

**NICASIO VOLUNTEER FIRE DEPARTMENT**

# **DISASTER PLAN**

**Prepared by the Nicasio Disaster Council  
and the NVFD Board**

**Approved by the NVFD Board on June 8, 2020**

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## ABOUT THIS PLAN

In the event of a Disaster, Marin County emergency services personnel may assume Incident Control. If that were to occur, the orders of County Incident Commanders would take precedence over any contrary terms of this Plan. However, in the event of a Disaster in which County emergency services personnel do not (or cannot) assume Incident Control, the terms of this Plan will apply.

This Disaster Plan collects into a single document all guidance from the NVFD and the Disaster Council regarding how to prepare for a Disaster and how to respond to a Disaster response for which Incident Control is in the hands of the NVFD. Specifically, it contains:

- 6 Action Guides;
- 3 Protocols; and
- 1 Home Disaster Guide.

Action Guides direct designated NVFD and Disaster Council volunteers to take specific steps in response to Disasters.

Protocols inform Nicasio residents of impending Severe Weather Events and recommend safety-related actions to take before the Event occurs.

The Home Disaster Guide is a multi-fold brochure that contains advice to residents from the NVFD and the Disaster Council regarding Disaster preparedness and how to safely react to a Disaster when it occurs.

Introductory and explanatory comments appear throughout this Plan.

Note: This Plan does not provide definitive advice regarding large animal safety during a Disaster. However, Exhibit 2 contains a template Horse Evacuation Protocol for residents who may request guidance on this subject.

## TABLE OF CONTENTS

Topic	Page
<b>I. INTRODUCTION</b>	5
<b>A. Disasters – ACTION GUIDES</b>	5
<i>1. Many Types of Disasters</i>	5
<i>2. Disaster Response Team</i>	5
<b>B. Severe Weather Events – PROTOCOLS</b>	6
<b>C. Disaster Preparedness – HOME DISASTER GUIDE</b>	6
<b>II. EVACUATION</b>	7
<b>III. DISASTER RESPONSE ACTION GUIDES</b>	10
<b>A. ACTION GUIDE: Nicasio Incident Commander</b>	11
<b>B. ACTION GUIDE: Disaster Coordinator and Assistant Coordinator Action Guide</b>	15
<b>C. ACTION GUIDE: Volunteer Intake Area Management</b>	18
<b>D. ACTION GUIDE: Neighborhood Assessment and Needs Evaluation</b>	23
<b>E. ACTION GUIDE: Emergency Resource Center Management</b>	29
<b>F. ACTION GUIDE: Medical Response</b>	35
<b>IV. SEVERE WEATHER PROTOCOLS</b>	37
<b>A. PROTOCOL: Severe Weather (Storm)</b>	37
<b>B. PROTOCOL: Severe Weather (Red Flag)</b>	39
<b>C. PROTOCOL: Severe Weather (PSPS)</b>	41
<b>V. HOME DISASTER GUIDE</b>	43
<b>VI. MISCELLANEOUS</b>	44

<b>A. Authority</b>	<b>44</b>
<b>B. Sole and Exclusive Disaster Plan</b>	<b>44</b>
<b>C. Amendments</b>	<b>44</b>
<b>VII. GLOSSARY OF TERMS</b>	<b>45</b>

## **I. INTRODUCTION**

### **A. Disasters – ACTION GUIDES**

#### ***1. Types of Disasters***

Disasters can result from many different causes – e.g., earthquake, wildfire, chemical spill, or civil disturbance. While we cannot predict the source of every possible Disaster that may affect Nicasio, we *can* identify two broad Disaster categories: 1) those that require evacuation from all or part of Nicasio (e.g., wildfire); and (2) those that allow or require Nicasio to be self-reliant for a period of time (e.g., earthquake). And, within each of these categories, some Disasters could be over quickly, and some could last many days.

In the event of an evacuation, all residents must follow the terms of the evacuation order issued by Marin Fire or the Marin Sheriff. This Plan provides an explanation of evacuation terms, but it cannot anticipate all of the circumstances that may require an evacuation and, therefore, does not present a specific evacuation Action Guide or Protocol. The terms of any evacuation order that may be issued will govern the community response.

In the event of a Disaster that allows residents to remain within Nicasio, this Disaster Plan contains an Action Guide for each of six Disaster response functions:

- Incident Command
- Disaster Coordinator and Assistant Disaster Coordinator Support for Incident Command
- Volunteer Intake Area Management
- Neighborhood Assessment and Needs Evaluation
- Emergency Resource Center Management
- Medical Response

An Action Guide is a detailed summary of each of the main steps to be followed by the members of the Disaster Response Team (see next section) when a Disaster occurs.

#### ***2. Disaster Response Team***

The NVFD and the Disaster Council have established a team of residents to perform as many of the six response functions as necessary to address the circumstances of a particular Disaster. That team consists of:

- The Incident Commander;
- The Disaster Coordinator;
- The Assistant Disaster Coordinator;
- The Neighborhood Liaisons in the 17 Nicasio Neighborhoods; and
- The Leaders of each of the listed Disaster response functions above.

In addition to these designated individuals, the Incident Commander may require further volunteer assistance. In that event, and after checking in with their Neighborhood Liaisons, residents may proceed to the Volunteer Intake Area and sign up for volunteer tasks.

## **B. Severe Weather Events – PROTOCOLS**

There are circumstances that do not constitute Disasters, but which lend themselves to heightened watchfulness for developments that could lead to a Disaster. This Disaster Plan contains a Protocol each of three Severe Weather events:

Some weather-related events may not present a clear threat of widespread damage but require heightened watchfulness for the possibility that they could cause major disruptions in town services or become Disasters. This Plan contains a Protocol for each of three Severe Weather events:

- Severe Weather (Storm)
- Severe Weather (Red Flag)
- Severe Weather (PSPS)

## **C. Disaster Preparedness – HOME DISASTER GUIDE**

Disaster preparedness is critical to the success of any Disaster response. However, given the unique preparedness requirements for each resident and household, and given the abundance of preparedness materials available from FIRESafe Marin, FEMA, and other reliable sources, this Plan does not include an exhaustive recitation of preparedness facts, forms, kits and supplies. Instead, it includes a multi-fold Disaster Guide that outlines basic steps that all residents and households can take to prepare for a Disaster. The Disaster Council will update and distribute this Guide from time to time.

## II. EVACUATION

In the event of a Disaster, knowledge of evacuation procedures and terms can provide a basis for more informed decision making and save the lives of residents and their animals. This section of the Disaster Plan is excerpted from the manual that Marin Fire incident commanders use to plan and execute an evacuation and repopulation and describes the various levels of closure and notice that incident commanders may order. This section is designed to be copied and inserted, in whole or part, into documents issued by the NVFD or the Disaster Council to residents to inform them of the meanings of words and phrases used in fire and law enforcement notices.

### **Terms Explained**

#### ***Evacuation Order***

An Evacuation Order is a directive to move community members out of a defined area due to an immediate threat to life and property from an emergency incident. An Evacuation Order should be used when there is potential or actual threat to civilian life within 1 to 2 hours or when the incident commander deems it necessary to protect civilians.

Once a resident has evacuated under an Order, returning home may not be permitted until the Order is lifted. Therefore, it is important to pre-pack all critical items (such as medications) in Go Kits prior to departure.

#### ***Evacuation Warning***

An Evacuation Warning alerts community members in a defined area to a potential threat to life and property from an emergency incident. An Evacuation Warning should be issued when the potential or actual threat to civilian life is more than 2 hours away.

#### ***Shelter In Place***

A directive to community members to stay secured indoors at their current location. This notice is issued if an evacuation will create a higher potential for loss of life.

#### ***Safe Refuge Area***

A temporary location to hold evacuees until safe evacuation is possible. Residents may be required to find these on their own. Open locations free of unburned vegetation may be safe places to wait while a fire passes. If an evacuation route is blocked or impassable, a wide parking lot (e.g., at the Nicasio School), ball field (e.g., in the center of town), a horse facility with an arena or other safe place, or a survivable house or commercial building may provide temporary shelter. Parking your car, with windows up, in a location far from heavy vegetation or structures and waiting for the fire to pass is often a safe option for sheltering in place.

## ***Closures***

A closure prohibits the usage or occupancy of a defined area such as a park, beach, or road due to a potential or actual threat to public health and/or safety. Media is allowed under all closure levels unless expressly prohibited. There are four levels of closure:

Level 1 Closure (Green): Closed to all traffic except local residents; may require escorts.

Level 2 Closure (Yellow): Closed to all traffic except a fire department, law enforcement, and critical incident resources (i.e. utility companies, Caltrans, County Roads, etc.).

Level 3 Closure (Orange): Closed to all traffic except a fire department and law enforcement.

Level 4 Closure (Red): Closed to all traffic including a fire department and law enforcement.

## ***Rescue***

Emergency actions taken within an affected area to recover and remove injured or trapped citizens. Entry to the area typically is restricted to rescue workers only.

## **Incident Command**

The Incident Commander (usually a Fire Chief or Officer) is responsible for determining which, if any, of the above notices are sent and when. The Marin County Fire Department (“MCFD”), which likely will manage any major incident in or near Nicasio, encourages its officers to err on the side of caution by issuing alerts early. The Marin County Office of Emergency Services (“OES”) is responsible for maintaining the AlertMarin messaging system and issuing alerts/messages as requested by the Incident Commander. Law enforcement (i.e., Sheriff, CHP, etc.) is responsible for coordinating the evacuation and repopulation processes (supported by Fire), which generally include non-electronic notifications (i.e., loudspeakers, door-to-door, etc.) and implementing traffic controls and checkpoints.

## **Practical Tips**

An Evacuation Warning is not an Order, and an Evacuation Warning does not mean that an Order will follow. Unless specifically asked to Shelter in Place, residents are free to evacuate based on a Warning alone or even earlier to avoid what could be a hectic and stressful departure.

Also, because all alerts are sent to specific geographic areas, one area may receive a Warning and a closely neighboring area may receive an Order or no alert at all.



It is essential to stress that any alert directing residents to Shelter in Place is only as safe as that “place” is. This highlights the importance of maintaining “survivable space” (not just “defensible”) at every residence. Little (and often inexpensive) things can make a big difference.

It is never too late for residents to prepare for wildfire. The best source for information is <http://firesafemarin.org>. The NVFD also is available to provide advice regarding how to improve survivable spaces at each residence and can be reached at [info@nicasiofire.org](mailto:info@nicasiofire.org).

### III. DISASTER RESPONSE ACTION GUIDES

This section of the Disaster Plan consists of a series of Action Guides designed to enable the Disaster Council and its volunteer network to respond to Disasters in an orderly and coordinated manner. Each Action Guide is designed to permit an untrained volunteer to receive the step-by-step instructions for each role and effectively assume that function.

The following table depicts the chain of command during a Disaster with respect to the Disaster response functions addressed in this Plan.

<b>Disaster Response Function</b>	<b>Performed By</b>	<b>Under the Direction Of</b>
Incident Command and Control – Option 1 (Marin County Control)	Marin County Fire Incident Commander	Marin County Disaster Response Guidelines (Terms of Nicasio Disaster Plan May Be Preempted)
Incident Command and Control – Option 2 (Marin County Does Not or Cannot Exert Command and Control)	NVFD Officers (Independent Role)	Themselves, Acting Independently (Unless and Until Marin County Emergency Services Personnel Intervene)
Incident Command and Control – Option 3 (NVFD Officers Do Not or Cannot Exert Command and Control)	Disaster Coordinator or Assistant Disaster Coordinator (Independent Role)	Themselves, Acting Independently (Unless and Until NVFD Officers Intervene)
Volunteer Intake Area Management	Volunteer Intake Area Team Leader	Incident Commander
Neighborhood Assessment and Needs Evaluation	Neighborhood Liaisons	Incident Commander
Emergency Resource Center Management	Emergency Resource Center Team Leader	Incident Commander
Medical Response	Medical Response Team Leader	Incident Commander

## **A. ACTION GUIDE: Nicasio Incident Commander**

During a Disaster, all response activities are under the direction of an Incident Commander. For Disasters involving Nicasio Incident Command, the NVFD will designate an Officer or other member to serve as the Incident Commander. Over the course of the Disaster response, the NVFD may designate different Officers or members to assume the responsibilities of Incident Commander, but there can be only one Incident Commander at any one point in time. If no NVFD Officer or member is available to act as Incident Commander at the commencement of a Disaster, the Disaster Coordinator or the Assistant Disaster Coordinator are designated to serve as Incident Commander until an NFVD Officer becomes available or an outside authority assumes control.

The Action Guide on the following pages is designed for NVFD Incident Commanders – or for those who volunteer to serve in their capacities. It is presented as a “step-wise” guide, but steps may be reordered, as needed, based upon actual circumstances.

## Nicasio Incident Commander Action Guide

What To Do	How To Do It
<p><b>Step 1:</b> Decide Who Will Serve as IC.</p>	<p>Use the following priority order, depending upon availability:</p> <ul style="list-style-type: none"> <li>• Chief</li> <li>• Assistant Chief</li> <li>• Training Officer</li> <li>• Other NVFD Officer</li> <li>• Other NVFD Responder</li> </ul> <p>Confirm IC status using GroupMe and/or other available means.</p>
<p><b>Step 2:</b> Decide Whether (or Not) to Implement the Nicasio Disaster Plan.</p>	<p>The decision should be based primarily upon the need for resources (e.g., Disaster Coordinator, Assistant Disaster Coordinator, Liaisons). Enacting the plan does not commit the IC to any specific course of action.</p> <p>The IC likely WOULD implement the Disaster Plan in the event of a major earthquake or other regional Disaster that triggers the need for local self-reliance.</p> <p>The IC likely would NOT implement the Disaster Plan in the event of a wildfire evacuation. Rather, emphasis should be on communicating the evacuation order and how to evacuate safely.</p> <p>If implementing the Disaster Plan is likely, the IC should consider alerting the Liaisons to the approaching threat and request that they begin their Neighborhood outreach activities.</p>

What To Do	How To Do It
<p><b>Step 3:</b> Open a Channel to the Neighborhood Liaisons.</p>	<ul style="list-style-type: none"> <li>• Solicit reports of Neighborhood situations/needs, using the ICOM system or other available channels.</li> <li>• Provide overall situational updates.</li> <li>• Communicate IAP priorities.</li> <li>• Note: In the absence of a communication from the IC, Liaisons are trained to begin their Neighborhood outreach activities.</li> </ul>
<p><b>Step 4:</b> Set Up the Incident Command Post (ICP).</p>	<ul style="list-style-type: none"> <li>• Select and communicate the ICP location (Firehouse preferred).</li> <li>• Identify an assistant (e.g. other NVFD personnel or the Disaster Coordinator).</li> <li>• Activate all radios (Mera/HB, ICOM).</li> <li>• Locate needed maps.</li> <li>• Gather resources (e.g., paper, pens, etc.).</li> </ul>
<p><b>Step 5:</b> Contact MCFD/OES.</p>	<p>Notify agencies that you have activated the Nicasio Disaster Plan and established IC at an ICP (e.g., “NVFD Chief 700 (or other) is establishing IC for the Nicasio area with ICP at the Nicasio Fire Station”).</p>
<p><b>Step 6:</b> Assess Situation/Risks.</p>	<ul style="list-style-type: none"> <li>• Initial action should focus on situational assessment/awareness. (What is happening/needed? What are the main threats to life, the environment and property?)</li> <li>• The assessment should be carried out by NVFD Responders, Neighborhood Liaisons and other available informants.</li> <li>• The initial assessment should continue uninterrupted, <i>unless</i> immediate risk to life or property that is <i>actionable</i> is identified.</li> </ul>

What To Do	How To Do It
<b>Step 7:</b> Create an Incident Action Plan (“IAP”).	<ul style="list-style-type: none"> <li>• Use FEMA Form <a href="#">ICS 202</a>.</li> <li>• The IAP lays out the situation, goals, resources, and other key information and is continually updated, as needed, for the duration of the incident.</li> </ul>
<b>Step 8:</b> Create Additional Groups or Sections, as Needed.	<ul style="list-style-type: none"> <li>• Assign an Operations Chief (e.g., the first available Responder, until a more senior member of the NVFD is available). This person heads all local response operations (e.g., engine crews, medical units, etc.) and reports directly to the IC.</li> <li>• Emergency Resource Center (Nicasio School or Rancho Nicasio).</li> <li>• Medical Team (Nicasio School or Druids Hall).</li> <li>• Emergency Communications.</li> <li>• Volunteer Intake.</li> </ul>
<b>Step 9:</b> Track and Communicate Incident Status to MCFD/OES.	<ul style="list-style-type: none"> <li>• On-going incident information.</li> <li>• Resource requirements (e.g., ambulance, fire suppression).</li> </ul>

**B. ACTION GUIDE: Disaster Coordinator and Assistant Coordinator Action Guide**

The Action Guide on the following pages is designed for the Disaster Coordinator and the Assistant Disaster Coordinator – or for those who volunteer to serve in their capacities.

## Disaster Coordinator and Assistant Coordinator Action Guide

What To Do	How To Do It
<p><b>Step 1: Grab Your:</b></p> <ul style="list-style-type: none"> <li>• Communication Devices (ICOM Radio, Cell Phone and Portable Radio)</li> <li>• Disaster Notebook (Disaster Plan, Action Guides, Neighborhood Liaison List, Neighborhood Map, and Volunteer Sign-Up Forms)</li> </ul>	<ul style="list-style-type: none"> <li>• Keep your ICOM radio with you.</li> <li>• Tune your portable radio to KWMR (FM 90.5 or kwmr.org).</li> </ul>
<p><b>Step 2: Report to Incident Commander and Establish the Volunteer Intake Area:</b></p> <ul style="list-style-type: none"> <li>• Disaster Council Table and 2 Chairs</li> <li>• Message Board (Disaster Council Information Only)</li> <li>• Neighborhood Map</li> <li>• Volunteer Sign-Up Sheets and Clipboard</li> </ul>	<ul style="list-style-type: none"> <li>• Establish the Volunteer Intake Area in front of the Rancho Nicasio, unless otherwise directed.</li> <li>• Tables and Chairs are available from the Firehouse or the Rancho Nicasio. All other forms and supplies are available from the Firehouse Disaster Supplies Box.</li> <li>• Note: If you are the first to appear, you may be the first IC (See Incident Commander Action Guide).</li> </ul>
<p><b>Step 3: Make Contact with Each Team Leader:</b></p> <ul style="list-style-type: none"> <li>• Volunteer Intake Area</li> <li>• Emergency Resource Center</li> <li>• Medical Response</li> <li>• Disaster Container</li> </ul> <p>As requested by the IC:</p> <ul style="list-style-type: none"> <li>• Open the Emergency Resource Center</li> <li>• Activate the Medical Response Team</li> </ul>	<ul style="list-style-type: none"> <li>• Keep records of each Team Leader you reach, and make sure that each has his or her Action Guides.</li> <li>• Appoint alternative Team Leaders, as necessary, and provide them with the relevant Action Guides.</li> </ul>



### **Supply List – Disaster Council (DC and ADC)**

- Disaster Notebooks (2) – Containing up to date Quick Reference Sheets, maps, Volunteer Intake Forms and Other Information Relevant to a Disaster Response)
- ICOM Radios (2)
- Walkie Talkies (2)
- Laptops (2) – The Personal Laptops of the DC and ADC
- Extension Cords (2) – To Power Laptops or Other Equipment
- Headlamp
- N-95 Masks (Firehouse Disaster Supplies Box)
- Office Supplies (Firehouse Disaster Supplies Box)

### **C. ACTION GUIDE: Volunteer Intake Area Management**

The Action Guide on the following pages is designed for the Volunteer Intake Area Team Leader – or for those who volunteer to serve in that capacity.

The Volunteer Intake Area Leader is primarily responsible for greeting, registering and directing residents who volunteer to assist with Disaster response tasks.

For residents who volunteer to help with the Disaster response, it is the responsibility of the Volunteer Intake Area Team Leader to have each such person fill out a Volunteer Sign-Up Form and to keep track any special skills or equipment that a volunteer might possess. Information about the volunteers is potentially very helpful to the Incident Commander who may need to send volunteers into the community for differing response tasks.

For residents who do not volunteer to help with the Disaster response, the Volunteer Intake Area Team Leader should expect to receive many questions, including, for example:

- What is going on?;
- Where can I sit and rest?;
- Where can I find food?;
- Where can I connect to the internet?;
- Where can I post notes for friends and relatives?

The Action Guide addresses all of these possible questions.

## Volunteer Intake Area Team Leader Action Guide

What To Do	How To Do It
<p><b>Step 1:</b> Report to Incident Commander at the Firehouse</p>	<ul style="list-style-type: none"> <li>• Report to the designated Volunteer Intake Area (Rancho Nicasio, unless directed otherwise).</li> <li>• Secure copies of the Volunteer Sign-Up Form from the Disaster Council box in the Firehouse. (See the form at the end of this Guide.)</li> </ul>
<p><b>Step 2:</b> Complete Volunteer Sign-Up Forms for Residents Who Volunteer to Help with the Disaster Response</p>	<ul style="list-style-type: none"> <li>• The form specifically requests information regarding Disaster-related skills and Disaster-related equipment.</li> <li>• The Volunteer Intake Area Team Leader should take notes or organize the forms in a manner that permits easy identification of residents by type of skill and/or equipment.</li> <li>• Periodically or as requested, the Volunteer Intake Area Leader should keep the Incident Commander informed of the skills and equipment available for the Disaster response.</li> <li>• Volunteers who are not immediately given tasks to perform should be asked to remain nearby or to keep their cell phones on if they decide to leave the area.</li> </ul>

What To Do	How To Do It
<p><b>Step 3:</b> Respond to the Questions from Residents Who Do Not Volunteer to Help with the Disaster Response</p>	<ul style="list-style-type: none"> <li>• Food, Water, Rest Area: If open, the Rancho Nicasio can provide these services. Alternatively, whether or not the Rancho is open, the Incident Commander may order that the Emergency Resource Center at the Nicasio School be opened for these purposes.</li> <li>• Internet: The NVFD may create a guest site. Inquire before responding.</li> <li>• Notes for Friends and Relatives: Notes can be posted on the DC/ADC message board or at the Emergency Resource Center.</li> </ul>
<p><b>Note:</b> Know and communicate – clearly and firmly – the four “No-No’s”:</p> <ul style="list-style-type: none"> <li>• Please do not donate perishable food.</li> <li>• Please do not donate “stuff.”</li> <li>• Please do not self-deploy to assist in any particular response effort.</li> <li>• Please do not communicate rumors.</li> </ul>	<ul style="list-style-type: none"> <li>• Food: Donated food from a stranger must be thrown away (even if wrapped). Donated food from a known individual that requires heating or cooling to stay fresh should be thrown away after four hours if kept at room temperature.</li> <li>• Water: Bottled water may be accepted.</li> <li>• “Stuff” (Clothing/Other Non-Food Items): We have no means of handling donations of such things. Donors should be thanked but asked to keep them.</li> <li>• Cash or Debit Cards: Any cash or cash equivalents offered as donations to the Disaster response effort should be accepted and given to the Incident Commander.</li> <li>• Rumors: Address rumors by pointing to official fact sources.</li> </ul>

## Supply List – Volunteer Intake Area

- Tables (1) - Container
- Chairs (4) - Firehouse
- Clipboards (2) – Firehouse Disaster Supplies Box
- Dry Erase Board (1)- Container
- Dry Erase Pens (8) – Firehouse Disaster Supplies Box
- Dry Erase Spray (2 Bottles) -Firehouse Disaster Supplies Box
- Eraser for Dry Erase Board (2) – Firehouse Disaster Supplies Box
- Lined Pads of Paper (10) – Firehouse Disaster Supplies Box
- 3 x 5 Cards (200) – Firehouse Disaster Supplies Box
- Quick Reference Sheets (Resident Contact Lists) -Firehouse Disaster Supplies Box
- Neighborhood Maps (4) – Firehouse Disaster Supplies Box
- Volunteer Sign-Up Forms (25) – Firehouse Disaster Supplies Box
- Ballpoint (or Similar) Pens (8) – Firehouse Disaster Supplies Box
- N95 Masks (4) – Firehouse Disaster Supplies Box
- Headlamp (1) – Firehouse Disaster Supplies Box

**VOLUNTER SIGN-UP FORM**

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

Name:

Cell Phone:

Email:

Street Address:

Disaster-Related Skills  
(E.g., medical training, counseling)

Disaster-Related Equipment  
(E.g., chainsaw, tractor, heavy  
equipment)

Times Available to Volunteer

#### **D. ACTION GUIDE: Neighborhood Assessment and Needs Evaluation**

The Action Guide on the following pages is designed for the Neighborhood Liaisons – or for those who volunteer to serve in their capacities.

The Neighborhood Liaisons are the backbone of the effort to contact Neighborhood residents in the aftermath of a Disaster to determine their needs and property status and to report those findings to the Incident Commander. No Disaster will unfold precisely as contemplated. Therefore, this Action Guide is designed in a modular fashion, enabling a Liaison to take each action step in the order best suited to the circumstances that he or she encounters.

## Neighborhood Assessment and Needs Evaluation

### Neighborhood Liaison Action Guide

What To Do	How To Do It
<b>Get Set:</b> Assess Your Circumstances	<ul style="list-style-type: none"> <li>• Make sure that you, your family and your animals are safe and unharmed.</li> <li>• Check your propane for leaks and the integrity of your water source.</li> <li>• Then proceed.</li> </ul>
<b>Step 1:</b> Turn on Your ICOM Radio and Your Portable Radio	<ul style="list-style-type: none"> <li>• Keep your ICOM radio with you.</li> <li>• Tune your portable radio to KWMR (FM 90.5 or kwmr.org).</li> </ul>
<b>Step 2:</b> Make Contact with the NVFD	<p>This may occur in a number of ways:</p> <ul style="list-style-type: none"> <li>• The Incident Commander (IC) may contact you and provide direction by phone, text or ICOM radio.</li> <li>• You may be the one who initiates contact with the IC to seek direction. If you contact the NVFD by ICOM radio, here is a sample communication (yours will vary to suit your circumstances):             <ul style="list-style-type: none"> <li>○ You: “Nicasio Fire, this is Neighborhood X, over.”</li> <li>○ NVFD: “Go ahead, Neighborhood X.”</li> <li>○ You: “I am conducting an assessment of Neighborhood X and will report back when I am done or as necessary.”</li> <li>○ NVFD: “NVFD copies.”</li> <li>○ Note: Pause for a moment after pressing the Talk button on your radio. Always “parrot” back what you hear to avoid possible miscommunication.</li> </ul> </li> <li>• <b>Note: If you are unable to make contact with the NVFD, proceed to</b></li> </ul>



What To Do	How To Do It
	<p><b>Step 3. Your role is to assess your Neighborhood. Do not wait to begin.</b></p>
<p><b>Step 3:</b> Make Contact with Your Neighbors by Phone</p>	<ul style="list-style-type: none"> <li>• If there is no phone service of any kind, proceed directly to Step 5 (Rally Point).</li> <li>• If phones are working, immediately begin to contact each residence by phone or text.</li> <li>• Use your Quick Reference Sheet to record the results of your phone calls or texts.</li> <li>• <b>Note: As you begin to make your calls, simultaneously enlist two neighbors to be the members of an in-person inspection team for the residences that you have not yet reached by phone. (Your inspection team could be comprised of the first residents that you reach by phone.) Ask those two neighbors to assemble at a specified location (e.g., your house, or the Rally Point) and to await your instructions for conducting the in-person inspections.</b></li> </ul>
<p><b>Step 4:</b> Check the Residences in Your Neighborhood Door-to-Door</p>	<ul style="list-style-type: none"> <li>• If it is safe to do so, dispatch your inspection team to visit each residence for which you have no information.</li> <li>• Give a Quick Reference Sheet and one walkie talkie to the team and keep the other with you. Do a practice call with the walkie talkie to be sure that you can communicate with each other before they leave. Instruct the team to make notes of their inspections on their Quick Reference Sheet and to call you over the walkie talkie after they visit each residence.</li> <li>• <b>Note: The inspection team may go to a residence that you reach by phone before (or after) the team arrives. You can minimize such potential or</b></li> </ul>

What To Do	How To Do It
	<p><b>actual double contacts by using your walkie-talkies to report to each other after each phone call or visit. It is totally acceptable if some “double contacts” occur. The goal is to complete the Neighborhood assessment as rapidly as possible by using both “phone and feet.”</b></p> <ul style="list-style-type: none"> <li>• Instruct the team to use the tape flagging system at each address (where the driveway meets the road). <ul style="list-style-type: none"> <li>○ Red tape for “there is a problem here.”</li> <li>○ White tape for “all is well.”</li> <li>○ Blue tape for “there are pets/livestock present.”</li> </ul> </li> </ul>
<p><b>Step 5: Consider Opening Your Rally Point</b></p>	<ul style="list-style-type: none"> <li>• The Rally Point is a place to collect information on the safety and health of your neighbors and on the status of their properties. It may or may not be necessary to open it.</li> <li>• Open your Rally Point, if: <ul style="list-style-type: none"> <li>○ There is no phone service; or</li> <li>○ There is phone service, but you cannot reach every residence by phone or text; and</li> <li>○ Your inspection team has not been able to check every residence door-to-door.</li> </ul> </li> <li>• If you decide to open your Rally Point, be sure to grab your backpack, which includes your Quick Reference Sheet, clip board and emergency supplies.</li> <li>• You (or a neighbor) should stay at the Rally Point until everyone is accounted for, or until you believe that you have conducted a comprehensive</li> </ul>

What To Do	How To Do It
	Neighborhood assessment under the circumstances.
<b>Step 6: Report Your Results</b>	<ul style="list-style-type: none"> <li>• At the end of your Neighborhood assessment, whether at the end of Step 3, Step 4 or Step 5, report the results of to the IC by ICOM radio. <ul style="list-style-type: none"> <li>○ <b>Note: Immediately report any urgent needs (e.g., a medical issue, or a fallen tree barring access to a neighborhood).</b></li> <li>○ <b>Note: Report urgent needs, even if you cannot make direct contact with the NVFD. Others with ICOM radios may hear your call and be able to provide assistance or guidance.</b></li> </ul> </li> <li>• When making your report, use the “CAN” system (Conditions, Actions, Needs). Example: What are the Conditions: “There is a tree blocking access to a property;” What are the Actions you are taking: “I have sent a team to see if they can get to the residence;” and What do you Need: “We need someone with a chainsaw.”</li> </ul>
<b>Note:</b> What to Tell Your Neighbors	<p>The information you convey will depend upon the circumstances, but here are some of the messages you may need to convey:</p> <ul style="list-style-type: none"> <li>• If the NVFD has opened the Volunteer Intake Area (e.g., Rancho Nicasio) and a neighbor who has offered to help is no longer needed in your Neighborhood, you may direct them to the Volunteer Intake Area.</li> <li>• If you are unable to make contact with the NVFD, you should monitor the ICOM radio and be ready to facilitate self-help across Neighborhoods. For example, if you learn over your ICOM</li> </ul>

What To Do	How To Do It
	<p>radio of the need for help in another Neighborhood, you may direct volunteers who are not needed in your Neighborhood to that other area.</p> <ul style="list-style-type: none"> <li>• If the NVFD has opened the Emergency Resource Center at the School, offer residents the option to go there.</li> <li>• If your neighbors want to shelter in place, that is OK, unless the NVFD or other first response agency has ordered an evacuation.</li> </ul>

**Supply List for Each Neighborhood Liaison Backpack**

- ICOM Radio
- Walkie Talkies
- Personal Cell Phone and Charger
- Water
- Food Bars
- Eye Protection
- Leather Gloves
- N-95 Respirator
- Head Lamp/Flashlight (Even During the Day)
- Apparel: Dress in Long Sleeves and Long Pants (No Matter How Hot It Is) – Cotton or Wool Are Preferable
- Footwear: Boots Are Preferable
- Plastic “Construction” Tape (Red: Need Help; White: All OK; Blue: Animals Present)
- Quick Reference Sheet (Resident Contact List)
- Clipboard
- Pen

## **E. ACTION GUIDE: Emergency Resource Center Management**

The Action Guide on the following pages is designed for the Team Leader who will staff and manage the daylight Emergency Resource Center at the Nicasio School – or for those who volunteer to serve in that capacity.

## Emergency Resource Center Management

### Emergency Resource Center Team Leader Action Guide

What To Do	How To Do It
<p><b>Step 1:</b> Open the Emergency Resource Center only if:</p> <ul style="list-style-type: none"> <li>• Advised to do so by the IC, the DC or the ADC; and</li> <li>• You have 3 other people (4, including you) who can help you manage the Center. These are your Emergency Resource Center Assistants.</li> </ul> <p><b>Note: This Action Guide assumes that the Emergency Resource Center will be the Multi-Purpose Room at the Nicasio School. Many of the steps in this Guide are specific to that location. If the Emergency Resource Center were established at another location – e.g., the Rancho Nicasio, the Druids Hall – the Team Leader would need to adjust these steps accordingly.</b></p>	<ul style="list-style-type: none"> <li>• Obtain a key from NVFD.</li> <li>• Admit only your 3 Emergency Resource Center Assistants, until you have properly set up the Center.</li> <li>• Note: If there is no power, there will be: <ul style="list-style-type: none"> <li>○ No running water;</li> <li>○ No working stove; and</li> <li>○ No water in the toilets, once the pressure tank is depleted.</li> </ul> </li> </ul>
<p><b>Step 2:</b> Set Up the Center</p>	<ul style="list-style-type: none"> <li>• Place 2 tables immediately inside the MPR next to the doors that open to the entry hall (where the bathrooms are located). Create a narrow passageway between the two tables, so that guests do not enter the Center without first signing in and receiving a sheet containing Guidelines for Guests.</li> <li>• If there is power, turn on the lights to the MPR, as necessary. (Locate the light switches by ascending the steps to the left of the stage and turning immediately left behind the curtain. At this location, there is one light switch panel to your immediate left. There also are two light switch panels to the right of the locked door. You may turn on</li> </ul>

What To Do	How To Do It
	<p>ALL of these switches, as necessary.)</p> <ul style="list-style-type: none"> <li>• Set up chairs and tables for the guests.</li> <li>• Set up cots and sleeping bags for the guests, as necessary. They are located in the Disaster Container.</li> <li>• Locate the bottled drinking water.</li> <li>• Locate the snacks.</li> <li>• If there is no power, locate the water carriers for flushing the toilets. They are in the Disaster Container.</li> </ul>
<p><b>Step 3:</b> Guidelines for the Team Leader and the Emergency Resource Center Assistants</p>	<ul style="list-style-type: none"> <li>• Admit guests only through the doors to the entry foyer. There is insufficient staff to admit guests at two, separate entrances.</li> <li>• Post the Center signage located in the Container.</li> <li>• Designate one entry table and one Emergency Resource Center Assistant to manage all sign-ins and all sign-outs. <ul style="list-style-type: none"> <li>○ Supply this table with sign-in sheets.</li> </ul> </li> <li>• Designate one entry table and one Emergency Resource Center Assistant to manage admitted guests (e.g., showing them where they can rest, receive water and receive a snack). <ul style="list-style-type: none"> <li>○ Supply this table with Guest Guidelines.</li> <li>○ Supply this table with 3x5 cards for guests to leave messages for others.</li> </ul> </li> <li>• Designate one Emergency Resource Center Assistant to</li> </ul>

What To Do	How To Do It
	<p>manage the “floor” – providing seating, water, snacks, and cots to guests.</p> <ul style="list-style-type: none"> <li>• The Team Leader is a “rover” – monitoring the front tables and helping the “floor” Assistant, as necessary.</li> </ul>
<p><b>Step 4:</b> Guidelines for Center Guests</p>	<ul style="list-style-type: none"> <li>• No smoking or vaping.</li> <li>• No alcohol.</li> <li>• No drugs.</li> <li>• No weapons.</li> <li>• No pets. (Pets may be kept in cars, tied to the chain link fence by leash or placed in carriers outside the Center.)</li> <li>• No loud sounds from any device.</li> <li>• No guests in the MPR or on the School grounds after sundown.</li> <li>• Guests who do not sign in may: <ul style="list-style-type: none"> <li>○ Be given water and snacks;</li> <li>○ Use the restrooms; and</li> <li>○ Stay in their cars in the parking lot.</li> </ul> </li> </ul>
<p><b>Note:</b> Know and Communicate – Clearly and Firmly – the Four Points in the “How To Do It” Column</p>	<ul style="list-style-type: none"> <li>• #1 – Snoopers: Never allow a guest to inspect the MPR or the sign-in sheets to find someone they know. Guests who seek to “inspect for others” could have bad intent.</li> <li>• #2 – Stranger Helpers: Never allow a stranger to enter who seeks only to help manage the Center, not to seek shelter. During disasters, there are people who prey on the vulnerable (e.g., theft and other bad behavior).</li> </ul>



What To Do	How To Do It
	<ul style="list-style-type: none"> <li>• #3 – Center Capacity: Never allow more guests into the MPR than you can responsibly manage. Consider admitting 50 guests, taking stock and maintaining or increasing that number at your discretion. If even handful of guests violate the Guest Guidelines, the “floor” Assistant could easily lose control.</li> <li>• #4 – Shock: Never assume that a guest has heard a word you have said. Assume that all guests are dehydrated, with low blood sugar and in mild shock. Repeat guidelines and instructions multiple times, as necessary. Be patient and kind.</li> </ul>

**Supply List – Emergency Resource Center**

- Tables and Chairs: 2 of each for the entry and as many as necessary for the guests
- Signage: From the Container
- Drinking Water: From the Firehouse
- Water to Flush Toilets: From the Container
- Snacks: From the Firehouse
- Cots and Sleeping Bags: From the Container

**Nicasio Volunteer Fire Department  
Emergency Resource Center Occupants**

**Date:** \_\_\_\_\_

Name	Address	Contact Number	Special Needs	Time In/Out
				In: Out:
				In: Out:
				In: Out:
				In: Out:
				In: Out:
				In: Out:
				In: Out:
				In: Out:

## **F. ACTION GUIDE: Medical Response**

The Action Guide on the following pages is designed for the Medical Team Leader, who has two primary responsibilities:

- *Before a Disaster:* Identify those medical professionals within Nicasio who are willing to administer first aid in the event of a Disaster. These individuals and any other medical professionals who volunteer during a Disaster constitute the Medical Team.
- *During a Disaster:* Work with the Incident Commander to identify and address the needs that the Medical Team is able to handle.

## Medical Response

### Medical Team Leader Action Guide

What To Do	How To Do It
<b>Step 1:</b> Open a medical station at the location requested by the IC, DC or ADC	<ul style="list-style-type: none"><li>• Gather the medical station supplies from the Container, as needed.</li><li>• Set up a table and chairs at the medical station location.</li><li>• Post the medical station signage.</li></ul>
<b>Step 2:</b> Contact all known Medical Team members	<ul style="list-style-type: none"><li>• Use the Team List.</li></ul>
<b>Step 3:</b> Oversee Care	<ul style="list-style-type: none"><li>• As appropriate:<ul style="list-style-type: none"><li>○ Track patient status – and re-evaluate, as appropriate.</li><li>○ Communicate patient status to IC.</li></ul></li></ul>

### Supply List – Medical Team

- Table
- Chairs
- Medical supplies from the Container
- Signage from the Container

#### **IV. SEVERE WEATHER PROTOCOLS**

All of the Severe Weather Protocols assumes that the MailChimp system is operational and that the DC or ADC is familiar with its operation. In the absence of one or both predicates, alternative plans for alerting the community will be necessary (e.g., an email blast by the Nicasio Land Owners' Association which maintains a comparable email contact list).

##### **A. PROTOCOL: Severe Weather (Storm)**

The Protocol on the following page is designed to be issued to Neighborhood Liaisons in advance of a severe rain event, such as a predicted "atmospheric river." This communication should be issued by the DC or ADC at the request of an NVFD Officer.

Hello Neighborhood Liaisons:

Because reports from the National Weather Service are predicting a major storm for our area, we are activating our STORM PROTOCOL.

**Always remember: If you have an emergency that is potentially life-threatening (trees are blocking the road, wires are down, flooding is happening, etc.), alert local authorities: CALL 911.**

Starting at [time] today ([day of week]) NVFD will be staffing the firehouse & monitoring the ICOM radios for incidents. Please plug in your ICOM radio to ensure that it is charged and TURN IT ON.

Keep your ICOM radio with you. Listen for communications from NVFD, which may request an update from your neighborhood. Example: "This is Nicasio Fire. We are staffing the firehouse. Which Neighborhood Liaisons are online? Please call in." You will respond with any info such as: "This is Neighborhood X. We are (experiencing a power outage, having some minor street flooding, have witnessed downed powerlines and have called 911, etc.). Will stand by."

**If you see or hear of a flood situation:**

Use extreme caution near moving water. Avoid driving or walking through moving water, as roadways may be washed out, creating a life hazard.

(1) If life or property is at risk, **call 911**

(2) Call NVFD using ICOM radio. Example:

"Nicasio Firehouse, this is Neighborhood X."

"Go ahead Neighborhood X."

"Water is flooding across Lucas Valley Rd East of Skywalker's gate. 911 has been called."

"We have your report. We are sending an engine."

(3) If possible, contact Liaison on other side of flooded area to warn from that side as well.

**If the power goes out:**

(1) Plug in your non-cordless landline (phone lines often remain active, even when the power is out).

(2) Call PG&E at: 1-800-743-5002 to report your power outage (this helps them figure out where the problem areas are). You can hear updates when your power may be restored at this phone number also.

(3) Be sure your cell phone is charged. Cell phones, like landlines, often remain up and running.

**If you see a downed powerline:**

(1) **CALL 911.**

(2) Call PG&E at 1-800-743-5002 to report the location of the downed line.

(3) Call the firehouse on your ICOM radio to report your actions and the location of the downed lines. Example:

"Nicasio Firehouse, this is Neighborhood X"

"Go ahead Neighborhood X"

"There is a tree blocking the road at 2301 Nicasio Valley Rd. Lines are down. Unknown if lines are power or phone. We have called 911."

"Firehouse copies: tree down with lines."

(4) Without getting near the downed lines, do what you can to make sure no-one approaches the lines (if possible, use flares or cones).

**IMPORTANT:** Assume that any downed line is potentially energized. Lines do not need to be on the ground to be dangerous (e.g., contact with fences, trees, etc. can also create a hazard). Stay at least 100 feet away from downed lines. Do not attempt to drive through the water. If possible, use flares or cones to warn drivers on your side of the flooding.

**For Storm Information:**

- KWMR (FM 90.5) will monitor storm conditions and announce any reported emergencies online.
- KCBS (AM 740) is a good radio station to monitor for weather forecast.
- National Oceanic and Atmospheric Administration at: [www.noaa.gov](http://www.noaa.gov) for long-range forecasts.
- Follow NVFD on Twitter@Nicasio.

**B. PROTOCOL: Severe Weather (Red Flag)**

The Protocol on the following page is designed to be issued to Neighborhood Liaisons in advance of a Red Flag event, not linked to a PSPS. This communication should be issued by the DC or ADC at the request of an NVFD Officer.

Hello Neighborhood Liaisons:

As of [insert time] this [morning/evening], the NOAA and Marin Fire have issued a Red Flag Warning and High Wind Advisory from [insert expected duration].

The Nicasio Volunteer Fire Department would like the Neighborhood Liaisons to be on alert.

Right now is the time to plug in your ICOM radio and be sure it is fully charged. If it does indeed become very windy, please turn on your ICOM radio. NVFD may want to check in with Neighborhood Liaisons if there is a high wind event and phone lines are down.

If there are elderly and/or disabled residents in your Neighborhood, be sure they are aware of the Red Flag alert.

**Always remember: if you have an emergency that is potentially life-threatening (trees are blocking the road, wires are down, etc.), alert local authorities: CALL 911.**

**Special Note on Downed Powerlines:** If you see a downed powerline:

(1) **CALL 911.**

(2) Call PG&E at 1-800-743-5002 to report the location of the downed line.

(3) Call the firehouse on your ICOM radio to report your actions and the location of the downed lines. Example:

“Nicasio Firehouse, this is Neighborhood X”

“Go ahead Neighborhood X”

“There is a tree blocking the road at 2301 Nicasio Valley Rd. Lines are down. Unknown if lines are power or phone. We have called 911.”

“Firehouse copies: tree down with lines.”

(4) Assume that any downed line is potentially energized. Lines do not need to be on the ground to be dangerous (e.g., contact with fences, trees, etc. can also create a hazard). Stay at least 100 feet away from downed lines. Do not attempt to drive through the water. If possible, use flares or cones to warn drivers on your side of the flooding.

**For Weather and Related Information:**

- KWMR (FM 90.5) will monitor wind and fire conditions and announce any reported emergencies online.
- KCBS (AM 740) is a good radio station to monitor for weather forecast.
- National Oceanic and Atmospheric Administration at: [www.noaa.gov](http://www.noaa.gov) for long-range forecasts.
- Follow NVFD on Twitter@Nicasio.



### **C. PROTOCOL: Severe Weather (PSPS)**

The Protocol on the following page(s) is designed to be issued to All Nicasio Residents in advance of a PSPS. This communication should be issued by the DC or ADC at the request of an NVFD Officer.

Hello Nicasio Neighbors:

PG&E has issued a PSPS notice that power to Nicasio may be cut off in the next [\_\_ - \_\_] hours and last for [\_\_ - \_\_] hours.

Now is the time to get ready. Be sure that you have at least the following on hand:

1. **Drinking Water:** One gallon per person per day.
2. **Food:** One week's worth of nonperishable food. If you have food that requires refrigeration but do not have generator backup, have ice and coolers on hand. Stores may not open and those that do may not have ice.
3. **Fuel:** Fully fueled vehicles and enough extra fuel to run your generator(s) or other equipment.
4. **Medicines:** One week's worth of prescriptions and other medications. Pharmacies may be closed.
5. **Medical Devices:** A means to run your medically-necessary devices.
6. **Flashlights and Lanterns:** Fully-charged flashlights, headlamps, lanterns and other light sources. Have sufficient extra batteries or fuel.
7. **Toilet Flushing Water:** Sufficient water to flush your toilets. Fill your bathtubs for this purpose.
8. **Septic Tank:** Holding tanks with room for the effluent created during the PSPS. Run your septic pumps now.
9. **Go-Kit(s):** Go-kit(s) ready, in case you need or decide to leave. PSPS occur during high fire danger. You may need to evacuate at night, in the dark, with no power.
10. **Devices:** Fully-charged phones, computers, and electrical storage devices.
11. **Portable Radio(s):** At least one, with extra batteries. Good stations for emergency updates are KWMR (FM 90.5; [www.kwmr.org](http://www.kwmr.org)) or KCBS (AM 740 / FM 106.9).

And consider taking two additional steps:

1. **Phones:** Inform those who need to know that phone coverage may be spotty. Cell towers may lose power during the outage, and cordless landlines need electricity to operate. Old fashioned corded landlines usually continue to work, as long as high winds do not damage the phone lines.
2. **Workers Scheduled to Work at Your Residence.** Make sure you cancel any workers scheduled to work at your residence during the PSPS, if power will be required for the work they perform.

Depending upon the duration of the PSPS, the NVFD may open the Firehouse to residents as a charging station and internet access point.

You may reach us at [info@nicasiofire.org](mailto:info@nicasiofire.org) if you have any questions.

## **V. HOME DISASTER GUIDE**

The attached Disaster Guide contains essential information generally applicable to all residents and households in Nicasio. The primary information sources are two web sites: FIRESafeMarin and FEMA.

The NVFD and Disaster Council will periodically update and re-distribute the Guide.

## **VI. MISCELLANEOUS**

### **A. Authority**

The Board of Directors of the NVFD authorized the Disaster Council to prepare this Disaster Plan. The Board has approved this Plan, as written and without the need for further modification, in a properly noticed meeting.

### **B. Sole and Exclusive Disaster Plan**

This Disaster Plan replaces the prior plan dated September 6, 2005, including all summaries of that plan and all documents created to support or supplement that plan. This Disaster Plan is the sole source of all information regarding the manner in which the NVFD will work with the Disaster Council and its network of volunteers to respond to Disasters and Severe Weather Events. As edits are necessary, they will be reflected in the online version of this Plan, providing immediate access to the most recent guidance at all times.

### **C. Amendments**

No substantive provision of this Plan may be amended, except in a writing authorized by the Board of Directors of the NVFD.

No amendment to this Plan may exist in a document separate from this Plan. All amendments must be incorporated into this Plan.

## VII. GLOSSARY OF TERMS

This Plan uses many capitalized words and phrases. Wherever a Capitalized word or phrase occurs, it has the meaning defined below.

- **Action Guide:** A set of steps to take to perform a particular Disaster response function.
- **Volunteer Intake Area:** A location at which residents of Nicasio may congregate during or following a Disaster, volunteer their services, and receive information regarding the Disaster. Unless otherwise determined by an Incident Commander, the Volunteer Intake Area is the Rancho Nicasio.
- **Volunteer Intake Area Team Leader(s):** Residents of Nicasio designated by the DC and ADC to manage the Volunteer Intake Area.
- **Assistant Disaster Coordinator (also “ADC” or “LC”):** The Assistant Disaster Coordinator acts as the Disaster Coordinator in his or her absence and also acts as the Liaison Coordinator.
- **Emergency Resource Center:** The location within Nicasio to which residents and non-residents may seek refuge from the Disaster during daylight hours. Unless otherwise determined by an Incident Commander, the Emergency Resource Center will be the Multi-Purpose Room at the Nicasio School. The NVFD will not open any overnight shelter for residents or others.
- **Emergency Resource Center Team Leader(s):** Residents of Nicasio designated by the DC and ADC to staff and manage the Emergency Resource Center.
- **Defensible Space:** The first 100 feet surrounding a home or other structure within which an owner has modified landscaping and other improvements to comply with Marin Fire defensible space guidelines.
- **Disaster:** An event that limits the ability of state and county emergency service departments to provide full emergency services to Nicasio. The Disaster events that this Plan contemplates include, but are not limited to: (1) wildfire; (2) earthquake; (3) flood; or (4) other threat to public health or safety.
- **Disaster Container (also “Container”):** The container at the Nicasio School which stores Disaster supplies.
- **Disaster Coordinator (also “DC”):** The Chair of the Disaster Council.
- **Disaster Council (also, “Council”):** A coordinating body formed by and responsible to the Board of Directors of the NVFD that brings together volunteers and others for three purposes: (1) to help Nicasio residents prepare for Disasters; (2) to develop plans for community response and assistance in the event of a Disaster; and (3) to assist local and County emergency services by coordinating community self-help activities in the event of a Disaster.
- **Disaster Plan (also, “Plan”):** This document and any attachments. No other documents are part of this Plan.
- **Firehouse:** The NVFD fire station.
- **Go Kit:** A pre-packed, readily-accessible bag containing important papers, medicines, valuables, water, a flashlight, limited food and other items chosen by a homeowner after consulting a reputable checklist, such as from FIRESafe Marin.
- **ICOM:** A West Marin radio system used to communicate at the local/regional level in the event of Disaster. Each Neighborhood has at least one ICOM radio which allows

communications: (1) between a Neighborhood and the NVFD or Incident Commander; (2) between Neighborhoods; and (3) between Nicasio and other West Marin fire departments through repeaters in Nicasio, on Mount Barnaby and on Mount Vision.

- **Incident Action Plan (also “IAP”)**: The plan created on FEMA Form 202 or other similar form that lays out the Disaster situation, goals, resources, and other relevant information.
- **Incident Command Post (also “ICP”)**: A location from which the NVFD will manage all local disaster command and control activities. Unless otherwise determined by an Incident Commander, the Command Center is the NVFD Firehouse.
- **Incident Commander (also “IC”)**: In general, only the most senior available member of the NVFD can serve as an Incident Commander. As an exception, the DC or ADC may assume that role, if no NVFD member is available and it becomes necessary to implement this Plan. Only one person can serve as the Incident Commander at any one time. Incident Commanders rotate, depending upon the duration of the Disaster. Only an Incident Commander has the authority to implement the Disaster Plan.
- **Liaison Coordinator (also, “LC” or “ADC”)**: The member of the Disaster Council responsible for recruiting and training the Neighborhood Liaisons. The Liaison Coordinator also holds the position of Assistant Disaster Coordinator.
- **Marin County Fire Department (also “MCFD”)**: The department within the County of Marin responsible for fire prevention, fire suppression, fire investigation, emergency medical services and other functions.
- **Marin Office of Emergency Services (also “OES”)**: The department within the County of Marin responsible for leading efforts to prepare for, mitigate, respond to, and recover from Disasters.
- **Medical Team Leader**: A person designated by the DC and ADC, and approved by the Board of the NVFD, who oversees the medical preparedness of Nicasio for a disaster and who manages the Medical activities of the NVFD when a Disaster occurs.
- **Neighborhood**: One of seventeen geographic areas into which the NVFD has divided Nicasio to address unique firefighting challenges.
- **Neighborhood Liaison (also, “Liaison”)**: A resident of a Neighborhood who: (1) facilitates Disaster preparedness in his or her Neighborhood; (2) encourages Neighborhood awareness of best preparedness practices; and (3) assists the NVFD.
- **NVFD**: Nicasio Volunteer Fire Department.
- **Protocol**: A list of recommended steps or tasks for residents to consider when preparing for or responding to a severe weather event.
- **PSPS**: Public Safety Power Shutoff. An event managed by PG&E.
- **Rally Point**: A pre-designated area within a Neighborhood to which residents may go during or after a Disaster (e.g., a major storm or earthquake) to: (1) check in and report their status to the Neighborhood Liaison; (2) obtain information about the Disaster; or (3) volunteer their services to help their immediate neighbors. Depending upon the nature of the Disaster, a Rally Point may not be a safe place to gather. Rally Points may be designated only by the Board of Directors of the NVFD.
- **Safe Refuge Area**: A location within Nicasio to which residents may temporarily evacuate until safe evacuation from the town is possible.
- **Severe Weather Event**: An anticipated period of severe rain, an anticipated period of Red Flag danger, or a PSPS outage.

- **Shelter In Place:** An order to remain in your current location or the safest nearby building or unburnable area until the Disaster has abated or until further order.
- **Survivable Space:** A structure or location in which a resident may safely shelter during some or all of the period encompassed by a Disaster.
- **Team Leader:** A person who manages one of the following Disaster response functions or locations: (1) Volunteer Intake Area; (2) Emergency Resource Center; (3) Medical Response; or (4) Disaster Container.

# Exhibit 1

## Supply List – Disaster Container

**[Not yet compared to the list of supplies actually in the Container compiled during the last check in 2017. I will modify this list after I make that comparison.]**

Description	Quantity	“Stale Date”
<b>I. Food</b>		
Food Supply	0	
Drinking Water	0	
<b>II. Cooking Supplies</b>		
Collapsible water containers	2	As needed
Paper Cups	500	
Styrofoam cups	2000	
Paper plates	500	
Paper bowls	250	
Plastic utensils	500	
Paper napkins	1000	
Oven mitts	8	
Aluminum foil	2	
Plastic wrap	2	
Sponges	10	
Measuring cups	2	
Lg. cooking pots w/ lids	2	
Sm. Cooking pots w/lids	1	
Frying pans	5	
Saucepans w/lids	2	
Food storage bags	100	
Paper towels	5	
Dish soap	1	
Trash bags	0	
<b>III. Hygiene Supplies</b>		
Toilet Paper	24 rolls	
Soap bars	18	
Diapers – medium	160	
Diapers – large	108	
Diapers – small	160	
Kotex	60	
Tampons	60	



<b>Description</b>	<b>Quantity</b>	<b>“Stale Date”</b>
Baby wipes – box	2	
Mouthwash	2	
Shampoo packs	120	
Toothpaste	3	
Insect spray	4	
Non-aspirin pain reliever	1000	
Baking soda	1	
Portable toilets	2	
Portable toilet liners	50	
Holding tank deodorant	2	
Metal bed pans	3	
Metal wash bowls	3	
<b>IV. Equipment and Tools</b>		
Siphon Hose	1	
10pc. Screwdriver set	1	
100’ ½” nylon rope	1	
500” ¼” nylon cordage	1	
12” crescent wrench	4	
Utility knives	5	
Pliers	4	
Hatchet	1	
D cell batteries	0	
Round nose dikes	2	
Steel rake	1	
Hammer	1	
Hacksaw	2	
Hacksaw blades	1	
Staple gun	1	
Channel locks	2	
Flat pry bar	1	
Shovels	4	
Crow bars	2	
Brooms	2	
Polaskies	2	
Buckets	2	
Oil drain pans	5	
Rolls masking tape	5	
Rolls duct tape	2	
Coils steel wire	2	
Lg. flashlights	3	
Medium flashlights	4	
Small flashlights	4	

Description	Quantity	"Stale Date"
Goggles	2	
Dust masks – 25/pk	1	
Leather gloves	6	
Electrical tape - rolls	2	
Hard Hats	6-8	
Reflective vests		
<b>V. Shelter Supplies</b>		
Mylar sealed blankets	50	20+ years
Inflatable sleeping pad	2	
Sleep bags	25	
Folding Cots	25	
Waterproof blankets	5	
Screenhouse	1	
Campers canopy	2	
Green tarps	3	
Blue tarps	2	
Visqueen 20x100' roll	2	
Black plastic 20x100' roll	1	
<b>VI. Desk Supplies</b>		
2 drawer file cabinet	1	
Chairs	13	
Clipboards	10	
Pens – 12/box	6	
Staplers	2	
Staples	5	
Notepads	12	
Waterproof matches/box	4	
Citronella candles	12	
Scissors	yes	
Markers	yes	
Canvas bag	3	
Sharpie pens	2	
Pencils	yes	
3x5 index cards		
Pencil sharpener		
Thumb tacks		
White poster board		
Dry erase boards	1	
<b>VII. Medical Supplies</b>		

Description	Quantity	"Stale Date"
Compress bandage, gauge kits	48	
Non sterile gauze rolls	48	
4x4 gauze, no sterile pkgs	3	
Porous tape 2x10 yards	9	
Combine dressing pkgs	9	
Triangular bandage	2	
Surgical scissors	2	
Surgical tape – rolls	6	
Safety pins	24	
Sterile surgical gloves	20	
Halazone tablets	100	
Surgical tubing	4	
Tongue depressors	500	
Muslin triangulars 37x37x52	10	
Child airways	6	
Adult airways	6	
War bandages		
Silvadene – 400mg	4	
Adhesive tape 3"x5yds box	2	
Non sterile gauze roll 4.5"x4'	24	
Sterile Vaseline dressing	9	
Surgiadi sterile dressing 8x10"	24	
First aid disaster kits	20	
Rover gauze bandage 2x6"		
First aid dressing	17	
Medium dyed sterilized dressing	6	
Large dyed sterilized dressing	6	
Sterile dressing camouflage	17	
Triage tag booklet	6	
Sterile compress bandages 22x18"	7	
Strap & belt straps	4	
Tourniquet	1	
Sterile compress bandages 22x36"	7	
Metal leg splints 12/box	3	
Small basswood splints 12/box	4	
Large basswood splints 12/box	2	
Sterile gauze 2"x6yd rolls	24	
Stretchers	2	
Crutches	4	

## **Exhibit 2**

### **Sample Horse Evacuation Protocol**

This Plan does not provide definitive guidance regarding the manner in which residents should protect or evacuate their large and small animals in the event of a Severe Weather Event or Disaster. However, given the large number and special importance of horses within the Nicasio community, this Plan offers the following sample horse evacuation Protocol for residents who may seek information on this subject.

For small animals (e.g, dogs), residents should be advised to keep food, medication, a carrier and a leash as listed items for their Go Kits and/or readily available.

## [NAME] RANCH – HORSE EVACUATION PLAN

### PRE-EVACUATION TASKS

#### BECOME AWARE AND KEEP INFORMED ABOUT POTENTIAL EVACUATION

**1. SIGN UP at [www.alertmarin.org](http://www.alertmarin.org)**

When ACTION is needed at a SPECIFIC ADDRESS (such as evacuation orders, best evacuation routes, etc.) you will receive alerts from Marin County Emergency personnel.

**2. TEXT your zip code to 888777**

When emergency INFORMATION is available in a particular ZIP CODE (94946 for Nicasio) such as updates, road closures, police activity, post-disaster information, etc.

**3. LISTEN to KWMR**

For up-to-date emergency information regarding West Marin, tune your radio to FM 90.5 (KWMR) or go to [www.kwmr.org](http://www.kwmr.org) for real-time Twitter feeds regarding the coordinated disaster response from Cal Fire, Marin County Fire, Marin County Sheriff, CHP and other Marin emergency organizations.

In Marin County, fire agencies and law enforcement will use the terms:

- **EVACUATION ORDER:**

Fire expected to arrive in less than 1 hour. Gather family & belongings. Evacuate immediately

- **EVACUATION WARNING:**

Fire expected to arrive in 2 hours or more. Evacuate as soon as possible. You may have time to close up the barns, turn off propane, leave house unlocked, with lights on, hoses with nozzles attached, etc.

- **SHELTER IN PLACE:**

Stay secured in current location. Shelter in place to be used when evacuation would cause threat to life.

#### TRAILER DRIVERS HAVE THESE ITEMS ON HAND:

**ITEMS for your “go” bag**

Driver’s license, checkbook, cash, credit/ATM cards <sup>[I]</sup><sub>SEP</sub>

Prescription medicines, eye glasses and other medical aids

Cell phone and charger

Water, power bars, fruit (stay hydrated!)

Leather gloves, eye protection (goggles best)

N-95 respirator (available at your local hardware store)

Headlamp/flashlight (even during the day)

Dress in long sleeves and long pants, cotton or wool preferable, no matter how hot it is.

Wear appropriate footwear (boots if possible)

**ITEMS for your trailer**

Personal ID sticker for trailer

Bale of Hay

Supplements/Bran Mash, meds, carrots

Bulk water container (with water), hose, large buckets

Picket line or fence option

Rake, bucket for manure

Fly mask/spray, extra halter with luggage tag

**POTENTIAL DESTINATIONS:**

Sonoma Horse Park: (415) 518-2145, 7600 Lakeville Hwy, Petaluma (39 min). **1,000 stalls**

Horse Park at Woodside: (650) 851-2140, 3674 Sandhill Road, Woodside (1hr 30 min). **250 stalls**

## EVACUATION TASKS

[Onsite Caretaker's] **TASKS:**

- If evacuation seems possible, be sure your family is taken care of.
- Have a family plan: designate an out-of-area contact and destination where your family will gather.
- Know ahead of time what you will load in your vehicles ("go" bag, important papers, etc.) so as not to waste time evacuating.

*Once the onsite caretaker's family is taken care of:*

- Be sure any guests on the ranch are aware of situation.
- Put horses in their stalls.
- ID horses (put on their emergency horse collars).
- Move bales of hay to trailers.
- Help load horses as trailer drivers arrive.

*If there is time after all the horses loaded:*

- Turn on barn lights and completely close up both barns (to thwart flying embers).
- Place the barn fire extinguishers outside, near doors.
- Shut off propane.
- Turn on the lights in your home, leave unlocked.
- Leave sign on gate that all have been evacuated (Sign kept in barn Emergency Binder).

**EVACUATION TEAM TASKS** (Names: \_\_\_\_\_):

- Contact trailer owners (or alternate drivers, as needed).
- Decide on destination of trailers, contact receiving barns.
- Contact Boarders, and let them know evacuation is occurring.
- Tell Boarders to standby for further instructions (don't come to the ranch unless needed).
- Help [Name] put ID collars on horses.
- As trailer owners arrive, help them hook up, and park facing towards the exit.
- Load horses, give haulers horse ID cards, provide haulers with directions to destination. Go!
- Write down name/ license plate numbers of truck and trailer if someone other than our drivers haul our horses.
- Inform owners of destination.

Evacuation Plan – Trailer List				
TRAILER OWNER	HORSE(S)	TRAILER MAKE/PLATE#	CONTACT INFORMATION	ALTERNATE CONTACT
Name:	Name:	Make: Plate #:	Cell: Home:	Name: Cell: Home:
Name:	Name:	Make: Plate #:	Cell: Home:	Name: Cell: Home: