SOUTHERN MARIN
COMMUNITY EMERGENCY RESPONSE TEAMS
EMERGENCY/DISASTER CONTINGENCY & RESPONSE PLAN

PURPOSE: The communities of Strawberry, Alto, Tamalpais Valley, Homestead Valley, Bel Aire, Reedland Woods, Muir Beach, Throckmorton Ridge, Marin City and the City of Sausalito, in cooperation with the County of Marin Office of Emergency Services, hereby establish a coordinated plan of action in preparation for and alleviation of severe emergency or disaster conditions.

LEVELS OF EMERGENCY RESPONSE: There are three levels of response to emergencies within our communities:

1. Normal Emergencies, which can be handled entirely by local fire, paramedic, law enforcement, public works and other public agency personnel. Generally little if any outside assistance or citizen participation is required.

2. Greater Than Normal Emergencies, which require outside assistance in the form of equipment or personnel from adjacent stations or additional public agencies, but still require little if any citizen participation.

3. Catastrophic Events (Disasters), such as major earthquakes, floods and windstorms that affect the entire County or region. All emergency services are overburdened and allocated to their immediate areas. No resources are initially available from outside the Southern Marin area. This area is possibly isolated by road or bridge failures, slides, high water, downed trees and other barriers.

Household, neighborhood and community preparedness and self-sufficiency are vitally important in the event of a disaster. The limited emergency services and personnel of public agencies will be over-extended and possibly unavailable to respond to the high number of calls for help. At this third level of response, close coordination of services and organized citizen participation will be essential. Responders, their families, and neighborhoods should be prepared to be self-sufficient for a minimum of 120 hours (5 days) without assistance from Public Safety or other outside agencies.
**BASIS FOR ORGANIZATION:** Organization and coordination shall be based upon use of existing agencies and citizen groups within the Disaster Planning Zone. These include:

- City of Sausalito Disaster Council
- City of Sausalito
- Southern Marin Fire Protection District
- Marin County Fire Department
- Marin County Sheriff’s Office
- State and Federal Agencies
- Medical and Dental Professionals
- Civic and Business Groups
- Neighborhood Preparedness Groups & Emergency Councils
- Citizens participating in organized Disaster Planning and Response
- Southern Marin CERT Divisions
- Marin County RACES and/or SM CERT radio operators

**ORGANIZATIONAL STRUCTURE** The organizational structure will follow guidelines of the “Incident Command System” as adopted by the California Board of Fire Services. (See organization chart)

**RESPONSIBILITY** This plan shall be activated whenever the Division Supervisor or Incident Commander deems that a major emergency/disaster exists, or conditions or forecasts are such that a major emergency/disaster is imminent.

**CERT TEAM ACTIVATION, COMMAND AND CONTROL** In the event of a large scale disaster, where normal means of communications are not available (cell phones, landline phones, computer email), CERT responder activation is pre-authorized to be automatic. For smaller isolated emergencies, or when normal communication means are available, the MEANS System will be utilized for team(s) activation. Division Supervisors, or their designee, will be notified through the MEANS system and given instructions and information regarding the emergency and the activation. Division Supervisors, or their designee, will then be responsible to activate CERT responders within their divisions.

Upon activation of this plan, a Command Center shall be opened at the Division Command Post(s), or at the secondary command post(s) if the primary is not habitable, or at another suitable facility. From this location, CERT emergency operations shall be locally coordinated and integrated into the County-wide operations. CERT operations will be communicated to the Marin Operational Area Emergency Operations Center at Marin Civic Center, and/or the City of Sausalito Emergency Operations Center.

**INCIDENT COMMANDER** The Chief Fire Officer, or Acting Chief Fire Officer, on duty at the Southern Marin Fire Headquarters Station 9 at the onset of the emergency/disaster shall become the overall Incident Commander, and shall be responsible for implementation of this plan.

**CERT COORDINATOR** The Southern Marin Fire District shall have a CERT Coordinator (Southern Marin area) assigned, and with assistance from the Division Supervisors, shall be responsible for developing and maintaining this plan. The CERT Coordinator may be delegated CERT command duties as assigned by the on duty Southern Marin Fire Chief Officer.

**DIVISION SUPERVISORS** Several CERT trained citizens shall be designated as Division Supervisors to have a central role under this plan. Upon activation of this plan, the Division Supervisors shall function as assistants to the Incident Commander in coordination of disaster operations in their respective divisions.
COMMAND POSTS / STAGING AREAS  The Command Post is the location where members of the community and CERT responders who are not part of the organized relief effort should report for information, temporary shelter, emergency response assignments, and other assistance.

If none of these locations is habitable, another suitable location shall be designated. Satellite Areas maybe opened if necessary or appropriate.

Disaster Response Trailers are available for CERT responder use.

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

Those not participating in the organized relief effort are discouraged from reporting to the Command Posts unless instructed to do so by CERT trained personnel. This is intended to minimize confusion in coordinating disaster workers and organizing emergency operations.

DISASTER PLANNING AND RESPONSE DIVISIONS  Disaster workers shall be organized in the following manner. The plan maintained by each Division Supervisor or Incident Commander shall be a part of this Emergency/Disaster Contingency & Response Plan. CERT response personnel may be assigned tasks to any one of the following operational divisions:

1. Disaster Command and Coordination
2. Damage Assessment and Support
3. Light Rescue & Triage
4. Mass Care & Treatment
5. Utilities/Water Supply
6. CERT Radio Communications
7. Planning & Information
8. Neighborhood Emergency Preparedness (CERT responders)

DIVISION SUPERVISORS  Each Response Division shall have a Division Supervisor and an Assistant Division Supervisor, who shall maintain liaison with an emergency operations center (EOC) at all times throughout the emergency/disaster. This will be accomplished via HAM radio operators and/or RACES operators directly to an EOC, or by runner to an EOC.

PRIORITIES AND DUTIES OF DISASTER PLANNING AND RESPONSE DIVISIONS  The term “emergency” as used below shall mean any major emergency/disaster.

Disaster Command and Coordination Division  (Incident Commander, SM CERT Coordinator, Division Supervisors):

Non-emergency: Provide continuing leadership, planning and organizational support for all Divisions of the plan. Meet with Division CERT members 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 County, State and Federal agencies, and other outside sources, and coordinate such assistance when it is received through proper communications channels. Conduct initial and daily briefings of all Division CERT responders, and neighborhood liaisons as appropriate, including assessment of the emergency, priorities, and proposed action programs. Provide daily, up-to-date information to the information
center at the Command Posts / Staging Areas relating to actions, activities and forecasts. Document all activities on the proper Southern Marin CERT Response Forms.

**Damage Assessment and Logistical Support Division:**

**Non-emergency:** Maintain, review and update Damage Assessment and Support 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.

**Emergency:** Conduct surveys of entire zone, including condition and safety of all bridges, roads, utilities and structures. Identify hazardous conditions. Provide assessment of extent of damage, and estimate of resources necessary for immediate and short-term remedies. Assist in establishment of priorities for response by limited services. As available, augment personnel, supervision and support for other Divisions. Where possible, assist in transporting people, supplies and messages. Establish and maintain logistical support for command posts and staging areas. Coordinate with Utilities/Water Supply Division. Document all pertinent findings or actions taken on the appropriate Southern Marin CERT Responder forms. Communicate all findings back to the Division Command Post.

**Light Rescue / Triage Division:**

**Non-emergency:** Maintain, review and update Medical Care plan annually. Maintain lists of medical and dental professionals and related workers available to assist during emergencies. 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.

**Emergency:** Direct, coordinate and provide light search and rescue operations as needed. Establish appropriate triage operations. Conduct triage operations of patients during operations. Compile an inventory of persons with illness, injury, or need for special medication. Transport patients to appropriate treatment areas. Coordinate operations with the Mass Care / Treatment Division. Assess health and sanitation needs throughout emergency period. Document all actions on the appropriate Southern Marin CERT Responder forms.

**Mass Care / Treatment Division:**

**Non-emergency:** Maintain, review and update Mass Care / Treatment plan annually. Survey, review and reassess all shelter sites and related resources annually, and revise lists accordingly. Hold annual meeting/drill for all Division members. Recruit and train new members w/Red Cross assistance. Annually inventory all mass care equipment and supplies. Inspect for serviceability and operational condition, and replace as needed.

**Emergency:** Open and operate one or more patient treatment areas including Immediate, Delayed and Minor areas. Reassess patients upon arrival at appropriate treatment area. Provide all shelter services, including housing, food and clothing (if available), as well as information and referral assistance. Integrate available personnel from Health and Human Services and the Red Cross.
Document all actions on the appropriate Southern Marin CERT Responder forms. Communicate all information back to Division Command Post.

**Utilities/Water Supply Division:**

**Non-emergency:** Maintain, review and update Utilities/Water Supply plan annually. Assure that personnel are assigned, briefed and available for emergency duties, and that emergency equipment is in place. Assign and brief certain volunteer residents who will back up utility personnel in shutting off storage tanks where necessary.

**Emergency:** Move immediately to preserve water supply and containment of possible contamination of water supply by shutting off water to areas severely damaged by the disaster. Report conditions to the appropriate command post. Establish alternate water sources. Commence progressive repairs to water system as soon as possible. Secure natural gas to severely damaged structures, or to other structures with obvious evidence of gas leaks. Secure electrical sources to severely damaged structures if it is SAFE to do so. Secure electrical sources if the threat of fire, hazardous materials release, or other form of ignition is present. Document all actions taken on the proper Southern Marin CERT Responder Forms. Report all actions taken back to appropriate division command post.

**CERT Radio Communications Division:**

**Non-emergency:** Maintain, review and update CERT Radio Communications plan annually. Recommend and/or obtain necessary equipment to carry out disaster assignments. Hold periodic meetings and drills. Recruit and brief additional CERT radio operators.

**Emergency:** Establish emergency radio network linking the Southern Marin CERT Command Posts to CERT radio operators at Southern Marin area fire stations. This link will ultimately provide communications with the local city Emergency Operations Centers (Sausalito EOC) and the Marin County Emergency Operations Center (Civic Center). Provide base station and mobile communications from division command posts and Southern Marin area fire stations, along with the possibility of RACES operators. Observe and established priorities for radio traffic according to degree of importance. Relay routine health, welfare and operations messages as other traffic may allow. Document all information needed to forward on the appropriate Southern Marin CERT Response forms.

**Planning and Information Division:**

**Non-emergency:** Maintain, review and update all plans annually. Organize and support Neighborhood Emergency Preparedness planning. Assist in providing training programs, including training for 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. Act as scribe, gather information, disseminate information, and document all disaster information on the proper Southern Marin CERT Response forms.
Emergency: Help coordinate Mass Care services and information centers. Provide and coordinate tasks for CERT responders from the division command posts / staging areas, and to supplement those already assigned to tasks.

**Neighborhood Emergency Preparedness Division:**

**Within each neighborhood division throughout the Southern Marin CERT area:**

**Non-emergency:** Establish an organized preparedness effort led by residents serving as neighborhood liaisons. Maintain, review and update a Neighborhood Emergency Preparedness plan annually. Hold a neighborhood meeting annually to refresh old neighbors and inform new neighbors as to the contents of the plan, and to encourage CERT training.

Designate individuals to perform specific functions. Encourage interest and participation of all residents. Encourage preparation and safety measures in all households. Assure that all house numbers are posted.

Communicate with other divisions and the fire districts concerning special needs and resources in each neighborhood, in order to help in refining the plans of those divisions.

**Emergency:** Activate as a trained CERT responder. Respond to the pre-designated division command post / staging area. Account for the whereabouts and safety of all neighborhood residents. Assess household and neighborhood for damage. Provide mutual support, and assist neighbors in stabilizing or repairing damage. Have response kit and other supplies and tools ready for use. Respond as part of an operational division as assigned by your division’s command staff. Document all pertinent findings or actions taken on the appropriate Southern Marin CERT Response forms.

Report conditions and needs to Damage Assessment or response needs back to the division command post. Provide available volunteers to assist adjacent neighborhoods, or for assignment by the Division Supervisor or Incident Commander. Document all findings and actions taken on the proper Southern Marin CERT Response form. Ensure all forms and other information gets back to the division command post.
GLOSSARY

**Command Post**
The term 'Command Post' differentiates the local community “CERT” division operations center from that of the City, County and other large agencies' EOC. This difference in terminology helps avoid confusing similar operations by identifying the particular area being served. A Command Post may also serve a geographical area somewhat larger than its immediate area if it possesses resources or the ability to secure and distribute resources to neighboring divisions.

**E.O.C.**
EMERGENCY OPERATIONS CENTER. This defines the Emergency Operations Center operated by City or Marin County Government, which is located in a structurally safe and specially equipped room in a city building, or in the Civic Center complex in San Rafael.

**E.C.C.**
EMERGENCY COMMUNICATIONS CENTER. The E.C.C. is the heart of the Marin County Emergency Communications network. All Fire Department communications are routed through this office for both normal and emergency business. The E.C.C. has at its command a large inventory of resources which it can make available as the needs dictate.

**I.C.S.**
The INCIDENT COMMAND SYSTEM is the “combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure with responsibility for the management of assigned resources to effectively accomplish stated objectives pertaining to an incident.”

**INCIDENT ACTION PLAN**
The INCIDENT ACTION PLAN, which is prepared initially at the first meeting, contains general control objectives reflecting the overall incident strategy, and specific action plans for the next operational period. Which is usually 24 hours in duration. When complete, the Incident Action Plan will have a number of attachments. There will generally be no IAP for the first 24 hours of any event.

**R.A.C.E.S.**
RADIO AMATEUR CIVIL EMERGENCY SERVICE 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, countywide or regional needs. In Marin, R.A.C.E.S. maintains a station located in Marin County Civic Center E.O.C., and at various Coordination Centers throughout the County.