place Protocol. District to communicate to WFPD that the school is sheltering in place. 	<ul style="list-style-type: none"> Call 9-1-1. District to communicate to WFPD (or Emergency Services) that the school is sheltering in place.



**Evacuation,
Closure,
Shelter-in-Place,
Student Release**

Evacuation Terminology

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

Evacuation Warning (prepare to evacuate):

- Alerts people in an affected area of potential threat to life and property.
- Considers the probability that an area will be affected within a given timeframe, and prepares people for a potential evacuation order.
- Is particularly necessary when dealing with a variety of issues such as large school populations.

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.**

What is a Red Flag Warning?

- Issued by the [National Weather Service](#) when weather conditions are right for extreme wildfire events
- Sustained or gusty winds, and hot and dry conditions, that make wildfires more likely to ignite and spread rapidly.
- The combination of gusty winds and low humidity can cause fire to rapidly grow in size and intensity.



**Prepare for
evacuation, if
needed.**

**Maintain high
alert.**

Voluntary Evacuation/Unplanned Controlled Dismissal

To best ensure the safety of staff and students, school administrators will work in conjunction with local fire and law enforcement to evaluate situations that arise relative to a school site's unique characteristics, such as transportation dependencies, ingress and egress options and capacity, level of defensible space around its structures, and surrounding topography.

Depending on the circumstances, it may be best to issue an early dismissal and voluntarily evacuation.

Parents/Guardians will be notified via ParentSquare Urgent Alert.

Precautionary Closure

To best ensure the safety of staff and students, school administrators will work in conjunction with local fire and law enforcement to evaluate situations that arise relative to a school site's unique characteristics, such as transportation dependencies, ingress and egress options and capacity, level of defensible space around its structures, and surrounding topography.

The decision to **close or cancel school** is based on many considerations, the most important of which is the safety of students, staff, parents, and others in the community. (See Decision Tree - slide 16)

Parents/Guardians will be notified via ParentSquare Urgent Alert.

Shelter in Place (During Fast Approaching Wildfire)*

Sheltering in place is an emergency-driven alternative which is seldom under the best of circumstances, but must be considered when evacuation of the site is not an option.

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.

When an evacuation may put students and staff at greater risk, it may be necessary to **Shelter-in-Place**.

Designated Shelter-in-Place locations at each school are the Multi-Use Rooms.

* WFPD Mandated Shelter-in-Place, not to be confused with Big 5 Shelter in Place for environmental issues.

Transportation & Off-Site Evacuation

The District works with the Town of Portola Valley, the San Mateo County Department of Emergency Management (DEM), and Woodside Fire (WFPD) to explore options to set up transportation and establish off-site assembly locations in an emergency situation.

Transportation options for all students/staff are dependent upon the situation.

Off-site assembly locations are dependent on the situation.

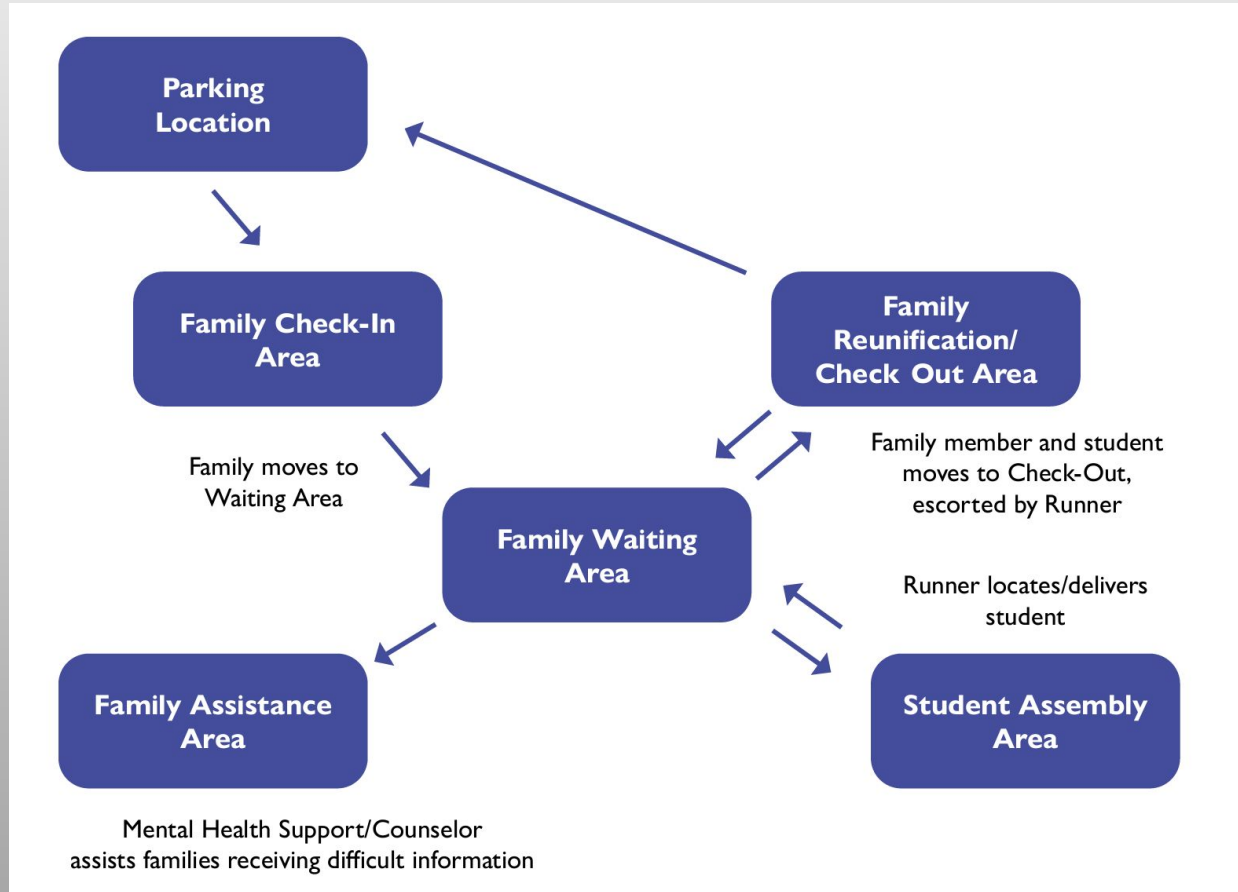
Student Release Process

An **On-Site Student Release** may occur for incidents small enough to render the school building unsafe after an EVACUATION, but does not require students to be relocated to the Off-Site Evacuation Location.

An **Off-Site Student Release** may occur for incidents where the school site is deemed unsafe or following an EVACUATION to the Off-Site Evacuation Location as required by law enforcement.

- **Parents/Guardians will be notified via ParentSquare Urgent Alert.**
- **Person picking up student(s) must be listed on the Emergency Contact Form as someone authorized to pick student/s up, no exceptions**
- **Parents/guardians may not pick up other students for whom they are not an Emergency Contact, no exceptions**
- **Valid Form of ID will be required to verify identity, no exceptions**
- **Bring ample patience, understanding, and cooperation**

Student Release Process Example: Schools will provide specific step-by-step instructions

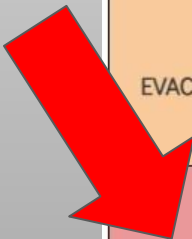


Decision Checklist for School Closure

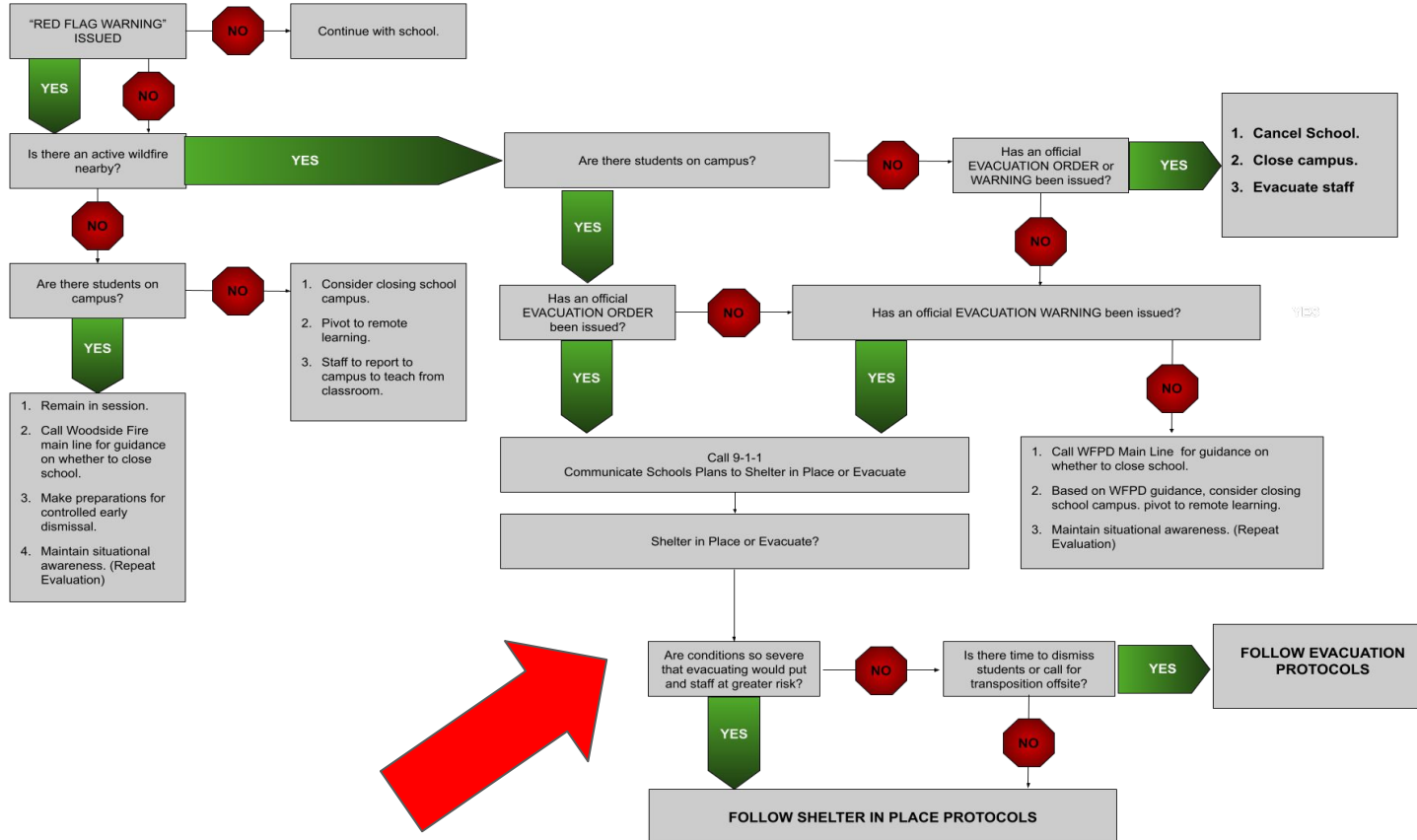
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Wildfire Emergency Decision Support Tree



Decision Making Checklist for School Closure

Checklist to determine whether school/district meet requirements to stay open during power outage, weather event, or other unusual circumstances, in collaboration with SMC Sheriff and WFPD:

1. **Safety & Operations:** access to school site, ability to evacuate, adequate supervision, natural light or lanterns, communication systems, etc.
2. **Health:** water, ventilation, temperature, toilets, etc.
3. **Instruction:** working technology or tech-free instruction, sufficient substitutes if needed
4. **Equity Considerations:** families with limited financial resources may not have options for alternate child care, working parents/guardians are disproportionately affected
5. **Communication:** monitor communications from SMCOE and emergency preparedness partners, balance desire to provide parents/guardians sufficient notice of school closure with potential of cancelling school prematurely, plan to communicate with parents/guardians and employees, encourage families to create contingency plans

PVSD's Risk Reduction

Wildfire Risk Reduction in PVSD

The buildings at each site are generally protected from wildfire risk and are locations for shelter in place protocol:

- Ormondale and Corte Madera **modernized buildings** consist of fiber cement siding and fiber cement panels with gypsum sheathing, which are **non-combustible**.
- **Ventilation systems** are equipped with screen mesh that reduce the possibility of embers entering combustible spaces. **Vents** can be closed remotely to prevent outside air from entering the building. The systems are also tied into the **fire alarm/notification system**.
- **Roofing** at each site are adequately rated roofing systems by the National Fire Protection Agency (NFPA) and UL (Underwriters Laboratories).
- **New buildings** are fully compliant with building code Chapter 7A (formerly called the “Wildland/Urban Interface”), which is intended to govern high-fire-danger areas. Building materials are non-combustible. **The majority of visible wood is fire-resistance treated, the siding is non-combustible, the roofs are non-combustible, gutters and attic vents are protected as required, and the glass is tempered as required.**
- **The buildings were not intended to be shelters such as essential services buildings, but they are designed to resist ignition and propagation as code requires.**

Wildfire Risk Reduction in PVSD

Defensible space surrounds each of the campuses, and the District continues to clear unnecessary/unwanted vegetation throughout the campuses.

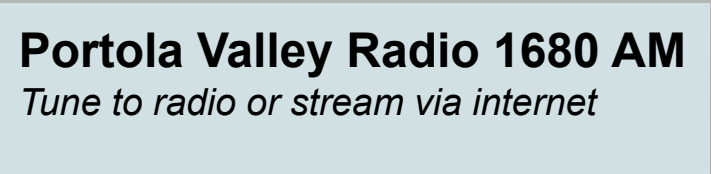
The District will continue to repair damaged vent screens and add screens as necessary, repair damaged siding and roofing as well as keep brush and unwanted vegetation to a minimum throughout the campuses.

The District hired an arborist to do a **risk assessment** report on trees at Corte Madera and Ormondale.

The District has contracted with contractors to perform removal of high risk trees and full pruning on all trees at both sites. This has been put on the calendar to be done routinely as well as routine weed abatement.

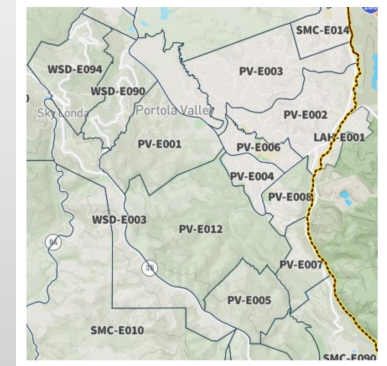
Communication and Situational Awareness

Maintaining Situational Awareness (live links)



SMC Alerts & Genasys

- Evacuation notices are issued through [SMC Alert](#)



- [Genasys Protect](#): uses your location on the website and in the app to offer you the most relevant information in an emergency situation (replaces ZoneHaven). Download the app on your iPhone NOW!



Emergency Communications and Maintaining Situational Awareness

Internal (within District):

- Public Announcement system*
- Cell and texting
- Fire Alarm System All Call
- **Two-way radios (walkie-talkies) for each classroom**
- Shortwave radios
- Landline telephones

** only if there is electrical power*

External (District to parents):

- **Parent Square Urgent Alert text, email, voice mail - pulls info from PowerSchool**
- PVSD website
- Social Media (Instagram, Facebook)
- PV Forum and PV NextDoor
- Town of PV Radio 1680
- SM County Office of Education website
- Portola Valley Town website
- SMC Alert
- Town of PV radio communication EPC

Emergency Parent Information

- [Link](#) to *School Safety Plan and Parent Emergency Information* (Scan QR Code for Access)
- Located on PVSD website (pvsd.net) homepage



Portola Valley School District SCHOOL SAFETY PLAN AND PARENT EMERGENCY INFORMATION

Emergencies will happen. Some might affect our schools and students. The following information will help guide families during a crisis that could involve our students. Please keep it handy for future reference.

Quick Access:

EMERGENCY COMMUNICATIONS	WHAT WE DO TO PREPARE FOR EMERGENCIES
EMERGENCY CELL PHONE AND MEDICATION POLICIES	LOCAL RESOURCES FOR EMERGENCY PREPAREDNESS
WILDFIRE PREPAREDNESS & EMERGENCY EVACUATION	

When an emergency happens during school hours:

- **PLEASE REMAIN CALM!** Every staff member at every campus regularly trains in emergency procedures in numerous scenarios. They will do everything possible to keep your child safe.
- **PLEASE DO NOT CALL THE SCHOOL.** The phone lines need to be kept open for emergency calls.
- **PLEASE DO NOT COME TO THE SCHOOL.** Parents could impede the ability of emergency vehicles to get to the school. Please remain at home or at work until you are given instructions from the school.

Poor Air Quality & High Heat Guidance

AQI SCALE KEY:



Poor Air Quality: PVSD adheres to [SMCOE's Guidelines](#)

1. **Keep Track of Air Quality:** SMCOE and the San Mateo County Health Department use official [BAAQMD](#) and [AirNow](#) sites to track data and make decisions.
2. **Adjust Activity Based on Air Quality**
 - a. *School Air Quality Activity Recommendations* (see Slide 24): how PVSD addresses differing levels of air quality.
 - b. *Sensitive Groups:* Children with certain medical conditions may be impacted by air quality in the moderate (yellow – 51-100) and unhealthy for sensitive groups (orange – 101-150) levels. Parents/guardians of these children should notify their schools.
3. **School Response:** When air quality dips to unhealthy levels (red – 151-200), PVSD practices the Big Five Shelter in Place protocol (keeping all activities indoors, limiting physical activity, and minimizing the opening and closing of doors), and continue regular classroom instruction.
 - a. Schools are the best place for students to be when air quality is poor as they are well supervised, can be kept indoors, and are able to continue to learn.
 - b. If air quality becomes hazardous (maroon – 301-500) and schools do not have the ability to keep outdoor air from easily entering the school, then a school may decide to close.

School Air Quality Activity Recommendations

Air quality is an important consideration for schools in terms of student activities. Local air districts are available to assist schools with understanding local air quality concerns and actions they can take to protect student health. To find out more, contact your local air district.

Visit this page to learn which District serves your area:
www.arb.ca.gov/app/dislookup/dislookup.php



The following school activity recommendations are based on consultation with health researchers and several important principles drawn from recent studies. Modify these levels to correspond with the AQL, emissions concentration, or other air district recommended method for your region.

Air Quality Level

Activity	Level 1	Level 2	Level 3	Level 4	Level 5 <small>School districts may consider school closures based on site-by-site concerns.***</small>
Recess (15min)	No restrictions	Ensure that sensitive individuals are medically managing their condition.*	Sensitive individuals should exercise indoors or avoid vigorous outdoor activities.*	Exercise indoors or avoid vigorous outdoor activities. Sensitive individuals should remain indoors.*	No outdoor activity. All activities should be moved indoors.
P.E. (1hr)	No restrictions	Ensure that sensitive individuals are medically managing their condition.*	Sensitive individuals should exercise indoors or avoid vigorous outdoor activities.*	Exercise indoors or limit vigorous outdoor activities to a maximum of 15 minutes. Sensitive individuals should remain indoors.*	No outdoor activity. All activities should be moved indoors.
Athletic Practice and Training (2-4 hours)	No restrictions	Ensure that sensitive individuals are medically managing their condition.*	Reduce vigorous exercise to 30 minutes per hour of practice time with increased rest breaks and substitutions. Ensure that sensitive individuals are medically managing their condition.*	Exercise indoors or reduce vigorous exercise to 30 minutes of practice time with increased rest breaks and substitutions. Sensitive individuals should remain indoors.*	No outdoor activity. All activities should be moved indoors.
Scheduled Sporting Events	No restrictions	Ensure that sensitive individuals are medically managing their condition.*	Increase rest breaks and substitutions per CIF guidelines for extreme heat.** Ensure that sensitive individuals are medically managing their condition.*	Increase rest breaks and substitutions per CIF guidelines for extreme heat.** Ensure that sensitive individuals are medically managing their condition.*	Event must be rescheduled or relocated.



* Sensitive Individuals include all those with asthma or other heart/lung conditions.

** California Interscholastic Federation

*** To meet the conditions for approval of a waiver due to emergency conditions (Form J-13A) from the State Superintendent of Public Instruction poor air quality must be shown to be caused by an emergency event such as a wildfire.

Information Provided by the California Department of Education



High Heat Guidance

The National Weather Service (NWS) has developed the [HeatRisk forecast](#) to help schools and families prepare for and respond to upcoming heat events. The NWS HeatRisk forecast provides a quick view of potential heat risk over a seven-day period of time. The Heat Risk is portrayed in a numeric and color scale, similar to the Air Quality Index.

Color	Level	Who is at Risk	Actions to Take
Green	0	<ul style="list-style-type: none"> Little to no Risk 	<ul style="list-style-type: none"> No preventative actions necessary
		<ul style="list-style-type: none"> Low Risk for Sensitive Groups <p>This level of heat affects primarily those individuals extremely sensitive to heat, especially when outdoors without effective cooling and/or adequate hydration.</p>	<ul style="list-style-type: none"> Increase hydration Avoid vigorous outdoor activity Decrease time spent outside Stay in shaded areas
Orange	2	<ul style="list-style-type: none"> Moderate Risk for Sensitive Groups Moderate Risk for Outdoor Activity <p>This level of heat affects most individuals sensitive to heat, especially those without effective cooling and/or adequate hydration.</p>	<ul style="list-style-type: none"> Move outdoor activities to cooler times of day or move them indoors Stay hydrated Reduce time spent in sun during peak heat hours (usually 10am-5pm) For those without A/C, use fans and open windows
Red	3	<ul style="list-style-type: none"> High Risk for Sensitive Groups High Risk for Outside Activity Dangerous for All without adequate cooling and hydration Poor air quality is possible Power interruptions may occur <p>This level of heat affects anyone without effective cooling and/or adequate hydration.</p>	<ul style="list-style-type: none"> Cancel outdoor daytime activities (usually 10am-5pm), relocate them inside if A/C is available, or move them to the coolest parts of the day Stay hydrated Utilize air conditioners if available – fans may not be adequate
Magenta	4	<ul style="list-style-type: none"> Very High Risk for All Very Dangerous without proper cooling and hydration Multi-Day Heat Event likely Poor air quality likely Power outages increasingly likely <p>This level of rare and/or long-duration extreme heat with little to no overnight relief affects anyone without effective cooling and/or adequate hydration. Populations at higher risk of heat-related illness include those who are very young, living with disabilities, affected by certain chronic health or mental health conditions, taking certain medications (like antidepressants) or substances (like alcohol), limited English proficient (LEP), and/or those who already experience social and health inequities.</p>	<ul style="list-style-type: none"> Cancel outdoor activities Stay hydrated Avoid being outside between 10am – 5pm Stay in cool place, including overnight Utilize air conditioners if available – fans will not be adequate

Discussion