

# **LVHA Emergency Response Plan**

3-28-2004

## **Outline**

Purpose

Responsibilities

Current Objectives

Scope

Organization

Response Guidelines

Communication

Maintenance

Resources

## **Statement of Purpose**

We depend on our public agencies and volunteer organizations for assistance in emergencies. We can not count on these resources in the event of a major disaster or widespread emergency:

- A wildfire on Mt. Tamalpais
- A major earthquake
- A severe storm causing widespread damage, flooding and utility disruption

Such events could severely limit the resources available to Lucas Valley residents for "routine" needs such as medical emergencies, a missing person, a grass fire, or serious vehicle accident. Public agencies advise us to expect to be "on our own" for at least 3 days, and available services may not return to "normal" for months following such emergencies.

This plan is intended to assist the community and its residents to prepare for and respond to probable emergencies.

## **Responsibilities**

The residents of our community are responsible for their safety and protection of their property.

It is not the responsibility of LVHA to protect residents from disasters or guarantee their safety should one occur. It does have a responsibility to:

- prepare for probable emergencies
- assist its members in preparing to care for themselves and their neighbors
- contribute to and encourage community emergency preparedness

See LVHA Emergency Response Organization for more detailed information on responsibilities.

## **Current Objectives**

### 2004 Goals

Refine and implement current plan and budget priorities

- Improve support for first aid and medical treatment capabilities
- Secure storage for emergency response equipment and supplies

Establish LVHA Emergency Preparedness Budget

- Develop cost/benefit for additional capabilities
- Annual budget recommendation
- Community appeal for resources

Establish community emergency response structure

- LVHA Emergency Response Team
- Neighborhood Emergency Teams in each Neighborhood Block Area
- Emergency response guidelines
- Emergency Communications
  - Phone Tree
  - Door-to-door alert
  - Radio (HAM, family service radios)

Implement Communication plan

- Initial plan distribution
- LVHA.org – expand and maintain emergency response content
- Channel 8
- Welcome Kit
- Vibration entries
- Community events
- Annual survey of residents
- Neighborhood campaign

Identify and communicate emergency preparedness needs

- Recommend future priorities beyond earthquake, wildfire, missing person (determine community interest)

Community Education

- Provide information on potential hazards and emergency needs
- Encourage (sponsor) CERT, First Aid and CPR training
- Incorporate educational activities in community events
- Organize community emergency drill

Collaborate with local schools and neighboring communities

- Dixie School
- Creekside, Lucas Valley Estates, Marinwood, Lucas Films

## Scope

The initial scope of our LVHA Emergency Response Plan will include earthquake, wildfire and missing persons. The capabilities developed to help manage these emergencies will provide the basis for preparing for and managing a broader scope of emergencies that may impact our community.

Family emergency preparedness efforts should not be limited to this initial scope. Your Family Emergency Plans will also help prepare you for a broader range of possible emergencies that may affect the San Francisco Bay Area and our community.

- Chemical Release
- Building Collapse
- Earthquake
- Explosion
- Flood
- Hazardous Material Release
- Hurricane
- Landslide / Debris Flow
- Medical Emergency (food poisoning, pool contamination w/ many people ill)
- Missing Person
- Storm (high wind, heavy rain)
- Temperature Extreme
  - Cold
  - Heat
- Terrorist Attack
  - Biological attack <http://www.ready.gov/biological.html>
  - Chemical attack
  - Explosions
  - Nuclear blast
  - Radiation threat
- Tornado
- Tsunami
- Transportation Disruption
- Utility Interruption (Cable, Electricity, Gas, Sewer, Telephone, Water)
- Volcano
- Water Shortage
- Wildfire

## **LVHA Emergency Response Organization**

The LVHA Emergency Response Organization is based on the Incident Command System (ICS) to coordinate with public and private agencies and mutual aid resources that may provide assistance in community emergencies. The ICS is used in Marin County and throughout California in the event of a disaster or widespread emergency. It can be scaled to fit the needs of a specific emergency. The LVHA Emergency Response Team will normally communicate with and take direction from the Marinwood Fire Dept. Incident Commander responding to our particular emergency.

Our organization includes 3 levels of responsibility:

### LVHA Board

- Emergency funding authorization

### LVHA Emergency Response Team

- (16 members – minimum 2 for each position)
  - Emergency Response Coordinator
  - Fire Suppression Coordinator
  - Search and Rescue Coordinator
  - Medical Services Coordinator
  - Communications Coordinator
  - Transportation Coordinator
  - Logistics Coordinator
- Assist and support the Neighborhood Emergency Teams
- Provide a central point of contact for NET members and the agencies providing assistance to our community
- Manage community emergency preparedness activities

### Neighborhood Emergency Teams

- (23 teams, 4-6 members each team)
  - Neighborhood Emergency Coordinator (Block Captains)
  - Fire Suppression
  - Search and Rescue
  - Medical Services
  - Child Care
  - Communications and Logistics
- Provide neighborhood response in emergencies
- Identify emergency needs and organize neighborhood resources to meet them

## **Position Responsibilities**

Community Emergency Response Team (CERT) and First Aid training are strongly recommended (though not required) for all positions.

Note: Items in [brackets] identify some of the items needed for each position

### All Positions

Pre-emergency responsibilities:

Participate in drills, organize neighborhood teams, periodic review, check and maintain supplies, test and maintain equipment, identify and communicate changes, orient and adjust for new residents

Drill responsibilities:

Walk-through to review infrastructure, identify potential hazards and plan to eliminate or minimize them, practice responsibilities emphasizing communication

## **Community Level**

### Emergency Response Coordinator

- Act as “Incident Commander” in response to community emergencies [familiar with Incident Command System]
- Determine need for community emergency operations center
- Prioritize needs and assign resources needed for safe response
- Manage major incidents, provide support for Neighborhood Emergency Teams
- Interact and coordinate with public and private agencies, and mutual aid resources responding or assisting community
- Maintain communication with community emergency operations center and community level coordinators
- Determine status of community infrastructure (access – bridges, culverts), water supply, gas, electricity, telephone
- Communicate status of community to appropriate public and private agencies (Marinwood Fire Dept., Marin S.O., major media sources – KCBS, KGO)

### Fire Suppression Coordinator

- Organize and direct fire teams to assure team safety and minimize danger to community residents and their property
- Maintain communication with community emergency operations center

### Search and Rescue Coordinator

- Assess status of Neighborhoods, prioritize needs and assign search teams as needed
- Communicate resource needs to available SAR resources
- Debrief search teams and record results
- Maintain communication with community emergency operations center

### Medical Services Coordinator

- Organize treatment area [Medical Treatment Area Checklist]
- Manage triage [CERT Triage guidelines, triage tags]
- Coordinate medical resources in support of Neighborhood Emergency Teams
- Manage treatment (first aid/comfort) [medical supplies, triage documentation]
- Communicate medical support needs to Marinwood Fire Dept, emergency medical services and local hospitals
- Arrange transportation to advanced life support facility

### Communications Coordinator

- Establish communications network within the community and with external resources (public and private agencies)
- Monitor communications sources for pertinent information
- Record time of key events and communications (e.g., earthquake aftershocks, calls to Fire Dept., estimated time for utility restoration)

### Transportation Coordinator

- Identify obstacles to community access and evacuation
- Inventory available transportation resources and match to needs
- Provide accurate directions to drivers
- Organize transportation logistics for safe and efficient traffic flow
- Organize orderly evacuation (if required) to assure accurate recording of evacuees, vehicle, time, and destination

### Logistics Coordinator

- Organize community emergency operations center
- Designate areas for team check-in and assignment, medical treatment, food and shelter, equipment staging, transportation needs, displaced residents, community information
- Access emergency supplies, establish emergency power and lighting
- Locate, access and distribute equipment, materials and supplies as needed
- Organize volunteers, identify skills and capabilities, assign responsibilities to match needs
- Provide shelter, food and support to residents and volunteers as needed

## **Neighborhood Level**

### Neighborhood Emergency Coordinator

- Organize Neighborhood Emergency Team
- Manage neighborhood response to the emergency (fire suppression, first aid, search and rescue, locate and assist children and residents with special needs, damage assessment, safety and status of utilities, organize food, water and shelter)
- Assign Neighborhood Emergency Team priorities

- Complete Damage and Injury Assessment, Missing Person forms, communicate to Community Emergency Response Coordinator
- Communicate neighborhood status and needs to Community Emergency Response and Communications Coordinators
- Reassign team members or release to community assignments as available

#### Fire Suppression

- Fight fires [small extinguishers, pumps, garden hoses, shovels]
- Shut off utilities [hydrant/valve wrench, pry bar]
- Isolate victims from hazmat spills [absorbent-sand, tarps]

#### Search and Rescue

- Search for victims
- Rescue victims [pry bars, rope, cribbing, axe, saws, heavy gloves, eye protection, hardhats, 2-way radios, fire extinguisher, water, heavy tarp or blanket, stretchers, splinting]
- Evacuate victims to treatment area [large vehicle, stretcher, tarp, wheelbarrow]
- Locate unattended children and residents with special needs, evacuate to safe area
- Locate pets and confine in a secure area (fenced yard with unobstructed access, tennis court)
- Damage assessment - structures, roads, water lines, utilities [neighborhood and community maps of buildings, roads, hydrants, utilities; assessment guide and checklist, hazard tape, staple gun]

#### Medical Services

- Organize treatment area [Medical Treatment Area Checklist]
- Triage [CERT Triage guidelines, triage tags]
- Manage treatment (first aid/comfort) [medical supplies]
- Arrange transportation to community emergency operations center or advanced life support facility

#### Child Care

- Provide food, shelter, security and comfort to neighborhood children and dependent adults until reunited with their parents/families, or care is assumed by authorized guardian or relative, private agency (e.g., Red Cross) or by public resources (e.g., CPS) [secure, stable structure or fenced yard, with stable shelter, e.g., tent or canopy; name tags; quiet activity materials (writing, coloring and drawing materials, group games)]
- Encourage children to write or draw about their family members (e.g., transportation methods, vehicle descriptions, work place, coworkers) to capture information that may assist in reunion
- Review resources for recognizing and treating trauma in children

### Communications and Logistics

- Organize communications network – phones, 2-way radio, bicycle, runners
- Identify equipment, supplies, transportation, food and shelter needs, match to available resources
- Organize available team members, identify skills and match with needs

Support required includes:

>> Community Map identifying Neighborhood Block Areas

>> Current Listing of Team members

>> ICS example for Marin Co. including LVHA Neighborhood Emergency Teams



## **Emergency Response Guidelines**

Objective is to provide information resources and tools to support emergency response teams. The following is an outline of support to be developed:

Earthquake – Response Checklist

Structure Fires - Response Checklist

Wildfires - Response Checklist

Missing Person - Response Checklist

First Aid

- Primary Survey

  - Airway, Breathing, Pulse, Bleeding, Mental Status

- Secondary Survey

- Treatment

  - Shock, Bleeding, Wounds, Burns, Spinal Cord Injury

- Splinting and Transportation

- Triage

- Supplies Checklist

Fire Suppression

- Safety

  - Fire hazards

  - Hazardous materials

- Fire fighting equipment

  - Extinguishers

  - Water sources

- Fire suppression methods

  - Use of extinguishers

  - Hose streams

  - Ventilation

- Equipment Checklist

Search and Rescue

- Safety

  - Structural hazards (overhead, collapse, utilities)

  - Hazardous materials

  - Tools and equipment

  - Lifting

- Search Methods

  - Structures

  - Area search

- Missing person (neighborhood and open space searches)
- Rescue Methods
  - Lifts and Carries
  - Access (entry to structures, vehicles, ladders)
  - Moving debris (levers, cribbing)
- Damage assessment
  - Structures
  - Utilities
- Search documentation (forms, building markings)
- Equipment Checklist

- Communications
  - Contact list (public, community)
  - Equipment Checklist

- Logistics
  - Emergency Operations Center plan
  - Resource list
  - Equipment Checklist

- Transportation
  - Resource list
  - Contact list
  - Evacuation plan
  - Maps (community, county, Bay Area)
  - Equipment Checklist

- Emergency Response Forms
  - Damage and Injury Assessment
  - Missing Person Form
  - Team Assignment and Activity Report
  - Team Check-in and Assignment Record
  - Incident Status Report
  - Message Form
  - Team Debriefing Form
  - Triage Tag

## **Communication Plan**

### Channel 8

- Announcements
- Contact information
- Monthly emergency question/resource

### LVHA.org

- Current plan, objectives, resources
- Organization and Responsibilities
- Emergency Assistance Information Form
- Checklists
  - Emergency preparedness
  - Emergency supplies
  - First aid supplies
  - Earthquake
  - Wildfire
- e-mail notification

### Welcome Kit

- Introduction
- LVHA Emergency Plan Summary (distilled version)
- Family Emergency Plan guidelines (format, evacuation plan)
- Resource List (LVHA.org, community and external resources)
- Emergency Assistance Information Form

Annual Update/Plan Distribution (progress, current goals, current plan)

Vibration Entry – announcement/column/enclosure in each issue

Annual Calendar

Community Events – demonstration, exhibit, education, safety day

- Marinwood Fire Dept.
- Marin Co. Office of Emergency Services
- CA OES
- Local hospitals
- American Red Cross
- Vendors (structural engineer, earthquake store, PG&E)

Neighborhood Campaign – Block-by-block “Guerilla warfare”

- Recruit Team members
- Offer emergency preparedness review
- Answer questions, promote education opportunities

## **Plan Maintenance**

Responsibility for maintaining and improving Emergency Response Capabilities are shared by LVHA Board, its Committees, staff and residents.

### LVHA Board

- Authorize funding to maintain and improve capabilities
- Support inclusion of emergency preparedness education in all community events and activities
- Sponsor work parties to improve community facilities and emergency capabilities
- Include a “safety topic” in each community Board meeting

### Emergency Response Committee

- Maintain plan, upgrade capabilities
- Annual survey of residents, continuous update
- Annual review and update of LVHA.org content
- Annual review of emergency contact information
- Facilitate practice and community education activities
- Recruit Emergency Response and Neighborhood Team members
- Promote community involvement

### LVHA Business Office

- Notify Neighborhood Emergency Coordinators of new residents
- Maintain Neighborhood Emergency Team listing
- Annual distribution of Plan

### Practice

- Semiannual Drill
- Quarterly community walk-through/orientation

### Residents

- Participate in education and practice activities
- Contribute information on needs and resources
- Volunteer - join your Neighborhood Emergency Team

## Resources

Assn of Bay Area Governments provides information on local earthquake and terrorism hazards, earthquake maps and transportation resources

<http://www.abag.org/>

Marin County – includes directory of departments and services

[www.co.marin.ca.us/](http://www.co.marin.ca.us/)

Marin County Office of Emergency Services – offers guides for emergency preparedness and links to other government resources

<http://www.co.marin.ca.us/depts/ES/main/index.cfm>

Mill Valley PREP Handbook – comprehensive guide to disaster preparedness

<http://www.cityofmillvalley.org/emergency-prep98.pdf>

San Rafael Fire Dept. – information on SRPD's Disaster Area Response Team (DART) program [www.srfd.org](http://www.srfd.org)

CA Office of Emergency Services – information on current disasters, hazard mitigation, disaster preparedness [www.oes.ca.gov/](http://www.oes.ca.gov/)

Federal Emergency Management Agency (FEMA) – online library on disaster planning, preparation, and hazard maps [www.fema.gov](http://www.fema.gov)

FEMA's Emergency Management Institute Community Emergency Response Teams (CERT) includes the most current and comprehensive CERT materials and resources <http://training.fema.gov/emiweb/CERT/index.asp>

Citizen Corps offers citizen preparedness publications

<http://www.citizencorps.gov>

Dept. of Homeland Security – offers information and training focused on security, including food safety and travel safety [www.dhs.gov](http://www.dhs.gov) and link to education and preparedness information for biological, chemical, explosion, nuclear and radiation threats <http://www.ready.gov>

Institute for Homeland Security – provides reference materials and extensive links to government resources focused on terrorism and security threats

[www.homelandsecurity.org](http://www.homelandsecurity.org)

Centers for Disease Control – provides information on disease and injury prevention and treatment [www.cdc.gov](http://www.cdc.gov)

Red Cross offers information on disaster safety and preparedness (see Services) [www.redcross.org](http://www.redcross.org)

Marin County Emergency Operations Plan

<http://www.co.marin.ca.us/depts/ES/main/OESOverView/intro.cfm>

Marin Co Disaster Medical/Health Preparedness Plan

[http://www.co.marin.ca.us/depts/HH/main/ems/documents/disaster/DmpT\\_ext%20\(Final%20Draft%20Rev%201\)111198.pdf](http://www.co.marin.ca.us/depts/HH/main/ems/documents/disaster/DmpT_ext%20(Final%20Draft%20Rev%201)111198.pdf)

Marin County Districts and Schools Emergency Procedures and Plans -

<http://mcoeweb.marin.k12.ca.us/emereprep/>