

Homestead Valley Community Emergency Management Plan

Emergency Operation Plan- The HVCA Emergency Operations Plan (EOP) can be implemented at any time by the HVCC Director, a Board member or a Community Emergency Response Team (CERT) person trained in Incident Command (IC). The purpose of activating a command center to create a point of communication for the community and also communication point for outside resources including Southern Marin Fire District (SMFD). The SMFD IC will direct **all** communication to and from Homestead Valley through the Homestead Valley IC.

Command Center – The HVCA Community Center will be used as the Homestead Valley Division Command Center in the event of a disaster. A disaster can be any event which severely affects or has the potential to affect the safety of Homestead Valley and the surrounding area. The alternate Command Center location is Volunteer Park at the corner of Evergreen and Melrose.

The Command Center functions as a point of communication for the community and also the communication link to Southern Marin Fire District and the county. The Command Center is the location for the Incident Command Team (ICT).

The Command Center through the ICT will report injuries, casualties, utility outages, local issues that require outside resources and pertinent information on the status of Homestead Valley and its residents to the SMFD Incident Command Center

Incident Command will be established at the Command Center utilizing the Incident Command System organization model. Community members who have completed the CERT program will be responsible for roles in the Incident Command Center. The ICT lead roles will be established and IC format will be followed. Upon activation of the Command Center, CERT volunteers will be needed to assist at the command center. CERT Triage teams will be established to assess the needs of the community. These teams will be dispersed to all areas of Homestead to perform triage and report back to the Incident Command.

CERT members should not wait to be contacted to provide support to the Command Center. All residents should ensure their home and family are safe before volunteering at the Command Center.

SMFD will dispatch a HAM radio operator with a HAM radio to the Command Center. This may take up to 12 hours depending on the severity and extent of the disaster event. (see communications)

Emergency Management supplies – HVCA maintains basic disaster response supplies. The Command Center is not set up to function as a shelter. (See below).

Basic supplies include:

Basic Hand tools, Flashlights, batteries, Lanterns

Basic First Aid supply for treating minor injuries, AM/FM radio, local walkie-talkies, protective masks, gloves, hard hats, a generator (gas oil), emergency lights, tarps, batteries

There is a small supply of water and food at the Community Center to support CERT volunteers.

Communications - The Command Center is the communication point for the HVCA community. SMFD will dispatch a trained HAM operator with a radio to the Command Center. The HAM operator will receive information and send communication to Southern Marin Fire District Incident Command Center. Information flows into the command center from the local CERT teams through hand-held radios that will be distributed at the implementation of the Incident Command.

Block Captains _ Block captains should survey their block and provide a written or oral report on the status of their block to a CERT person who will come to their area. It may be necessary for the Block Captain to report directly to the Command Center.

Shelter – Red Cross is prepared to establish a shelter within 72 hours of a disaster event. The location of the shelter will be broadcasted on radio stations (KCBS & KGO). The Command Center will also be informed about the location. The Red Cross has pre-evaluated sites in southern Marin that are suitable for a shelter. The specific shelter site will be determined by Red Cross and the County IC at the time of the disaster.

HVCC Incident Command

The Incident Command Team (ICT) positions are typically pre-assigned so that people know their role and can be trained prior to an event. It is best to have at least 2 or 3 people trained in each of the ICT positions. In addition to the Incident Command Team it is very helpful to have support staff.

Incident Commander – Sets the incident objectives, strategies, and priorities and has overall responsibility for the incident.

Operations Chief – Conducts operations to reach the incident objectives. Establishes the tactics and directs all operational resources.

Logistics Chief – Provides resources and needed services to support the achievement of the incident objectives.

Planning Chief – Supports the incident action planning process by tracking resources, collecting/analyzing information, and maintaining documentation. Helen Beck

Finance Chief – Monitors costs related to the incident. Provides accounting, procurement, time recording, and cost analyses.

Liaison Officer – Interacts with outside agencies like SMFD, Tamalpais Valley Command Center or Mill Valley Command Center.

Safety Officer – Reviews the safety of various response activities to ensure responders are not implementing high risk procedures –

Support staff - Staff to manage residents arriving at the Command Center, answer phones and general support to the Incident Command Team.