

**Town of Fairfax  
Environmental Safety Element (ESE)**

**Community Preparedness Section  
Draft Language for Policies and Programs**

**12/27/09**

**Excerpts from Geologic Hazards Section of ESE**

**Policy ESE-1.6**

The Town shall build community capacity to prepare for, respond to and recover from seismic events.

**Program ESE-1.6.1**

Provide disaster preparedness education materials at multiple locations, including but not limited to: Town Hall, Fairfax Library, Town website, and special mailings, to ensure all residents have access to the most current preparedness information.

Responsibility: Disaster Council, Ross Valley Fire Department, Fairfax Library  
Schedule: Initiate in 2009 and continue yearly thereafter

**Program ESE-1.6.2**

Continue to support and promote post-earthquake self-sufficiency through community trainings like the CERT and Get Ready Programs.

Responsibility: Ross Valley Fire Department  
Schedule: On-going

**Excerpts from Flood Hazards Section of ESE**

Creek ownership and stewardship requires a public/private approach to risk reduction while ensuring habitat protection.

Add public education element to the above as suggested by Jim Moore.

**Policy ESE-2.6**

Support community volunteer efforts prior to and during the rainy season to monitor creeks and drainage culverts and remove visible obstructions.

**Comment [jmm1]:** Move to new section 4 and strengthen the Program Language.

**Comment [jmm2]:** Add these as programs: Public information and education to promote community action are key elements of risk reduction.

**Program ESE-2.6.1**

Continue the annual volunteer Creek Clean-up Program.

Responsibility: Town Council, Public Works, Fairfax Volunteers  
Schedule: Annual

**Policy ESE-2.7**

The Town of Fairfax will increase the mitigation capability of residents, business owners, and others who could be affected by floods.

**Program ESE-2.7.1**

Provide property owners with educational materials that describe the upstream/downstream impacts, drainage systems, on-site retention systems, and stormwater runoff implications of individual actions on watersheds and creeks.

Responsibility: Disaster Council; Public Works  
Schedule: On-going

**Program ESE-2.7.2**

Provide property owners with educational materials that describe locally appropriate techniques for bank stabilization and erosion control that can reduce flooding and promote healthy creeks.

Responsibility: Public Works  
Schedule: On-going

**Program ESE-2.7.3**

Partner with Sustainable Fairfax, the Ross Valley Mitigation League, the Friends of Corte Madera Creek Watershed and similar groups to develop and distribute educational materials and provide training to the community on ways to reduce the impacts of flooding on their property, their neighbor’s properties and the community as a whole.

Responsibility: Public Works  
Schedule: On-going

**Policy ESE-2.9**

The Town will increase community capacity to respond to and recover from emergencies and disasters caused by flood hazards.

**Program ESE-2.9.1**

Maintain and periodically test the warning sirens to inform the public of imminent flood potential.

Responsibility: Ross Valley Fire Department  
Schedule: On-going

**Program ESE-2.9.2**

Develop and disseminate protocols for activation of warning sirens, TENS/MEANS, and other flood notification measures, and include them in the Emergency Operations Plan.

Responsibility: Ross Valley Fire Department; Police  
Schedule: 2010

**Program ESE-2.9.3**

Conduct public education program to inform residents of appropriate measures to take when an alarm is sounded and document flood evacuation procedures in Emergency Operations Plan.

Responsibility: Disaster Council; Ross Valley Fire Department; Police  
Schedule: 2010

**Program ESE-2.9.4**

Make sandbags and plastic sheeting available to residents in anticipation of rainstorms. Facilitate access by publicizing distribution locations for sandbag filling.

Responsibility: Public Works  
Schedule: On-going

**Program ESE-2.9.5**

Maintain the Disaster Preparedness web site to include flood and disaster preparedness information and links to flood prevention and mitigation resources.

Responsibility: Disaster Council; Ross Valley Fire Department  
Schedule: On-going

**Excerpts from Fire Hazards Section of ESE**

**Program ESE-3.4.10**

Conduct RVFD fire response drills at various times of day and days of week in mutual threat zones (identified in the Fairfax Evacuation Protocol) to educate residents on realistic fire response times and to identify chronic impediments to fire apparatus access.

Responsibility: Ross Valley Fire Department  
Schedule: On-going

**Policy ESE-3.5**

The Town shall develop and maintain a comprehensive warning and evacuation system to reduce life loss and injury from wildland fires.

**Program ESE-3.5.1**

Develop a fire evacuation plan for the highest fire hazard areas, including those areas with limited access/egress, dead-end roads, one-lane roads, and steep canyons. Plan should include: potential evacuation routes and signage, including alternate routes on pedestrian walkways, bikeways and trails; design and installation of a warning system, and public education and training.

Responsibility: Police, Ross Valley Fire Department  
Schedule: 2010

**Program ESE-3.5.2**

Assign a liaison from the RVFD to each high risk neighborhood to assist residents to identify alternative evacuation routes and strategies based on the specific characteristics of the neighborhood.

Responsibility: Ross Valley Fire Department  
Schedule: 2009

**Program ESE-3.5.3**

Install and operate warning sirens in locations at highest risk from wildland fires. See Program ESE-2.10.1

Responsibility: Ross Valley Fire Department, Public Works  
Schedule: 2009

**Program ESE-3.5.4**

Conduct annual evacuation drills for mutual fire threat zones in accordance with the Fairfax Evacuation Protocol and Plan(s).

Responsibility: Ross Valley Fire Department, Police Department  
Schedule: Annual

**Policy ESE-3.9**

The Town shall build community capacity to prepare for, respond to and recover from fire events.

**Program ESE-3.9.1**

Use multiple approaches to community education including, but not limited to: RVFD training programs, mailings to residents and businesses, providing information at community events, Town Hall, targeting school programs that focus on environmental issues, maintaining and enhancing the Fairfax emergency preparedness and RVFD websites, and distributing information packets through real estate offices.

Responsibility: Disaster Council, Ross Valley Fire Department  
Schedule: On-going

**Program ESE-3.9.2**

Conduct an annual Fire Safe Fairfax campaign to include information on high fire hazard areas, warning and evacuation plans, defensible space, and fire prevention measures.

Responsibility: Town Council, Disaster Council, Ross Valley Fire Department  
Schedule: Annual

**Program ESE-3.9.3**

Provide emergency preparedness and fire safety educational materials including information on fire prevention measures such as, roof and gutter cleaning, identifying and removing ember traps, cleaning dryer vents, and planting vegetation that will raise live fuel moisture levels.

Responsibility: Ross Valley Fire Department  
Schedule: On-going

**New Programs per conversation with Jim Moore**

**Program ESE-x.x.x**

Identify pedestrian evacuation sheds for streets that veer off from established evacuation plans.

### **Program ESE-x.x.x**

Develop and implement a notification phone tree for each pedestrian evacuation shed to formally identify persons responsible for initiating the phone tree, persons with special needs, and protocols for activation.

### **Excerpts from Local Hazard Mitigation Plan Annex**

#### **Infrastructure - a - Multi-Hazard**

a-10 Develop unused or new pedestrian rights-of way as walkways (such as fire roads in park lands).

#### **Infrastructure - c - Fire**

c-3 Develop a defensible space vegetation program that includes the clearing or thinning of (a) non-fire resistive vegetation within 30 feet of access and evacuation roads and routes to critical facilities, or (b) all non-native species (such as eucalyptus and pine, but not necessarily oaks) within 30 feet of access and evacuation roads and routes to critical facilities.

#### **Infrastructure - d - Flood**

d-17 Improve monitoring of creek and watercourse flows to predict potential for flooding downstream by working cooperatively with land owners and the cities and counties in the watershed.

#### **Infrastructure - g - Public Education**

g-1 Provide materials to the public related to planning for power outages.

g-2 Provide materials to the public related to family and personal planning for delays due to traffic or road closures or due to transit system disruption due to disasters.

g-3 Provide materials to the public related to coping with reductions in water supply or contamination of that supply BEYOND regulatory notification requirements.

g-4 Provide materials to the public related to coping with disrupted storm drains, sewage lines, and wastewater treatment (such as that developed by ABAG's Sewer Smart Program).

g-5 Facilitate and/or coordinate the distribution of emergency preparedness or mitigation materials that are prepared by others, such as by making the use of the internet or other electronic means, or placing materials on community access channels or in city or utility newsletters, as appropriate.

new Sponsor the formation and training of Community Emergency Response Teams (CERT) for the employees of your agency.

new Develop and distribute culturally appropriate materials related to disaster mitigation and preparedness, such as those on the <http://www.preparenow.org> website related to infrastructure issues.

### **Housing - a - Multi-Hazard**

a-7 Assist in ensuring adequate hazard disclosure by working with real estate agents to improve enforcement of real estate disclosure requirements for residential properties with regard to seven official natural hazard zones: 1) Special Flood Hazard Areas (designated by FEMA), 2) Areas of Potential Flooding from dam failure inundation, 3) Very High Fire Hazard Severity Zones, 4) Wildland Fire Zones, 5) Earthquake Fault Zones (designated under the Alquist-Priolo Earthquake Fault Zoning Act), and the 6) Liquefaction and 7) Landslide Hazard Zones (designated under the Seismic Hazard Mapping Act).

### **Housing - b - Single Family Residences Vulnerable to Earthquakes**

b-6 Conduct demonstration projects on common existing housing types demonstrating structural and nonstructural mitigation techniques as community models for earthquake mitigation.

b-7 Provide retrofit classes or workshops for homeowners in your community, or help promote utilization of subregional workshops in the south bay, east bay, peninsula, and north bay as such workshops become available through outreach using existing community education programs.

b-8 Establish tool-lending libraries with common tools needed for retrofitting for use by homeowners with appropriate training.

b-9 Provide financial incentives to owners of single-family homes to retrofit if those retrofits comply with Plan Set A or IEBC 2006 in addition to that provided by existing state law State law that makes such retrofits exempt from increases in property taxes.

### **Housing - c - Soft-Story Multifamily Residential Structures Vulnerable to Earthquakes**

c-3 Work to educate building owners, local government staff, engineers, and contractors on privately-owned soft-story retrofit procedures and incentives using materials such as those developed by ABAG and the City of San Jose (see <http://quake.abag.ca.gov/eqhouse.html>.)

### **Housing - g - Wildfire Fire and Structural Fires**

g-2 Tie public education on defensible space and a comprehensive defensible space ordinance to a field program of enforcement.

g-4 Create or identify “model” properties showing defensible space and structural survivability in neighborhoods that are wildland-urban-interface fire-threatened communities or in areas exposed to high-to-extreme fire threat.

g-11 Work with residents in rural-residential areas to ensure adequate plans are developed for appropriate access and evacuation in wildland-urban-interface fire-threatened communities or in areas exposed to high-to-extreme fire threat. For example, in some areas, additional roads can be created, and in other areas, the communities will need to focus on early warning and evacuation because additional roads are not feasible.

g-20 Work with insurance companies to create a public/private partnership to give a discount on fire insurance premiums to “Forester Certified” *Fire Wise* landscaping and fire-resistant building materials on private property.

#### **Housing - h - Flooding**

h-4 Provide sandbags and plastic sheeting to residents in anticipation of rainstorms, and deliver those materials to vulnerable populations upon request.

h-5 Provide public information on locations for obtaining sandbags and/or deliver those sandbags to those various locations throughout a city and/or county prior to and/or during the rainy season.

h-8 Encourage home and apartment owners to participate in home elevation programs within flood hazard areas.

h-9 As funding opportunities become available, encourage home and apartment owners to participate in acquisition and relocation programs for areas within floodways.

h-10 Encourage owners of properties in a floodplain to consider purchasing flood insurance. For example, point out that most homeowners’ insurance policies do not cover a property for flood damage.

#### **Housing - k - Public Education**

k-1 Provide information to residents of your community on the availability of interactive hazard maps showing your community on ABAG’s web site.

k-2 Develop printed materials, utilize existing materials (such as developed by FEMA and the American Red Cross), conduct workshops, and/or provide outreach encouraging residents to have family disaster plans that include drop-cover-hold earthquake drills, fire and storm evacuation procedures, and shelter-in-place emergency guidelines.

k-3 Inform residents of comprehensive mitigation activities, including elevation of appliances above expected flood levels, use of fire-resistant roofing and defensible space in high wildfire treat and wildfire-urban-interface areas, structural retrofitting techniques for older homes, and use of intelligent grading practices through workshops, publications, and media announcements and events.

k-4 Develop a public education campaign on the cost, risk, and benefits of earthquake, flood, and other hazard insurance as compared to mitigation.

k-5 Use disaster anniversaries, such as April (the 1906 earthquake), September (9/11), and October (Loma Prieta earthquake and Oakland Hills fire), to remind the public on safety and security mitigation activities.

k-6 Sponsor the formation and training of Community Emergency Response Teams (CERT) for residents in your community.

k-7 Include flood fighting technique session based on California Department of Water Resources training to the list of available public training classes offered by CERT.

k-8 Institute the neighborhood watch block captain and team programs outlined in the Citizen Corp program guide.

k-9 Assist residents in the development of defensible space through the use of, for example, “tool libraries” for weed abatement tools, roadside collection and/or chipping services (for brush, weeds, and tree branches) in wildland-urban-interface fire-threatened communities or in areas exposed to high-to-extreme fire threat.

k-10 Train homeowners to locate and shut off gas valves if they smell or hear gas leaking.

k-11 Develop a program to provide at-cost NOAA weather radios to residents of flood hazard areas that request them, with priority to neighborhood watch captains and others trained in their use.

k-12 Make use of the materials on the ABAG web site at <http://quake.abag.ca.gov/fixit> and other web sites to increase residential mitigation activities related to earthquakes. (ABAG plans to continue to improve the quality of those materials over time.)

k-13 Develop a “Maintain-a-Drain” campaign, similar to that of the City of Oakland, encouraging private businesses and residents to keep storm drains in their neighborhood free of debris.

k-14 Encourage the formation of a community- and neighborhood-based approach to wildfire education and action through local Fire Safe Councils and the *Fire Wise*

*Program.* This effort is important because grant funds are currently available to offset costs of specific council-supported projects.

k-15 Inform shoreline-property owners of the possible long-term economic threat posed by rising sea levels.

k-16 Develop and distribute culturally appropriate materials related to disaster mitigation and preparedness, such as those on the <http://www.preparenow.org> website.

### **Econ - f - Flooding**

f-3 Provide sandbags and plastic sheeting to private businesses in anticipation of rainstorms, and deliver those materials to vulnerable populations upon request.

f-4 Provide sandbags and plastic sheeting to private businesses in anticipation of rainstorms, and deliver those materials to vulnerable populations upon request.

f-5 Provide information to private business on locations for obtaining sandbags and deliver those sandbags to those various locations throughout a city and/or county.

f-7 Encourage private business owners to participate in building elevation programs within flood hazard areas. **Work with private building owners to help them** recognize that many strategies that increase earthquake resistance also decrease damage in an explosion. In addition, recognize that ventilation systems can be designed to contain airborne biological agents.

### **Econ - h - New Construction and Earthquakes**

h-3 Work with private building owners to help them recognize that many strategies that increase earthquake resistance also decrease damage in an explosion. In addition, recognize that ventilation systems can be designed to contain airborne biological agents.

### **Econ - j - Public Education**

j-1 Provide information to private business owners and their employees on the availability of interactive hazard maps on ABAG's web site.

j-2` Develop printed materials, utilize existing materials (such as developed by FEMA and the American Red Cross), conduct workshops, and/or provide outreach encouraging private businesses' employees to have family disaster plans that include drop-cover-hold earthquake drills, fire and storm evacuation procedures, and shelter-in-place emergency guidelines.

j-3 Develop and print materials, conduct workshops, and provide outreach to Bay Area private businesses focusing on business continuity planning.

j-4 Inform Bay Area private business owners of mitigation activities, including elevation of appliances above expected flood levels, use of fire-resistant roofing and defensible space in wildland-urban-interface fire-threatened communities or in areas exposed to high-to-extreme fire threat, structural retrofitting techniques for older buildings, and use of intelligent grading practices through workshops, publications, and media announcements and events.

j-5 Sponsor the formation and training of Community Emergency Response Teams (CERT) training for other than your own employees through partnerships with local private businesses.

j-6 Assist private businesses in the development of defensible space through the use of, for example, “tool libraries” for weed abatement tools, roadside collection and/or chipping services (for brush, weeds, and tree branches) in wildland-urban-interface fire-threatened communities or in areas exposed to high-to-extreme fire threat.

j-7 Make use of the materials developed by others (such as found on ABAG’s web site at <http://quake.abag.ca.gov/business>) to increase mitigation activities related to earthquakes by groups other than your own agency. ABAG plans to continue to improve the quality of those materials over time.

j-8 Develop a “Maintain-a-Drain” campaign, similar to that of the City of Oakland, encouraging private businesses and residents to keep storm drains in their neighborhood free of debris.

j-9 Encourage the formation of a community- and neighborhood-based approach to wildfire education and action through local Fire Safe Councils and the *Fire Wise Program*. This effort is important because grant funds are currently available to offset costs of specific council-supported projects.

j-10 Encourage private businesses and laboratories handling hazardous materials or pathogens increase security to a level high enough to create a deterrent to crime and terrorism, including active implementation of “cradle-to-grave” tracking systems.

j-11 Encourage joint meetings of security and operations personnel at major private employers to develop innovative ways for these personnel to work together to increase safety and security.

### **Government - c - Maintain and Enhance Local Governments Emergency Response Capacity**

c-1 Develop a plan for short-term and intermediate-term sheltering of your employees.

c-2 Encourage your employees to have a family disaster plan.

c-3 Offer CERT training to your employees.

### **Educational - c - Actions Related to Disaster Preparedness and Recovery Planning**

c-1 Encourage employees of schools to have family disaster plans and conduct mitigation activities in their own homes.

c-2 Develop plans, in conjunction with fire jurisdictions, for evacuation or sheltering in place of school children during periods of high fire danger, thereby recognizing that overloading of streets near schools by parents attempting to pick up their children during these periods can restrict access by fire personnel and equipment.

c-3 Offer the 20-hour basic CERT training to teachers and after-school personnel.

c-4 Offer the 20-hour basic Student Emergency Response Training (SERT, rather than CERT) training to middle school and/or high school students as a part of the basic science or civics curriculum, as an after school club, or as a way to earn public service hours.

c-5 Offer the 20-hour basic CERT training course through the Adult School system and/or through the Community College system (either using instructors with teaching credentials or by making facilities available for classes not run by school personnel themselves).

c-6 Develop and maintain the capacity for schools to take care of the students for the first 48 hours after a disaster, and notify parents that this capacity exists.

c-7 Develop a continuity of operations and disaster recovery plan using models such as that developed by the University of California Berkeley. (The American Red Cross has a role in promoting this activity, as well, in schools that they plan to use as shelters.)

### **Educational - d - Actions Related to Schools as Conduits for Information to Families About Emergencies**

d-1 Utilize the unique ability of schools to reach families through educational materials on hazards, mitigation, and preparedness, particularly after disasters and at the beginning of the school year. These efforts will not only make the entire community more disaster-resistant, but speed the return of schools from use as shelters to use as teaching facilities, particularly if coordinated with cities, counties, the American Red Cross and others.

d-2 Develop and distribute culturally appropriate materials related to disaster mitigation and preparedness, such as those on the <http://www.preparenow.org> website.