

# **Fairfax Police**



# ***Evacuation Protocol***

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**Chief of Police**  
**November 2018**

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## INCIDENT COMMANDER CHECKLIST

- Locate FD – Establish Incident Command Post
- Unified Command
  - Select Command Post Location
- Declaring Evacuation Plan Activation
- Central Ordering Point (Dispatch)
- Communications – **BLUE COMMAND** – Upon Evacuation Plan activation, Fairfax Dispatch will request an ICS Talk group from Marin County Communications Center. (MCCC) This request will be made on BLUE COMMAND or IC CLL. MCCC will assign an ICS Talk group based on availability and advise Fairfax Dispatch. Mutual Aid resources responding to the incident will switch to BLUE COMMAND and advise MCCC or Fairfax Dispatch when they have arrived in the area. MCCC or Fairfax Dispatch will direct the resources to the assigned ICS Talk group.
- Establish Incident Objectives
  - Preserve life
  - Maintain order
  - Save property
- Establish Immediate Priorities
  - Determine affected area
  - Establish perimeters
  - Determine access routes in for emergency services
  - Determine evacuation routes
  - Determine needed resources
- Place Reserve Order (Resources)
- Number of Personnel Necessary
- Number of Barricades Necessary and Locations
- Number of Detour Signs Necessary
- Place Overhead Resource Order

- o Evacuation Team Leaders by Location
- o Group Supervisors
- o Staging Area Manager
- o Safety Officer
- o Public Information Officer
- o Liaison Officer
- o Establish Staging Area for Resources
- o Determine Safe Location for Evacuees to assemble per MTZ Plan

## **EVACUATION PROTOCOL**

### **I. GENERAL**

- A. Purpose: To establish responsibility, policy and procedure to evacuate all or part of the population from any stricken or threatened disaster area within the Town limits of Fairfax to locations providing relative safety and shelter.
- B. Organization: An evacuation could involve all emergency service organizations of the county. (See Organization Chart, Appendices to Basic Plan).

### **II. SITUATION**

- A. There are several emergency situations that may require an evacuation of part or the entire town. Evacuations may be needed as a result of criminal activity, fire, earthquake, flood, hazardous material accident, or transportation accident. Generally, there are two kinds of evacuations:

1. **EVACUATION ORDER:**

- Evacuation Order – Movement of 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 IC deems it necessary to protect civilians.

In an area under Emergency Evacuation, officers should:

- a) Direct homeowners to designated shelter
  - b) In the event of non-compliance,
    1. Advise the homeowner to shelter in-place,
    2. Get next of kin information,
    3. Notify Dispatch of the non-compliant homeowner's name and address.
- B. The public will be given official information related to evacuation. The public will act in its own interest and evacuate dangerous areas when advised to do so.

1. **EVACUATION WARNING:**

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

Precautionary Evacuation occurs when it is recommended to evacuate within a certain perimeter, usually a building or a block, until the initial situation is contained. This type of recommendation is usually found in hazardous material handling manuals and determined by the Fire and Emergency Services.

- C. A closure prohibits the usage or occupancy of a defined area such as a park, beach, or road due to potential or actual threat to public health and/or safety. Media is allowed under all closure levels unless prohibited under PC 409.5

1. **LEVELS OF CLOSURE:**

- Level 1 Closure – Closed to all traffic except local residents; may require escorts
- Level 2 Closure – Closed to all traffic except FD, LE and critical incident resources (i.e. utility companies, Caltrans, County Roads, etc.)
- Level 3 Closure – Closed to all traffic except FD and LE.
- Level 4 Closure – Closed to all traffic including FD and LE.
- Shelter in Place – Directing community members to stay secured inside their current location. Used if evacuation will cause higher potential of loss of life.
- Safe Refuge Area – A temporary location to hold evacuees until safe evacuation is possible.
- Safe Points – Temporary area outside of affected area to stage evacuees until emergency is over or a shelter can be opened.

### III. MISSION

To provide for an orderly and coordinated evacuation of the population should the need arise because of enemy attack, natural hazard or another major incident.

### IV. CONSIDERATION

#### A. EVACUATION ROUTES

1. Main Arteries
  - Predetermined
  - Select Travel Routes based on Conditions at Time of Incident
  - Develop Routes
2. Secondary Roads
3. Steps, Lanes and Trails

#### B. RESOURCES AVAILABLE

1. Evacuation Shelters
2. Red Cross Shelters
3. Known Areas of Refuge
4. Known Water Shelters /Swimming Pools
5. Shelter in Place

#### C. RESOURCES NEEDED

1. Special Clothing/Gear for First Responders: [To include hats, goggles, Nomex jacket, Nomex pants, and gloves.](#)

#### D. AFFECTED AREAS

1. FIRE MTZ AREA – BOTHIN  
Far North West area of Fairfax
3. FIRE MTZ AREA – DEER  
PARK Southeast area of Fairfax
4. FIRE MTZ AREA- DRAKE  
Central area of Fairfax.
4. FIRE MTZ AREA – FAIRFAX  
BOLINAS  
West area of Fairfax

5. FIRE MTZ AREA - FOREST  
Central East area Fairfax adjacent to San Anselmo
6. FIRE MTZ AREA – GLEN  
Far North East area of Fairfax
7. FIRE MTZ AREA – OAK MANOR  
Middle North East area of  
Fairfax
8. FIRE MTZ AREA – RIDGEWAY  
East North area of Fairfax
9. FIRE MTZ AREA – ROSS VALLLEY (FAIRFAX) CASCADE  
Southwest area of Fairfax
10. FIRE MTZ AREA – TAMALPAIS  
Central West area of Fairfax

## **V. EVACUATION EXECUTION**

### **A. CHECKLIST**

- Isolate the incident and control access
- Request for Law Enforcement Mutual Aid
- Perimeter management, including access control
- Operations to safeguard evidence at all accidents
- Evacuations
- If appropriate, activate the Marin Humane Society for animal control
- If appropriate, notify Management for activation of EOC

### **B. WINDSHIELD SURVEY**

1. Consider conducting a Windshield Survey of the area and think about:
  - a. Essential Service Buildings (government buildings)
  - b. Transportation Routes
  - c. Utility infrastructures
  - d. Schools, hospitals/clinics (special population groups)



2. When doing a Windshield Survey:
  - a. Stay in your vehicle. This is an information-gathering task only.
  - b. If possible, two people per vehicle. One person to drive and one person to take notes.
  - c. Utilize a predetermined list of critical facilities.
  - d. Gathering this information will determine the big picture, prioritization of response, and the incidents requiring the greatest allocation of resources.
  - e. The sooner the Windshield Survey is accomplished, the sooner resources can be effectively allocated.

#### C. CONTACTING AND EVACUATING THE PUBLIC

1. General Estimate of personnel required for evacuation:
2. Single Family Dwelling – 2 people per block
3. Small Apartment Building – 2 people per building
4. Large Apartment Building – 2 people per floor
5. Business – evaluate, based on size and population of building
6. Other forms of contact:
  - a. Public address systems
  - b. Marin Emergency Alert Notification System (MEANS)
  - c. Ross Valley Broadcast Radio (1610 AM)
  - d. Commercial Radio and Television (Emergency Alert System)
  - e. Special Needs Facilities:

Privately housed special needs people. (HIPAA does not allow the release of a list of the people who receive assistance from the county because of special needs. This list is obtainable only after a state of emergency is ordered. For information regarding special needs individuals during state of emergency, contact Marin Health and Human Services Department, [REDACTED]. Their office maintains a list of the names of people that receive assistance from the county. Private individuals with special needs that do not receive public assistance are not listed anywhere.)

**D. FORMS OF EVACUATION**

1. Foot
2. Private vehicle
3. Most roadways can accommodate approximately 2,500 autos per hour
4. The average vehicle can accommodate 4 people; allowing 10,000 people per hour per lane that can potentially be evacuated.

**VI. MUTUAL AID AVAILABLE**

- A. Contact COMM Center to request Mutual Aid from the Marin County Sheriff's Office. On average, there are 75 law enforcement officers on duty in Marin County at all times.
- B. Depending on need, CHP may provide up to 8 officers from within Marin County and 24 officers from outside Marin County (San Francisco, Oakland, and Santa Rosa) to assist in mutual aid for a mass evacuation.
- C. Marin County Sheriff's Department Search and Rescue is available through a request from COMM Center. They may provide 60 on-call volunteers and have the ability to use their own radio frequencies, or county radios. They have equipment to evacuate injured or special needs individuals, and they maintain topographical and regular maps of area.
- D. Marin County Humane Society is available through a request from COMM Center. [REDACTED]. They have one to two officers on duty 24 hours a day. They have the ability to make emergency shelters in any location upon request and keep a log of which animals were rescued or located, and where they were found.
- E. Marin County Sheriff's Office of Emergency Services [REDACTED]
- F. Golden Gate Transit. [REDACTED]

- G. Whistlestop/Laidlaw - In case of emergency evacuation, would be able to reroute any available bus on the road. Buses hold an average of 40 people with two-wheel chair seats per bus. They would be able to provide two additional buses within the hour. Buses have programmable banner that can read "Evacuation Bus" or other titles that would be helpful.
- H. Marin County Department of Public Works

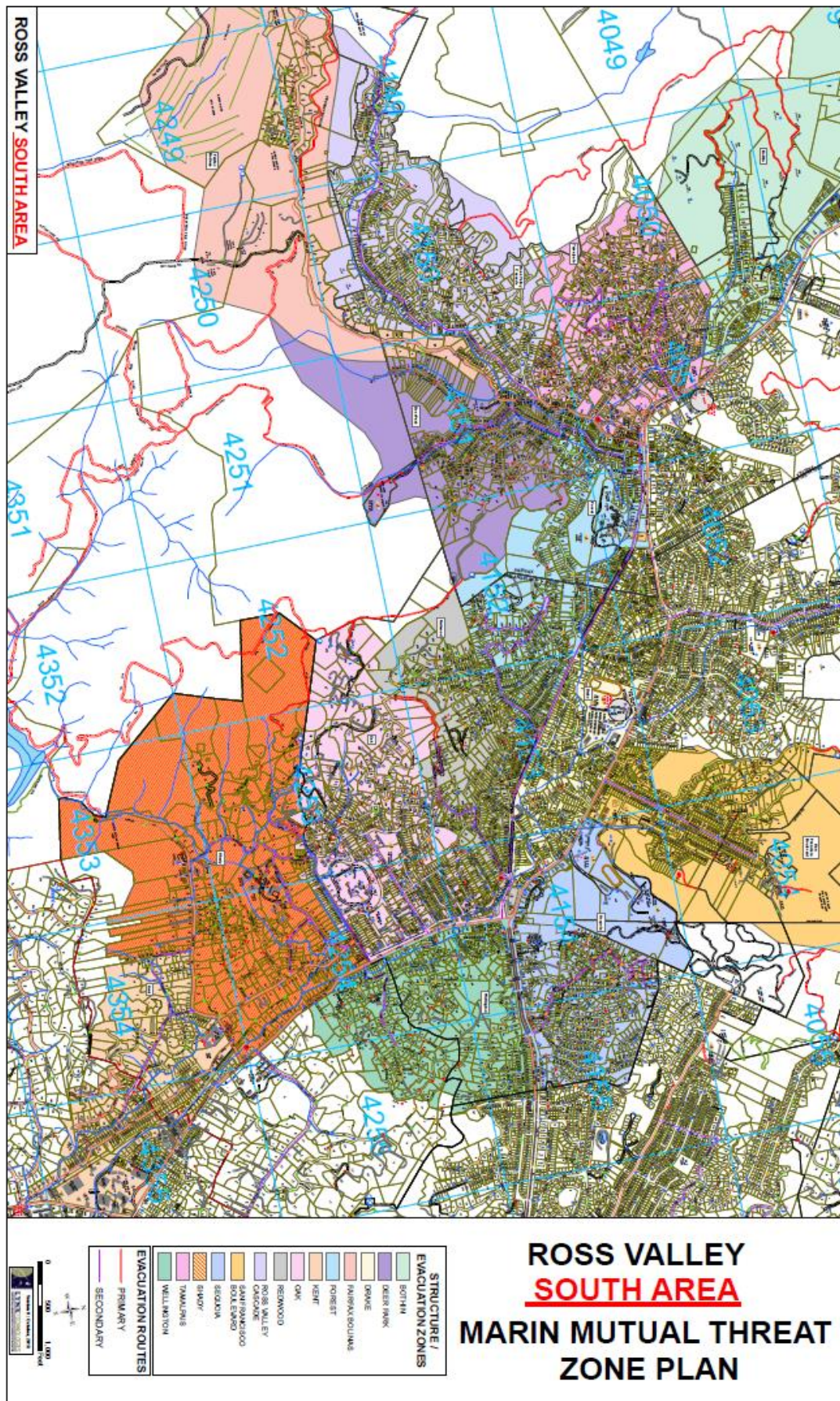
## **VII. LOCAL RESOURCES**

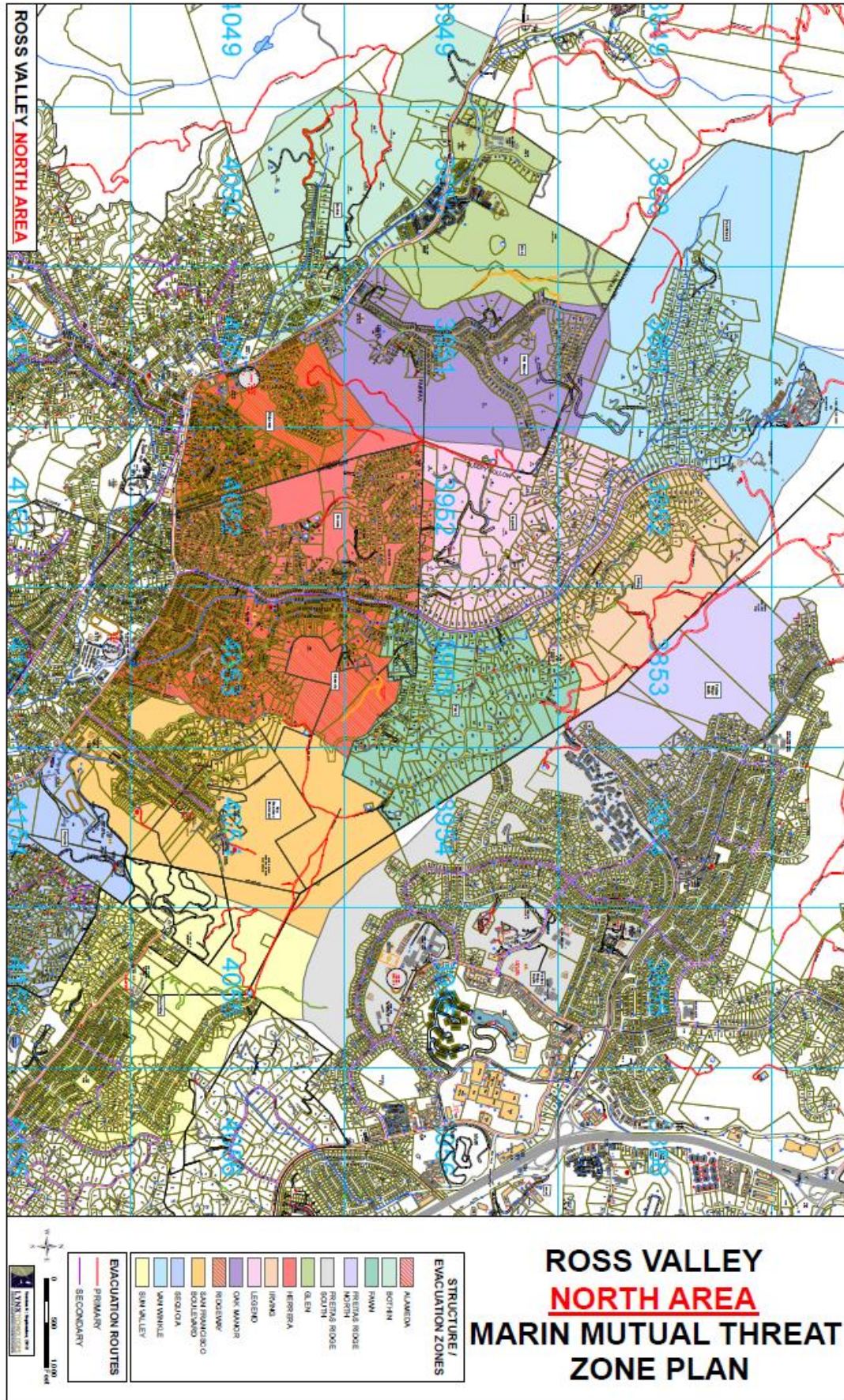
- A. Pavilion - limited shelter location (no cooking or shower facilities)
- B. Central Ballfield - potential staging area or tent area for the American Red Cross, Bathrooms, Snack-shack Kitchen.
- C. Manor School, White Hill School
- D. Hertz Rental
- E. Department of Public Works:
  - Backhoe
  - Dump Trucks
  - Barricades
  - Chainsaws
- F. Signage
  - Road Closed
  - Do Not Enter
  - Detour
  - Detours w/arrows
  - Barricades wooden
  - Barricade metal
  - Other (misc)
  - Cones

## **VII. MAPS:**

1. ROSS VALLEY SOUTH AREA MARIN MUTUAL THEREAT ZONE
2. ROSS VALLEY NORTH AREA MARIN MUTUAL THEREAT ZONE

The following 2 pages show the maps that will be used by Fire and Police Personnel at the Command Post (CP) during a major Evacuation of Fairfax. They are only a display of a larger map that will be used. These maps are also loaded on laptops used at CP.





**INFRASTRUCTURE & LANDMARK RESOURCES****• Fairfax**

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**A. BOTHIN AREA  
FIRE MTZ AREA – BOTHIN GROUP  
Map: SOUTH AREA**

**Main Roadways**

- Sir Francis Drake Blvd
- Olema Road
- Bothin Road

**Secondary Roadways**

- Iron Springs Road
- Rockridge Road
- Marin Road
- Westbrae Dr
- Monte Vista

**Critical Buildings /Infrastructure**

- Buckelew House, 2401 & 2403 Sir Francis Drake
- Camp Tamarancho
- Numerous apartments 2501-2575 Sir Francis Drake

**Water Tanks**

- Two past last gates above 600 Monte Vista

**Fire Roads**

- Fairfax Ridge Road
- Summit Road
- Iron Springs Fire Road
- End of Bay Road

**B. DEER PARK AREA  
FIRE MTZ AREA - DEER PARK GROUP  
Map: SOUTH AREA**

**Main Roadways**

- Porteous Avenue
- Meernaa Avenue
- Forrest Avenue
- Hillside Drive

**Secondary Roadways**

- Creek Road
- Dominga Avenue

**Critical Buildings /Infrastructure**

- Fairfax-San Anselmo Children's Center, 199 Porteous Avenue
- Deer Park Villa Restaurant, 367 Bolinas Road

**Water Tanks**

- End of Crest Road past 106 Crest

**Fire Roads**

- Deer Park Fire Road



**C. DRAKE AREA  
FIRE MTZ AREA – SAN ANSELMO  
Map: SOUTH AREA**

**Main Roadways**

- Sir Francis Drake
- BlvdCenter

**Secondary Roadways**

- Pastori
- Kent Av

**Critical Buildings /Infrastructure**

- Drake High School

**Fire Roads**

- None

**D. FAIRFAX BOLINAS AREA  
FIRE MTZ AREA-  
FAIRFAX BOLINAS GROUP  
Map: SOUTH AREA**

**Main Roadways**

- Bolinas Rd 330-650
- Fawn Ridge

**Secondary Roadways**

- Sky Oaks Road (County)

**Critical Buildings /Infrastructure**

- Meadow Club Golf Course (County)
- 

**Water Tanks**

- Water tank across from 650 Bolinas

**Fire Roads**

- Concrete Pipeline Fire Road

**F. FOREST AREA  
FIRE MTZ AREA – FOREST GROUP  
Map: SOUTH AREA**

**Main Roadways**

- Sir Francis Drake Blvd
- Pastori Av
- Pacheco Av
- Forrest Avenue
- Center Blvd
- Broadway
- Bolinas Rd

**Secondary Roadways**

- Mono av.
- Inyo Avenue
- Napa Avenue
- Dominga

**Critical Buildings /Infrastructure**

- Post Office 773 Center
- Apartment building 780 Center
- Fair-Anselm Plaza businesses 701 – 769 Center
- Good Earth grocery store 720 Center
- The old Marin Town and Country Club, some private residences on the historic site at 60 Pastori Av
- Downtown, Multiple small businesses,
- Fairfax Theatre, 9 Broadway
- North Bay Gas 1789 SF Drake

**Fire Roads**

- None

**G. GLEN DRIVE AREA  
FIRE MTZ AREA – GLEN GROUP  
Map: NORTH AREA**

**Main Roadways**

- Sir Francis Drake Blvd
- Glen Drive

**Secondary Roadways**

- McKenney Drive to Herrera
- Mitchell Drive

**Critical Buildings /Infrastructure**

- White Hill School, 101 Glen Drive
- Lefty Gomez Field
- Shadow Creek development, 2900 block Sir Francis Drake

**Water Tanks**

None

**Fire Roads**

- Glen Fire Road
- Baywood Pipeline Fire Road
- Smith Ridge Fire Road
- Other unnamed fire roads

**H. OAK MANOR AREA  
FIRE MTZ AREA – OAK MANOR GROUP  
Map: NORTH AREA**

**Main Roadways**

- Sir Francis Drake Blvd
- Oak Manor Drive

**Secondary Roadways**

- Gregory Drive (county)

**Critical Buildings /Infrastructure**

- Manor School, 150 Oak Manor Drive
- Oak Manor strip mall, 2400 block SF Drake (county)
- Victory Village, 2626 SF Drake
- Jehovah Witness Church and Kingdom Hall Church 2600 SF Drake
- Fairfax Community Church and Day Caring Preschool 2398 SF Drake
- Care Meridian convalescent home 2390 SF Drake
- Multiple apartment buildings 2300-2600 SF Drake

**Water Tanks**

- Top of Oak Manor Drive

**Fire Roads**

- Smith Ridge Fire Road

**I. RIDGEWAY AREA  
FIRE MTZ AREA – RIDGEWAY GROUP  
Map: NORTH AREA**

**Main Roadways**

- Sir Francis Drake Blvd
- Willow Avenue
- Claus Drive
- Rocca Drive
- Taylor Drive
- San Miguel Court
- Marinda Drive

**Secondary Roadways**

- Ridgeway Avenue
- Upper Ridgeway Avenue
- Chester Avenue
- Live Oak Avenue
- Juniper Court
- Parker Lane
- Geary Avenue
- Sady Lane
- Claus Circle
- Archangel Court
- Vista Way
- Marinda Court

**Critical Buildings /Infrastructure**

- O'Donnell's Fairfax Nursery 1700 Sir Francis Drake Boulevard
- Restaurant 1625 Sir Francis Drake Boulevard
- Fairfax Market grocery store, 2040 Sir Francis Drake
- Bennett House, 53 Taylor
- Rino Gas, 1942 SF Drake and Valero Gas,
- Apartment buildings 1700 block Sir Francis Drake
- Numerous downtown businesses, restaurants
- St. Rita's School, Church, and Rectory, 100 & 102 Marinda Drive
- Fairfax Veterinary Clinic (potential source of antibiotics, etc.), 2084 Sir Francis Drake Boulevard
- Multiple small businesses, mini mall 2000 block Sir Francis Drake

**Fire Roads**

- Un named fire roads

**J. ROSS VALLEY CASCADE AREA  
FIRE MTZ AREA – CASCADE GROUP  
Map: SOUTH AREA**

**Main Roadways**

- Bolinas Road
- Cascade Drive
- Pine Drive
- Laurel Drive

**Secondary Roadways**

- Toyon Drive
- Woodland Road
- Oak Road
- Laurel Drive
- Cypress Drive
- Canyon Road

**Critical Buildings / Infrastructure**

**Water Tanks**

- Water tank across from 650 Bolinas

**Fire Roads**

- Cascade Fire Road
- Pipeline Fire Road
- Canyon Road
- Paper Street

**K. TAMALPAIS AREA  
FIRE MTZ AREA – TAMALPAIS  
Map: SOUTH AREA**

**Main Roadways**

- Sir Francis Drake Blvd
- Bolinas Road
- Broadway
- Scenic Road
- Park Road
- Tamalpais Road
- Frustuck Avenue
- Manor Road
- 

**Secondary Roadways**

- Azalea
- Merwin Avenue
- Spruce Road

**Critical Buildings /Infrastructure**

- Town Hall, Police Dept, Pavilion 142-144 Bolinas Road
- Fire Dept. Sta #21, 14 Park Road
- Youth Center 16 Park Road
- Women's Club 46 Park Road
- Sherwood Oaks Apartments 200 Bolinas Road
- Downtown, Multiple small businesses,
- The Scoop, 63 Broadway
- Fairfax County Library
- Assisted living apartments 80 – 84 Park Road, 3 – 5 Frustuck Av.
- Marin County Fairfax Library, 2097 Sir Francis

**Water Tanks**

Water tank, near 39 Redwood Road (move this to Tamalpais Group)

**Fire Roads**

- None



## **AlertMarin” Activation Request – Marin Public Safety**

### **Background**

“AlertMarin” is an emergency notification system powered by “Everbridge” that sends emergency alerts via phone call, text, email, or smartphone application from the County of Marin. The system is managed by the Marin County Sheriff’s Office of Emergency Services (OES) and its capabilities are shared with the public safety agencies in Marin County.

Listed and unlisted/blocked Marin County landline phone numbers are already included in our emergency notification system. Cell phone and VoIP numbers are not included and will require registration through the Sheriff’s “AlertMarin” Self-Registration Portal.

The caller ID for AlertMarin is 415-473-6376. Many smartphones allow the creation of "favorites" and the ability to set preferences for those callers. AlertMarin also sends emergency notifications via SMS (Text). The two SMS short codes used by our system are 87844 and 89361.

### **Procedure**

- 1.) Call the Sheriff’s Comm Center at [REDACTED] and ask for an AlertMarin Activation. They will page the OES Duty Officer (OES/DO) personnel, who will activate AlertMarin. The back-up contact is the Comm Center Supervisor at [REDACTED] OES personnel will ask for the following:
  - a.) Your name, rank, agency and call-back numbers.
  - b.) The exact geographic location of the area to be notified. For wildland fire evacuations designate the appropriate Mutual Threat Zone (MTZ). See associated MTZ Plan and MTZ Maps. For all other areas provide an address and/or boundary street in all four directions (North, South, East, West) to create a “box”. Specify whether boundary is down the middle of the street or includes both sides.
  - c.) The message to send via telephone, text, app and/or email. Include all pertinent information e.g. neighborhood or streets, type of incident, warning or order (see attached MTZ guide) evacuation route, evacuation site and time of next update (add an eta., should be ~30 minutes or < update can be “still working the incident” – reduces 911 calls).
  - d.) If appropriate to your event, ask for certain telephone numbers or addresses you want the system to exclude (hostage situation, escapee, etc.)

**Alert Times**

<b>Date &amp; Time of Initial Request</b>	
<b>Date(s) &amp; Time(s) Updates Sent</b>	
<b>Date &amp; Time Alert Closed Out</b>	

**Alert Information**

ITEM		
<b>Person Requesting Alert</b> (name, rank / position)		
<b>Call Back Number</b>		
<b>Area to be Alerted</b> (either pre-defined area or area defined by alert requestor)	<b>Pre-defined Area</b> (i.e. MTZ RVY Ross, Tsunami Inundation); get exact name	
	<b>Area Defined by Requestor</b> (specific boundaries - boundary streets, incl structures on both sides of the street or just one, etc)	
<b>Specific Message</b> (either use templates or fully Requestor defined message)	<b>Template</b>	
	<input type="checkbox"/> <b>Evacuation Standby</b> <input type="checkbox"/> <b>Evacuation Immediate</b> <input type="checkbox"/> <b>Smoke in the Area</b> <input type="checkbox"/> <b>Cancel Alert</b> <input type="checkbox"/> <b>Free Form</b> (fully Requestor defined)	
<b>ETA for Next Update</b>		
<i>(only for evac or shelter in place; this is the affected area)</i> <b>Warm Zone</b>		
<i>(only for Evac)</i> <b>Who to Contact if Unable to Self-Evacuated</b>		
<b>Additional Information</b> (optional)		

**“ AlertMarin Evacuation Drill Announcement Text:**

This is a test. This is only a test. This is an important message from the Fairfax Police Department. We are conducting a joint drill with the Ross Valley Fire Department and the Marin County Office of Emergency Services. The purpose of this drill is to evaluate our ability to communicate with, and assist our citizens during an emergency. This is not an emergency. This is a drill. We are testing our new Emergency Alert Notification System known as “AlertMarin”

For further information, please tune your radio to the Ross Valley's broadcast radio at 1610 AM or visit our website at [www.fairfaxpd.org](http://www.fairfaxpd.org).”