

Point Reyes Disaster Council

Emergency Operations Plan

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1 Introduction

This Point Reyes Disaster Council Emergency Operations Plan has been created for the Disaster Council volunteers of Point Reyes Station and the surrounding communities of Olema, Inverness Park and Marshall. It focuses on the impact and challenges associated with a catastrophic event on Point Reyes Area residents and how they can coordinate with County emergency services to respond.

The Point Reyes Area

The Point Reyes Area is an unincorporated rural region in the western part of Marin County, California which receives emergency services from the Marin County Fire Department. Thousands of tourists regularly enjoy its pastoral beauty, local produce, and excellent restaurants. The Area includes the Pt. Reyes National Park, which attracts two million visitors a year.

This Area is at high risk of being cut off from the outside world following a major disaster. County emergency response organizations will be immediately overwhelmed. Unlike an urban area, properties in the Point Reyes Area are spread out and often hard to access. Neighborhoods need to be able to contact and account for residents and to provide damage assessment and requests for assistance to the Disaster Operations Center. The Area's relatively few citizens have to be prepared to care not only for themselves and their neighbors, but also for the many visitors from the outside

The local communities are encouraged to develop their own plans for at least 5 days self-sufficiency and not to rely on County emergency services. This implies that every residence should have sufficient provisions and supplies for that period. It also means that the community should have its own plans to respond to an emergency, ensuring that everyone is accounted. This Plan describes how volunteers and their resources should be organized to respond, including how first aid and shelter should be provided where needed.

The Point Reyes Disaster Council

The Point Reyes Disaster Council (PRDC) was created in response to the 1982 floods and mud slides which destroyed lives and property. Initially organized to assist victims of that event, the Disaster Council's volunteers now promote disaster preparedness through communication and education so that community members are trained and organized to assist the local fire departments.

Citizens are encouraged to take CERT (Community Emergency Response Training), organize their own neighborhoods, and identify neighborhood liaisons to the Fire Department. Following a disaster, prepared volunteers will be used on the Specialist Disaster Teams for specific tasks such as Animal Rescue, Damage Assessment, Medical Response, Shelter Management, and Communications.

Purpose of This Plan

This Point Reyes Disaster Council Emergency Operations Plan has been developed by the PRDC in cooperation with the County Sheriff's Office of Emergency Services to prepare for a local or countywide disaster such as a major earthquake, area fire, airliner crash, or terrorist incident. This Plan describes when and how local community individuals, groups and agencies coordinate with County emergency services, under the Marin County Fire Department, in preparation for and response to a disaster. It also describes how the local community coordinates with Federal agencies such as the United States Coast Guard and the National Park Service, which have a significant presence in the area. It identifies the roles and responsibilities of Disaster Council volunteers organized to support Emergency Responders. The Plan provides pertinent background information, and describes communication and coordination strategies.

The Pt Reyes Disaster Council (PRDC) is organized under and takes direction from the Marin County Fire Department. The PRDC will coordinate local resources and make incident-appropriate decisions to support the plans and actions of Marin County's authorized emergency response.

2 Terms, Acronyms and Definitions

Area Coordinator (AC): An AC is a member of the PRDC who coordinates one of the eight Areas into which the Pt Reyes Area is divided for purposes of disaster communications.

Community Emergency Response Team (CERT): The CERT Program educates people about disaster preparedness for hazards that may impact their area and trains them in basic disaster response skills, such as fire safety, light search and rescue, team organization, and disaster medical operations. Using the training learned in the classroom and during exercises, CERT members can assist others in their neighborhood or workplace following an event when professional responders are not immediately available to help.

Convergent Volunteers: Convergent Volunteers are individuals who have not previously registered or trained to serve in a disaster, but who spontaneously present themselves to assist.

Disaster Operations Center (DOC): The DOC serves as the primary point of contact for all local Disaster Services activities, including coordination and integration with countywide operations and public assistance duties such as providing water, food, aid and temporary housing for all kinds of emergencies and major disasters.

DSW (Disaster Service Worker): A DSW is volunteer trained and sworn in to support emergency services. DSWs qualify for worker's compensation if injured while performing an assigned function.

Emergency Communications Center (ECC): The E.C.C. is the heart of the Marin County Fire Department operations at its Woodacre Headquarters. All Fire Department communications are routed through this office for both normal and emergency business.

Emergency Operations Center (EOC): An EOC is a central command and control facility responsible for carrying out disaster management functions at a strategic level in an emergency situation.

Federal Emergency Management Agency (FEMA): FEMA is a Federal Agency which is part of Homeland Security and whose mission is to support citizens and first responders to ensure that the nation works together to build, sustain, and improve its capability to prepare for, protect against, respond to, recover from, and mitigate all hazards.

Incident Commander (IC): The IC is the person responsible for all aspects of an emergency response; including quickly developing incident objectives, managing all incident operations, application of resources as well as responsibility for all persons involved. The Incident Commander sets priorities and defines the organization of the incident response teams and the overall Incident Action Plan during the Operational Period (OP).

Incident Action Plan (IAP): An IAP is created following an emergency to delineate the specific actions for the next operational period (OP). It contains the primary objectives that drive the overall incident strategy.

Incident Command System (ICS): ICS is a standardized, on-scene, all-hazard incident management concept through which personnel and resources are organized to manage emergency response operations. It is very flexible and can grow or shrink to meet the changing needs of an incident. The five management functions which are the foundation of ICS are: Incident Command, Operations, Planning, Logistics, and Finance/Administration

Marin County Fire Department (MCFD): MCFD is the County agency responsible for responding to emergencies of all levels in the unincorporated areas of Marin, including the Pt. Reyes Area.

Marin Operational Area (MOA): The Marin OA consists of the cities/towns, special districts and the unincorporated areas within the county.

National Incident Management System (NIMS): NIMS is a system used in the United States to coordinate emergency preparedness and incident management among various federal, state, and local agencies.

Neighborhood Liaison (NL): An NL is an individual who, in a disaster, surveys his or her neighborhood and reports its status to an AC.

Office of Emergency Services (OES): Office of Emergency Services (OES) provides emergency management services for an Operational Area. It coordinates emergency operations activities among all the various local jurisdictions and develops written guidelines for emergency preparedness, response, recovery and mitigation to natural / man-made disasters, and technological disasters.

Operational Period (OP): The OP is the period of time scheduled for execution of a given set of operation actions

as specified in the IAP. Operational periods can be of various lengths, although usually not over 24 hours

Public Information Officer (PIO): The PIO is an individual appointed by the IC to be the spokesperson for the disaster responders to the general public and to the media.

Point Reyes Disaster Council (PRDC): The PRDC is an organization made up of Point Reyes area citizens who have partnered with the Fire Department and other agencies to provide additional disaster response to major incidents in West Marin. It exists under and reports to MCFD and coordinates with other agencies, public and private, that are involved in response and recovery operations.

Radio Amateur Civil Emergency Service (RACES): RACES is a network run by licensed volunteer amateur radio operators who are able to provide emergency communications when normal means of communications are out of service, insufficient, or otherwise unavailable for important local, County wide or regional needs

Rally Point: The Rally Point is the location at which members of the community who are not part of the organized relief effort should report for information, food, housing and other assistance or to volunteer to help in the emergency response.

Search and Rescue (SAR): SAR refers to teams that are organized under Fire Department or Sheriff 's Office direction to search an area in order to locate and rescue victims.

State Emergency Management System (SEMS): SEMS is the State of California's system of emergency management. It functions in coordination with NIMS.

Staging Area: The **Staging Area** is the location at which members of the community who are part of the organized relief effort report for assignment.

Telephone Emergency Notification System (TENS): TENS is a countywide computerized telephone notification system, otherwise known as "reverse 911."

3 Situation and Assumptions:

Authorities, Rules and Regulations

Levels of Emergency Response

There are three levels of response to emergencies within our communities. Not all emergencies require the activation of this Plan.

Normal Emergencies can be handled entirely by Marin County fire, paramedic, law enforcement, public works and other public agency personnel. Generally little if any outside assistance or citizen participation is required. The This Disaster Plan would not be activated.

Greater Than Normal Emergencies require outside assistance in the form of equipment or personnel from adjacent stations or additional public agencies within the Marin Operational Area or the California Coastal Region, but still require little if any local citizen participation. This Disaster Plan would not be activated.

Catastrophic Events (Disasters), such as major earthquakes, fires, floods and windstorms that affect the entire County or region, overburden all emergency services. No resources are initially available from outside the Point Reyes Planning Zone. Road or bridge failures, slides, high water, downed trees and other barriers, including disruption of telephone and electronic communications, may isolate the area.

At the highest level of emergency response, close coordination of services and organized citizen participation will be essential. **This Plan is intended for activation under such circumstance.**

Assumptions

1. Marin County Fire Department (MCFD) is the primary public safety entity in the Point Reyes area, providing fire, medical, and rescue services. It will be responsible for coordination and implementation of emergency/disaster operations and will direct the Point Reyes Disaster Council and community members participating in the formation and carrying out of this plan.
2. A major disaster anywhere in Marin County could overwhelm the County emergency response.

3. Every household in the Planning Zone will have sufficient provisions and supplies for at least 5 days.
4. Each community will have plans to respond to an emergency and ensure that everyone is accounted for.
5. Most initial emergency assistance, including first aid and shelter, will necessarily be provided by volunteer resources.

Agencies and Citizen Groups

Organization and coordination of the PRDC disaster response shall be based upon cooperation with existing agencies and citizen groups within the Pt Reyes Area. These include:

- 1 Fire/Rescue (Marin County Fire Department)
- 2 Law Enforcement (Marin County Sheriff's Department)
- 3 West Marin School
- 4 Coastal Health Alliance and the Point Reyes Medical Clinic
- 4 Northern Marin Water District
- 5 The Pt. Reyes National Park Service
- 6 The United States Coast Guard
- 7 The American Red Cross
- 8 The West Marin Resource Center
- 9 The Center for Volunteer and Non-profit Leadership

The Point Reyes Disaster Council

The Point Reyes Disaster Council has the following Planning and Response Teams:

- 1 Command and Coordination
- 2 Communication
- 3 Shelter Management
- 4 Medical Care
- 5 Animal Rescue
- 6 Damage Assessment
- 7 Emergency Supplies
- 8 Volunteer/Personnel Coordination
- 9 CERT/Neighborhood Organization

Each Disaster Council Planning and Response Team will have a Team Leader and an Assistant Team Leader, who will activate and coordinate the Teams as required. The Leader will maintain liaison with the Point Reyes Departmental Operations Center (DOC) throughout the emergency/disaster.

4 Concept of Operations

NOTIFICATION

This Plan is based on the functions and principles of the California Standardized Emergency management System (SEMS), the National Incident Management System (NIMS), and the California Incident Command System (ICS). Official notification of a disaster and activation of the Plan follows the chain of command established through ICS, from Federal through State, Regional, and County Offices. At the local level, the highest-ranking member of the Marin County Fire Department on duty is notified of the declaration of an emergency by MCFD. He or she becomes the Incident Commander. The IC notifies the PRDC Coordinator/backup of the disaster and determines the level of response required locally.

Events that provide time for an advanced warning

In an event that gives advanced warning, such as a winter storm, tsunami or approaching wildfire, that may not yet be evident in the Area but presents an imminent threat, SIMS notification procedures will be followed. In addition, Citizens at risk may receive early notification through the Telephone Emergency Notification System (TENS), a “countywide computerized telephone notification system also known as “reverse 911.

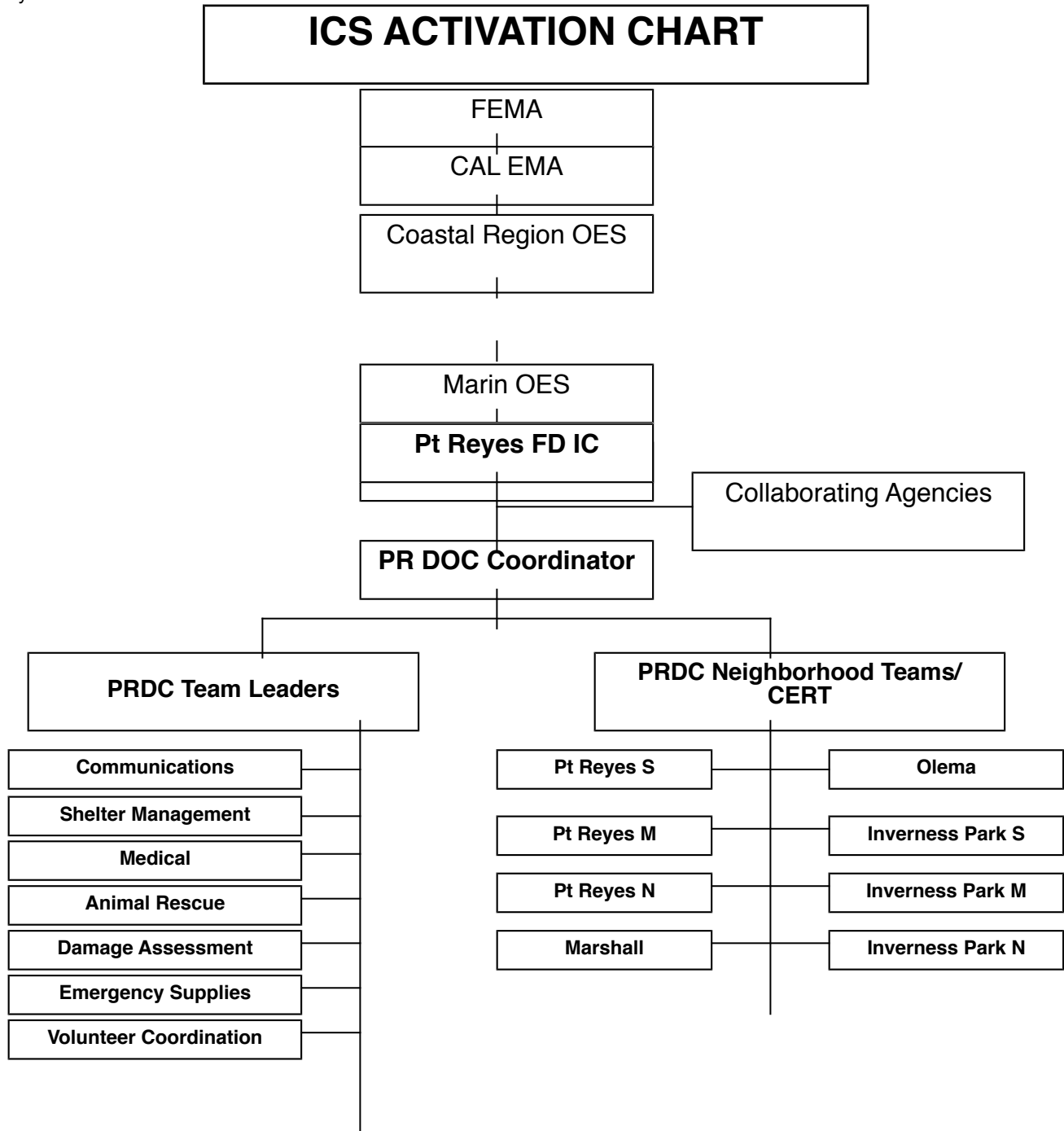
Events that do not provide time for an advanced warning

In an event such as an earthquake, that is immediately apparent to local responders and residents, there will be no opportunity for advanced notification. Members of the Disaster Council and other impacted agencies, including RACES, should respond to the Firehouse for incident assessment and possible activation of the local Emergency Operations Plan under ICS.

1) If present when PRDC members arrive, the Fire Department IC will activate the Point Reyes Disaster Operations Center (DOC) at an appropriate level and the PRDC Plan as needed. The Fire Department IC may immediately appoint a Point Reyes DOC Manager.

2) If fire personnel are not present at the Firehouse when PRDC members arrive, the PRDC Coordinator (PRDCC) or backup will notify Woodacre Dispatch, 499-6717, to contact Pt Reyes Fire personnel for them. Dispatch can reach fire units through the MERA radio system. The Fire Department IC will activate the Point Reyes Disaster Operations Center (DOC) at an appropriate level and the PRDC Plan as needed.

3) If Woodacre Dispatch cannot be reached, the PRDC Emergency Radio System can be used to attempt to reach other DOCs, which may be able to access Woodacre or County Fire Department personnel. The PRDC members at the Firehouse may decide to monitor the situation and gather field intelligence until they receive direction from the Pt. Reyes Fire Department IC.



ACTIVATION

This Plan will be activated whenever the Incident Commander deems a major emergency/disaster exists, or conditions or forecasts are such that a major emergency/disaster is imminent.

Incident Commander: The highest-ranking member of Marin County Fire Department on duty becomes the Incident Commander (IC). The IC notifies the PRDC Coordinator and representatives of other Agencies impacted by the event. The IC may assign the PRDC Coordinator as DOC Manager.

Department Operations Center (DOC): Upon activation of this plan, a DOC will be opened at the Point Reyes Fire Station, or, if the fire station is not habitable, at another suitable facility. From this location, emergency operations shall be locally coordinated and integrated in to the Countywide operations directed from Emergency Operations Center at the Marin Civic Center.

Level of Activation: The IC determines the level of activation in consultation with the DOC Manager and others

appointed by the IC to the Command and Coordination Team. Upon activation of this plan, the PRDC Coordinator will function as assistant to the Incident Commander coordinating the DOC.

ESTABLISHING THE DOC

The first member of the PRDC Communications Team to arrive at the Fire Station will assume responsibility as the PRDC Coordinator. This entails opening the ICS Box (labeled "DOC in a BOX") stored in the RACES Room at the Fire Station, setting up the Communications Center to receive status reports from the Area Coordinators, and establishing other functions requested by the IC.

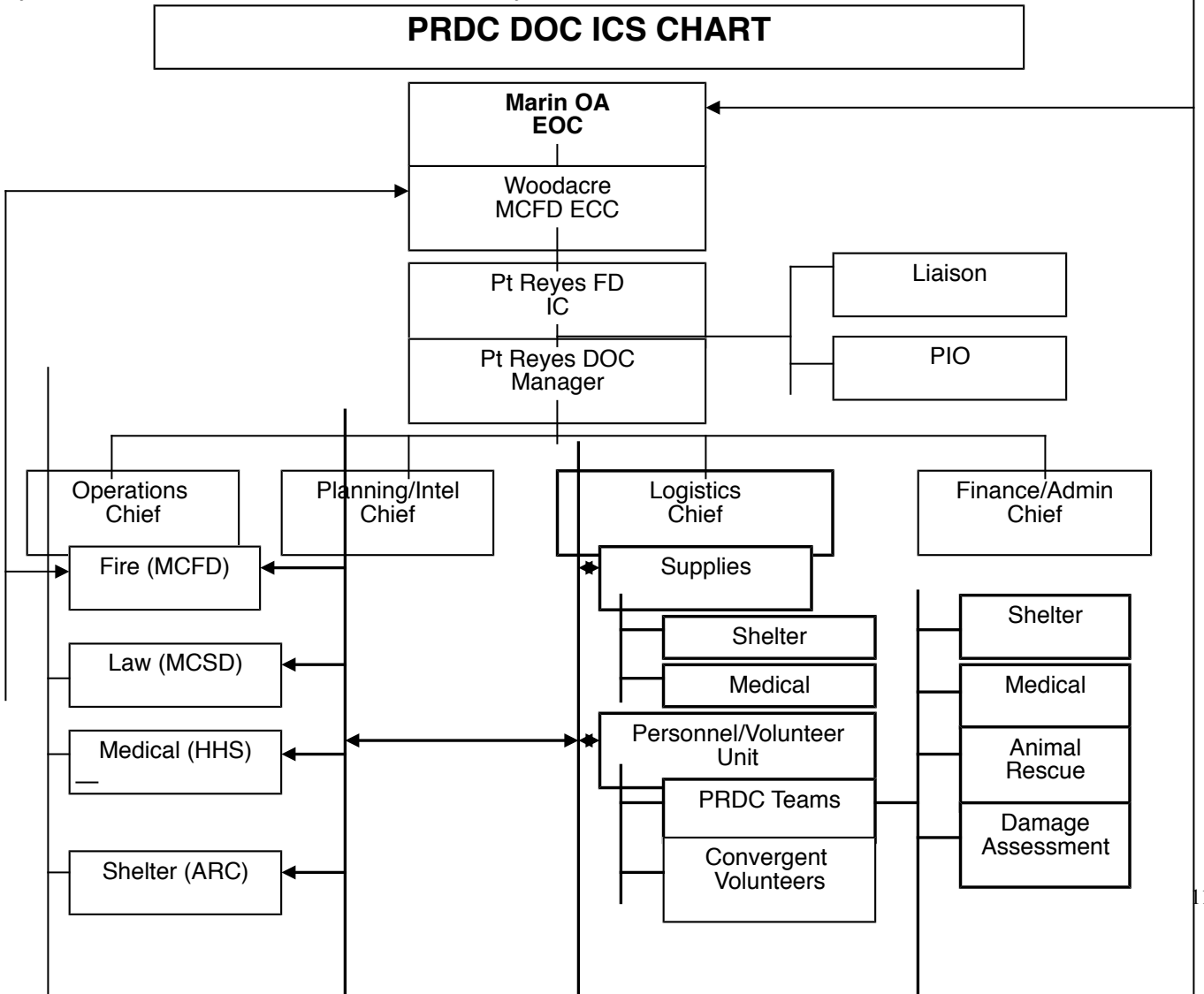
Positions on the DOC chart will be created as needed, using ICS principles, and filled by the PRDC Coordinator until a Personnel Chief is assigned. Leaders of the PRDC Teams (including CERT) will be activated as needed to perform their assigned roles according to the instructions in their Roles and Responsibilities statements. As necessary, activation will include setting up the Shelter and/or Rally Point and Public Information Center at the West Marin School or other suitable location as designated.

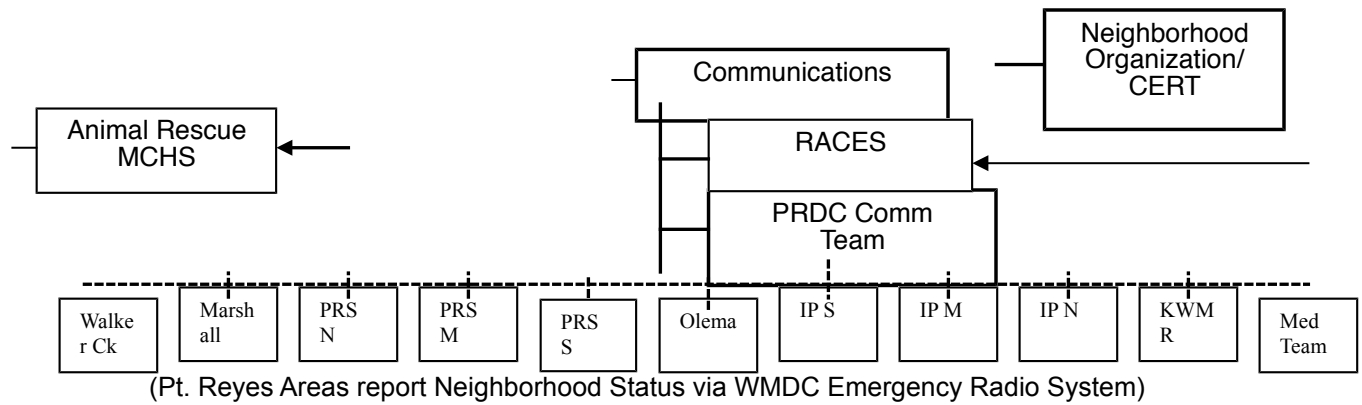
DISASTER COUNCIL VOLUNTEERS

When activated, or when aware that a disaster has occurred in their Area, the PRDC Neighborhood Teams, headed by a Neighborhood Liaison (NL), will assess their neighborhoods and provide a Status Report by phone or hand-held radio to their Area Coordinator (AC). The AC will report to the Communications Center. The Neighborhood Teams, including CERTS, will perform Search and Rescue operations, triage, and First Aid in their neighborhoods as appropriate to the circumstances and their training.

Trained PRDC Teams and volunteers, such as those on the Medical, Damage Assessment, Animal Rescue, and Shelter Management Teams, will sign in with Personnel (under the Logistics Chief) at the Staging Area to be assigned their roles. (See the Roles and Responsibilities for each Team.)

In addition to coordinating the trained members of the PRDC, the PRDC Volunteer Coordinator will coordinate convergent volunteers to assist in the disaster response. Anyone not assigned a role in the organized relief effort is discouraged from reporting to the Staging Area or the Department Operations Center (DOC) unless instructed to do so at the Rally Point. This is intended to minimize confusion in coordinating disaster workers and organizing emergency operations. Volunteers reporting to the Rally Point will be assigned appropriate to their skills and trained by the PRDC Volunteer Coordinator as necessary.





5 Roles and Responsibilities

The Marin County Fire Department shall be responsible for coordination and implementation of emergency/disaster operations, in cooperation with the PRDC and community members participating in the formation and carrying out of this plan. The PRDC is responsible for developing and maintaining this plan.

ICS Organization

The organizational structure used nationwide to respond to disasters follows the Incident Command System (ICS). Most incidents do not require utilization of the entire structure. Often, a single qualified person shall fill many roles. When fully employed, ICS structure creates five sections, each headed by a Chief.

1. **Management Section:** The Management Section is responsible for the overall coordination and administration of emergency response operations for the incident. Management includes positions that provide support functions for the Departmental Operations Center (DOC), such as the DOC Manager and the Public Information Officer (PIO). **PRDC Command and Coordination Team is part of management.**
2. **Operations Section:** The Operations Section is dedicated to all field operations being carried out within the jurisdiction. Fire (MCFD, Law (Marin Sheriff's Department), Medical (Marin Health and Human Services), Shelter (The American Red Cross), and Animal (Marin Humane Society) operations come under this Section. **PRDC Medical, Shelter Management and Animal Rescue Teams and CERT support Operations.**
3. **Planning/Intelligence Section.** The Planning/Intelligence Section collects, evaluates, processes, and disseminates information for use in the emergency. **PRDC Damage Assessment Team and Neighborhood status reports provide information to Planning/Intel.**
4. **Logistics Section:** The Logistics Section is the resource support arm for emergency response operations. Its Personnel Branch provides trained and volunteer personnel resources as requested in support of the DOC and field operations. Its Supply Branch is responsible for ordering, receiving inventory, storage and distribution of supplies for the incident, and for servicing non-expendable supplies, materials and equipment (except mutual aid resources). Communications, led by R.A.C.E.S. and Transportation are part of the Logistics Section. **PRDC Communications, Emergency Supplies, and Personnel/Volunteer Coordination Teams support the Logistics Section.**
5. **The Finance/Administration Section:** The Finance/Administration Section is responsible for managing all financial and administrative aspects of the emergency response, including time keeping. **Qualified PRDC volunteers may be assigned to the Finance/Admin Section as needed.**

PRDC DOC Roles and Responsibilities

The PRDC Teams become part of the ICS system during a disaster response. PRDC volunteers and supplies are conceptualized as resources that are made available to emergency personnel. The PRDC Personnel Unit Coordinator works under the Logistics Chief to provide volunteers and supplies requested to support DOC functions.

- 1 Management (DOC Manager and PRDC Team Leaders)
- 2 Communications
- 3 Shelter Management
- 4 Medical Care
- 5 Animal Rescue
- 6 Damage Assessment
- 7 Emergency Supplies
- 8 Volunteer/Personnel Coordination
- 9 Neighborhood/CERT

1. Management (DOC Manager and PRDC Team Leaders):

Non-emergency: -Provide continuing leadership, planning and organizational support for all Teams of the plan.
-Meet the Team Coordinators annually or as needed.
-Coordinate periodic drills.
-Review all plans annually and direct revisions as necessary or appropriate.

Emergency: -As part of the Management Section, provide leadership, direction and coordination throughout the emergency period.
-Channel all requests for assistance to the County, State and Federal agencies and other outside sources, and coordinate such assistance when it is received.
-Conduct initial and daily briefing of all Team Coordinators, and neighborhood liaisons as appropriate, including assessment of the emergency, priorities, and proposed action programs.
-Provide up-to-date information to the information center at the shelters relating to actions, activities, and forecasts.

2. Communications (Comm) Team:

PRDC/KWMR Communications Team

Non-Emergency: -Maintain, review, and update PRDC/KWMR Emergency Communications Plan annually.
-Recommend and/or obtain necessary equipment to carry out disaster assignments.
-Hold periodic meetings and drills.
-Recruit and brief additional licensed operators as well as non-licensed FRS operators.

Emergency: -As part of the Logistics Section, report to the DOC to set up the PR Communications Center.
-Establish the PRDC/KWMR emergency radio network linking the Neighborhood Liaisons with Area Coordinators and Area Coordinators with the Communications Center at the Pt Reyes Fire Station
-Establish contact with KWMR, USCG, PR NPS, CHA and Team Leaders.
-Provide information about needs and resources to Logistics and Operations.
-Maintain an accurate log of all communications received or sent.
-Provide base station and mobile communications throughout the Area.
-Observe established priorities for radio traffic according to degree of importance.

If no RACES personnel is available and at the direction of the IC:
-Establish emergency radio network linking Pt Reyes DOC with Stinson Beach, Bolinas and Inverness Fire Departments and the Marin EOC.
-Establish contact between the Pt Reyes DOC and Woodacre Emergency Communications Center (ECC) and, if so instructed, with Marin County Emergency Operations Center (EOC), and other stations as necessary.

RACES:

Non-Emergency: -Maintain, review and update Amateur Radio Communications plan annually.
-Recommend and/or obtain necessary equipment to carry out disaster assignments.
-Hold periodic meetings and drills.
-Recruit and brief additional licensed operators.
-Coordinate with MCOES RACES.

Emergency: -Report to the DOC Manager and Fire IC.
-Coordinate with DOC Communications and Message Center.

- At the request of the IC, establish emergency radio network linking Pt Reyes DOC with Stinson Beach, Bolinas and Inverness Fire Departments, Marin EOC.
- Establish contact between the Pt Reyes DOC and Woodacre ECC and, if so instructed, with Marin County EOC, and other stations such as USCG and PR NPS as necessary.
- Provide base station and mobile communications.
- Observe established priorities for radio traffic according to degree of importance. -Relay routine health, welfare and operations messages as other traffic may allow.

3. Shelter Management Team:

- Non-emergency
- Serve as primary contact with American Red Cross
 - Review and update Shelter Management Plan annually
 - Review current shelter contracts and update contacts
 - Reassess shelter sites annually and revise lists accordingly
 - Hold annual meeting for all Shelter Team members
 - Recruit and train new members
 - Work with Emergency Supplies Team to annually inventory all shelter equipment and supplies, inspect condition and replace as needed.
- Emergency
- Upon request of the Incident Commander/Disaster Coordinator:
- Report to the Personnel Chief, then open and operate one or more shelters as needed
 - Request American Red Cross services/support as needed
 - Provide all shelter services, including housing, food and clothing, as well as information and referral assistance
 - Integrate available personnel from Health and Human Services and American Red Cross into DOC operations.

4. Medical Care Team (includes Mental Health):

- Non-emergency
- Review and update Medical Care plan annually
 - Maintain list of medical, dental and allied health professionals available to assist during emergencies
 - Hold annual meeting for all Medical Team members; brief new members
 - Annually review the needs for medical equipment and supplies
 - Inspect current inventory for condition and replace as needed
- Emergency -
- Report to the Personnel Chief for assignment to the Medical Operations section
 - Direct, coordinate and provide medical assistance using existing clinics and shelter facilities
 - Provide status reports on persons with illness, injury, or need for special medication or transport
 - Assess and report health and sanitation needs throughout emergency period
 - Activate Mental Health Team support as needed

5. Animal Rescue:

- Non-emergency
- Serve as primary contact with Marin Human Society
 - Review and update Animal Rescue plan annually
 - Maintain list of veterinary professionals and volunteers available to assist during emergencies
 - Hold annual meeting for all Animal Rescue Team members
 - Recruit and brief new members
 - Annually review the needs for emergency equipment and supplies
 - Inspect current inventory condition and replace as needed
- Emergency
- At the request of Incident Commander/Disaster Coordinator:
- Report to the Personnel Chief for assignment to Operations
 - Activate Animal Rescue Team services
 - Respond to needs identified by neighborhood teams
 - Establish a communications board for posting lost & found animals

6. Damage Assessment Team:

- Non-emergency
 - Review & update Damage Assessment plan annually
 - Maintain a minimum number of support team members
 - Maintain lists of available equipment
 - Conduct annual member training drill with PRFD personnel
 - Recruit and train new members

- Emergency
 - Report to Personnel in Logistics for assignment to Operations
 - Conduct surveys of community, of all roads, bridges, utilities and structures.
 - Provide assessment of extent of damage and estimate of resources necessary for immediate and short-term remedies
 - Assist in establishment of priorities for response by limited services
 - Augment personnel and support for other Teams.
 - Where possible, assist in transporting people, supplies and messages.

7. Emergency Supplies:

- Non-emergency
 - Establish/maintain emergency supply container and basic inventory
 - Annually review supply container condition
 - Annually inventory all equipment and supplies, inspect condition and replace as needed
 - Annually review/revise supply inventory distribution process
 - Work with Shelter Management Team to annually inventory all shelter equipment and supplies; inspect condition and replace as needed
 - Recruit and train new members

- Emergency
 - Report to the Logistics Chief for assignment.
 - Provide access to emergency supply container
 - Distribute supplies to shelters and Emergency Response Teams as needed
 - Receive incoming supplies; allocate and deploy.

8. Volunteer/Personnel Unit Team:

- Non-emergency:
 - Maintain, review and update Volunteer plan annually.
 - Organize and support Neighborhood Emergency Preparedness planning.
 - Assist in providing training programs, including training for other Teams as well as first aid and cardiopulmonary resuscitation (CPR) on a general basis.
 - Provide clerical and research assistance to other Teams.
 - Maintain continuous liaison with DOC Management Team.

- Emergency:
 - Help coordinate volunteer assignments and services.
 - Provide and coordinate volunteers from the Rally Point to supplement those already assigned to Teams.
 - Provide personnel support in Point Reyes DOC operations.

9. Neighborhood/CERT:

- Non-emergency
 - Recruit neighborhood members and maintain an organized neighborhood preparedness effort.
 - Review and update the Neighborhood Emergency Preparedness plan annually
 - Participate in annual disaster drill
 - Hold Neighborhood and Area meetings annually to:
 - 0 Identify new neighbors
 - 1 Update information
 - 2 Encourage preparation and safety measures in all households
 - 3 Designate individuals to perform specific functions
 - 4 Assure that all house numbers are posted
 - 5 Communicate special needs or resources in each neighborhood to other Teams in order to help in refining the Team plans

- Emergency
 - Upon the activation of the Emergency/Disaster Plan by the Incident Commander and or Disaster Coordinator, the Area Coordinator will:
 - Contact Neighborhood Liaisons
 - Establish neighborhood command post at a pre-designated location

 - Upon activation by the Area Coordinator, Neighborhood Liaisons will:
 - Account for the whereabouts and safety of all residents
 - Assess household and neighborhood damage
 - Report conditions and needs to the AC (who reports to the DOC).
 - Provide mutual support, and assist neighbors in stabilizing damage.
 - Report life-threatening situations immediately to the AC/DOC.