

# **Muir Beach Area Disaster Council**

## **Definition of the Muir Beach Area Disaster Council**

Muir Beach Area Disaster Council: A larger network of community representatives from Muir Beach, Green Gulch, Slide Ranch, Muir Woods and Camino del Canyon who work together before and after a disaster to meet the disaster needs of the area.

- The Muir Beach Area Disaster Council can be the impetus for the preparedness of a neighborhood and the larger community.
- It can help make disaster recovery a well-run and efficient effort which helps all segments of the community by taking a leadership role from the beginning of disaster preparedness to the finalizing of disaster clean-up and collecting recuperative funds.
- It should be autonomous – with no other duties or roles except to develop in a timely and non-political manner a comprehensive disaster preparedness plan and how to implement it.

## **Tasks of the Muir Beach Area Disaster Council**

1. Act as a networking body between the Muir Beach Area and the public safety (fire, police and medical) and/or local government for disaster preparedness, response and recovery;
2. Take a leadership role in identifying and providing for the preparedness needs of the Muir Beach Area;
3. Have an active or supporting role in creating a disaster plan to represent the needs of the Muir Beach Area;
4. Oversee the Muir Beach Area disaster plan, that is comprehensive and functional through regularly scheduled drills;
5. Act as a support to the neighborhoods/communities, local government and public safety agencies (fire, police, and medical) during a disaster;
6. Develop a disaster needs assessment for the Muir Beach Area, including people, skills, supplies, and equipment;
7. Recruit skilled and non-skilled volunteers, compiling this information providing needed training and placing volunteers in appropriate positions/divisions within the disaster plan and Muir Beach Area Disaster Council functions;
8. Help coordinate the skilled members (both neighborhood and public safety) responding to a disaster;
9. Raise funds to meet disaster preparedness needs (education, training, supplies, equipment, etc.) and have the ability to purchase disaster related items, inventory and provide appropriate storage as necessary;
10. Meet as appropriate, until the structure of organization and support systems are completed and functional. Meetings, drills, and related work should continually reflect the need to maintain and update all aspects of the project.

## **Forming the Muir Beach Area Disaster Council**

1. Determine the physical area limitation (neighborhood, town, district, government body, etc.) that the Muir Beach Area Disaster Council will coordinate;
2. Identify and record all current government disaster responders within this area – fire, paramedics, public works, and their affiliation;
3. Identify and record individuals, groups or organizations in the identified area who could be called upon to respond during a disaster – i.e., community organizations, medical and mental health personnel, ham radio (R.A.C.E.S.) operators, heavy equipment operators, care givers for people with special needs, animal rescuers, or child care providers;
4. Identify and record government or non-government agencies and businesses that are within or adjacent to the area who could be impacted during a disaster, such as schools, national/state parks, etc.

## **Job Position Description/Duties**

- Community Coordinator (B-3)
- Neighborhood Liaison (B-3)
- Neighborhood Teams
  - ø First Aid/Medical/Stress Management
  - ø Neighbors with Special Needs
  - ø Search & Rescue/Safety & Utilities
  - ø Shelter & Feeding
  - ø Communications
  - ø Animal Rescue

## **Community Coordinators**

### **Muir Beach, Green Gulch, Slide Ranch, Camino del Canyon, Muir Woods**

**Community Coordinator:** Person designated as the community – “leader” for the disaster plan, and acts as the liaison between that community and other communities and the larger Community Disaster Council

#### *Before a Disaster*

1. Is a member of the Muir Beach Area Disaster Council
2. Co-chairs the Community Disaster Council;
3. Develops a working relationship with the local fire department/government official in charge of disaster response;
4. Contacts Neighborhood Liaisons on a regular basis to encourage and help them schedule neighborhood meetings with the fire department and other organizations.
5. Keeps the Neighborhood Liaison positions filled. If a Neighborhood Liaison needs to resign, the Community Coordinator asks them to replace themselves. If this is not

possible, the Community Coordinator keeps a list of potential candidates and recruits replacement.

6. Has "Household Packets" and neighborhood maps available for Neighborhood Liaisons.
7. Makes sure information gathered and identified by Neighborhood Liaisons is tracked and recorded in the Disaster Resource Directory.
8. Responsible for relaying pertinent neighborhood disaster information to the local fire department and/or appropriate agency.

#### *During a Disaster*

1. Responsible for relaying disaster information gathered from the community to the local fire department and/or appropriate agency as soon as possible.
2. Gathers information, supports the Neighborhood Liaisons and all organized teams.
3. Holds a debriefing for Neighborhood Liaisons and team leaders at the end of each day's disaster response, if this is not already being done by the fire department/local government.

***Neighborhood Liaison:*** Person designated to work within the neighborhood or some part of it, with the existing neighbors, with new neighbors, conducting disaster assessments during a disaster, and reporting to the neighborhood coordinator.

#### *Before a Disaster:*

1. Sponsors a neighborhood meeting once a year. Helps neighbors meet each other, develop "Buddy Systems", and make renewed commitments to their community. If an annual meeting is not possible, the Neighborhood Liaison surveys the neighborhood to find new residents, new skills, location of new homes and buildings, supplies and equipment, and vigorously encourages new residents to make/test a household plan.
2. Recruits neighbors with disaster related skills for Teams/Divisions.
3. Makes sure each household has a "Household Packet", and that the "Household Registry" is completed and picked up. Maintains one Household Registry form and gives a copy to the Community Coordinator.
4. Notes potential problems in area, such as people with chronic illnesses, latch-keys kids, elderly living alone, etc.
5. Encourages all households to have visible (day and night) house numbers or other identification.
6. Learns how to use the "Neighborhood Damage/Needs Assessment Work Sheet during a disaster.
7. Gives appropriate information to the Community Coordinator and/or Neighborhood Disaster Committee for entry into the local Disaster Resource Directory.

#### *During a Disaster*

1. Conducts a damage assessment (damage survey) of the neighborhood using "Neighborhood Damage/Needs Assessment Work Sheet" or similar form and relays the information as soon as possible to the Community Coordinator, other teams and/or

- fire department or appropriate response agency. Status of the neighborhood - good or bad - needs to be ascertained and passed on as soon as possible.
2. Helps, however necessary, to stabilize neighborhood. Notes dire situations in red (red pen on the disaster survey forms or red flags/tape at locations).
  3. Conducts a neighborhood survey, even if there isn't an obvious disaster with obvious disastrous effects. For example - what may seem like a regular winter storm at one end of the neighborhood may be a bad winter storm at the other end, with downed power-lines and trees that impede the arrival of emergency responders.
  4. Re-survey, if necessary or if asked. For example - a daylight as opposed to middle-of-the night survey, or earthquake aftershocks.
  5. Remains on call to answer questions, informs the Community Coordinator, fire department and/or appropriate agency about his/her whereabouts every couple hours.
  6. Attends debriefing at the end of each day's disaster response.
  7. Acts as Community Coordinator if there isn't one (or he/she is on vacation!)

***Neighborhood Teams:*** Groups of neighbors organized and trained to fulfill a specific purpose during a disaster – e.g., first aid, search & rescue, etc. Sometimes, teams fall under the authority of a Muir Beach Area Disaster Council rather than a Neighborhood Disaster Committee, and members are recruited from each neighborhood.

#### *Valuing Teamwork*

1. "Team" means working together. Team members need to remember that they will be putting other people at risk if they work alone. If you work alone and are injured you have no one to go for help.
2. Teamwork gets the job done in the most immediate and effortless way. **Ego has no place in saving lives or disaster preparedness and response,**
3. Team members need to take care of their mental health as well as their physical health. Don't take risks, don't work too long. Take breaks, eat and drink appropriately. Dress for the elements. Review your attitude. Keep a sense of humor and show respect and gratitude to your fellow workers.

### ***First Aid, Medical, Stress Management Team***

#### *Before a disaster*

1. Recruit additional members with medical skills (refer to Household Registries)
2. Train as necessary for these positions. Coordinate disaster classes in First Aid and CPR for the Community.
3. Develop a functional plan for this team for use during a disaster. Work with other teams to avoid duplication and holes.
4. Drill every six months and update skills as necessary.
5. Identify and inventory equipment and supplies. Develop a method to rotate and replace supplies as necessary.

6. Report information about team members, activities, supplies, equipment and needs to the Community Coordinator, Muir Beach Area Disaster Committee and appropriate agencies. Keep the Disaster Resource Directory up to date with activities.

#### *During a disaster*

1. Coordinate first aid and medical response, if appropriate, with the survey information gathered by the Neighborhood Liaisons.
2. Administer first aid as necessary. Keep records of what was done and when. If situation becomes too large for the team to handle, notify the Community Coordinator or fire department as soon as possible.
3. Notify appropriate teams as soon as possible of additional needs, i.e.: fire, search and rescue, safety and utilities, paramedics, or stress management.
4. Arrange to transport the injured when necessary and as soon as possible. Record this information.
5. Try to make injured neighbors comfortable while waiting for further help. Have an uninjured neighbor stay with them in the interim.
6. Keep Neighborhood Liaisons, Community Coordinator and/or other appropriate teams or agencies informed of actions. Record what actions you took as soon as possible for the Community Coordinator to use in making family contacts, reporting to other agencies, etc.
7. Attend debriefing at the end of each day's disaster response.

### **Neighbors with Special Needs Team (elderly, people living alone, latch-key kids, people with disabilities)**

#### *Before a disaster.*

1. Recruit neighbors with recognized (licensed or degrees) skills. Use Household Registry to identify potential team members.
2. Use the completed "Household Registries" to identify neighbors with Special Needs. Meet with them individually and help them develop and test a disaster plan to fit their needs. Point out the advantages of having a "Buddy System" with their neighbors. Explain that this team may not be available immediately during an emergency so they should not rely on its services.
3. Ask if there is a community organization (similar to the Independent Elders Project in Marin County) that can offer assistance and advice in their disaster planning.
4. Contact these neighbors every six months to see if their situation has changed. Also, check with the Neighborhood Liaison for new neighbors with Special Needs.
5. If appropriate and authorized, give information (bedridden, uses oxygen tank, etc.) about these neighbors and their location to the Fire Department, and other neighborhood teams for use during an evacuation.
6. Report information about team members and their activities to the Neighborhood Liaisons and/ Community Coordinator for appropriate action. Keep the Disaster Resource Directory up to date.
7. Develop a functional plan for this team for use during a disaster. Work with other teams to avoid duplication.

8. Drill every six months and update skills as necessary.

*During a disaster.*

1. Coordinate response if appropriate with the survey information gathered by the Neighborhood Liaisons. Use your Plan.
2. Check each neighbor with Special Needs as soon as possible and lend whatever support you can.
3. If an evacuation is needed or has occurred, work with other neighborhood teams to make sure these neighbors have transport. Clarify what their destination will be. Record this information as soon as possible. Visit them, if possible, at the evacuation site and arrange for further needs. Do as much follow-up as appropriate.
4. Keep Neighborhood Liaisons, Community Coordinator and/or other appropriate teams or agencies informed of actions. Record what actions you took as soon as possible for the Community Coordinator.
5. Attend debriefing at the end of each day's disaster response.

## **Search and Rescue/Safety and Utilities**

*Before a disaster*

1. Recruit neighbors with appropriate skills. Use Household Registry to identify potential team members.
2. Train as necessary for these positions. Fire department and local utility companies should be able to provide or help find appropriate training.
3. Develop a functional plan for this team for use during a disaster. Work with other teams of to avoid duplication and holes.
4. Ask the local fire department for their appraisal of your plan, because this team may work closely with the fire department in an emergency.
5. Test an evacuation plan for the neighborhood.
6. Ask every six months and update skills as necessary.
7. Survey the neighborhood for potential problems - hazardous chemicals, uncontrolled vegetation, old bridges, limited access, utilities (propane tanks), etc. Record this information in the functional plan and/or on neighborhood maps for use during an emergency.
8. Help the neighborhood to mitigate any identified problems.
9. Report information about team members and their activities to the Neighborhood Liaisons and/ Community Coordinator for appropriate action. Keep the Disaster Resource Directory up to date.

*During a Disaster*

1. Coordinate response, if appropriate, with the survey information gathered by the Neighborhood Liaisons. Use your Plan.
2. Check for possible missing persons and previously identified problem areas. Mark all structures with identification tape appropriate to the circumstance.
3. Mitigate problems as soon as possible, calling for other teams or additional outside help through the Neighborhood Liaison or Coordinator, as needed

4. Work with other neighborhood teams as necessary.
5. If the team feels it is necessary to evacuate all or part of the neighborhood without a directive from an authoritative body, notify the fire department as soon as possible.
6. Keep Neighborhood Liaisons, Community Coordinator and/or other appropriate teams or agencies informed of actions. Record what actions you took as soon as possible for the Community Coordinator.
7. Attend debriefing at the end of each day's disaster response.

## **Shelter and Feeding**

### *Before a disaster*

1. Recruit neighbors with appropriate skills. Use Household Registry to identify potential team members.
2. Ask the local American Red Cross to provide "Community Shelter and Feeding" training to your neighborhood
3. Identify nearby Red Cross Shelters. If none are in the community, identify and obtain a building within the neighborhood or community that can be designated as a shelter. If this is not possible, it may be necessary to seek out and rely on homes in the neighborhood to be used as feeding stations and for shelter.
4. Inform the neighborhood/community about the shelter operations and locations.
5. Identify and inventory available resources, equipment and supplies. Identify needed equipment and supplies, costs and suppliers.
6. Drill every six months (For example: provide a meal for a group within your neighborhood, or at a fund raiser). Check supplies for rotation or replacement.
7. Report information about team members and their activities to the Neighborhood Liaisons and/ Community Coordinator for appropriate action. Keep the Disaster Resource Directory up to date.

### *During a disaster*

1. Coordinate with the Neighborhood Liaison and Community Coordinator to determine the need for opening a shelter and/or feeding station for victims and workers.
2. Notify Coordinator and Red Cross (if appropriate and possible) of decision. If opening a shelter or feeding station, notify the neighborhood and community.
3. If a shelter/feeding station is open, track all clients and record operations and supplies etc. Following Red Cross procedures will keep the shelter operations structured and organized.
4. Always be on call during a disaster, as a shelter or feeding station may not be needed until a day or more into a disaster.
5. Keep Neighborhood Liaisons, Community Coordinator and/or other appropriate teams or agencies informed of actions. Record what actions you took as soon as possible for the Community Coordinator.
6. Attend debriefing at the end of each day's disaster response.

## **Communications**

### *Before a disaster*

1. Recruit neighbors with appropriate skills. Use Household Registry to identify potential team members.
2. Contact RACES and other communication entities to determine what types of communications are being used to communicate and what is best suited to your neighborhood/community. Consider roles for bicycles, runners, horses and the telephone.
3. Identify and inventory available equipment and resources. Determine needed equipment and resources, costs and suppliers.
4. Develop a phone tree to use if advanced warning is possible.
5. Report information about team members and their activities to the Neighborhood Liaisons and/ Community Coordinator for appropriate action. Keep the Disaster Resource Directory up to date.

### *During a disaster*

1. Relay information, after checking for accuracy, about the status of the neighborhood, teams/divisions, needed personnel, equipment and supplies etc. to the Neighborhood Liaison, Community Coordinator, the local fire department, appropriate agencies or others in charge.
2. Relay incoming information to the Community Coordinator and/or Neighborhood Liaison who can, in turn disseminate that information where needed.
3. Track and log, with the help of the Neighborhood Liaison or Community Coordinator, the number and location of evacuated/transported neighbors (medical and non-medical).
4. Track and report all weather information, as appropriate.
5. Log all communications.
6. Keep Neighborhood Liaisons, Community Coordinator and/or other appropriate teams or agencies informed of actions. Record what actions you took as soon as possible for the Community Coordinator.
7. Attend debriefing at the end of each day's disaster response.

**Animal Rescue:** The need for this team depends on the number and types of animals in your community.

### *Before a disaster*

1. Recruit neighbors with appropriate skills. Use Household Registry to identify potential team members.
2. If there is a big animal population, hold a meeting with animal owners to discuss potential problems and plans. Consider creating two groups - one for small animals and one for larger, barnyard animals.



3. Encourage all animal owners to license or document their animals (micro chips don't get lost and they can be used on large animals as well as small).
4. Identify equipment to use during a disaster and make agreements to this effect with Owners.
5. Identify and record alternate shelters, pastures, barns etc., to meet the needs for animal evacuation. Remember that Red Cross Shelters do not accept animals other than seeing-eye dogs. Work with the Shelter and Feeding team to develop shelter alternatives for clients with pets.
6. Identify and try to recruit the nearest veterinarians to participate on this team.

*During a disaster*

1. Coordinate response if appropriate with the survey information gathered by the Neighborhood Liaisons. Use your Plan.
2. Check with residents regarding the status of their animals.
3. Arrange for evacuation and sheltering as needed.
4. Arrange veterinarian care as needed.
5. Keep Neighborhood Liaisons, Community Coordinator and/or other appropriate teams or agencies informed of actions. Record what actions you took as soon as possible for the Community Coordinator.
6. Attend debriefing at the end of each day's disaster response.
7. Notify local Humane Society of lost animals.