Dhamma Santosa Evacuation Plan

This plan is generated in compliance with Section 4 of the California Fire Code.

PURPOSE

The purpose of this plan is to outline guidelines for evacuation procedures to be followed in case of a threat from fire.

DECISION

The decision to evacuate Dhamma Santosa may come from these sources:

1) The County of Santa Clara or Sheriff's Department may notify BAVC that there is an advisory evacuation or a mandatory evacuation.

2) The conducting Assistant Teachers (ATs) in consultation with the Center Teachers may decide to evacuate the center.

There are two levels of evacuation:

CODE YELLOW
An evacuation order has not been issued, but may be imminent, and everyone at the Center needs to prepare for a potential evacuation, including gathering their belongings in order to rapidly evacuate if the order is issued

CODE RED
An evacuation order has been issued, everyone at the Center must evacuate immediately in an orderly manner. When possible, all students as well as servers need to notify/check-out with their Course Managers as they are leaving the Center.

ROLES

Once there is a Code Yellow or Code Red situation, a senior member of the management staff will be designated as the Incident Commander (IC). Here is a brief description of the various roles:

Incident Commander
The IC is the person in charge, and makes executive decisions in consultation with the Center Teacher(s). They receive updates from all the other people helping with the evacuation so that they can best direct the evacuation. They are the point of contact with the Sheriff's Department, CalFire, the Forest Service, the local fire department and any other government agencies until the evacuation is complete.

The IC will immediately exchange phone numbers with the ATs, Women's Course Manager and Men's Course Manager phones.

Course Managers
The course managers (CM) are essential to managing the evacuation as they will be the most familiar with the location of the students and individual needs.

Runners
Runners are students or servers tapped by the IC to perform a specific needed function. This may include, but is not limited to:
- Assisting an infirm person
- Traffic control
- Checking on a specific location or need
- Helping move people with a vehicle or golf cart
- Helping move luggage with a vehicle or golf cart
- Passing on information
- Helping people get their valuables / keys
- Opening gates, etc.

Counters
There are two Counters (one each for Men and Women), and they have rosters to check off people as they leave the property. This accountability is essential for reporting to firefighters and other authorities.

Traffic Director
They help direct traffic during Emergency Evacuation.

PROCEDURE for <mark>Code Yellow</mark>

1. The IC will open the Fire Emergency Crate by the front door of the office and put on the IC vest. The IC then uses the pre-printed IC Guide checklist to make sure no steps are missed. The ATs will be asked to print out three updated copies of the student roster, listing all course students and servers, and indicating those who may have left the course. These will be given to the IC.

2. The alarm is then sounded and everyone meets in the Dhamma Hall. This may require the IC to appoint runners to go to buildings and inform people to gather in the Hall.

3. Once people are gathered in the Hall in their sitting location, the CMs look to see who is missing and go to gather those folks.

4. The ATs read from a pre-printed script the evacuation instructions and any additional unique information needed. The IC will be introduced.

5. The IC will describe the roles for the Counters and Runners and ask for volunteers for these positions. This will typically be a minimum of 5 people, 2 Counters, 2 Runners (one each for Men and Women), and a Traffic Director. There can be more Runners as the IC sees fit (for example if there are infirm people that might require assistance).

6. All of the people gathered in the Hall will be instructed to seek any assistance they need from the Runners, and to check out with the respective Counter if and when they need to leave the site. If there are any attendees who do not have a car or a ride with another attendee, volunteers will be solicited to help get them safely evacuated. Once any questions about the evacuation process are answered, the hall is cleared, except for those who volunteered.

7. The IC meets with the CMs and the volunteer Runners, Counters, and Traffic Director to ensure that they are clear about their roles and responsibilities.

8. The CMs will instruct the two Runners to help with Valuables -- where they are stored in the Administration building and how to retrieve them so that the process is expeditious.
   a) We would ask people from each of the residence halls to take turns in going to the Administration Building to retrieve their valuables. Details of the order to be decided.

9. The IC will provide the list of all people at the Center to the two Counters and instruct them on how to open the gate and record people leaving.

10. The IC will set up any additional Runners with instructions and then take up position at the Administration building for the remainder of the evacuation.

11. The IC will be in phone contact with the Center Teachers, management staff, local authorities and others so they can direct the evacuation in an orderly way.

12. The IC will work with the Center Teachers regarding the next steps.

PROCEDURE for Code Red

Once the IC has determined the need for everyone to evacuate the Center --

1. The IC will set up any additional Runners with instructions and give specific directions to the Traffic Director about any traffic restrictions and recommendations provided by Cal Fire.

2. The IC will sound the alarm for people to evacuate before taking up a position at the Office for the remainder of the evacuation.

3. All the attendees will gather at the Parking Lot, where the Counters will be ready to record the departures at the gate.

4. The Traffic Director will then open the gate, and direct the exiting cars. If appropriate, Runners will help manage the traffic flow from the parking lot, metering exiting traffic so as not to impede traffic flow on Redwood Retreat Road.

5. All servers and volunteer Runners, Counters leave the Center after handing over the keys and rosters that show that ALL others have evacuated.

6. The IC is the last person to leave once they have collected the rosters from the Counters and have satisfied themselves that the center is ready to be left empty. They will lock the gate and work with the Center Teachers regarding the next steps.

ADDITIONAL DOCUMENTATION

IC Guide
AT Guide & announcement script
CM Guide
½ Sheet for Evacuees
Shut Down Sheets for each building
Management Shut Down Guide
Kitchen Shut Down Guide
Post Evacuation Guide

MATERIAL

Fire Emergency Crate
    Bullhorn
    IC Guide
    IC vest
    Clipboards w/ instruction sheets
    ½ Sheets for Evacuees

Smoke Masks
Parking lot vests for Runners / Counters / CMs
First Aid materials
Stretcher
Jump Starters for Cars
Directional Traffic Signs
Directional Road Signs
Fire Hose / Supplies
Fire Pump