

**San Geronimo Valley
Disaster Council**

Emergency Operations Plan

April 2011



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1 Introductory Letter to the Community

The San Geronimo Valley Disaster Operations Plan has been developed by the San Geronimo Valley Disaster Council (SGVDC) to prepare the community for a local or countywide disaster such as a major earthquake or fire.

The SGVDC is a volunteer organization, created in 1972, working in cooperation with the Marin County Fire Department, whose purpose is:

1. To help San Geronimo Valley residents to prepare for a disaster.
2. To develop plans for Community response and assistance in the event of a disaster.
3. To assist the emergency services by coordinating community self help activities in the event of a disaster.

A major disaster in the county could overwhelm the county emergency services in the initial stages. Such a disaster could be a major earthquake, area fire, airliner crash, or even the result of a nearby terrorist incident. Rural communities, such as San Geronimo Valley, are encouraged to develop their own plans for at least 5 days self sufficiency and not to rely on County emergency services. This implies that every residence has sufficient provisions and supplies for that period. It also means that the community must have its own plans to respond to an emergency, ensuring that everyone is accounted for, that emergency assistance is provided from volunteer resources, and that first aid and shelter are provided where needed.

A volunteer community plan such as this requires cooperation and active participation from all within the community, in the preparation as much as in the execution. Unlike an urban area, properties in San Geronimo Valley are spread out and often hard to access. Neighborhoods need to be able to contact and account for all residents and provide damage assessment and requests for assistance to the Disaster Council Coordinator.

Citizens are encouraged to take CERT (Community Emergency Response Training), organize their own neighborhoods, and identify neighborhood liaisons. The SGVDC and Marin County Fire Department will assist with neighborhood organization.

Volunteers will also be used on the Specialist Disaster Divisions for certain specific tasks such as Animal Rescue, Damage Assessment, Medical Response, Shelter Management, and Communications. SGVDC will arrange specialist disaster training and will maintain a register of qualified residents to serve on these Divisions.

This Plan provides critical disaster planning information for Disaster Council members and should be kept in a secure place and updated as necessary. *All personal information and property details must be kept confidential and may not be copied or distributed to unauthorized parties, or used for any purpose other than the preparation and execution of this Disaster Plan.*

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2 Purpose and Scope of this Plan

PURPOSE

This Emergency Operations Plan has been developed by the San Geronimo Valley Disaster Council (SGVDC) to prepare the community for a local or countywide disaster. It describes when and how the San Geronimo Valley Disaster Council (SGVDC) coordinates with County emergency services in preparation for and response to a disaster. It also identifies the roles and responsibilities of SGVDC volunteers assisting Emergency Responders, provides pertinent background information, and describes communication and coordination strategies.

SCOPE

Not all emergencies require the activation of the SGVDC or other volunteers.

Normal Emergencies can be handled entirely by Marin County fire, paramedic, law enforcement, public works and other public agency personnel. Generally little if any outside assistance or citizen participation is required. *The SGVDC Emergency Operations Plan would not be activated.*

Greater Than Normal Emergencies require outside assistance in the form of equipment or personnel from adjacent stations or additional public agencies within the Marin Operational Area (MOA) or the California Coastal Region, but still require little if any local citizen participation. *The SGVDC Emergency Operations Plan may be activated.*

Catastrophic Events (Disasters), such as major earthquakes, fires, floods and windstorms that affect the entire County or region, overburden all emergency services. No resources are initially available from outside the SGV Planning Zone. Road or bridge failures, slides, high water, downed trees and other barriers, including disruption of telephone and electronic communications, may isolate the area.

At this highest level of response, close coordination of services and organized citizen participation will be essential. This Emergency Operations Plan is intended for activation under such circumstances.

3 Terms, Acronyms and Definitions

Center for Volunteer and Nonprofit Leadership of Marin (CVNL): CVNL is a nonprofit agency dedicated to enriching and strengthening volunteerism and nonprofit organizations in Marin County through education and support.

CERT (Community Emergency Response Team): CERT is a Team made up of community volunteers who are certified Disaster Service Workers. CERT can be activated in a disaster response and utilized by the Fire Department for Search and Rescue or other activities.

Convergent Volunteers: Convergent Volunteers are individuals who have not previously registered to help in a disaster, but who spontaneously present themselves to assist during an event.

Coordination Center: A local Coordination Center is set up after a Disaster is declared and becomes the location from which local emergency operations are directed.

Disaster Council Planning and Response Divisions: The SGVDC organizes its volunteers into 9 Divisions to plan for and respond to a disaster.

Disaster Service Worker (DSW): A DSW is volunteer trained and sworn in to support emergency services. DSWs qualify for worker's compensation if injured while performing an assigned function.

Emergency Communications Center (ECC): Located at the Woodacre Firehouse, the ECC is the heart of the Marin County Fire Department operations throughout the County. All Fire Department communications are routed through this office for both normal and emergency business. The ECC has a large inventory of resources, which it can make available as need dictate.

Emergency Operations Center (EOC): The EOC is opened at the Marin Civic Center or another suitable facility following the declaration of an emergency in Marin County. From this location, emergency operations are directed for the entire Marin Operational Area (MOA).

FEMA (Federal Emergency Management Agency): FEMA is the part of Homeland Security whose mission is to support citizens and first responders to ensure that the nation works together to build, sustain, and improve its capability to prepare for, protect against, respond to, recover from, and mitigate all hazards.

Incident Commander (IC): The Fire Officer on duty at the Woodacre Fire Station at the onset of an emergency/disaster becomes the Incident Commander for that incident, and is responsible for implementation of this Emergency Operations Plan and initiating the Incident Action Plan (IAP).

Incident Action Plan (IAP): An IAP is created following an emergency to delineate the specific actions for the subsequent operational period (OP). It contains the general objectives reflecting the overall incident strategy.

Incident Command System (ICS): ICS is the system through which personnel and resources are organized. ICS employs a "first-on-scene" structure, where the first qualified person to arrive on a scene is in charge until the incident has been declared resolved, a superior-ranking responder arrives on scene and seizes command, or the Incident Commander appoints another individual as IC.

Marin County Fire Department (MCFD): MCFD is the County agency responsible for responding to

emergencies at all levels in the unincorporated areas of Marin, including the San Geronimo Valley.

Marin Operational Area (MOA): The **MOA** includes the entire County of Marin, which is organized by the Sheriff's Office of Emergency Services for emergency preparedness and response. In a declared emergency, operations for this Area are directed from the County EOC.

Marin Office of Emergency Services (MOES): **MOES** is the Office within the Marin County Sheriff's Department that organizes the entire County for emergency preparedness and response.

Marin County Emergency Operations Center (MCEOC): See **EOC**, above.

National Incident Management System (NIMS): **NIMS** is a system used in the United States to coordinate emergency preparedness and incident management among various federal, state, and local agencies.

Office of Emergency Services (OES): See **MOES**, above.

Public Information Officer (PIO): The **PIO** is an individual appointed by the IC to be the spokesperson to the general public and to the media for an incident.

Radio Amateur Civil Emergency Service (RACES): **RACES** is a network run by licensed volunteer amateur radio operators who are able to provide emergency communications when normal means of communications are out of service, insufficient, or otherwise unavailable for important local, County wide or regional needs

Rally Point: The **Rally Point** is the location at which members of the community who are not part of the organized relief effort should report to volunteer to help in the emergency response.

San Geronimo Valley Disaster Council (SGVDC): The **SGVDC** is a volunteer organization that works with the Marin County Fire Department to help San Geronimo Valley residents prepare for and respond to a disaster.

Search and Rescue (SAR): **SAR** refers to teams that are organized to search an area in order to locate and rescue victims.

State Emergency Management System (SEMS): **SEMS** is the State of California's system of emergency management. It functions in coordination with **NIMS**.

Shelter: A Shelter is a location where members of the community should report for information, food, housing and other assistance.

Staging Area: The **Staging Area** is the location at which members of the community who are part of the organized relief effort report to sign in and receive their assignment.

Telephone Emergency Notification System (TENS): **TENS**, or reverse 911, is a high speed communications system that delivers emergency information or warnings to designated geographic areas. **TENS** is a combination of telephone, computer, and Geographic Information System (GIS) technologies.

4 Assumptions and Authorities

ASSUMPTIONS

1. Marin County Fire Department (MCFD) is the primary public safety entity in the San Geronimo Valley area, providing fire, medical, and rescue services.
2. A major disaster anywhere in Marin County could overwhelm the County emergency services.
3. Initial emergency assistance, including first aid and shelter, will necessarily be provided from volunteer resources.
4. The SGVDC is an organization made of up local citizens who have partnered with the Fire Department and other agencies to provide additional disaster response to major incidents in San Geronimo Valley. It exists under and reports to MCFD and coordinates with other agencies, public and private, that are involved in response and recovery operation.
5. Every household in the SGV should have sufficient provisions and supplies for at least 5 days. In addition, each community should have plans to respond to an emergency and ensure that everyone is accounted for.

AUTHORITIES

This Plan: This Emergency Operations Plan is based on the functions and principles of the California Standardized Emergency Management System (SEMS), the National Incident Management System (NIMS), and the California Incident Command System (ICS).

The San Geronimo Valley Community Disaster Coordinator and Division Coordinators of the SGVDC shall be responsible for developing and maintaining this plan.

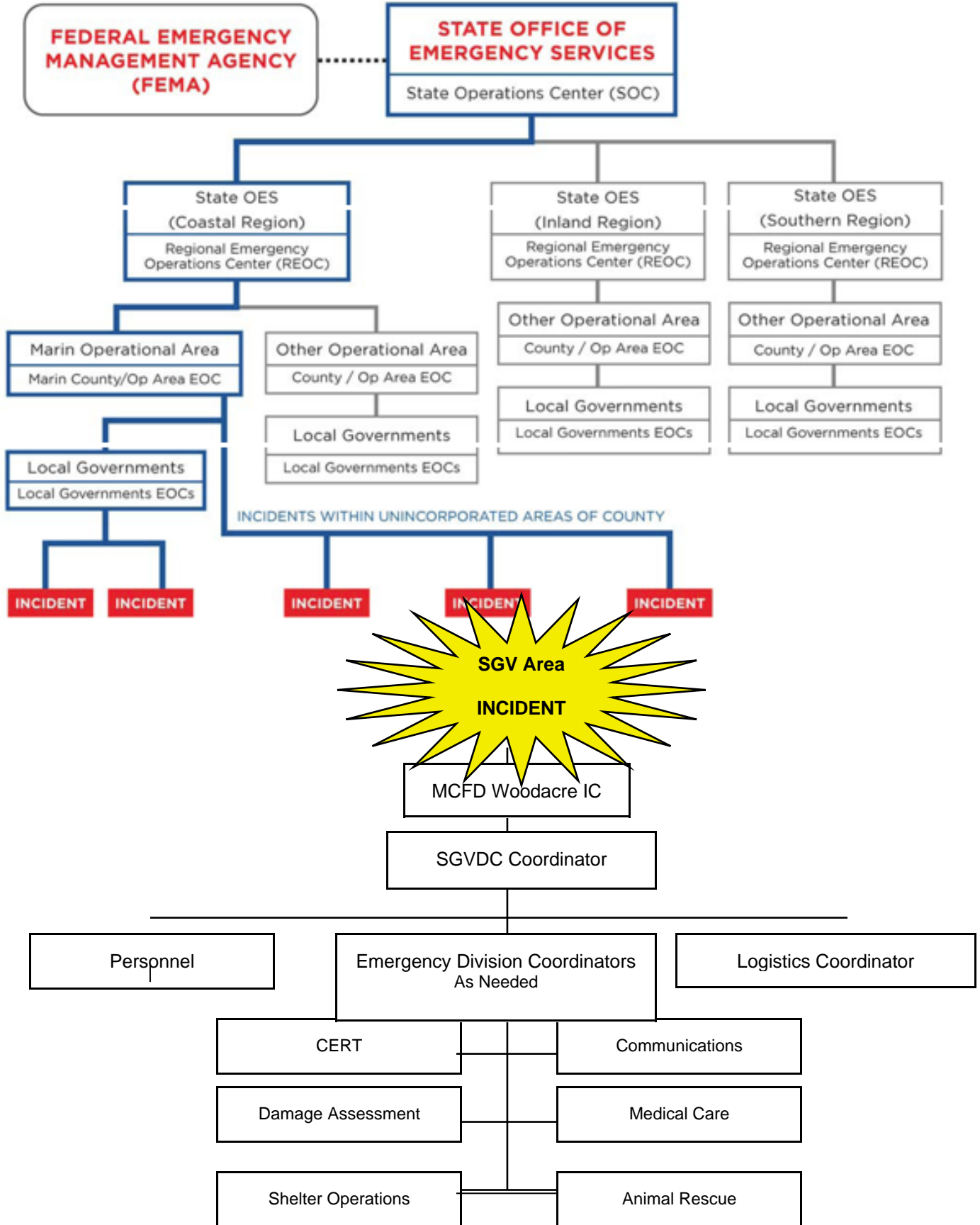
Basis for Organization of the Response: Organization and coordination shall be based upon use of existing agencies and citizen groups within the Disaster Planning Area. These include:

- San Geronimo Valley Disaster Council (SGVDC)
- Marin County Fire Department
- Marin County Sheriff's Department
- State and Federal agencies
- Medical and dental professionals
- Civic and business groups

Organizational Structure of the Response: The organizational structure of the emergency response will follow guidelines of the National Incident Management System (NIMS) used Nationwide for both governmental and nongovernmental agencies to respond to natural disasters and/or terrorist attacks at the local, state, and federal levels of government.

Chart 1: SGV Disaster Council Notification Chart shows how an incident in San Geronimo Valley fits into the larger structure of NIMS.

SGV DISASTER COUNCIL NOTIFICATION



5 Concept of Operations

NOTIFICATION

Incidents for which there is no advanced warning, such as:

***Earthquakes
Fire/ wildland
Flooding
Winter Storms***

All SGVDC members, including R.A.C.E.S., should respond immediately to their local Fire Station for incident assessment and possible activation of the local Disaster Plan under the ICS (Incident Action System). If no fire personnel are present at the fire station when SGVDC members arrive, the SGVDC Coordinator will take charge of DC division coordinators.

Disaster Council members should always be alert to NIMS and the needs the Fire Department. In keeping with ICS, the IC position will be filled by fire department personnel. Depending on the situation, the SGVDC Coordinator could be designated as the IC by the Fire Department. At no time will the SGVDC members make that determination unless requested to by the Fire Department.

Incidents for which there is advanced warning, such as:

***Terrorism
Hazardous spills
High tides/ Tsunamis
Plane Crash***

The Marin County Fire Department will contact the SGVDC Coordinator and RACES regarding activation of the local Emergency Operations Plan under the NIMS. The SGVDC Coordinator will, depending on the incident, contact SGVDC Division Coordinators regarding activation of plan and their participation.

If Disaster Council members are not notified within what seems like an appropriate time, the SGVDC Coordinator should report to the fire station to assess situation and response. If fire personnel are in the field, the SGVDC Coordinator should make a concerted effort to contact them for assessment and possible activation of the local Disaster Plan.

This Plan shall be activated whenever the ranking fire officer or Incident Commander deems that a major emergency/disaster exists, or conditions or forecasts are such that a major emergency/disaster is imminent.

ACTIVATION

Incident Commander: The Fire Officer on duty at the Woodacre Fire Station at the onset of the emergency/disaster shall become the Incident Commander, and shall be responsible for implementation of this plan. At the time of most disasters the IC will determine activation of the local disaster plan as appropriate to the disaster and call on the SGVDC Coordinator to activate and coordinate Disaster Council members necessary for the response.

SGVDC Coordinator: Upon activation of this plan, the Disaster Council Coordinator shall function as assistant to the IC in coordination of disaster operations.

Command and Coordination: Upon activation of this plan, an Incident Coordination Center shall be opened at the Woodacre Fire Station, or, if the fire station is not habitable, at another suitable facility. From this location, emergency operations shall be locally coordinated and integrated into the Countywide operations directed from Emergency Operations Center at the Marin Civic Center.

CERT Liaisons: When the Emergency Operations Plan is activated, CERT Liaisons will check on the safety and welfare of all residents within their neighborhoods and report any emergencies back to the Coordination Center. If necessary, they will physically visit each property to confirm whereabouts and safety of residents and establish a neighborhood Rally Point so that residents can report in personally and receive information if communications are interrupted.

Staging Area: If necessary, each town will establish a Staging Area where members of the community who have already checked in with their own neighborhood can gather to organize search and rescue activities as needed.

The primary Staging Areas shall be at the Woodacre Ball field and Valley post offices. If the area is not accessible, another suitable location will be designated.

Shelters: Shelters will be established in each town as needed. Members of the community who are not part of the organized relief effort should report for to their shelter for information, food, housing and other assistance.

**The Primary Shelters for San Geronimo Valley residents are:
the Woodacre Improvement Club,
the San Geronimo Valley Presbyterian Church, and
St. Cecilia's Church.**

If any are not habitable, another suitable location shall be designated. Satellite Staging Points may be opened if necessary or appropriate.

An information center shall be established at each of the designated shelters to provide instructions, advice, directions to assistance, and reports on current status of all relief efforts. Daily briefings shall be given so that all members of the community will know the extent of the emergency and progress toward mitigating it.

6 Roles and Responsibilities

The Marin County Fire Department shall be responsible for coordination and implementation of emergency/disaster operations, in cooperation with the SGVDC and community members participating in the formation and carrying out of this plan. The SGVDC is responsible for developing and maintaining this plan.

ICS Organization

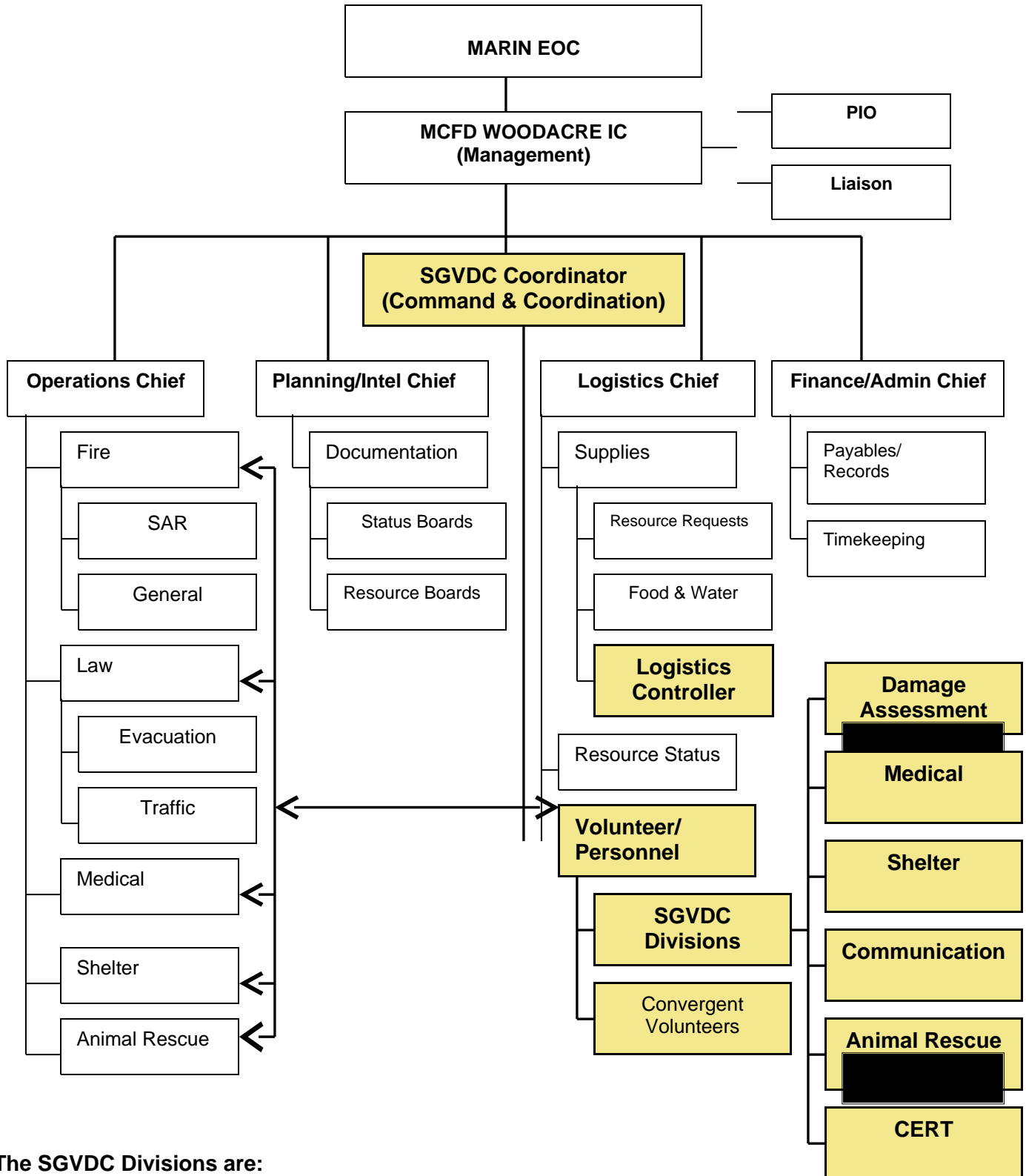
The organizational structure used nationwide to respond to disasters follows the Incident Command System (ICS). Most incidents do not require utilization of the entire structure. Often, a single qualified person shall fill many roles. When fully employed, ICS structure creates five sections, each headed by a Chief.

1. **Management Section:** The Management Section is responsible for the overall coordination and administration of emergency response operations for the incident. Management includes positions that provide support functions for the Coordination Center, such as the Coordination Center Manager and the Public Information Officer (PIO).
2. **Operations Section:** The Operations Section is dedicated to all field operations being carried out within the jurisdiction. Fire (MCFD, Law (Marin Sheriff's Department), Medical (Marin Health and Human Services), Shelter (The American Red Cross), and Animal (Marin Humane Society) operations come under this Section.
3. **Planning/Intelligence Section.** The Planning/Intelligence Section collects, evaluates, processes, and disseminates information for use in the emergency.
4. **Logistics Section:** The Logistics Section is the resource support arm for emergency response operations. Its Personnel Branch provides trained and volunteer personnel resources as requested in support of the Coordination Center and field operations. Its Supply Branch is responsible for ordering, receiving inventory, storage and distribution of supplies for the incident, and for servicing non-expendable supplies, materials and equipment (except mutual aid resources). Communications, led by R.A.C.E.S. and Transportation are part of the Logistics Section.
5. **The Finance/Administration Section:** The Finance/Administration Section is responsible for managing all financial and administrative aspects of the emergency response, including time keeping.

SGVDC Divisions

The SGVDC Divisions become part of the ICS system during a disaster response. SGVDC volunteers and supplies are conceptualized as resources that are made available to emergency personnel. The SGVDC Personnel Manager and Logistics Controller work under the Logistics Chief to provide volunteers and supplies requested to help with operations or with the functioning of the Coordination Center.

ICS CHART INCLUDING SGVDC DIVISIONS



1. Disaster Command and Coordination
2. Damage Assessment and Support
3. Medical Care
4. Shelter Operations
5. Communications Division
6. Volunteer/Personnel Division
7. Logistics Controller
8. Animal Rescue

Each Disaster Planning Division will have a **Team Leader and a designated back up**, who shall activate and coordinate the Division as required. He or she will maintain liaison with the command center at all times throughout the emergency/disaster. Furthermore, each Division shall maintain its own Contingency Plan, which shall be a part of this Emergency Operations Plan.

1. Command and Coordination Division

Non-emergency -Provide continuing leadership, planning and organizational support for all Divisions.
 -Meet the Division Coordinators as needed, but at least annually.
 -Coordinate periodic drills.
 -Review all plans annually and direct revisions as necessary or appropriate.

Emergency: -Provide leadership, direction and coordination throughout the emergency period.
 -Channel all requests for assistance to the County, State and Federal agencies and other outside sources, and coordinate such assistance when it is received.
 -Conduct initial and daily briefing of all Division Coordinators, and neighborhood liaisons as appropriate, including assessment of the emergency, priorities, and proposed action programs.
 -Provide up-to-date information to the information center at the shelters relating to actions, activities, and forecasts.

2. Damage Assessment and Support Division

Non emergency: -Maintain, review and update Damage Assessment Plan annually.
 -Maintain a minimum number of support team members, and lists of available equipment.
 -Conduct annual member training and drills.
 -Recruit and train new members.
 -Encourage all team members to take CERT training.

Emergency: -Gather teams at the staging areas, conduct surveys of the affected areas, including structures, bridges, roads and utilities, identifying hazardous conditions.
 -Provide assessment of extent of damage, and estimate resources necessary for immediate and short term remedies.
 -Assist in establishing priorities for response by limited services.
 -As available, augment personnel, supervision and support from other Divisions.
 -Where possible, assist in transporting people, supplies, and messages.

3. Medical Care Division

Non- Emergency: -Maintain, review, and update Medical Care Plan annually.
 -Maintain lists of medical and dental professionals and related workers available to

assist emergency.

-Hold annual meeting for all Division members.

-Recruit and brief new members.

-Annually review the needs for medical equipment and supplies; inspect current inventory for serviceability and operational condition, and replace as needed.

-Maintain agreements with the SGV Golf Course.

Emergency

-Direct, coordinate and provide medical assistance using predetermined facilities.

-Compile an inventory of persons with illness, injury, or need for special medication.

-Assess Health and sanitation needs throughout emergency period.

4. Shelter Operations Division

Non-Emergency

-Maintain, review, and update shelter plan annually.

-Survey, review and reassess all shelter sites and revise lists accordingly.

-Hold an annual meeting and drill at each shelter for Division members.

-Recruit and train new members with Red Cross assistance.

-Annually inventory all shelter equipment and supplies, in Coordination with the Logistics Controller, and report needs to the Disaster Council.

Emergency

-Open and operate one or more shelters.

-Provide all shelter services, including housing, food and clothing, as well as information and referral assistance.

-Integrate available personnel from Health and Human Services and the Red Cross. Activate phone tree for staffing.

5. Communications Division (R.A.C.E.S.)

Non-Emergency

-Maintain, review, and update Amateur Radio communications plan annually.

-Recommend and/or obtain necessary equipment to carry out disaster assignments.

-Hold periodic meetings and drills.

-Recruit and brief additional licensed operators.

Emergency

-Establish emergency radio network linking the Woodacre (Fire Station), San Geronimo Valley Coordination Center with Marin County Emergency Operations Center (Civic Center), and other stations as necessary.

-Provide base station and mobile communications.

-Observe established priorities for radio traffic according to degree of importance.

-Relay routine health, welfare and operations messages as other traffic allows.

6. Volunteer/Personnel Division

Non- Emergency

-Maintain, review, and update volunteer rosters (including CERT members) annually.

-Organize and support Neighborhood Emergency Preparedness planning.

-Assist in providing training Programs, including training with other Divisions as well as first aid and cardiopulmonary resuscitation on a general basis.

-Provide clerical and research assistance to other Divisions.

-Maintain continuous liaison with Disaster Command and Coordination Division.

-Take minutes at Disaster Council meetings.

-Maintain contact with the Center for Volunteer and Non-profit Leadership (CVNL)

Emergency

-Help coordinate shelter and information centers.

-Provide and coordinate volunteers from the Staging Area to supplement those

- already assigned to Divisions.
- Participate in San Geronimo Valley Coordination Center operations.

7. Logistics Controller

- Non emergency:
- Establish/maintain emergency supply container and basic inventory.
 - Review supply container annually. and report needs to the Disaster Council.
 - Work with Shelter Management Division to annually inventory all shelter equipment and supplies.
 - Report needs to the Disaster Council.
 - Maintain agreements with local stores and restaurants.
- Emergency:
- At the request of the Incident Commander or Disaster Coordinator, provide access to the emergency supply container.
 - Distribute supplies to shelters and Emergency Response Teams as needed.
 - Keep log of all supplies and equipment provided in a disaster.
 - Requisition resources from stores and restaurants as needed.

8. Animal Rescue Division

- Non emergency:
- Serve as primary contact with Marin Humane Society.
 - Review Animal Rescue Plan annually.
 - Maintain list of veterinary professionals and volunteers available to assist during emergencies.
 - Identify possible animal shelters and establish agreements with the property owners.
 - Hold annual meetings for all team members and recruit and brief new members.
- Emergency:
- At the request of the Incident Commander or Disaster Coordinator, activate Animal Rescue Team services and respond to needs identified by neighborhood teams.
 - Open animal shelters as needed. Establish a communications board at all opened shelters for posting of lost and found animals.

DISASTER ACTIVATION AND RESPONSE PROCEDURES
BETWEEN
LOCAL FIRE DEPARTMENTS AND COMMUNITY (Disaster Council)

EMERGENCY PHONE NUMBERS FOR ALL EMERGENCIES

911

CELL PHONE USERS: 415.492.0911

NON- EMERGENCY

Sheriff 479-2311 Marin Civic Center

Fire 499-6717 Woodacre (Marin County)

Office of Emergency Service (Marin County) 499-6584

Health and Human Services (Marin County) 499-6871

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