Wildfire Communication and Evacuation Plan

TO BE USED WITH THE **BIG FIVE: WILDFIRE RESPONSE PROTOCOL**
AND THE **COMMUNICATION CONTINGENCY GUIDANCE**

School Site Name: _____ District: _____

School Site Address: _____

Fire Severity Zone (check one): ☐ **Moderate** ☐ **High** ☐ **Very High**

Fire Protection / Department: _____

Fire Agency Contact (Name): _____ Phone: _____

☐ Plan shared with Fire Department

Police Department: _____

Police Contact (Name): _____ Phone: _____

☐ Plan shared with Police Department

On-Site Wildfire Refuge Location (All Schools)

Primary On-Site Refuge Building: _____

Secondary On-Site Refuge Building (If Available): _____

☐ Fire Department/Protection Agency consulted on refuge location

- Campus Map Attached ☐
- On-Campus Evacuation Route Map Attached ☐

Refuge Structure Considerations:

☐ Capacity to hold all students, staff, visitors

☐ Surrounded by Defensible Space

☐ Limited windows and protected openings

☐ Toileting facilities available

☐ Alternative Electricity Source (for medical equipment)

☐ Accessible during the school day

☐ Constructed or retrofitted with fire-resistant materials

☐ Emergency toileting supplies stored on site (if no plumbing)

Additional Refuge Considerations:

☐ Emergency supplies stored on site

☐ Drinking water

☐ Food supplies available

☐ First aid supplies

☐ Emergency blankets

☐ Flashlights (with batteries)

☐ N95 masks

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Off-Site Wildfire Evacuation Location
(School in High/Very High Fire Hazard Severity Index Zones)

Primary Off-Site Location: _____

Address: _____

☐ Location is outside High/Very High Fire Hazard Severity Zone

Secondary Off-Site Location (if available): _____

Address: _____

☐ Location is outside High/Very High Fire Hazard Severity Zone

- Evacuation Route Identified ☐
- Map of Evacuation Route Attached ☐
- Area Map (location identified) Attached ☐
- MOU Required (Attach) ☐

☐ Student Release can be implemented from Evacuation Location

Off-Site Evacuation Location Considerations:

☐ Capacity to hold all students, staff, visitors

☐ Emergency supplies can be stored on site

☐ Drinking water accessible

☐ Toileting facilities available

☐ Alternative Electricity Source (for medical equipment)

☐ Constructed or retrofitted with fire-resistant material

☐ Accessible during the school day

☐ Emergency supplies can be transported to site

☐ Drinking transported to site

☐ Emergency toileting supplies transported to site (if no plumbing)

☐ Surrounded by Defensible Space

☐ Limited windows and protected openings

Can the Evacuation Location be used as a Refuge (if needed): ☐ Yes ☐ No

Using Mass Transportation for Evacuation:

Type of Transportation: _____

Storage Location (when not in use): _____

Estimated time for Transportation to arrive at school site: _____

Who will be providing the Mass Transportation: _____

Mass Transportation Contact Information: _____

Communication Contingency Plan

Primary Communication Methods:

Staff Emergency Notification Method (Platform/System): _____

☐ System tested annually

Family/Community Notification Platforms/Systems (List all currently used): _____

Families required to receive notifications: ☐ Yes ☐ No

☐ System tested annually

Alternative Messaging Devices:

Does your site have an Alternative Messaging Device ☐ Yes ☐ No

Alternative device(s) available:

- Device Type: _____
- Storage Location: _____
- Designated/Trained User(s): _____

☐ Emergency contacts preloaded ☐ Pre-scripted emergency messages stored

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Remote Information Officer (RIO):

District RIO Contact Name: _____ Phone: _____

Partner School/District (if applicable): _____

Partner School/District Contact Name: _____ Phone: _____

County Office of Education Contact Name: _____ Phone: _____

RIO allowed to communicate directly with families and community ☐ Yes ☐ No

RIO has access to student/staff emergency contact lists ☐ Yes ☐ No

RIO has access to social media platforms ☐ Yes ☐ No

☐ Facebook ☐ X/Twitter ☐ Instagram ☐ Other: _____

RIO can post updates on school or district website ☐ Yes ☐ No

Information Hubs:

☐ Highly visible signage created to post at entrances to school

- Signage Storage Location: ☐

☐ Off-Site Information Hub needed based on location

- Information Hub Location: ☐

☐ Parking available ☐ Multiple access routes

☐ Coordinated with Law Enforcement on Information Hub location (Notify upon activation)

Information Hub Supplies:

☐ Hard copy student roster ☐ Hard copy reunification procedures ☐ Portable radio or satellite device

☐ Location of Information Hub Supplies: ☐

Information Hubs:

☐ School/District has a designated Family Radio Station (FRS)

- Family Information Channel: ☐

☐ District and RIO notified of channel: ☐

Completed By (Name/Title): ☐

Plan Review Date: ☐ ☐ Copy of this plan included in CSSP