

LOGISTICS SECTION CHIEF

**** Read This Entire Position Checklist Before Taking Action ****

Responsibilities

1. Ensure the logistics function is carried out in support of the EOC. This function includes providing communication services, and resource tracking; acquiring equipment, supplies, personnel, facilities, and transportation services; as well as arranging for food, lodging, and other support services as required.
2. Establish the appropriate level of Unit staffing within the Logistics Section, continuously monitoring the effectiveness of the organization and modifying as required.
3. Ensure section objectives, as stated in the EOC Action Plan are accomplished within the operational period or within the estimated time frame.
4. Coordinate closely with the Operations Section Chief to establish priorities for resource allocation within the jurisdiction.
5. Keep the EOC Director informed of all significant issues relating to the Logistics Section.
6. Supervise the Logistics Section.

Activation Phase

- Follow the Generic Checklist, Activation phase.
- Ensure the Logistics Section is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps, status boards, vendor references, and other resource directories.
- Based on the situation, activate Units within the Section as needed and designate Unit Leaders for each element:
- Mobilize sufficient Section staffing for 24-hour operations.
- Establish communications with Logistics Sections in the Marin Operational Area EOC and activated EOCs within the county, as needed.
- Meet with the EOC Director and General Staff and identify immediate resource needs.
- Meet with the Finance/Administration Section Chief and determine level of purchasing authority for the Logistics Section.
- Assist Unit Leaders in developing objectives for the section as well as plans to accomplish their objectives within the first operational period, or in accordance with the action plan.
- Provide periodic Section Status Reports to the EOC Director.
- Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur.

Operational Phase

- Ensure that Logistics Section position logs and other necessary files are maintained.
- Meet regularly with Section staff and work to reach consensus on section objectives for forthcoming operational periods.
- Provide the Planning/Intelligence Section Chief with the Logistics Section objectives at least 30 minutes prior to each Action Planning meeting.
- Attend and participate in EOC Action Planning meetings.

Fairfax Emergency Operations Plan (EOC checklists)

- Ensure that the Supply/Procurement Unit coordinates closely with the Payable Unit in the Finance/Administration Section, and that all required documents and procedures are completed and followed.
- Ensure that transportation requirements, in support of response operations, are met.
- Ensure that all requests for services, materials, facilities and facility support are addressed.
- Ensure that personnel requests are being met in a timely manner.
- Ensure that all Town resources are tracked and accounted for, as well as resources ordered through Mutual Aid.
- Provide section staff with information updates as required.

Demobilization Phase

- Follow the Generic Checklist, Demobilization phase.

COMMUNICATIONS UNIT MANAGER

**** Read This Entire Position Checklist Before Taking Action ****

Responsibilities

1. Ensure radio, telephone, and computer resources and services are provided to EOC staff as required.
2. Oversee the installation of communications resources within the EOC. Ensure that a communications link is established with the Operational Area.
3. Provide space for and coordinate with Radio Amateur Civil Emergency Services (RACES) personnel.
4. Determine specific computer requirements for all EOC positions.
5. Develop and distribute a Communications Plan which identifies all systems that are in use and lists specific frequencies allotted for the event or disaster.
6. Supervise the Communications Unit.

Activation Phase

- Follow the generic Activation Phase Checklist.
- Based on the situation, activate the necessary units within the Communications Unit:
- Prepare objectives for the Communications Unit; provide them to the Logistics Section Chief prior to the initial Action Planning meeting.

Operational Phase

- Ensure that Communication Unit position logs and other necessary files are maintained.
- Keep all sections informed of the status of communications systems, particularly those systems that are being restored.
- Coordinate with all EOC sections/units regarding the placement and operating procedures for use of all communication systems.
- Ensure that the local dispatch is activated to receive and direct all event or disaster related communications to appropriate destinations within the EOC.
- Ensure that communications links are established with the Operational Area.
- Continually monitor the operational effectiveness of EOC communications systems. Provide additional equipment as required.
- Ensure that technical personnel are available for communications equipment maintenance and repair.
- Keep the Logistics Section Chief informed of the status of the communications systems.
- Prepare objectives for the Communications Unit, and provide them to the Logistics Section Chief prior to the next Action Planning meeting.
- Refer all contacts with the media to the Public Information Officer.

Demobilization Phase

- Follow the generic Demobilization Phase Checklist.
- Recovery equipment from relieved or released units.

PERSONNEL UNIT COORDINATOR

****** Read This Entire Position Checklist Before Taking Action ******

Responsibilities

1. Provide personnel resources as requested in support of the EOC and Field Operations.
2. Maintain communications sources for all town employees to get updated information.
3. Work with community resources to identify, recruit, and register volunteers as required.
4. Develop an EOC organization chart.
5. Supervise the Personnel Unit.

Activation Phase

- Follow the Generic Checklist, Activation phase.

Operational Phase

- Establish and maintain position log and other necessary files.
- Process all incoming requests for personnel support. Identify the number of personnel, special qualifications or training, where they are needed, and the person or unit they should report to upon arrival. Determine the estimated time of arrival of responding personnel, and advise the requesting parties accordingly.
- To minimize redundancy, coordinate all requests for personnel through the EOC Operations Section prior to acting on the request.
- Develop a method for city employees to contact their departments and obtain updated information on the status of the emergency and their role.
- Establish communications with volunteer agencies and other organizations that can provide personnel resources.
- Coordinate with the Safety Officer to ensure that all EOC staff, including volunteers, receive a current safety briefing upon check in.
- Coordinate with the Security Officer to ensure access and proper directions for responding personnel upon arrival at the EOC.
- Maintain a status board or other reference to keep track of incoming personnel resources.
- Determine the need for crisis counseling for emergency workers; acquire a mental health specialist as needed.
- Arrange for child care or other family support services for EOC personnel as required.
- Establish registration locations with sufficient staff to register volunteers and issue them Disaster Service Worker identification cards.
- Keep the Logistics Section Chief informed of significant issues affecting the Personnel Unit.

Demobilization Phase

- Follow the Generic Checklist, Demobilization phase.

SUPPLY/PROCUREMENT UNIT COORDINATOR

****** Read This Entire Position Checklist Before Taking Action ******

Responsibilities

1. Oversee the procurement and allocation of supplies and material not normally provided through mutual aid channels.
2. Coordinate procurement actions with the Finance/Administration Section.
3. Coordinate delivery of supplies and material as required.
4. Supervise the Supply/Procurement Unit.

Activation Phase

- Follow the Generic Checklist, Activation phase.

Operational Phase

- Establish and maintain a position log and other necessary files.
- Maintain an inventory of resources, supplies and equipment.
- Determine if the requested types of supplies and material are available in the town warehouses and storerooms, along with inventory levels.
- Determine procurement spending limits with the Payable Unit in Finance/Administration. Obtain a list of predesignated emergency purchase orders.
- Whenever possible, meet personally with the requesting party to clarify types and amounts of supplies and materials. Also, verify that the request has not been previously filled through another source.
- In conjunction with the Resource Status Unit, maintain a status board or other reference depicting procurement actions in progress and their current status.
- Determine if the procurement item can be provided without cost from another jurisdiction or organization within the Operational Area.
- Determine unit costs of supplies and material, from suppliers and vendors, and if they will accept purchase orders as payment, prior to completing the order.
- Orders exceeding the purchase order limit must be approved by the Finance/Administration Section before the order can be completed.
- If vendor contracts are required for procurement of specific resources or services, refer the request to the Finance/Administration Section for development of necessary agreements.
- Ensure that all paperwork for rentals and supplies contracts are processed and forwarded to the Finance section.
- Determine if the vendor or provider will deliver the ordered items. If delivery services are not available, coordinate pick up and delivery through the Transportation Unit.
- Make provisions for food and lodging for EOC staff and volunteers. Assist the field level with food services at camp locations.
- Keep the Logistics Section Chief informed of significant issues affecting the Supply/Procurement Unit.

Demobilization Phase

- Follow the Generic Checklist, Demobilization phase.

TRANSPORTATION UNIT COORDINATOR

****** Read This Entire Position Checklist Before Taking Action ******

Responsibilities

1. In coordination with the Public Works Unit Coordinator, and the Situation Analysis Unit, develop a Transportation Plan to support EOC operations.
2. Ensure transportation for workers, victims and impacted citizens.
3. Arrange for the acquisition or use of required transportation resources.
4. Supervise the Transportation Unit.

Activation Phase

- Follow the Generic Checklist, Activation phase.

Operational Phase

- Establish and maintain a position log and other necessary files.
- Routinely coordinate with the Situation Analysis Unit to determine the status of transportation routes in and around the jurisdiction.
- Routinely coordinate with the Public Works Unit Coordinator to determine progress of route recovery operations.
- Develop a Transportation Plan which identifies routes of ingress and egress, thus facilitating the movement of response personnel, the affected population, and shipment of resources and material.
- Develop and maintain a local resource list of equipment transport vehicles (heavy equipment, light trucks, heavy trucks, buses, boats and cars).
- Develop and maintain a resource list to transport victims, workers and affected citizens.
- Establish contact with local transportation agencies and schools to establish availability of equipment and personnel resources for use in evacuations and other operations as needed.
- Establish contact with the Operational Area logistics section – Transportation Unit, to request additional out-of-jurisdictional transportation resources.
- As required, provide transportation for victims, workers and affected victims.
- Keep the Logistics Section Chief informed of significant issues affecting the Transportation Unit.

Demobilization Phase

- Follow the Generic Checklist, Demobilization phase.

FACILITIES UNIT COORDINATOR

****** Read This Entire Position Checklist Before Taking Action ******

Responsibilities

1. Ensure that adequate essential facilities are provided for the response effort;
 - Including reception areas for outside help, incoming resources and victims.
 - Including securing access to the facilities and providing staff, furniture, supplies, and materials necessary to configure the facilities in a manner adequate to accomplish the mission.
2. Ensure acquired buildings, building floors, and/or workspaces are returned to their original state when no longer needed.
3. Supervise the Facilities Unit.

Activation Phase

- Follow the Generic Checklist, Activation phase.

Operational Phase

- Establish and maintain a position log and other necessary files.
- Work closely with the EOC Coordinator and other sections in determining facilities and furnishings required for effective operation of the EOC.
- Coordinate with branches and units in the Operations Section to determine if assistance with facility acquisition and support is needed at the field level.
- Arrange for continuous maintenance of acquired facilities, to include ensuring that utilities and restrooms are operating properly.
- If facilities are acquired away from the EOC, coordinate with assigned personnel and designate a Facility Manager.
- Develop and maintain a status board or other reference that depicts the location of each facility; a general description of furnishings, supplies, and equipment at the site; hours of operation, and the name and phone number of the Facility Manager.
- As facilities are vacated, coordinate with the Facility Manager to return the location to its original state. This includes removing and returning furnishings and equipment, arranging for janitorial services, and locking or otherwise securing the facility.
- Keep the Logistics Section Chief informed of significant issues affecting the Facilities Unit.

Demobilization Phase

- Follow the Generic Checklist, Demobilization phase.

RESOURCE STATUS UNIT COORDINATOR

****** Read This Entire Position Checklist Before Taking Action ******

Responsibilities

1. Coordinate with the other units in the Logistics Section to capture and centralize resource status information.
2. Develop and maintain resource status boards in the Logistics Section.
3. Supervise the Resource Status Unit.

Activation Phase

- Follow the Generic Checklist, Activation phase.

Operational Phase

- Establish and maintain position log and other necessary files.
- Coordinate closely with all units in the Logistics Section, particularly Supply/Procurement, Personnel, and Transportation.
- As resource requests are received in the Logistics Section, post the request on a status board and track the progress of the request until filled.
- Status boards should track requests by providing at a minimum, the following:
 - contact person with phone number or radio link;
 - date & time of the request;
 - items requested;
 - priority designation;
 - time the request was processed and
 - estimated time of arrival or delivery to the requesting party.
- Work closely with other logistics units and assist in notifying requesting parties of the status of their resource request. This is particularly critical in situations where there will be delays in filling the request.
- An additional status board may be developed to track resource use by the requesting party. Information categories might include the following: actual arrival time of the resource, location of use, an estimate of how long the resource will be needed, and maintenance schedule.
- Keep in mind that it is generally not necessary to track mutual aid resources unless they are ordered through the Logistics Section.

Demobilization Phase

- Follow the Generic Checklist, Demobilization phase.

Fairfax Emergency Operations Plan (EOC Checklists)

FINANCE/ADMINISTRATION SECTION CHIEF

**** Read This Entire Position Checklist Before Taking Action ****

Responsibilities

1. Ensure that all financial records are maintained, and cost analysis is provided throughout the event or disaster.
2. Ensure that all on-duty time is recorded for each person staffing the EOC.
3. Ensure that all on-duty time sheets are collected from Field Level Supervisors or Incident Commanders and their staff.
4. Ensure that there is a continuum of the payroll process for all city employees responding to the event or disaster.
5. Determine purchase order limits for the procurement function in Logistics.
6. Ensure that workers' compensation claims, resulting from the response to the event or disaster by city employees, are processed within a reasonable time, given the nature of the situation.
7. Ensure that all travel and expense claims are processed within a reasonable time, given the nature of the situation.
8. Provide administrative support to the EOC Sections as required, in coordination with the Personnel Unit.
9. Activate units within the Finance/Administration Section as required; monitor section activities continuously and modify the organization as needed.
10. Ensure that all recovery documentation is accurately maintained during the response.
11. Supervise the Finance/Administration Section.

Activation Phase

- Follow the Generic Checklist, Activation phase.
- Ensure that the Finance/Administration Section is set up properly and that appropriate personnel, equipment, and supplies are in place.
- Based on the situation, activate units within the Section as needed and designate Unit Coordinators for each element:
- Meet with the Logistics Section Chief and review financial and administrative support requirements and procedures; determine the level of purchasing authority to be delegated to Logistics Section.
- Meet with all Unit Coordinators and ensure that responsibilities are clearly understood.
- In conjunction with Unit Coordinators, determine the initial action planning objectives for the first operational period.
- Notify the EOC Director when the Finance/Administration Section is operational.
- Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur.

Operational Phase

- Ensure that Finance/Administration position logs and other necessary files are maintained.
- Ensure that displays associated with the Finance/Administrative Section are current and that information is posted in a legible and concise manner.
- Participate in all Action Planning meetings.
- Brief all Unit Coordinators and ensure they are aware of the EOC objectives as defined in the Action Plan.
- Ensure that all financial obligation documents are prepared and completed.

Fairfax Emergency Operations Plan (EOC checklists)

- Keep the EOC Director and General Staff aware of the current fiscal situation and other related matters, on an on-going basis.
- Ensure that the Recovery Unit maintains all financial records throughout the event or disaster.
- Ensure that the Time Keeping Unit tracks and records all agency staff time.
- In coordination with the Logistics Section, ensure that the Purchasing Unit processes purchase orders and develops contracts in a timely manner.
- Ensure that the Compensation & Claims Unit processes all workers' compensation claims resulting from the disaster, in a reasonable time frame, given the nature of the situation.
- Ensure that the Time Keeping Unit processes all time sheets and travel/expense claims promptly through city budget and payroll office.
- Ensure that the Finance/Administration Section provides administrative support to other EOC Sections as required.
- Coordinate with Recovery Unit Leader in Planning to ensure that all recovery documentation is accurately maintained and filed during the response.

Demobilization Phase

- Follow the Generic Checklist, Demobilization phase.

Fairfax Emergency Operations Plan (EOC checklists)

TIME KEEPING UNIT COORDINATOR

**** Read This Entire Position Checklist Before Taking Action ****

Responsibilities

1. Track, records and report all on-duty time for personnel working during the event or disaster.
2. Ensure that personnel time records, travel expense claims, and other related forms are prepared and submitted to city budget and payroll office.
3. Supervise the Time Keeping Unit.

Activation Phase

- Follow the Generic Checklist, Activation phase.

Operational Phase

- Establish and maintain position logs and other necessary files.
- Initiate, gather, and update time and travel reports and travel expenses from all town personnel, include volunteers assigned to each shift; ensure that time records are accurate and prepared in compliance with town policy.
- Obtain complete personnel rosters from the Personnel Unit. Rosters must include all EOC Personnel as well as personnel assigned to the field level.
- Provide instructions for all supervisors to ensure that time sheets and travel expense claims are completed properly and signed by each employee prior to submitting them.
- Establish a file for each employee or volunteer within the first operational period; maintain a fiscal record for as long as the employee is assigned to the response.
- Keep the Finance/Administration Section Chief informed of significant issues affecting the Time Keeping Unit.

Demobilization Phase

- Follow the Generic Checklist, Demobilization phase.

Fairfax Emergency Operations Plan (EOC Checklists)

COMPENSATION AND CLAIMS UNIT COORDINATOR

**** Read This Entire Position Checklist Before Taking Action ****

Responsibilities

1. Oversee the investigation of injuries and property/equipment damage claims involving the city and arising out of the event or disaster.
2. Complete all forms required by worker's compensation program and city policy.
3. Maintain a file of injuries and illnesses associated with the event or disaster, which includes results of investigations.
4. Supervise the Compensation and Claims Unit.

Activation Phase

- Follow the Generic Checklist, Activation phase.

Operational Phase

- Establish and maintain a position log and other necessary files.
- Maintain a chronological log of injuries and illnesses, and property damage reported during the event or disaster.
- Investigate all injury and damage claims as soon as possible.
- Prepare appropriate forms for all verifiable injury claims and forward them to Workers' Compensation within the required time frame, consistent with city Policy and Procedures.
- Coordinate with the Safety Officer regarding the mitigation of hazards.
- Keep the Finance/Administration Chief informed of significant issues affecting the Compensation and Claims Unit.
- Forward all equipment or property damage claims to the Recovery Unit.

Demobilization Phase

- Follow the Generic Checklist, Demobilization phase.

Fairfax Emergency Operations Plan (EOC Checklists)

PURCHASING UNIT COORDINATOR

**** Read This Entire Position Checklist Before Taking Action ****

Responsibilities

1. Coordinate vendor contracts, not previously addressed by existing approved vendor lists.
2. Coordinate with Supply/Procurement Unit on all matters involving the need to exceed established purchase order limits.
3. Supervise the Purchasing Unit.

Activation Phase

- Follow the Generic Checklist, Activation phase.

Operational Phase

- Establish and maintain position logs and other necessary files.
- Review the city emergency purchasing procedures.
- Prepare and sign contracts as needed; obtain concurrence from the Finance/Administration Section Chief, per city policy and procedures.
- Ensure that all contracts identify the scope of work and specific site locations.
- Negotiate rental rates not already established, or purchase price with vendors as required.
- Admonish vendors as necessary, regarding unethical business practices, such as inflating prices or rental rates for their merchandise or equipment during disasters.
- Finalize all agreements and contracts, as required.
- Complete final processing and send documents to city Budget and Payroll for payment.
- Verify costs data in the pre-established vendor contracts and/or agreements.
- In coordination with the Logistics Section, ensure that the Supply/Procurement Unit processes purchase orders and develops contracts in a timely manner.
- Keep the Finance/Administration Section Chief informed of all significant issues involving the Purchasing Unit.

Demobilization Phase

- Follow the Generic Checklist, Demobilization phase.

Fairfax Emergency Operations Plan

Part V – Recovery Operations

Concept of Operations	2
Short Term Recovery	2
Long Term Recovery	3
Organization.....	5
Organization Chart.....	5
Department Functional Matrix.....	6
Responsibilities	7
Damage/Safety Assessment	10
Documentation.....	10
NDAA Requirements.....	10
Federal Requirements	10
Debris Removal	10
Building Codes	11
After-Action Report.....	11
Disaster Assistance Programs	12
Introduction.....	12
Individuals	12
Business.....	12
Agriculture.....	12
Government	12
Non-Profits	12
Type of Emergency Declaration	13
State of Emergency Proclamation	13
Presidential Declaration.....	13
Public Assistance Program Responsibilities.....	14
Individual Assistance Program Responsibilities.....	14
Hazard Mitigation Grant Program Responsibilities	14

Fairfax Emergency Operations Plan

Concept of Operations

Recovery Operations In the aftermath of a disaster, many citizens will have specific needs that must be met before they can pick up the thread of their pre-disaster lives. Typically, there will be a need for such services as:

- assessment of the extent and severity of damages to homes and other property;
- restoration of services generally available in the community - water, food, and medical assistance;
- repair of damaged homes and property; and
- professional counseling when the sudden changes resulting from the emergency create mental anguish and inability to cope.

The Town will help individuals and families recover by ensuring that these services are available and by seeking additional resources if the community needs them. Special districts serving Fairfax residents have the responsibility for restoration of services to their customers.

Recovery occurs in two phases. Short-term recovery operations are coordinated from within the Emergency Operations Center. These activities begin during the response phase of the emergency. Long-term recovery addresses the rebuilding process that may last years.

SHORT-TERM RECOVERY

The goal of short-term recovery is to restore local government services to at least minimal capacity. Short-term recovery includes:

- utility restoration;
- expanded social, medical and mental health services;
- re-establishment of Fairfax government operations;
- transportation route restoration;
- debris removal and clean-up operations;
- building safety inspections; and
- abatement and demolition of hazardous structures.

Emergency actions may be taken to address specific conditions such as:

- suspension of evictions;
- request utilities to provide bill relief;
- waiver of permit fees for damage repairs;
- need for temporary housing and business space; and
- change or alter traffic patterns.

Short-term recovery operations will include all the agencies participating in the Town's disaster response.

Fairfax Emergency Operations Plan

Fairfax will coordinate with special district and private utility companies on all efforts to restore utility systems and services during recovery operations. The Marin County Community Mental Health Services Division will be requested to coordinate and conduct Critical Stress Debriefings for emergency response personnel and victims of the disaster/event.

In coordination with the Marin County Division of Social Services and the American Red Cross, the Town will provide sheltering for disaster victims until housing can be arranged. The Town will ensure that debris removal and clean-up operations are expedited.

For federally-declared disasters, tele-registration centers may be established by the Federal Emergency Management Agency (FEMA) to assist disaster victims and businesses in applying for individual assistance grants and Small Business Administration loans. In coordination with the Marin County Office of Emergency Services, the Town may establish a Local Assistance Center to house representatives of public and private agencies offering services and resources to residents.

LONG-TERM RECOVERY

The goal of long-term recovery is to restore facilities and community resources to pre disaster condition. Long-term recovery includes:

- hazard mitigation activities;
- restoration and reconstruction of public facilities;
- restoration of economic, social and institutional activities; and
- disaster response cost recovery.

The major objectives of long-term recovery operations include:

- coordinated delivery of long-term social and health services;
- improved land use planning;
- an improved Fairfax Emergency Operations Plan;
- re-establishment of the local economy to pre-disaster levels;
- recovery of disaster response costs; and
- the effective integration of mitigation strategies into recovery planning and operations.

Fairfax will handle long-term recovery activities on its own, separate from the Marin Operational Area. Changes to the Plan will be coordinated with all participating departments and agencies. Structures that present public safety threats will be demolished and abated during short-term recovery operations.

Hazard mitigation actions will need to be coordinated and employed in all activities by the Town and special districts in order to ensure a maximum reduction of vulnerability to future disasters. The Town and special districts will strive to restore essential facilities to their pre-disaster condition by retrofitting, repairing or reconstructing them during long-term recovery operations. In addition, consideration might be given to other

Fairfax Emergency Operations Plan

mitigation activities such as zoning variances, building codes, plan reviews, seismic safety elements, and other land use planning techniques.

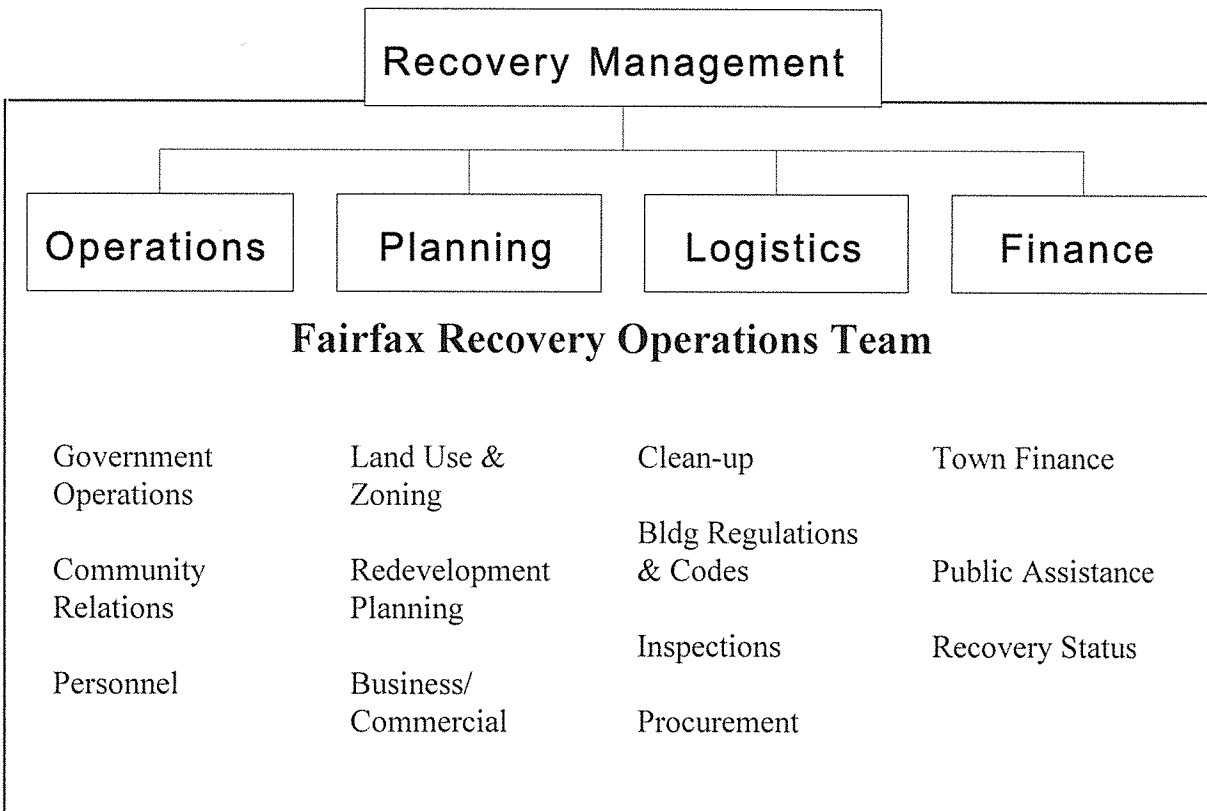
With public safety a primary concern, rapid recovery may require adjustments to policies and procedures to streamline the recovery process. The Building Department will be responsible for procedures that expedite the permit process for repair and rebuilding of residential and commercial properties

Recovery programs will also be sought for individual citizens and private businesses. Strategic planning will include input from and participation by businesses, citizens and non-profit organizations. The Town's Planning Department will play a vital role in rebuilding the commercial areas of Fairfax.

Fairfax Emergency Operations Plan

Organization

Recovery operations for the Town of Fairfax will be managed by a Recovery Operations Team, under the direction of the Town Manager. Recognizing that it is important to assess and take steps to reduce the impact of future events, every member of a recovery operations organization should be responsible for documenting and reporting possible mitigation actions. Recovery issues involving other jurisdictions and/or special districts will be coordinated and managed between the Town Manager, or designee, and their designated representatives. On a regularly scheduled basis, the Town Manager, or designee, will convene meetings of the Recovery Operations Team. These meetings may include other key staff and individuals, as well as representatives from affected jurisdictions and special districts. These meetings will be held to collectively make policy decisions and to gather and disseminate information regarding completed and ongoing recovery operations. The Town Emergency Operations Manager will assist the Town Manager in facilitating and leading the recovery process. All Town departments may need to take responsibility for certain functions throughout the recovery process.



Fairfax Emergency Operations Plan

Department Functional Matrix

P = Primary Responsibility

S = Supporting Responsibility

	Town Council	Town Manager	Town Clerk	Police Chief	Fire Chief	Public Works Director	Building Inspector	Planning Director	Finance Director	Emergency Service Mgr.
MANAGEMENT										
Director		P								
Public Information		P	S							
OPERATIONS										
Government Operations	P	S	S	S	S					
Community Relations	P	S	S							S
Personnel	S	P	S	S	S					
PLANNING										
Land Use & Zoning							S	P		
Redevelopment Planning						S		P		
Business/Commercial								P	S	
LOGISTICS										
Clean-up				S	S	P				
Bldg Regulations & Codes						S	P	S		
Inspections						S	P			
Procurement				S	S	P				
FINANCE										
Town Finance									P	S
Public Assistance			S	S	S					P
Recovery Status				S					S	P

Fairfax Emergency Operations Plan

Responsibilities

Town departments and key personnel have specific assigned responsibilities as a part of the Fairfax Recovery Operations Team. Effective fulfillment of these responsibilities is critical for a timely and successful physical, economic and social recovery.

MANAGEMENT

Director

- Coordinate the development of procedures and processes to be used in recovery operations.
- Provide overall management of the political processes with the Town Council and commissions to facilitate changes in ordinances, laws and codes, and to expedite recovery planning and financing.
- Coordinate interdepartmental matters pertaining to recovery operations.
- Direct the business/commercial redevelopment process.
- Provide leadership in the development of all policies related to the recovery process.

Public Information

- Coordinate the release and dissemination of all public information.

OPERATIONS

Government operations

- Restore/adapt/replace Town communications systems.
- Acquire temporary and/or replacement space for Town operations.
- Coordinate/manage construction repairs and replacement of Town facilities.

Community Relations

- Assure that resources for citizen emotional and financial support are accessible and known to the community.
- Coordinate efforts to find/create temporary housing for persons in shelters.
- Coordinate the process of creating permanent replacement housing.
- Liaison with private non-profit agencies providing human services.
- Liaison with government agencies that are providing community assistance.
- Facilitate and coordinate, with the Marin County Office of Emergency Services, the establishment and operation of a Local Assistance Center.

Personnel

- Coordinate the reassignment of personnel needed for recovery operations.
- Facilitate/expedite position vacancies to assure adequate recovery personnel.
- Facilitate/expedite filling temporary and permanent positions to assure continuity of ongoing government and recovery operations.

Fairfax Emergency Operations Plan

PLANNING

Land use and zoning variance

- Propose/process zoning variances, as appropriate, which will facilitate repairs, replacement or accommodate changed use such as temporary commercial space
- Examine the need for changes in the Master Plan to address needs that emerge from the impact of a disaster.
- Serve as a planning resource to redevelopment efforts in matters relating to land use.
- Propose land use/zoning changes for hazard mitigation in impacted areas.

Redevelopment planning

- Direct need assessment process.
- Identify the process used to rebuild damage areas under redevelopment laws and regulations.
- Design procedures for business and community participation in planning development.
- Create/develop proposals for hazard mitigation.

Business/Commercial

- Assist in locating or creating temporary business and commercial space for existing entrepreneurs.
- Facilitate zoning variances, as appropriate, to accommodate business/commercial repairs and replacements.
- Liaison with agencies providing assistance for impacted businesses.

LOGISTICS

Clean-up

- Coordinate all aspects of structural demolition.
- Expedite and direct debris removal on public property and/or in locations that present a public hazard.

Building regulations and codes

- Review/revise codes for hazard mitigation in impacted areas.
- Utilize permit requirements and controls to reduce loss risks for new development.
- Strictly enforce permit requirements for repairs and replacements to mitigate hazards.
- Make revisions to expedite permit process for repairs and replacements

Inspections

- Carry-out safety inspections of the municipal infrastructure.
- Conduct inspections of locations at risk of violating environmental safety.
- Coordinate continued initial and follow-up structural and service safety inspections of all buildings, public and private.

Procurement

- Coordinate ordering of supplies and equipment for recovery operations.
- Coordinate procurement of vehicles for recovery operations.
- Coordinate replacements of damaged/destroyed supplies and equipment needed for government operations.

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Finance

Government finance

- Assure ongoing liquidity to allow the Town to meet its financial obligations.
- Review/revise current fiscal year budget to reflect the impact of the disaster.
- Sign leases and contracts for recovery operations.
- Oversee the processing of disaster related claims.
- Oversee insurance settlements for Town disaster related losses.
- Examine the burden and collection of fees and taxes on individuals and businesses impacted by the disaster. Consider special considerations for hardships and changes to reflect temporary and permanent losses.

Public assistance

- Coordinate the preparation of a budget for recovery expenses.
- Manage accounting systems to keep a clear and separate record of all disaster related response and recovery expenses.
- Clearly identify all costs for emergency work.
- Coordinate the preparation and submission of applications for public assistance.
- Liaison with state and federal public assistance agencies throughout the recovery period.

Recovery status

- Coordinate the preparation and submission of an After-Action Report.
- Coordinate with Public Works on the identification of the process for analyzing and conducting potential hazard mitigation projects.
- Prepare periodic status reports of recovery actions and activities.
- Collect all records and documents and maintain files that relate to recovery operations.

Fairfax Emergency Operations Plan

Damage/Safety Assessment

Under the Fairfax Emergency Operations Center's Standard Operating Procedures, an Initial Damage Estimate is developed during the emergency response phase to support a request for gubernatorial proclamation and for the State to request a presidential declaration.

This is followed by a detailed assessment of damage during the recovery phase by the Town and special districts. This detailed assessment provides the basis for determining the type and amount of state and/or federal financial assistance available for recovery.

In coordination with Marin County OES, the Public Works Department will complete the detailed damage/safety assessment. Administrative and operational divisions of special districts will, in most cases, complete their own detailed damage/safety assessment.

Documentation

Documentation is the key to recovering emergency response and recovery costs. Damage assessment documentation will be critical in establishing the basis for eligibility of disaster assistance programs.

NDAA requirements Under the State Natural Disaster Assistance Act (NDAA), documentation is required for damage sustained to public buildings, levees, flood control works, irrigation works, county roads, town streets, bridges, and other public works.

Federal requirements Under federal disaster assistance programs, documentation must be obtained regarding damage sustained to:

- roads;
- water control facilities;
- public buildings and related equipment;
- public utilities;
- facilities under construction;
- recreational and park facilities;
- educational institutions; and
- certain private non-profit facilities.

Debris removal Debris removal and emergency response costs incurred by the affected entities should also be documented for assistance purposes under the federal programs. It will be the responsibility of the Town and special districts to collect documentation of these damages.

The documented information should include the location and extent of damage, and estimates of costs for debris removal, emergency work, and repairing or replacing damaged facilities to pre-disaster condition.

Fairfax Emergency Operations Plan

Building codes

The cost of compliance with building codes for new construction, repair, and restoration will also be documented. The cost of improving facilities may be included under federal mitigation programs.

Documentation will be the key to recovering expenditures related to emergency response and recovery operations. For Fairfax, documentation must begin at the field response level and continue throughout the operation of the Emergency Operations Center as the disaster unfolds.

After-Action Report

Standardized Emergency Management System (SEMS) regulations require the Town to complete an after-action report following a locally declared emergency for which the governor proclaims a state of emergency. This report must be transmitted to the Coastal Region OES, via the Marin County Office of Emergency Services within (90) days of the close of the incident period.

The after-action report will provide, at a minimum:

- response actions taken;
- application of SEMS;
- suggested modifications to SEMS;
- necessary modifications to plans and procedures;
- identified training needs, and
- recovery activities to date.

The after-action report will serve as a source for documenting emergency response activities, identifying areas of concern and successes. It will also be utilized to develop and describe a work plan for implementing improvements.

An after-action report will be a composite document for all SEMS levels, providing a broad perspective of the incident, referencing more detailed documents, and addressing all areas specified in regulations. It will include an overview of the incident, including enclosures, and addressing specific areas if necessary.

It will be coordinated with, but not encompass, hazard mitigation. Hazard mitigation efforts may be included in the “recovery actions to date” portion of the after-action report.

The Fairfax Town Manager, with the assistance of the Emergency Services Manager, will be responsible for the completion and distribution of the Fairfax after-action report, including submission to the Marin County Office of Emergency Services for the Coastal Region Office of Emergency Services within the required 90 day period. Completion of the after-action report may be coordinated with the Operational Area and special districts to incorporate information from them for the report.

Fairfax Emergency Operations Plan

For Fairfax, the after-action report's primary audience will be Town management and employees. As public documents, they are accessible to anyone who requests a copy. The Town will make copies available through the Marin County library system.

The after-action report will be written in simple language, well-structured, brief, well-presented and geared to multiple audiences.

Data for the after-action report will be collected from a questionnaire, Response Information Management System (RIMS) documents, other documents developed during the disaster response and interviews of emergency responders. The most recent After-Action Report Instructions and Report Form are available on RIMS.

Disaster Assistance Programs

Introduction

When requesting disaster assistance, some key areas of concern must be adequately addressed. These areas include the needs of distinct groups, disaster assistance available at each level of declaration, and the level of detail required on each request for disaster assistance.

The disaster assistance programs have been developed for the needs of four distinct groups:

- individuals;
- businesses (including agriculture interests);
- governments; and
- non-profit organizations.

Individuals Individuals may receive loans or grants for such things as real and personal property, dental, funeral, medical, transportation, unemployment, sheltering, and rental assistance, depending on the extent of damage.

Business Loans for many types of businesses are often made available through the United States Small Business Administration, assisting with physical and economic losses as a result of a disaster or an emergency.

Agriculture Programs exist for agricultural or other rural interests through the United States Department of Agriculture, including assistance for physical and production losses, repair, and reconstruction.

Government Funds and grants are available to government and qualifying non-profit organizations to mitigate the risk of future damage.

Non-Profits

Assistance funds may be available for specific facilities of qualifying private non-profit organizations that perform services of a government nature.

Fairfax Emergency Operations Plan

Type of Emergency Declaration

A state grant program is available to local governments to respond to and recover from disasters. Federal grant programs are available to assist governments and certain non-profit organizations in responding to and recovering from disasters. At each level of emergency declaration, various disaster assistance programs become available to individuals, businesses, governments, and non-profit organizations. Under local emergency declarations, Fairfax may be eligible for assistance under the Natural Disaster Assistance Act (with concurrence of the Director of the Governor's OES).

Businesses and individuals may be eligible for local government tax relief, low-interest loans from the United States Small Business Administration, and relief programs under the United States Department of Agriculture.

State of Emergency Proclamation

Under a State of Emergency Proclamation by the Governor, the Town, special districts, individuals, and businesses may be eligible, in addition to the assistance available under a local emergency declaration, for services from the following agencies:

- Contractor's License Board;
- Department of Insurance;
- Department of Social Services;
- Franchise Tax Board Tax Relief;
- Department of Motor Vehicles;
- Department of Aging State Board of Equalization; and
- Department of Veteran's Affairs (CALVET).

Availability of services will be announced by the State OES following the emergency.

Presidential Declaration

Under a Presidential Declaration, the Town, special districts, individuals, and businesses may be eligible for the following disaster assistance programs and services:

- Cora Brown Fund;
- Crisis Counseling Program;
- Disaster Unemployment;
- Temporary Housing Program;
- Individual and Family Grant Program;
- Internal Revenue Service Tax Relief;
- Public Assistance;
- Hazard Mitigation;
- Veteran's Affairs Assistance; and
- Federal Financial Institutions.

Federal assistance is coordinated through the Federal Emergency Management Agency (FEMA)

Fairfax Emergency Operations Plan

Public Assistance Program Responsibilities

Each entity has the responsibility for the completion and submission of the required documents for both state and federal public assistance programs for their jurisdiction, agency, or company.

For Fairfax, the Public Works Department will complete the necessary public assistance program application and supporting materials. Police and Fire Departments will assist providing supporting materials as needed. The Public Works Department will be the primary contact for state and federal field representatives. Copies of current state and federal forms are included in the Appendix.

Special districts will be responsible for making public assistance application and coordinating with state and federal representatives on projects within their jurisdiction.

Individual Assistance Program Responsibilities

Individuals are expected, whenever possible, to provide for themselves and direct their own personal recovery. However, many individuals will expect the Town to deliver assistance to them well after the disaster.

Fairfax will assist the individuals to the maximum extent possible, including providing them with the Federal Emergency Management Agency's (FEMA) hotline number for individual assistance. The Town may establish or coordinate a Local Assistance Center to facilitate access by residents to the services and resources of public and private agencies.

A sequence of delivery guide has been developed by FEMA to assist individuals and local governments in determining the flow of individual assistance. Fairfax's objective is to provide the citizens of their community with all the necessary information to help themselves recover from the disaster. The sequence of delivery appears as follows:

- individual actions for assistance (family, friends, volunteer organizations, churches, etc.);
- recovery/assistance from private insurance carrier;
- FEMA disaster housing assistance; United States Small Business Administration assistance;
- individual and Family Grant Program assistance; and
- Cora Brown Fund Assistance.

Hazard Mitigation Grant Program Responsibilities

Within locally declared areas, the Town Manager and the management of special districts are responsible for identifying projects that will substantially reduce the risk of future damage, hardship, loss, or suffering from a disaster.

These agencies must ensure that each identified project is cost effective and meets basic project eligibility. These agencies will be the primary contact and coordinator for each funded project until completion.

Fairfax Emergency Operations Plan

Appendix A

Local Resolutions and Ordinances	
Authority to Implement the Emergency Operations Plan	2
Authority Integrating NIMS into the Emergency Management System.....	2
Authority for Town Council to Proclaim a Local Emergency	3
Authority for Town Manager to Proclaim a Local Emergency.....	3
Sample Emergency Resolutions	
Resolution Proclaiming Existence of a Local Emergency.....	4
(by Town Council)	
Resolution Proclaiming Existence of a Local Emergency.....	5
(by Town Manager)	
Resolution Confirming Existence of a Local Emergency	6
(by Town Council)	
Resolution Proclaiming Termination of Local Emergency.....	7
Town Department Phone Contact List.....	8
Alert List	9
Maps.....	10
Sample - Action Plan Objectives	11
Marin Operational Area EOC Contact List.....	12
Resource List.....	13
Marin InterAgency Disaster Coalition Directory	14
Local Non-Profit Agencies Inventory	15
Reports and Forms	
Emergency Operations Center Message Form.....	16
Resource Request to Logistics	17
Emergency Operations Center Management Situation Report	18
Section/Unit Activity Log	20
Scheduled Briefings	22
Situation Report to Marin Operational Area.....	23
Initial Damage Estimate Report to Marin Operational Area.....	25
Notice of Interest (NOI)	26
Designation of Applicant' s Agent Resolution	27
List of Projects (Exhibit B)	28
Glossary of Terms	29

Fairfax Emergency Operations Plan

**AUTHORITY TO IMPLEMENT THE EMERGENCY OPERATIONS PLAN
AUTHORITY INTEGRATING THE NATIONAL INCIDENT MANAGEMENT SYSTEM INTO
THE EMERGENCY MANAGEMENT SYSTEM**

**Insert Copy of Council Resolutions
RESOLUTION NO. 2050 (next page)
RESOLUTION NO. 2429 (next page)**

RESOLUTION NO. 2050

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF FAIRFAX
APPROVING A NEW FAIRFAX EMERGENCY PLAN BASED ON THE MARIN
COUNTY EMERGENCY PLAN TEMPLATE

WHEREAS, the Town of Fairfax has entered into agreement with the County of Marin on a county wide emergency plan through the Memorandum of Understanding Marin Operational Area, and

WHEREAS, the MOU provides for a regular update of our emergency plan to conform to the State's Standardized Emergency Management System (SEMS) requirements, and

WHEREAS, Town Code of Fairfax, Chapter 2.52 provides for the adoption of a Town Emergency Plan by Resolution, and

WHEREAS, the proposed County Emergency Plan template with Fairfax specific revisions satisfies State, Operational Area and Local requirements,

NOW, THEREFORE, BE IT RESOLVED that the Town Council of the Town of Fairfax does hereby adopt the proposed Fairfax Emergency Plan.

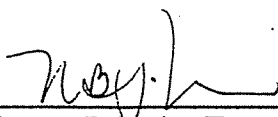
PASSED AND ADOPTED at a regular meeting of the Fairfax Town Council on the 5th day of January 1999 by the following vote to wit:

AYES: Brandborg, Egger, Ghiringhelli, Vanni, Mayor Peterson
NOES: None



SUE PETERSON, MAYOR

Attest



Nancy Briggan, Town Clerk

RESOLUTION NO. 2429

A Resolution of the Town Council of the Town of Fairfax Integrating the National Incident Management System, to the Extent Appropriate, into the emergency management system

WHEREAS, the President in Homeland Security Directive – 5, directed the Secretary of the Department of Homeland Security to develop and administer a National Incident Management System, which would provide a consistent nationwide approach for federal, state, local, and tribal governments to work together more effectively and efficiently to prevent, prepare for, respond to, and recover from disaster, regardless of cause, size or complexity; and

WHEREAS, California pioneered the development of standardized incident management systems to respond to a variety of catastrophic disasters, including fires, earthquakes, floods, and landslide; and

WHEREAS, in the early 1970's the California fire service, in partnership with the federal government, developed the seminal emergency incident command system that has become the model for incident management nationwide; and

WHEREAS, in 1993, California was the first state to adopt a statewide Standardized Emergency Management System for use by every emergency response organization, and implemented a system to ensure the continual improvement of the Standardized Emergency Management System; and

WHEREAS, California emergency management professionals have contributed their expertise to the development of the new National Incident Management system; and

WHEREAS, it is essential for responding to disasters that federal, state, local, and tribal organizations utilize standardized terminology, standardized organizational structures, interoperable communications, consolidated action plans, unified command structures, uniform personnel qualification standards, uniform standards for planning, training, and exercising, comprehensive resource management, and designate incident facilities during emergencies or disasters; and

WHEREAS, the California Standardized Emergency Management System substantially meets the objectives of the National Incident Management System; and

WHEREAS, the National commission on Terrorist Attacks (9-11 Commission) recommended adoption of a standardized Incident Command System nationwide; and

WHEREAS, the Governor of the State of California has directed his Office of Emergency Services and Office of Homeland Security in cooperation with the Standardized Emergency Management System Advisory Board to develop a program to integrate the National Incident Management System, to the extent appropriate, into the state's emergency management system;

NOW, THEREFORE, BE IT RESOLVED that the Town of Fairfax will integrate the National Incident Management System, to the extent appropriate, into the emergency management system; and

BE IT FURTHER RESOLVED that the Town of Fairfax utilizes the National Incident Management System, which shall be consistent with the integration of the National Incident Management System and the Standardized Emergency Management System in California; and

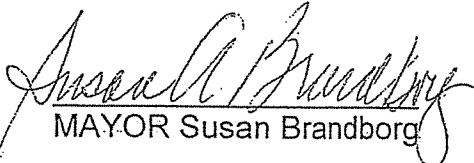
BE IT FURTHER RESOLVED that a copy of this resolution is forwarded to the Governor's Office of Emergency Services.

APPROVED AND ADOPTED by the Town Council of the Town of Fairfax at a regular meeting held on June 7, 2006.

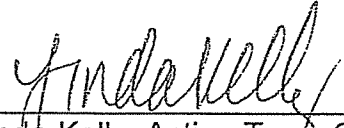
AYES: Brandborg, Bragman, Maggiore, Tremaine, Weinsoff

NOES: None

ABSENT: None


MAYOR Susan Brandborg

Attest


Linda Kelly, Acting Town Clerk

RESOLUTION NO. 2451

**A Resolution of the Town Council of the Town of Fairfax
Approving the 2006 Update of the Fairfax Emergency Operations Plan**

WHEREAS, the Town of Fairfax maintains an Emergency Operations Plan for the purpose of ensuring an effective and economical allocation of resources for the maximum benefit and protection of life, property, and environment of the community during and emergency, and

WHEREAS, the Emergency Operations Plan requires periodic updates to conform to the State=s Standardized Emergency Management System (SEMS) requirements, and

WHEREAS, the Town Code of Fairfax passed Resolution No. 2429 integrating the National Incident Management System (NIMS), to the extent appropriate, into the emergency management system, and

WHEREAS, a condition of NIMS is to have an Emergency Operations Plan that conforms to the principles and standards of NIMS, and

WHEREAS, the updated Fairfax Emergency Operations Plan satisfies State, Operational Area, Local, and National requirements,

NOW, THEREFORE, BE IT RESOLVED that the Town Council of the Town of Fairfax does hereby adopt the 2006 Update of the Fairfax Emergency Operation Plan.

PASSED AND ADOPTED at a regular meeting of the Fairfax Town Council on the 6th day of September 2006 by the following vote to wit:


AYES: Bragman, Brandborg, Maggiore, Tremaine, Weinsoff

NOES: None

ABSENT: None


SUSAN BRANDBORG, MAYOR

Attest:


Judith Anderson, Town Clerk

Fairfax Emergency Operations Plan

**AUTHORITY FOR TOWN COUNCIL TO PROCLAIM A LOCAL EMERGENCY
AUTHORITY FOR TOWN MANAGER TO PROCLAIM A LOCAL EMERGENCY**

**Insert Copy of Council Ordinance
ORDINANCE NO. 379 and TOWN CODE
CHAPTER 2.52 (next several pages)**

AN ORDINANCE OF THE TOWN OF FAIRFAX PROVIDING
FOR EMERGENCY ORGANIZATION AND FUNCTIONS AND
REPEALING ALL OTHER ORDINANCES OR PARTS OF
ORDINANCES IN CONFLICT HEREWITH

The City Council of the Town of Fairfax does ordain as follows:

SECTION 1. The Code of the Town of Fairfax is hereby amended by the addition thereto of a new Chapter 8, to be entitled and to provide as follows:

CHAPTER 8

EMERGENCY SERVICES AND ORGANIZATION

SECTION 8.00. Purpose

The declared purposes of this chapter are to provide for the preparation and carrying out of plans for the protection of persons and property within this city in the event of an emergency; the direction of the emergency organization; and the coordination of the emergency functions of this city with all other public agencies, corporations, organizations, and affected private persons.

SECTION 8.01. Definition

As used in this ordinance, "emergency" shall mean the actual or threatened existence of conditions of disaster or of extreme peril to the safety of persons and property within this city caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, or earthquake, or other conditions, including conditions resulting from a labor controversy, which conditions are or are likely to be beyond the control of the services, personnel, equipment, and facilities of this town, requiring the combined forces of other political subdivisions to combat.

SECTION 8.02. Disaster Council Membership

The Fairfax Disaster Council is hereby created and shall consist of the following:

- A. The mayor, who shall be chairman.
- B. The director of emergency services, who shall be vice chairman.
- C. The assistant director of emergency services.
- D. Such chiefs of emergency services as are provided for in a current emergency plan of this town, adopted pursuant to this ordinance.
- E. Such representatives of civic, business, labor, veterans, professional, or other organizations having an official emergency responsibility, as may be appointed by the director with the advice and consent of the City Council.

SECTION 8.03. Disaster Council Powers and Duties

It shall be the duty of the Fairfax Disaster Council, and it is hereby empowered, to develop and recommend for adoption by the city council, emergency and mutual aid plans and agreements and such ordinances and resolutions and rules and regulations as are necessary to implement such plans and agreements. The Disaster Council shall meet upon call of the chairman or, in his absence from the town or inability to call such meeting, upon call of the vice chairman.

SECTION 8.04. Director and Assistant Director of Emergency Services

- A. There is hereby created the office of director of emergency services. The City Administrator shall be the director of emergency services.
- B. There is hereby created the office of assistant director of emergency services, who shall be appointed by the director.

SECTION 8.05. Powers and Duties of the Director and Assistant Director of Emergency Services

- A. The director is hereby empowered to:
 1. Request the city council to proclaim the existence or threatened existence of a "local emergency" if the city council is in session, or to issue such proclamation if the city council is not in session. Whenever a local emergency is proclaimed by the director, the city council shall take action to ratify the proclamation within 7 days thereafter or the proclamation shall have no further force or effect.
 2. In the event of the unavailability of a quorum of the City Council, request the Governor to proclaim a "state of emergency" when, in the opinion of the director, the locally available resources are inadequate to cope with the emergency.
 3. Control and direct the effort of the emergency organization of this town for the accomplishment of the purposes of this ordinance.
 4. Direct cooperation between and coordination of services and staff of the emergency organization of this town; and resolve questions of authority and responsibility that may arise between them.
 5. Represent this town in all dealings with public or private agencies on matters pertaining to emergencies as defined herein.
 6. In the event of the proclamation of a "local emergency" as herein provided, the proclamation of a "state of emergency" by the Governor or the Director of the State Office of Emergency Services, or the existence of a "state of war emergency," the director is hereby empowered:
 - a. To make and issue rules and regulations on matters of life and property as affected by such emergency; provided, however, such rules and regulations must be confirmed at the earliest practicable time by the city council;
 - b. To obtain vital supplies, equipment, and such other properties found lacking and needed for the protection of life and property and to bind the city for the fair value thereof and, if required immediately, to commandeer the same for public use;

- c. To require emergency services of any town officer or employee and, in the event of the proclamation of a "state of emergency" in the county in which this town is located or the existence of a "state of war emergency," to command the aid of as many citizens of this community as he deems necessary in the execution of his duties; such persons shall be entitled to all privileges, benefits, and immunities as are provided by state law for registered disaster service workers;
 - d. To requisition necessary personnel or material of any town department or agency; and
 - e. To execute all of his ordinary power as city administrator, all of the special powers conferred upon him by this ordinance or by resolution or emergency plan pursuant hereto adopted by the city council, all powers conferred upon him by any statute, by any agreement approved by the city council, and by any other lawful authority.
- B. The director of emergency services shall designate the order of succession to that office, to take effect in the event the director is unavailable to attend meetings and otherwise perform his duties during an emergency. Such order of succession shall be approved by the city council.
 - C. The assistant director shall, under the supervision of the director and with the assistance of emergency service chiefs, develop emergency plans and manage the emergency programs of this town; and shall have such other powers and duties as may be assigned by the director.

SECTION 8.06. Emergency Organization

All officers and employees of this town, together with those volunteer forces enrolled to aid them during an emergency, and all groups, organizations, and persons who may by agreement or operation of law, including persons impressed into service under the provisions of Section 8.05.A.6.c. of this chapter, be charged with duties incident to the protection of life and property in this town during such emergency, shall constitute the emergency organization of the town of Fairfax.

SECTION 8.07. Emergency Plan

The Fairfax Disaster Council shall be responsible for the development of the Town of Fairfax Emergency Plan, which plan shall provide for the effective mobilization of all of the resources of this town, both public and private, to meet any condition constituting a local emergency, state of emergency, or state of war emergency; and shall provide for the organization, powers and duties, services, and staff of the emergency organization. Such plan shall take effect upon adoption by resolution of the city council.

SECTION 8.08. Expenditures

Any expenditures made in connection with emergency activities, including mutual aid activities, shall be deemed conclusively to be for the direct protection and benefit of the inhabitants and property of the Town of Fairfax.

SECTION 8.09. Violations

It shall be a misdemeanor, punishable by a fine of not to exceed five hundred dollars (\$500), or by imprisonment for not to exceed six months, or both, for any person, during an emergency, to:

- A. Wilfully obstruct, hinder, or delay any member of the emergency organization in the enforcement of any lawful rule or regulation issued pursuant to this chapter, or in the performance of any duty imposed upon him by virtue of this ordinance.
- B. Do any act forbidden by any lawful rule or regulation issued pursuant to this chapter, if such act is of such a nature as to give or be likely to give assistance to the enemy or to imperil the lives or property of inhabitants of this city, or to prevent, hinder, or delay the defense or protection thereof.
- C. Wear, carry, or display, without authority, any means of identification specified by the emergency agency of the State.

SECTION 2. Effective Date

Copies of the foregoing ordinance shall, within fifteen (15) calendar days after its final passage and adoption, be posted in the following three public places in the Town of Fairfax, County of Marin, State of California, to-wit:

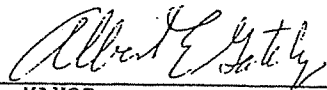
- (a) One copy on the bulletin board, Fairfax Post Office,
- (b) One copy on the bulletin board, Fairfax Town Office, Town Hall,
- (c) One copy on the bulletin Board, Fairfax Women's Club Building

Which said places are hereby designated for said purposes, and said ordinance shall be in full force and effect thirty (30) calendar days after its final passage and adoption.

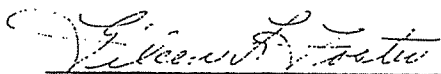
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The foregoing ordinance was duly and regularly introduced at a regular meeting of the City Council of the Town of Fairfax, held in said Town on the 20th day of February, 1973, and thereafter at a regular meeting of the City Council, held in said Town on the 12th day of March, 1973, was duly passed and adopted by the following vote, to-wit:

AYES: COUNCILMEN EGGER, NELDER, PARKERSON, SOUZA and MAYOR GATELY
NOES: COUNCILMEN NONE
ABSENT: COUNCILMEN NONE



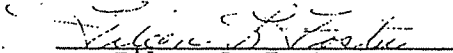
MAYOR



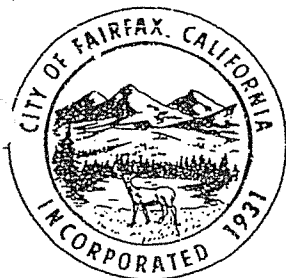
CITY CLERK

CERTIFICATION

I, EILEEN L. FOSTER, City Clerk of the Town of Fairfax, State of California, do hereby certify that the foregoing copy of Ordinance No. 379 is a true and correct copy of the original thereof as filed in my office, passed and adopted by the City Council of the Town of Fairfax, as indicated, dated March 12, 1973.



Eileen L. Foster



CITY OF FAIRFAX

CITY HALL • MARIN COUNTY, CALIFORNIA 94930 • 453-1584

AFFIDAVIT OF POSTING

STATE OF CALIFORNIA))
County of Marin))

I, EILEEN L. FOSTER, City Clerk of the Town of Fairfax, County of Marin, State of California, do hereby certify that I posted a copy of the attached Ordinance No. 379 at three places in the Town of Fairfax, to-wit:

- a. Bulletin Board, Fairfax Post Office
- b. Bulletin Board, Fairfax City Hall
- c. Bulletin Board, Fairfax Women's Club bldg.

and that each of said postings was done on the 20th day of March, 1973.

Eileen L. Foster
Eileen L. Foster
City Clerk

Dated: March 20, 1973

CHAPTER 2.52: EMERGENCY SERVICES

Section

- 2.52.010 Purpose
- 2.52.020 Definition
- 2.52.030 Disaster Council; creation; membership
- 2.52.040 Disaster Council; powers and duties
- 2.52.050 Disaster Council; meetings
- 2.52.060 Director and Assistant Director; offices
- 2.52.070 Director and Assistant Director; powers and duties
- 2.52.080 Emergency organization
- 2.52.090 Emergency plan
- 2.52.100 Expenditures
- 2.52.110 Violation; penalty

§ 2.52.010 PURPOSE.

The declared purposes of this chapter are to provide for the preparation and carrying out of plans for the protection of persons and property within the town in the event of an emergency; the direction of the emergency organization; and the coordination of the emergency functions of the town with all other public agencies, corporations, organizations and affected private persons.

(Prior Code, § 2.52.010)

§ 2.52.020 DEFINITION.

For the purpose of this chapter, the following definition shall apply unless the context clearly indicates or requires a different meaning.

EMERGENCY. The actual or threatened existence of conditions of disaster or of extreme peril to the safety of persons and property within the town caused by such conditions as air pollution, fire, flood, storm, epidemic, riot or earthquake or other conditions, including conditions resulting from a labor controversy, which conditions are or are likely to be beyond the control of the services, personnel, equipment and facilities of the town, requiring the combined forces of other political subdivisions to combat.

(Prior Code, § 2.52.020)

§ 2.52.030 DISASTER COUNCIL; CREATION; MEMBERSHIP.

The Disaster Council is created and shall consist of the following:

(A) The Mayor, who shall be Chairperson;

(B) The Director of Emergency Services, who shall be Vice-Chairperson;

(C) The Assistant Director of Emergency Services;

(D) The chiefs of emergency services as are provided for in a current emergency plan of the town, adopted pursuant to this chapter; and

(E) The representatives of civic, business, labor, veterans, professional or other organizations having an official emergency responsibility, as may be appointed

by the Director with the advice and consent of the Town Council.

(Prior Code, § 2.52.030)

§ 2.52.040 DISASTER COUNCIL; POWERS AND DUTIES.

It shall be the duty of the Disaster Council, and it is empowered, to develop and recommend for adoption by the Town Council, emergency and mutual-aid plans and agreements and such ordinances and resolutions and rules and regulations as are necessary to implement such plans and agreements.

(Prior Code, § 2.52.040)

§ 2.52.050 DISASTER COUNCIL; MEETINGS.

The Disaster Council shall meet upon call of the Chairperson or, in his or her absence from the town or inability to call the meeting, upon call of the Vice-Chairperson.

(Prior Code, § 2.52.050)

§ 2.52.060 DIRECTOR AND ASSISTANT DIRECTOR; OFFICES.

(A) There is created the Office of Director of Emergency Services. The Town Manager shall be the Director of Emergency Services.

(B) There is created the Office of Assistant Director of Emergency Services, who shall be appointed by the Director.

(Prior Code, § 2.52.060)

§ 2.52.070 DIRECTOR AND ASSISTANT DIRECTOR; POWERS AND DUTIES.

(A) The Director is empowered to:

(1) Request the Town Council to proclaim the existence or threatened existence of a "local

emergency" if the Town Council is in session, or to issue the proclamation if the Town Council is not in session; (Whenever a local emergency is proclaimed by the Director, the Town Council shall take action to ratify the proclamation within seven days thereafter or the proclamation shall have no further force or effect.)

(2) In the event of the unavailability of a quorum of the Town Council, request the Governor to proclaim a "state of emergency" when, in the opinion of the Director, the locally available resources are inadequate to cope with the emergency;

(3) Control and direct the effort of the emergency organization of the town for the accomplishment of the purposes of this chapter;

(4) Direct cooperation between and coordination of services and staff of the emergency organization of the town, and resolve questions of authority and responsibility that may arise between them;

(5) Represent the town in all dealings with public or private agencies on matters pertaining to emergencies, as defined in this chapter;

(6) In the event of the proclamation of a "local emergency," as herein provided, the proclamation of a "state of emergency" by the Governor or the director of the state's Office of Emergency Services or the existence of a "state of war emergency," the Director is empowered to:

(a) Make and issue rules and regulations on matters of life and property as affected by such emergency; provided that, the rules and regulations must be confirmed at the earliest practicable time by the Town Council;

(b) Obtain vital supplies, equipment and other properties found lacking and needed for the protection of life and property and to bind the town for the fair value thereof, and if required immediately, to commandeer the same for public use;

(c) Require emergency services of any town officer or employee and, in the event of the proclamation of a "state of emergency" in the county or the existence of a "state of war emergency," to command the aid of as many citizens as he or she deems necessary in the execution of his or her duties; the persons shall be entitled to all privileges, benefits and immunities as are provided by state law for registered disaster service workers;

(d) Requisition necessary personnel or material of any town department or agency; and

(e) Execute all of his or her ordinary power as Town Manager, all of the special powers conferred upon him or her by this chapter or by resolution or emergency plan adopted pursuant to this chapter by the Town Council, all powers conferred upon him or her by any statute, by any agreement approved by the Town Council and by any other lawful authority.

(B) The Director of Emergency Services shall designate the order of succession to that office, to take effect in the event the Director is unavailable to attend meetings and otherwise perform his or her duties during an emergency. The order of succession shall be approved by the Town Council.

(C) The Assistant Director shall, under the supervision of the Director and with the assistance of emergency service chiefs, develop emergency plans and manage the emergency programs of the town, and shall have such other powers and duties as may be assigned by the Director.
(Prior Code, § 2.52.070)

§ 2.52.080 EMERGENCY ORGANIZATION.

All officers and employees of the town, together with those volunteer forces enrolled to aid them during an emergency, and all groups, organizations and persons who may by agreement or operation of law, including persons impressed into service under the

provisions of § 2.52.070(A)(6)(c), be charged with duties incident to the protection of life and property in the town during the emergency, shall constitute the emergency organization of the town.

(Prior Code, § 2.52.080)

§ 2.52.090 EMERGENCY PLAN.

The Disaster Council shall be responsible for the development of the town emergency plan, which plan shall provide for the effective mobilization of all of the resources of the town, both public and private, to meet any condition constituting a local emergency, state of emergency or state of war emergency, and shall provide for the organization, powers and duties, services and staff of the emergency organization. The plan shall take effect upon adoption by resolution of the Town Council.

(Prior Code, § 2.52.090)

§ 2.52.100 EXPENDITURES.

Any expenditures made in connection with emergency activities, including mutual-aid activities, shall be deemed conclusively to be for the direct protection and benefit of the inhabitants and property of the town.

(Prior Code, § 2.52.100)

§ 2.52.110 VIOLATION; PENALTY.

It is a misdemeanor, punishable by a fine of not to exceed \$500 or by imprisonment for not to exceed six months, or both, for any person, during an emergency, to:

(A) Wilfully obstruct, hinder or delay any member of the emergency organization in the enforcement of any lawful rule or regulation issued pursuant to this chapter, or in the performance of any duty imposed upon him or her by virtue of this chapter;

(B) Do any act forbidden by any lawful rule or regulation issued pursuant to this chapter, if the act is of a nature as to give or be likely to give assistance to the enemy or to imperil the lives or property of inhabitants of the town or to prevent, hinder or delay the defense of protection thereof; or

(C) Wear, carry or display, without authority, any means of identification specified by the emergency agency of the state.

(Prior Code, § 2.52.110)

Fairfax Emergency Operations Plan

Town of Fairfax

RESOLUTION NO. _____ PROCLAIMING EXISTENCE OF A LOCAL EMERGENCY

(by the Town Council)

WHEREAS, Ordinance No. 379 of the Town of Fairfax empowers the Town Council to proclaim the existence of a local emergency when said town is affected or likely to be affected by a public calamity; and

WHEREAS, said Town Council does hereby find:

That conditions of extreme peril to the safety of persons and property have arisen within said county caused by _____ commencing

(fire, flood, epidemic, riot, earthquake, energy shortage, or other causes)

on or about ____ .m. on the _____ day of _____, _____; and

That the aforesaid conditions of extreme peril warrant and necessitate the proclamation of the existence of a local emergency;

NOW, THEREFORE, IT IS HEREBY PROCLAIMED that a local emergency now exists throughout said town; and

IT IS FURTHER PROCLAIMED that a local emergency now exists throughout said town as prescribed by state law, by ordinances and resolutions of this town, and by the Town of Fairfax Emergency Operations Plan, as approved by the Town Council on _____, 19 ____.

Dated: _____

By: _____
Mayor, Town of Fairfax

ATTEST: _____
Fairfax Town Clerk

Submit to the Marin Operational Area Office of Emergency Services

A local emergency must be declared within ten days of the disaster occurrence to qualify for assistance under the Natural Disaster Act.

Fairfax Emergency Operations Plan

Town of Fairfax

RESOLUTION NO. _____ PROCLAIMING EXISTENCE OF A LOCAL EMERGENCY (By the Town Manager)

WHEREAS, Ordinance No. 379 of the Town of Fairfax empowers the Town Manager to proclaim the existence of a local emergency when said town is affected or likely to be affected by a public calamity and the Town Council is not in session; and

WHEREAS, the Town Manager does hereby find:

That conditions of extreme peril to the safety of persons and property have arisen within said county caused by _____; and

(fire, flood, epidemic, riot, earthquake, energy shortage, or other causes)

That the Fairfax Town Council is not in session (and cannot immediately be called into session);

NOW, THEREFORE, IT IS HEREBY PROCLAIMED that a local emergency now exists throughout said town; and

IT IS FURTHER PROCLAIMED AND ORDERED that during the existence of said local emergency the powers, functions, and duties of the emergency organization of this county shall be those prescribed by state law, by ordinances and resolutions of this town, and by the Town of Fairfax Emergency Operations Plan, as approved by the Town Council on _____, 19__.

Dated: _____

By: _____
Fairfax Town Manager

Copy to Marin Operational Area Office of Emergency Services

This form may be used when the Town Administrator is authorized by ordinance to issue such a proclamation. It should be noted that Sec. 8630 of the Government Code reads:

“Whenever a local emergency is proclaimed by an official designated by ordinance, the local emergency shall not remain in effect for a period in excess of seven days unless it has been ratified by the governing body.”

The “Resolution Confirming Existence of a Local Emergency” may be used for this purpose.

Fairfax Emergency Operations Plan

Town of Fairfax

RESOLUTION NO. _____ CONFIRMING EXISTENCE OF A LOCAL EMERGENCY

(by the Town Council)

WHEREAS, Ordinance No. 379 of the Town of Fairfax empowers the Town Council to proclaim the existence of a local emergency when said town is affected or likely to be affected by a public calamity; and

WHEREAS, said Town Council has been requested by the Town Administrator of said town to proclaim the existence of a local emergency therein; and

WHEREAS, said Town Council does hereby find:

That conditions of extreme peril to the safety of persons and property have arisen within said county caused by _____ commencing
(fire, flood, epidemic, riot, earthquake, energy shortage, or other causes)
on or about ____ .m. on the _____ day of _____, _____; and
That the aforesaid conditions of extreme peril warrant and necessitate the proclamation of the existence of a local emergency;

NOW, THEREFORE, IT IS HEREBY PROCLAIMED that a local emergency now exists throughout said town; and

IT IS FURTHER PROCLAIMED that a local emergency now exists throughout said town as prescribed by state law, by ordinances and resolutions of this town, and by the Town of Fairfax Emergency Operations Plan, as approved by the Town Council on _____, 19__.

Dated: _____

By: _____
Mayor, Town of Fairfax

ATTEST: _____
Fairfax Town Clerk

Submit to the Marin Operational Area Office of Emergency Services

This form may be used when the Town Administrator is authorized by ordinance to issue such a proclamation. It should be noted that Sec. 8630 of the Government Code reads:

“Whenever a local emergency is proclaimed by an official designated by ordinance, the local emergency shall not remain in effect for a period in excess of seven days unless it has been ratified by the governing body.”

Fairfax Emergency Operations Plan

Town of Fairfax

RESOLUTION NO. _____ PROCLAIMING TERMINATION OF LOCAL EMERGENCY

WHEREAS, a local emergency existed in the Town of Fairfax in accordance with the resolution thereof by the Town Council on the ___ day of _____, _____, or by the Town Administrator on the ___ day of _____, 19 ____, and its ratification by the Town Council on the ___ day of _____, 19 ____, as a result of conditions of extreme peril to the safety of persons and property caused by _____; and
(fire, flood, epidemic, riot, earthquake, energy shortage, or other causes)

WHEREAS, the situation resulting from said conditions of extreme peril is now deemed to be within the control of the normal protective services, personnel, equipment, and facilities of and within said Town of Fairfax;

NOW THEREFORE, the, Fairfax Town Council, Marin County, State of California, does hereby proclaim the termination of said local emergency.

Dated: _____
Mayor of Fairfax

ATTEST: _____
Fairfax Town Clerk

Fairfax Emergency Operations Plan

TOWN COUNCIL DEPARTMENT PHONE LIST

**Confidential
Insert Copy
In Final Document**

Fairfax Emergency Operations Plan

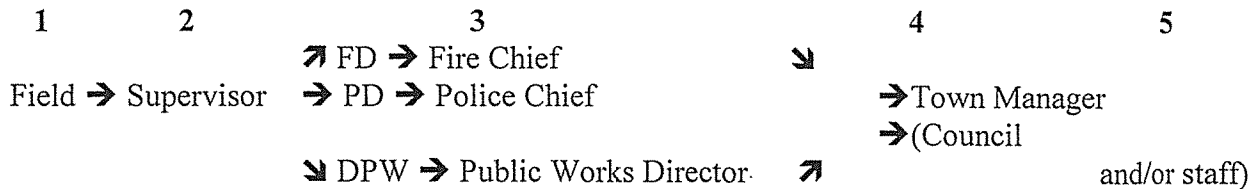
EMERGENCY OPERATIONS ALERT LIST

Insert Copy
(See next page)

EMERGENCY OPERATIONS ALERT LIST

Notification list of staff - first choice is Public Safety Dispatcher to make calls. Other staff may be directed to make calls.

Event Progression



Stage I

Field personnel notify supervisor of event/escalation of event.

Stage II

Supervisor notifies department chief/director or has dispatcher notify same.

Stage III

Chief of Police	R:
RV Fire Chief	R:
Public Works Director	R:

Chief/Director may activate EOC at this point. Will notify Town Manager. Will direct dispatcher to notify staff accordingly.

Stage IV

Town Manager	R:
--------------	----

May activate EOC if it hasn't been done already. May give additional direction regarding notification of staff or Council members.

Stage V

Mayor	R:
Vice Mayor	R:
Council member	R:
Council member	R:
Council member	R:

Stage V(A) (If directed to call)

Dispatcher to call EOC staff including Administrative Assistant, Senior Planner, Planning Director, Finance Director, other police officers and dispatchers, other public works staff. Refer to dispatch list for staff information. Coordinate with Fire dispatch for notifying Fire personnel.

Fairfax Emergency Operations Plan

MAPS OF Fairfax

**Inserted Listing
of Maps and
Where Each is
Located**

Zoning map	Planning Department
Topographical map	Planning Department
Run book maps	Dispatch
Flood map	EOC, Planning Department
Street map	EOC

Fairfax Emergency Operations Plan

SAMPLE: ACTION PLAN OBJECTIVES

FIRST OPERATIONAL PERIOD

- Protect Life, Property, and the Environment.
- Conduct initial damage assessment and report results to EOC Plans.
- Assess requirements for mutual aid and make requests through OES channels.
- Prepare plans to provide expanded and streamlined services to public.
- Account for all Town employees and inspect all Town buildings.
- Establish and coordinate staging areas.
- Assess need for mass care shelters.
- Revise and adapt work schedules and locations as necessary.
- Clean up all work areas and dispose of damaged equipment. Take photographs of areas and equipment first.
- Draft seventy-two hour **ACTION PLAN**.
- Draft seven day **ACTION PLAN**.
- Maintain logs of all actions and decisions.
- Maintain records of all hours worked.
- Provide daily information to media, Town Council, and County.

EOC ACTION PLAN

Jurisdiction:

FOR OPERATIONAL PERIOD:

FROM: *Date*
Time

TO: *Date*
Time

PREPARED:

Date
Time

GENERAL OBJECTIVES

OBJECTIVES should be stated in measurable terms to allow for evaluation of progress, such as incomplete, XX%, complete. Each TASK assigned to Sections should address a specific OBJECTIVE.

WEATHER FORECAST FOR OPERATIONAL PERIOD

SAFETY MESSAGE

ATTACHMENTS (✓ IF ATTACHED)

<input type="checkbox"/> Current Situation Report	<input type="checkbox"/> Task Assignments	<input type="checkbox"/> Traffic & Staging Area Map
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____

PREPARED BY (Planning Section Chief):

Approved by (EOC Director):

EOC SECTION TASKS

Jurisdiction:

Part BFor Operational Period from: *Date* *Time* to: *Date* *Time***PLANNING SECTION**

Assigned To:

LOGISTICS SECTION

Assigned To:

FINANCE SECTION

Assigned To:

EOC STAFFING LIST

Jurisdiction:

FOR OPERATIONAL PERIOD:

FROM: *Date*
Time

TO: *Date*
Time

PREPARED:

Date
Time

MANAGEMENT STAFF

EOC Director

EOC Coordinator/Liaison

Public Information Officer

Safety/Security Officer

Legal Officer

PLANNING SECTION

Planning Chief

Situation Analysis Unit Coordinator

Documentation Unit Coordinator

Advance Planning Unit Coordinator

Demobilization Unit Coordinator

Recovery Planning Unit Coordinator

OPERATIONS SECTION

Operations Chief

Law Unit Coordinator

Fire/Rescue Unit Coordinator

Medical Health Unit Coordinator

Public Works Unit Coordinator

Care & Shelter Unit Coordinator

LOGISTICS SECTION

Logistics Chief

Communications Unit Coordinator

RACES Operator

Personnel Unit Coordinator

Supply Unit Coordinator

Transportation Unit Coordinator

Facilities Unit Coordinator

Resource Status Unit Coordinator

Agency Representatives

FINANCE SECTION

Finance Chief

Payables Unit Coordinator

Time Keeping Unit Coordinator

Comp/Claims Unit Coordinator

Prepared by:

If additional space is needed, ✓ box and use reverse side of this sheet

Fairfax Emergency Operations Plan

Marin Operational Area EOC Contact List

FUNCTION	Position	phone number
	MAIN NUMBER	[REDACTED]
	FAX NUMBER	[REDACTED]
MANAGEMENT	EOC Director	[REDACTED]
	PIO Hotline Officer/Media Info	[REDACTED]
	Reception/Operator	[REDACTED]
OPERATIONS	Fire	[REDACTED] (Chief)
	Law	[REDACTED] (Chief)
	CHP	[REDACTED]
	Health	[REDACTED]
	Medical	[REDACTED]
	DPW	[REDACTED]
	CalTrans	[REDACTED]
	Utilities	[REDACTED]
	RACES	[REDACTED]
PLANNING	Planning Data Input	[REDACTED] (Chief)
LOGISTICS (ANNEX)	Logistics	[REDACTED] (Chief)
	Transportation	[REDACTED]
	Care & Shelter: Social Services	[REDACTED]
	Schools	[REDACTED]
	Red Cross	[REDACTED]
	InterAgency Coalition	[REDACTED]
	Purchasing	[REDACTED]

Fairfax Emergency Operations Plan

RESOURCE LIST OF LOCAL BUSINESSES/MERCHANTS

Automobiles and Truck Rentals - none

Bakeries – Taste Kitchen & Table, 71 Broadway

Contractors/General Supplies – See DPW for their resource list

Equipment Rental – Construction and Miscellaneous - See DPW for their resource list

Grocers – Retail and Wholesale – Fairfax Market, 2040 Sir Francis Drake
Good Earth, 701 Center

Hardware – Fairfax Lumber, 109 Broadway

Ice products - none

Meat Products – Fairfax Market, 2040 Sir Francis Drake
Good Earth, 701 Center

Mechanics – S&N Auto, 64 Bolinas; Fairfax Garage, 1812 Sir Francis Drake; Ferraro Fairfax Service,
1942 Sir Francis Drake

Restaurant/Take-out/Caterers – see notebook in Dispatch

Sporting Goods and Camping Equipment – Sunshine Bicycle Center, 737 Center; Fairfax Cyclery, 1822
Sir Francis Drake

Towing Service – Terra Linda Tow, 191 Mill St, San Rafael; Redhill Tow, 428 Irwin Street, San Rafael;
Valley Tow, 44 DeLuca Place, San Rafael

Tree Service – Vaccaro's Tree Service, 57 Manor; Guastucci's Tree Service, 456-4443 phone

Fairfax Emergency Operations Plan Marin InterAgency Disaster Coalition (MIDC)

NON-PROFIT DISASTER RESOURCES

GET HELP - Contact the listed lead agency directly

ANIMAL SERVICES

Marin Humane Society - 883-4621

PUBLIC INFORMATION

Office of Emergency Services - 499-5040

CLOTHING/MASS FEEDING

The Salvation Army - 459-4520

SHELTER/SHELTER FEEDING

American Red Cross - 1-800-660-4272

EMOTIONAL SUPPORT

Community Mental Health - 499-6666

VOLUNTEERS

The Volunteer Center of Marin - 479-5660

FOODSTUFFS

Marin Community Food Bank - 883-1302

WELFARE INQUIRIES

American Red Cross - 721-2365 or 1-800-660-4272

The Salvation Army - 459-4520

GIVE HELP - If you have resources that can help in a disaster

ANIMALS - Donations of pet food, blankets, towels, portable caging, newspapers or care.

Marin Humane Society, 171 Bel Marin Keyes Blvd, Novato, 883-4621

CLOTHING - To determine type of clothing needed and how it should be distributed, contact:

The Salvation Army, 351 Mission Ave, San Rafael, 459-4520

FOODSTUFFS - To find locations for deposit of donate packaged and bulk foods, contact:

Marin Community Food Bank, 75 Digital Drive, Novato, 883-1302

MEDICAL - Donations of bulk sealed first aid supplies.

Emergency Medical Services - 20 N. San Pedro Road, San Rafael, 499-6871

VOLUNTEERS - If you are not affiliated with a specific agency or have equipment, contact:

The Volunteer Center of Marin, 650 Las Gallinas, San Rafael, 479-5660

SUPPORTING MIDC DISASTER SERVICES:

The mission of the Marin Community Foundation is to encourage and apply philanthropic contributions to help improve the human condition, embrace diversity, promote a humane and democratic society and enhance the community's quality of life, now and for future generations.

For information or questions contact: Marin InterAgency Disaster Coalition

Marin County Sheriff's Office of Emergency Services, 415-499-5040, FAX: 415-499-7450

RED CROSS LOCAL SHELTER LIST

ID #	Capacity	Shelter Name	Address	City	Phone	Contact #1	Home Phone	Contact #2	Home Phone
S013	50	Christ the Victor Lutheran Church	2626 Sir Francis Drake	Fairfax	454 6365	[REDACTED]	[REDACTED]		
S014	40	Fairfax Community Church	2398 Sir Francis Drake	Fairfax	454 6085	[REDACTED]	[REDACTED]		
S015	175	Fairfax Pavillion Community Center	142 Bolinas Ave	Fairfax	453 1584	Fairfax Police	453 5330	RVFD Station 21	258 4621
S016	50	Manor Elementary School	150 Oak Manor Dr	Fairfax	453 1544	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
S017	70	St. Rillas Church	2100 Sir Francis Drake	Fairfax	456 4815	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
S018	100	White Hill Middle School	101 Glen Drive	Fairfax	454 8390	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Fairfax Emergency Operations Plan

LOCAL NON-PROFIT AGENCIES INVENTORY

Agency Name	Address	Phone	Contact	May Help (Resource)	May Need Help (Type)

Fairfax Emergency Operations Plan

No.	Emergency Operations Center	PRIORITY
Time _____		High <input type="checkbox"/>
Date _____	MESSAGE FORM	Medium <input type="checkbox"/>
		Low <input type="checkbox"/>
To:		From:
Message		
		<input style="width: 50px; height: 20px;" type="text"/> Initials
Comments/Action Taken		
WHITE - Receiver	<u>Distribution</u>	PINK - Documents Unit
YELLOW - EOC Director		GOLDENROD - Originator

Fairfax Emergency Operations Plan

No. _____

RESOURCE REQUEST TO LOGISTICS

(Use for EOC Logistics requests only, not for Section mutual aid)

From: Section/desk _____

Name _____

Date _____ Time _____

RESOURCE REQUESTED:

NEEDED BY (DATE/TIME):

--

DELIVER TO / TRANSPORTATION NECESSARY:

RESPONSE FROM LOGISTICS

Name _____

Date _____ Time _____

WHITE - Logistics
YELLOW - Logistics

Distribution

PINK - Documents Unit
GOLDENROD - Originator

Fairfax Emergency Operations Plan

EOC Management SITUATION REPORT (page 1 of 2)

DATE:	TIME:	REPORT NO.	RPTG PERIOD	8 12 24
PREPARED BY:		EVENT:		
DIRECTOR 8AM-8PM		DEP DIRECTOR 8PM-8AM:		

EOC ACTIVATION/DECLARATIONS/ORDINANCES (LEGAL OFFICER)

ACTIVATION/DECLARATION/ORDINANCE	SUBJECT MATTER	DATE/TIME
EOC ACTIVATION		
LOCAL EMERGENCY DECLARATION		
COUNCIL CONFIRMATION		
COUNTY DECLARATION		
GUBERNATORIAL DECLARATION		
PRESIDENTIAL DECLARATION		
SMALL BUSINESS ADMINISTRATION DECLARATION		
RESOLUTION OR ORDINANCE NO.		
RESOLUTION OR ORDINANCE NO.		

ACTION PLAN OBJECTIVES FOR TOMORROW (EOC DIRECTOR)

Fairfax Emergency Operations Plan

EOC Management SITUATION REPORT (page 2 of 2)

SAFETY MESSAGE (SAFETY OFFICER)

LIAISON REPRESENTATIVES FROM OTHER AGENCIES (LIAISON OFFICER)			
ORGANIZATION/AGENCY	NAME	EOC LOCATION	CONTACT NUMBER
R.A.C.E.S.		Operations	
Public Schools		Operations	
Operational Area OES		Operations	
Marin Transit		LOG/Transportation	

DISTRIBUTION:

- _____
- _____
- _____
- _____

Fairfax Emergency Operations Plan

SECTION/UNIT ACTIVITY LOG

SECTION/UNIT::			PAGE	OF	PAGE
SECTION CHIEF:			From: (date/time)	To: (date/time)	
Item #	Time	INCIDENTS, MESSAGES, NOTES	Action Taken		Initials

Fairfax Emergency Operations Plan

SCHEDULED BRIEFINGS (DIRECTOR/PLANS CHIEF/PIO)				
BRIEFING TYPE	FREQUENCY	TIME	LOCATION	BRIEFER
LEAD INFORMATION OFFICER:				
OC Section Chiefs	2/Daily	9:30 AM		Director/Plans Chief
EOC Staff	2/Daily	10:00 AM		Plans Chief
Media	2/Daily	10:30 AM		PIO
EOC Section Chiefs	2/Daily	9:30 PM		Director/Plans Chief
EOC Staff	2/Daily	10:00 PM		Plans Chief
Media	2/Daily	10:30 PM		PIO

Fairfax Emergency Operations Plan

Marin Operational Area SITUATION REPORT

FROM (Name of Jurisdiction):

Page 1 of 2

1. Event Name:
2. Date/Time of Event:
3. Event Type:
4. Event Location:
5. Areas Affected:
6. Report as of:
7. Weather:
8. Current Situation:

Current Situation Detail	Status	Comments
Significant Change		
Deaths		
Injuries		
Damaged Buildings		
Utility Problems		
Communications Problems		
Road Problems		
Evacuations		
Critical Issues		
Other Problems:		

(Attach Individual Section/Branch/Unit Reports for more detail)

Fairfax Emergency Operations Plan

Marin Operational Area SITUATION REPORT

Page 2 of 2

10. Response	Status	Brief details, comments, locations
a.EOC Activated		
Care & Shelter		
Public Works		
HazMat		
Fire & Rescue		
Law Enforcement		
Medical/Health		
Movement		
Utilities		
Disaster Assistance Program/Facilities		
Mutual Aid recvd In last 24 hours		
Mutual Aid needed In next 24 hours		
Prognosis	<input type="checkbox"/> No Change <input type="checkbox"/> Worsening <input type="checkbox"/> Improving	

11. Major Incidents

12. Response/Recovery Problems:

13. Proclamations/Declarations:

14. Other Critical Information or General Comments:

15. Date/Time of Next Report:

15a. This Report Prepared By:

15b. Phone:

Fairfax Emergency Operations Plan

Marin Operational Area INITIAL DAMAGE ESTIMATE REPORT

FROM (Name of Jurisdiction):

- | | |
|------------------------------|------------------------------|
| 1. Incident/Event | 2. Incident Began: (date) |
| | (time) |
| 3. Local Declaration: (date) | 4. EOC Activated (date) |
| 5. Report Prepared By: | 6. This Report as of: (date) |
| | (time) |

INDIVIDUAL ASSISTANCE DAMAGES

	Destroyed	Major Damage	Minor Damage	Affected: (no phys. damage)	Estimated Loss (\$)	Estimated % of Loss Insured
Primary Residence (incl. Mobile homes)						
Business						
Other (i.e. outbuildings, etc)						
Totals						

PUBLIC ASSISTANCE (PA) DAMAGES

Category	# of Sites	Estimated Loss (\$)
CAT A: Debris Removal & Disposal		
CAT B: Emergency Protective Measures		
CAT C: Road & Bridge Systems (non-Federal)		
CAT D: Water control Facilities (levees, dams, channels)		
CAT E: Public Buildings & Equipment		
CAT F: Public Utilities (water, power, etc.)		
CAT G: Park/Recreation/other		
TOTALS		

Fairfax Emergency Operations Plan

Comments:

NOI

Federal Emergency Management Agency
REQUEST FOR PUBLIC ASSISTANCE

Submittal of the Request for Public Assistance Form is the initial step in filing for disaster assistance. After a Presidential disaster declaration, state and local government agencies, Native American Tribal organizations, and eligible private nonprofit Organizations interested in filing must complete and submit this form to the state. The submittal deadline for this form is no later than 30 days after your area is designated eligible for Public Assistance.

Applicant: Political subdivision or eligible applicant.

Date Submitted:

County: Location of Damages. If located in multiple counties, please indicate.

Applicant Physical Location:

Street: _____

City: _____

County: _____

State: _____ Zip Code: _____

Mailing Address, if different than Physical Location:

Street: _____

PO Box: _____

City: _____

State: _____ Zip Code: _____

Primary Contact /Applicant's Authorized Agent

Name: _____

Title: _____

Business Phone: _____

Home Phone: _____

FAX Number: _____

Cell Phone: _____

E-mail address: _____

Pager & Pin Number: _____

Alternate Contact

Name: _____

Title: _____

Business Phone: _____

Home Phone: _____

FAX Number: _____

Cell Phone: _____

E-mail address: _____

Pager & Pin Number: _____

Did you participate in the Federal/State Preliminary Damage Assessment (PDA)? Yes No

Private Non-Profit Organization? Yes No

If yes, which of the facilities identified below best describes your organization? _____

Title 44 CFR, part 206.221(e) defines an eligible private non-profit facility as: "...any private non-profit educational, utility, emergency, medical, or custodial care facility, including a facility for the aged or disabled, and other facility providing essential governmental type services to the general public, and such facilities on Indian reservations." "Other essential governmental service facility" means museums, zoos, community centers, libraries, homeless shelters, senior citizen centers, rehabilitation facilities, shelter workshops and facilities which provide health and safety services of a governmental nature. All such facilities must be open to the general public.

Private Non-Profit Organizations must attach copies of their Tax Exemption Certificate and Organization Charter or By Laws. If your organization is a school or educational facility, please attach information on accreditation or certification.

Official Use Only: FEMA - -

FIPS #

Date Received:

Fairfax Emergency Operations Plan

Applicant' s Agent Resolution