

MUIR BEACH AREA

EMERGENCY/DISASTER CONTINGENCY PLAN

Digest of Main Provisions

PURPOSE: The Muir Beach Area communities (defined here as the area including Camino del Canyon, Green Gulch, Muir Beach, Muir Woods, and Slide Ranch) in cooperation with the County of Marin, 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 Muir Beach 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.

BASIS FOR ORGANIZATION: Organization and coordination shall be based upon use of existing agencies and citizen groups within the Disaster Planning Zone. These include:

- . Muir Beach Area Disaster Council
- . Muir Beach Volunteer Fire Department
- . Muir Beach Community Services District
- . County Fire Department
- . County Sheriff
- . County Health and Human Services
- . County Office of Emergency Services
- . West Marin Disaster Council
- . State and Federal Agencies
- . Utilities

- . Medical and Dental Professionals
- . Volunteers
- . Resource Center
- . Civic and Business Groups
- . Neighborhood Preparedness Groups
- . Citizens participating in organized Disaster Planning and Response Divisions

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

RESPONSIBILITY the Muir Beach Volunteer Fire Department shall be responsible for coordination and implementation of emergency/disaster operations, in cooperation with the Muir Beach Area Disaster Council and community members participating in the formation and carrying out of this plan.

ACTIVATION This plan shall be activated whenever the Zone Coordinator or Incident Commander deems that a major emergency/disaster exists, or conditions or forecasts are such that a major emergency/disaster is imminent.

COMMAND AND CONTROL Upon activation of this plan, a Coordination Center shall be opened at the Muir Beach 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 the Emergency Operations Center at Marin Civic Center.

INCIDENT COMMANDER The Fire Officer on duty at the Muir Beach Fire Station at the onset of the emergency/disaster shall become the Incident Commander, and shall be responsible for implementation of this plan.

ZONE COORDINATOR The Fire Chief or Officer in overall charge of the Muir Beach Fire Station shall be the Zone Coordinator, and, with assistance from the Community Coordinators and Division Coordinators, shall be responsible for developing and maintaining this plan.

COMMUNITY COORDINATORS Representatives from each of the five Muir Beach Area Communities shall be designated as Community Coordinators to have a central role under this plan. Upon activation of this plan, the Community Coordinators shall function as assistants to the Incident Commander in coordination of disaster operations. In the absence of the Incident Commander and Zone Coordinator, one or more Community Coordinators shall assume the responsibilities of the Incident Commander.

RALLY POINT The Rally Point is the location where members of the community who are not part of the organized relief effort should report for information, food, housing and other assistance.

The primary Rally Point shall be the Muir Beach Community Center. If the Community Center is not habitable, another suitable location shall be designated. Satellite Rally Points may be opened if necessary or appropriate.

An information center shall be established at the Rally Point to provide instructions, advice, directions to assistance, and reports on the 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.

Those not participating in the organized relief effort are discouraged from reporting to the Muir Beach Area Coordination Center unless instructed to do so by personnel at the Rally Point. This is intended to minimize confusion in coordinating disaster workers and organizing emergency operations.

DISASTER PLANNING AND RESPONSE DIVISIONS Disaster work shall be organized in the following Divisions. The plan maintained by each Division shall be a part of this Emergency/Disaster Contingency Plan for the Disaster Planning Zone.

1. Disaster Command and Coordination
2. Fire/Rescue
3. Law Enforcement
4. Damage Assessment and Support
5. Medical Care
6. Shelter Management/Mass Care
7. Water Supply/Utilities
8. Amateur Radio Communications
9. Volunteers
10. Neighborhood Emergency Preparedness
11. Animal Rescue
12. Dependent Care

DIVISION COORDINATORS Each Disaster Planning and Response Division shall have a Division Coordinator and an Assistant Division Coordinator, who shall activate and coordinate their Divisions as required. They shall maintain liaison with the Muir Beach Area Coordination Center at all times throughout the emergency/disaster.

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, Zone Coordinator, Community Coordinators):

Non-emergency: Provide continuing leadership, planning and organizational support for all Divisions of the plan. Meet with 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 County, State and Federal agencies, and other outside sources, and coordinate such assistance when it is received. Conduct initial and daily briefings of all Division Coordinators,

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 Rally Point relating to actions, activities and forecasts.

Fire/Rescue Division (Fire Department):

Non-emergency: Provide support for all Divisions/Teams in planning and preparedness. Provide training to all members of the Muir Beach Volunteer Fire Department. Maintain station contingency and initial response plan; review annually. Provide communications and support for personnel and their families who may be held over for the duration of the emergency period.

Emergency: Provide the Incident Commander. Maintain liaison with Marin County Emergency Operations Center. Provide emergency medical aid, rescue and fire suppression, and give support, as available, to all Divisions/Teams under the plan.

Law Enforcement Division (Sheriff):

Non-emergency: Participate in general planning. Maintain, review, and update Law Enforcement plan annually.

Emergency: Provide law enforcement services. Control traffic and access within and surrounding the affected areas. Assist in evacuation where necessary. Work closely with Incident Commander and Muir Beach Area Coordination Center. Coordinate with California Highway Patrol.

Damage Assessment and 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/Teams. Where possible, assist in transporting people, supplies and messages. Coordinate with Water Supply/Utilities Division.

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 during

emergencies. Hold annual meeting for all Division/Team 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 medical assistance using *facilities to be identified*. Compile an inventory of persons with illness, injury, or need for special medication. Assess health and sanitation needs throughout emergency period.

Shelter Management/Mass Care Division/Team:

Non-emergency: Maintain, review and update Shelter Management Plan annually. Survey, review and reassess all shelter sites and related resources annually, and revise lists accordingly. Hold annual meeting/drill for all Division/Team members. Recruit and train new members. 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 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. (Coordinate with personnel of ZenCenter, Slide Ranch and Pelican Inn.)

Water Supply/Utilities Division (Muir Beach Community Services District):

Non-emergency: Maintain, review and update Water Supply Plan annually. Assure that Water District 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 Water District personnel in shutting off storage tanks where necessary.

Emergency: Move immediately to preserve water supply by shutting off outflow from storage tanks. Inspect treatment plant with special attention to chlorine leaks. Report conditions to Muir Beach Area Coordination Center. Establish alternate water sources. Commence progressive repairs to water system as soon as possible.

Communications Division/Team:

Non-emergency: Maintain, review and update 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 Muir Beach Area Coordination Center (Fire Station) with (**specify**) Fire Departments, 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 may allow.

Volunteers Division:

Non-emergency: Maintain, review and update Resource Volunteer Plan annually. Organize and support Neighborhood Emergency Preparedness planning. Assist in providing training programs, including training for other Divisions/Teams as well as first aid and cardiopulmonary resuscitation on a general basis. Provide clerical and research assistance to other Divisions/Teams. Maintain continuous liaison with Disaster Command and Coordination Division.

Emergency: Help coordinate Shelter Management services and information centers. Provide and coordinate volunteers from the Rally Point to supplement those already assigned to Divisions/Teams. Participate in Muir Beach Area Coordination Center operations.

Neighborhood Emergency Preparedness Division:

THIS IS THE SINGLE MOST IMPORTANT ELEMENT OF LOCAL DISASTER PLANNING!

Within each designated neighborhood throughout the Planning Zone:

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.

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/Teams concerning special needs and resources in each neighborhood, in order to help in refining the plans of those Divisions/Teams.

Emergency: Activate Neighborhood Emergency Preparedness plan. Establish a pre-designated neighborhood headquarters. Account for the whereabouts and safety of all residents. Assess household and neighborhood damage. Provide mutual support, and assist neighbors in stabilizing or repairing damage.

Through neighborhood liaisons, report conditions and needs to Damage Assessment and Support workers, or directly to Muir Beach Area Coordination Center at the Fire Station. Provide available volunteers to assist adjacent Neighborhoods or for assignment by the Volunteer Center.

GLOSSARY

- COORDINATION CENTER** The term **COORDINATION CENTER** differentiates the local community “E.O.C.” from that of the County and other large agencies. This difference in terminology helps avoid confusing similar operations by identifying the particular area being served. A Coordination Center 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 entities.
- E.O.C.** **EMERGENCY OPERATIONS CENTER.** This defines the Emergency Operations Center operated by Marin County Government, which is located in a structurally safe and specially equipped room 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 Fire Department, Woodacre Headquarters operations. 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. It is a main link with the Local Coordination Centers in West Marin.
- I.C.S.** The **INCIDENT COMMAND CENTER** 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. When complete, the Incident Action Plans will have a number of attachments.
- MUIR BEACH AREA DISASTER COUNCIL** The **DISASTER COUNCIL** is formed as a volunteer organization to refine this plan and provide means for carrying it out. It is the coordinating body that brings together people from relevant agencies and groups as noted in this plan, as well as interested citizens, in furtherance of local preparedness efforts. Because the Disaster Council has neither government nor formal nonprofit status, all official actions are taken through its component agencies.
- 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.