


Agenda Report Reviewed by:
 City Manager: 

**CITY OF SEBASTOPOL
 CITY COUNCIL
 AGENDA ITEM REPORT**

Meeting Date: November 15, 2022
To: Honorable Mayor and Honorable City Councilmembers
From: Bill Braga, Fire Chief/Director of Emergency Services
Subject: Public Hearing – First Reading and Introduction of Ordinance XXXX, Amendment to City Ordinance, Chapter Two, Section 2.36 Emergency Management
 Follow up Council report on Sebastopol Emergency Operation Plan
Recommendation: Approval of Chapter Two, Section 2.36 Emergency Management Ordinance
Funding: Currently Budgeted: X Yes _____ No _____ N/A
 Net General Fund Cost:
 Amount: \$5,000

Account Code 100-3114-4330/Costs \$5,000 authorized in City Approved Budget (if applicable) AK (verified by Administrative Services Department)

PURPOSE/INTRODUCTION:

At the September 7, 2021, City Council meeting, the City Council received a presentation, discussed the draft proposed Emergency Operations Plan (EOP) and on September 21st, 2021, by resolution adopted the EOP. During the meetings Council provided direction to the Director of Emergency Services (Fire Chief) for additional information and preparing amendments to the Municipal Code, Chapter Two, Section 2.36 Emergency Management Ordinance, to be consistent with the EOP.

BACKGROUND:

The City’s Emergency Operations Plan (EOP) is a foundational document for emergency management systems, practices, and procedures for City staff, key partners, and the community and shall be based on and consistent with the Standardized Emergency Management System (SEMS) as adopted by the State of California and the National Incident Management System (NIMS) as adopted by the Federal government.

The Sebastopol Municipal Code Title Two, Administration and Personal, Section 2.36 pertains to Emergency Management within the City. With the adoption of the revised EOP, Council directed staff to review and make the necessary recommendations ensuring the code is consistent with the adopted EOP.

DISCUSSION:

At the March 15, 2022, City Council meeting, the City Council received a presentation, discussed the draft proposed Emergency Operations Plan (EOP), and supported adoption of the proposed document with the following direction to the Director of Emergency Services as provided in the EOP and as listed below:

- a. Current budget for modifications to the Emergency Operations Center located at the Sebastopol Police Department. Future budget for the EOC at the Sebastopol Fire Department.
- b. Amendments to the Emergency Management Ordinance to be consistent with Emergency Operations Plan
- c. Update on conducting of annual mock training drills/exercises to ensure staff is prepared for emergency situations and maintain certificates of training; and

- d. Proposed Appendixes to Approved Plan to include but not limited to:
 - i. Location of Cooling Centers and Warming Centers
 - ii. Location of Buildings with City Generators
 - iii. Location of our Evacuation Centers
 - iv. Procedures for opening said buildings (Cooling Centers, Warming Centers, Evacuation Centers, etc.)
 - v. Location of Radio Operators & Hubs utilizing FRS/GMRS Radios with SNCU Team Members
- a. Return to City Council with current budget for modifications to the Emergency Operations Center located at the Sebastopol Police Department.

The primary City Emergency Operations Center (EOC) is located at the Sebastopol Police Department, 6850 Laguna Parkway. The alternate EOC is located at the Sebastopol Fire Department, 7425 Bodega Avenue. Generally, emergency management operations will be conducted from the primary EOC, however situations may arise which dictate EOC operations be conducted from alternate sites, i.e., the primary EOC is either non-operational due to damage or inaccessible, or the situation resulting from the event may dictate that both facilities be activated. As a result, both centers should be equipped to manage any emergency that arises in the city. Funding for the alternative EOC at the Sebastopol Fire Department will be budgeted for the FY2023-2024 Fiscal Year.

The Director of Emergency Services completed an assessment of both buildings and prepared a list of equipment and materials needed to update and operate the centers efficiently. Items include.

- First Responder SIM Cards for Dept Laptops, Hotspots, Routers
- Monitors
- Mounting units, cables, electrical surge protectors
- Miscellaneous office supplies

- b. Return to Council with Amendments to the Emergency Management Ordinance to be consistent with Emergency Operations Plan.

Current Sebastopol Municipal Code Title Two, Administration and Personal, section 2.36 pertains to Emergency Management. With the adoption of the revised EOP, staff is recommending making the following changes to section 2.36 for consistency with city practices and the EOP:

- *2.36.010 – Purpose*

Current language - 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.

Proposed language - The purpose of this chapter is to provide for the preparation and implementation of plans for: protection of persons and property within the City in the event of a local emergency; the direction of the emergency organization; delegation of authority to the Director of Emergency Services and the emergency organization; coordination of the emergency functions of the City with all other public agencies, corporations, organizations, and affected persons; facilitation of mutual aid to and for affected persons; and implementation of the California Emergency Services Act (Government Code Section 8550, et seq.).

With the proposed language staff is recommending stronger clarification in the identification of a local emergency, providing the delegation of authority to the Director of Emergency Services as stated in the EOP, and additional language for facilitation of mutual aid for affected persons; and implementation of the California Emergency Services Act (Government Code Section 8550, et seq.).

- *2.36.030 – Disaster Council Membership*

Current language - The Sebastopol Disaster Council is hereby created and shall consist of the following:

- A. The Mayor or his/her designee, who shall be Chairperson.
- B. The Director of Emergency Services, who shall be Vice Chairperson.
- C. The Assistant Director of Emergency Services.
- D. Such chiefs of emergency services as are provided for in a current emergency plan of this City adopted pursuant to this chapter.
- E. Such representatives of civic, business, labor, health, educational, professional, or other organizations having an official emergency responsibility, as may be appointed by the Chairperson.

Proposed Language – The City of Sebastopol Disaster Council is hereby created and shall consist of the members of the City Council. The duties of the Disaster Council shall be to perform the actions which the City Council finds to be authorized or required by the California Emergency Services Act. The Mayor shall be the chairperson, and the Vice Mayor shall be the vice chairperson, and the Committee shall also consist of the Director of Emergency Services and such Department Heads as are provided for in a current emergency plan of the City. There shall be no regular meetings of the Disaster Council; and special meetings of the Disaster Council shall be called in accordance with the requirements of the Ralph M. Brown Act. (See California Government Code Section 54956.)

Additional language also clarifies the duties of the Disaster Council and authorization as provided by the California Emergency Services Act. All meetings must be called in accordance with the requirements of the Ralph M. Brown Act. (See California Government Code Section 54956.)

- *2.36.040 – Disaster Council Powers and Duties*

Current Language - It shall be the duty of the Sebastopol 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 Chairperson or, in his absence from the City or inability to call such meeting, upon call of the Vice Chairperson.

Proposed Language – It shall be the duty of the Sebastopol 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 at least once per year upon call of the Chairperson, or, in his/her absence from the City or inability to call such meeting, upon call of the Vice Chairperson.

With the proposed language staff is recommending adding language to the section which dictates the Disaster Council meet at least once a year upon the call of the chairperson. This language is consistent with Council request, and the EOP, which dictates the Director of Emergency Services to review the EOP annually and report back to the Council on required changes to the EOP.

- *2.36.060 – Powers and Duties of Director and Assistant Director of Emergency Services*

Current Language -

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/her duties during an emergency. Such order of succession shall be approved by the City Manager.

C. The Director shall, with the assistance of emergency service chiefs, develop emergency plans and manage the emergency programs of this City; and shall have such other powers and duties as may be assigned by the City Council.

Proposed Language –

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/her duties during an emergency. Such order of succession shall be approved by the City Manager, as listed in the City's Emergency Operational Plan, and reviewed and updated yearly.

C. The Director shall, with the assistance of emergency service chiefs, develop emergency plans and manage the emergency programs of this City; and shall have such other powers and duties as may be assigned by the City Council. Such plan shall be reviewed yearly, and Director shall submit a Report to the City Council at a public meeting yearly as to whether or not changes are required of the Plan.

The proposed language change further clarifies the EOP's requirement of an annual review and update of the plan, and a public report out to the Council regardless of changes or lack of changes.

- *2.36.080 Emergency plan*

Current Language -The Sebastopol Disaster Council shall be responsible for the development of the City of Sebastopol emergency plan, which plan shall provide for the effective mobilization of all of the resources of this City, both public and private, to meet any condition constituting 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.

Proposed Language - The City's emergency plans shall be developed and maintained current by the Director of Emergency Services and the emergency organization, in accordance with the provisions of the California Emergency Services Act and shall be subject to the approval of the City Council. Provided, however, that the Director of Emergency Services shall be authorized to make administrative amendments to the emergency plans without approval of the City Council to the extent necessary to update nonsubstantive administrative matters (such as the identification of resources, clerical corrections, or clarifications). A copy of each such administrative amendment shall be signed by the Director of Emergency Services and on file with the City Clerk. The Director shall be responsible for the implementation of emergency plans during a proclaimed local emergency

The proposed language removes the requirement that the Sebastopol Disaster Council shall be responsible for the development of the City of Sebastopol emergency plan. It directs the Emergency Services Director as being responsible for developing and maintaining an updated and current EOP, in accordance with the provisions of the California Emergency Services Act and shall be subject to the approval of the City Council. It would allow the Emergency Services Director to make nonsubstantive to the EOP and requirements all changes be on file with the City Clerk.

- *2.36.100 Punishment of violations.*

Current Language – It shall be a misdemeanor punishable by a fine of not to exceed \$500.00 or by imprisonment for not to exceed six months, or both, for any person, during an emergency.

Proposed Language – Changes the section from punishment of violations to Acts Prohibited During an Emergency. In addition, deletes the above language stating punishment and fine, and moves the punishment to a new subsection 2.36.110 with the same previous language of punishment by a fine of not to exceed \$500.00 or by imprisonment for not to exceed six months, or both, for any person, during an emergency.

The proposed language separates the two sections for ease of violation identification and punishment.

2.36.110 Repeal of conflicting ordinances

Current Language - Ordinance No. 467 adopted December 2, 1963, and all other ordinances in conflict herewith are hereby repealed.

Proposed Language – Renumbering of section to 2.36.120 and creating additional language as follows; If any provision of this ordinance or the application thereof to any person or circumstances is held invalid, such invalidity shall not affect other provisions or applications, and to this end the provisions of this ordinance are declared to be severable.

The above-described proposed changes are the only recommended changes to section 2.36 Emergency Management. Attachment A is a red line version of complete ordinance as proposed for adoption.

- c. Conduct annual mock training drills/exercises to ensure staff is prepared for emergency situations and maintain Certificates of Training.

The Director of Emergency Services is responsible for ensuring staff meets all the training requirements per the State and Federal Emergency Management Systems. In October 2021, the Director distributed a matrix provided by the California Office of Emergency Services (CalOES) to all Department Heads describing the training mandates dictated by law (See attachment C). Department Heads are responsible for ensuring their staff meet all mandated training requirements and forwarding training certifications to the Director of Emergency Services for verification and filing. The Director of Emergency Services is managing the on-going completion of staff certifications. All City Staff members have completed their required CalOES NIMS Compliance Training for all EOC levels. Annual Training and Mock exercises will be scheduled during the Spring and Fall months. The County of Sonoma Department of Emergency Management will conduct the required training.

- d. Return to City Council with appendixes to plan, including but not limited to; location of evacuation, warming and cooling center(s), location of buildings with city generators, procedures for opening said buildings (Cooling Centers, Evacuation Center, etc.), and location of Ham Operators.

The Director of Emergency Services has developed a supplemental Annex to the Sebastopol Emergency Operation Plan; Sebastopol Operations Plan Annex: Evacuation and Cooling/Warming Centers Resources (See attachment D).

This Annex establishes general and specific policies, procedures, and protocols for the use of Evacuation, Cooling, and Warming Centers in the City of Sebastopol Operational Area (Op Area) during actual or potential emergencies that pose a significant threat to life or property. In addition to center locations the annex also provides community members general information about preparing for evacuations, how alerts will be made during emergencies, and other available resources in the City of Sebastopol. The Director of Emergency Services is responsible for maintaining contracts and approvals to all locations identified in the annex. A copy of such contracts shall be provided to the City Manager's Office.

CITY COUNCIL AND/OR GENERAL PLAN GOALS:

Encourage and increase public awareness of City Policies, decisions, programs and all public processes and meetings, by investigating effective methods of communication and obtaining feedback from the community.

Action CSF 5g: Continue to support and implement community education and training regarding fire prevention and emergency preparedness.

Action SA 3a: Regularly review and update the City's Multihazard Emergency Plan to ensure consistency with the County's plan and regional plans and to address changing conditions.

Action SA 3b: Ensure that the City's Multihazard Emergency Plan or other disaster planning and emergency response plan: 1) identifies specific facilities and lifelines critical to effective emergency/disaster response and evaluate their abilities to survive and operate efficiently immediately after a disaster, 2) designates alternative facilities for post-disaster assistance in the event that the primary facilities have become unusable, and 3) identifies evacuation routes.

Action SA 3c: Continue to publicize and regularly update information at City Hall, other public locations, and via the City website related to emergency and disaster preparedness including evacuation routes and specific steps to take in the event of a flood, fire, earthquake, or other emergency. Improve the visibility and accessibility of emergency and disaster preparedness information on the City's website by making information more prominent, more detailed, and by providing critical information in Spanish.

Action SA 3e: Adopt an emergency evacuation system and periodically review, maintain, and repair City roadways and emergency access routes, and provide signage, where necessary, to clearly identify emergency access routes.

PUBLIC COMMENT:

As of the writing of this staff report, the City has not received any public comment. However, if staff receives public comment from interested parties following the publication and distribution of this staff report such comments will be provided to the City Council as supplemental materials before or at the meeting. In addition, public comments may be offered during the public comment portion of this item.

PUBLIC NOTICE:

This item was noticed in accordance with the Ralph M. Brown Act and was available for public viewing and review at least 72 hours prior to schedule meeting date.

FISCAL IMPACT:

The current FY2022-23 Emergency Operations Preparedness Budget was budgeted for \$5,000 in account 100-3114-4330, to purchase the requested items for the EOC located at the Sebastopol Police Department.

RECOMMENDATION:

Staff is requesting Council Approve for First Reading and Introduction of Ordinance XXXX, Amendment to City Ordinance, Chapter Two, Section 2.36 Emergency Management and Direct Staff to Return to the next City Council Meeting for Adoption of Ordinance.

Attachments:

- A. Draft Sebastopol Municipal Code Title Two, Administration and Personal, section 2.36, Emergency Management.
- B. Current Budget List of Equipment for the Police Dept Emergency Operation Center
- C. NIMS Cal OES Compliant Training Reference Chart
- D. Sebastopol Op Area Annex – Evacuation, Warming, and Cooling Centers
- E. Sebastopol Emergency Evacuation Maps & Informational Flyer
- F. Neighborhood Preparedness Report on MYN and SNCU

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TITLE TWO ADMINISTRATION AND PERSONNEL**2.36 EMERGENCY MANAGEMENT ORDINANCE****2.36.010 – 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 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.~~

The purpose of this chapter is to provide for the preparation and implementation of plans for: protection of persons and property within the city in the event of a local emergency; the direction of the emergency organization; delegation of authority to the Director of Emergency Services and the emergency organization; coordination of the emergency functions of the city with all other public agencies, corporations, organizations, and affected persons; facilitation of mutual aid to and for affected persons; and implementation of the California Emergency Services Act (Government Code Section 8550, et seq.).

2.36.020 – Definitions

“Emergency” means 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, drought, sudden and severe energy shortage, plant or animal infestation or disease, the Governor’s warning of an earthquake or volcanic prediction, or an earthquake, or other conditions, including conditions resulting from war or imminent threat of war, but other than conditions resulting from a labor controversy, which conditions are likely to be beyond the control of the services, personnel, equipment and facilities of this City, requiring the combined forces of other political subdivisions to combat.

2.36.030 – Disaster Council Membership

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

- ~~A. The Mayor or his/her designee, who shall be Chairperson.~~
- ~~B. The Director of Emergency Services, who shall be Vice Chairperson.~~
- ~~C. The Assistant Director of Emergency Services.~~
- ~~D. Such chiefs of emergency services as are provided for in a current emergency plan of this City adopted pursuant to this chapter.~~
- ~~E. Such representatives of civic, business, labor, health, educational, professional, or other organizations having an official emergency responsibility, as may be appointed by the Chairperson.~~

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The City of Sebastopol Disaster Council is hereby created and shall consist of the members of the City Council. The duties of the Disaster Council shall be to perform the actions which the City Council finds to be authorized or required by the California Emergency Services Act. The Mayor shall be the chairperson, and the Vice Mayor shall be the vice chairperson, the Director of Emergency Services, such Department Heads as are provided for in a current emergency plan of the City.. There shall be no regular meetings of the Disaster Council; and special meetings of the Disaster Council shall be called in accordance with the requirements of the Ralph M. Brown Act. (See California Government Code Section 54956.)

2.36.040 – Disaster Council Powers and Duties

It shall be the duty of the Sebastopol 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 at least once per year upon call of the Chairperson, or, in his absence from the City or inability to call such meeting, upon call of the Vice Chairperson.

2.36.050 – Director and Assistant Director of Emergency Services

A. There is hereby created the office of Director of Emergency Services. The Fire Chief shall be the Director of Emergency Services.

B. There is hereby created the office of Assistant Director of Emergency Services. The City Manager shall be the Assistant Director of Emergency Services.

2.36.060 – Powers and Duties of 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 seven days thereafter or the proclamation shall have no further force or effect.
2. 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 City 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 City; and resolve questions of authority and responsibility that may arise between them.

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5. Represent this City in all dealings with public or private agencies on all 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 Emergency Management Agency, or the existence of a “state of war emergency,” the Director is hereby empowered:
- a. To make and issue rules and regulations on matters reasonably related to the protection 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 City officer or employee and, in the event of the proclamation of a “state of emergency” in the County in which this City 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 City department or agency; and
 - e. To execute all ordinary power as City Manager, all of the special powers conferred by this chapter or by resolution or emergency plan pursuant hereto adopted by the City Council, all powers conferred 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/her duties during an emergency. Such order of succession shall be approved by the City Manager, as listed in the City’s Emergency Operational Plan and reviewed and updated yearly.
- C. The Director shall, with the assistance of emergency service chiefs, develop emergency plans and manage the emergency programs of this City; and shall have such other powers and duties as may be assigned by the City Council. Such plan shall be reviewed yearly, and Director shall submit a Report to the City Council at a public meeting yearly as to whether or not changes are required of the Plan.

2.36.070 – Emergency Organization

All officers and employees of this City, 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 SMC [2.36.060\(A\)\(6\)\(c\)](#), be charged with duties incident to the protection of life and property in

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this City during such emergency, shall constitute the emergency organization of the City of Sebastopol's chief executive with special powers during emergencies.

2.36.080 – Emergency Plan

~~The Sebastopol Disaster Council shall be responsible for the development of the City of Sebastopol emergency plan, which plan shall provide for the effective mobilization of all of the resources of this City, both public and private, to meet any condition constituting 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.~~

The city's emergency plans shall be developed and maintained current by the Director of Emergency Services and the emergency organization, in accordance with the provisions of the California Emergency Services Act, and shall be subject to the approval of the City Council. Provided, however, that the Director of Emergency Services shall be authorized to make administrative amendments to the emergency plans without approval of the City Council to the extent necessary to update nonsubstantive administrative matters (such as the identification of resources, clerical corrections, or clarifications). A copy of each such administrative amendment shall be signed by the Director of Emergency Services and on file with the City Clerk. The Director shall be responsible for the implementation of emergency plans during a proclaimed local emergency

The City of Sebastopol emergency plan shall be based on and consistent with the Standardized Emergency Management System (SEMS) as adopted by the State of California and the National Incident Management System (NIMS) as adopted by the Federal government.

2.36.090 – 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 City of Sebastopol.

2.36.100 – ~~Punishment of Violations~~ Acts Prohibited During an Emergency

~~It shall be a misdemeanor, punishable in accordance with Title 1 of this code, for any person, during a local emergency, to:~~

A. Willfully 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 chapter.

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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.

2.36.110 – Punishment of Violations

It shall be a misdemeanor, punishable in accordance with Title 1 of this code, by a fine of not to exceed \$500.00 or by imprisonment for not to exceed six months, or both, for any person, during an emergency.

~~**2.36.120 –**~~**2.36.1230 – Repeal of Ordinance**

Ordinance No. 467 adopted December 2, 1963, and all other ordinances in conflict herewith are hereby repealed. If any provision of this ordinance or the application thereof to any person or circumstances is held invalid, such invalidity shall not affect other provisions or applications, and to this end the provisions of this ordinance are declared to be severable.

2.36.130 – Effective Date

The ordinance codified in this chapter shall become effective 30 days from and after its passage.

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TITLE TWO ADMINISTRATION AND PERSONNEL**2.36 EMERGENCY MANAGEMENT ORDINANCE****2.36.010 – Purpose**

The purpose of this chapter is to provide for the preparation and implementation of plans for: protection of persons and property within the city in the event of a local emergency; the direction of the emergency organization; delegation of authority to the Director of Emergency Services and the emergency organization; coordination of the emergency functions of the city with all other public agencies, corporations, organizations, and affected persons; facilitation of mutual aid to and for affected persons; and implementation of the California Emergency Services Act (Government Code Section 8550, et seq.).

2.36.020 – Definitions

“Emergency” means 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, drought, sudden and severe energy shortage, plant or animal infestation or disease, the Governor’s warning of an earthquake or volcanic prediction, or an earthquake, or other conditions, including conditions resulting from war or imminent threat of war, but other than conditions resulting from a labor controversy, which conditions are likely to be beyond the control of the services, personnel, equipment and facilities of this City, requiring the combined forces of other political subdivisions to combat.

2.36.030 – Disaster Council Membership

The City of Sebastopol Disaster Council is hereby created and shall consist of the members of the City Council. The duties of the Disaster Council shall be to perform the actions which the City Council finds to be authorized or required by the California Emergency Services Act. The Mayor shall be the chairperson, and the Vice Mayor shall be the vice chairperson, the Director of Emergency Services, such Department Heads as are provided for in a current emergency plan of the City. There shall be no regular meetings of the Disaster Council; and special meetings of the Disaster Council shall be called in accordance with the requirements of the Ralph M. Brown Act. (See California Government Code Section 54956.)

2.36.040 – Disaster Council Powers and Duties

It shall be the duty of the Sebastopol 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 at least once per year upon call of the Chairperson, or, in his absence from the City or inability to call such meeting, upon call of the Vice Chairperson.

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2.36.050 – Director and Assistant Director of Emergency Services

- A. There is hereby created the office of Director of Emergency Services. The Fire Chief shall be the Director of Emergency Services.
- B. There is hereby created the office of Assistant Director of Emergency Services. The City Manager shall be the Assistant Director of Emergency Services.

2.36.060 – Powers and Duties of 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 seven days thereafter or the proclamation shall have no further force or effect.
2. 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 City 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 City; and resolve questions of authority and responsibility that may arise between them.
5. Represent this City in all dealings with public or private agencies on all 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 Emergency Management Agency, or the existence of a “state of war emergency,” the Director is hereby empowered:
 - a. To make and issue rules and regulations on matters reasonably related to the protection 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 City officer or employee and, in the event of the proclamation of a “state of emergency” in the County in which this City 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

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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 City department or agency; and
- e. To execute all ordinary power as City Manager, all of the special powers conferred by this chapter or by resolution or emergency plan pursuant hereto adopted by the City Council, all powers conferred 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/her duties during an emergency. Such order of succession shall be approved by the City Manager, as listed in the City's Emergency Operational Plan and reviewed and updated yearly.

C. The Director shall, with the assistance of emergency service chiefs, develop emergency plans and manage the emergency programs of this City; and shall have such other powers and duties as may be assigned by the City Council. Such plan shall be reviewed yearly, and Director shall submit a Report to the City Council at a public meeting yearly as to whether or not changes are required of the Plan.

2.36.070 – Emergency Organization

All officers and employees of this City, 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 SMC 2.36.060(A)(6)(c), be charged with duties incident to the protection of life and property in this City during such emergency, shall constitute the emergency organization of the City of Sebastopol's chief executive with special powers during emergencies.

2.36.080 – Emergency Plan

The city's emergency plans shall be developed and maintained current by the Director of Emergency Services and the emergency organization, in accordance with the provisions of the California Emergency Services Act, and shall be subject to the approval of the City Council. Provided, however, that the Director of Emergency Services shall be authorized to make administrative amendments to the emergency plans without approval of the City Council to the extent necessary to update nonsubstantive administrative matters (such as the identification of resources, clerical corrections, or clarifications). A copy of each such administrative amendment shall be signed by the Director of Emergency Services and on file with the City Clerk. The Director shall be responsible for the implementation of emergency plans during a proclaimed local emergency

The City of Sebastopol emergency plan shall be based on and consistent with the Standardized Emergency Management System (SEMS) as adopted by the State of California and the National Incident Management System (NIMS) as adopted by the Federal government.

ATTACHMENT A

2.36.090 – 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 City of Sebastopol.

2.36.100 – Acts Prohibited During an Emergency

A. Willfully 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 chapter.

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.

2.36.110 – Punishment of Violations

It shall be a misdemeanor, punishable in accordance with Title 1 of this code, by a fine of not to exceed \$500.00 or by imprisonment for not to exceed six months, or both, for any person, during an emergency.

2.36.120 – Repeal of Ordinance

Ordinance No. 467 adopted December 2, 1963, and all other ordinances in conflict herewith are hereby repealed. If any provision of this ordinance or the application thereof to any person or circumstances is held invalid, such invalidity shall not affect other provisions or applications, and to this end the provisions of this ordinance are declared to be severable.

2.36.130 – Effective Date

The ordinance codified in this chapter shall become effective 30 days from and after its passage.

**Current Budget for the Emergency Operations Center
 Sebastopol Police Department
 FY 2022-2023 Emergency Operations Preparedness Budget
 100-3114-4330**

The emergency Operations Center (EOC) is located at the Sebastopol Police Department. Equipment and materials in the center need replacement and or technology upgrades in order to function efficiently in an emergency situation. The Director of Emergency Services has completed an inventory and assessment of the center and is requesting purchasing authority for the following:

1. 1-3 wall mounted large screen monitors	\$1,300.00
2. 1-3 monitor wall mounts	\$150.00
3. 1-3 power strip surge protectors	\$105.00
4. 1-4 magnetic dry-erase whiteboards	\$840.00
5. 1-4 dry erase marker sets	\$38.00
6. 1-2 flip charts with easel stands	\$200.00
7. 1-3 flip charts with folding stands	\$87.00
8. Miscellaneous pens and office supplies	\$80.00
9. 5 First responder SIM Cards for Dept Laptops	\$500.00
10. 2-5 updated EOC section binders	\$200.00
11. Comcast cable providers and cable boxes, Hotspots	\$1,000.00
12. Miscellaneous expenses	\$500.00
Total Budget per EOC:	\$5,000.00



NIMS Compliance Training Reference Chart

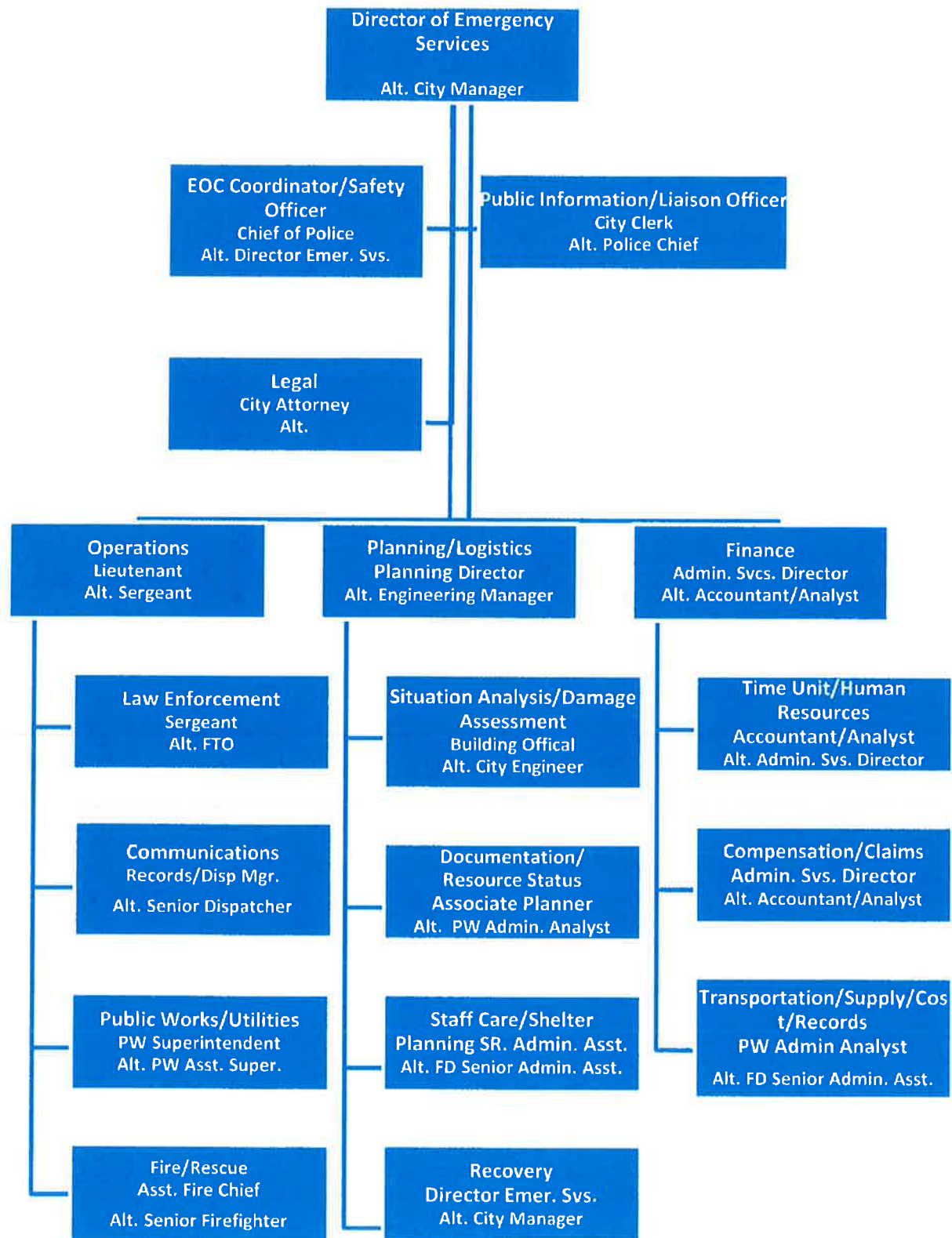
Number of required courses increases with level of position responsibility	PERSONNEL Includes Federal/State/Local/Private Sector and non-Governmental Personnel	REQUIRED TRAINING Courses listed below in BOLD ITALICS currently required for NIMS Compliance
ICS 400 (Command) Six Months after ICS 300 Completion	COMMAND AND GENERAL STAFF Department heads with Multi-agency coordination system responsibilities, area commanders, emergency managers, multi-agency coordination center / emergency operations center managers	<ul style="list-style-type: none"> • FEMA IS 700a: NIMS, An Introduction • FEMA IS 800b: National Response Framework (NRF) • ICS 100: Introduction to ICS or equivalent • ICS 200: Basic ICS or Equivalent • ICS 300: Intermediate ICS or equivalent • ICS 400: Advanced ICS or equivalent • SEMS EOC/ Introduction to SEMS
ICS 300 / IS 800 SEMS EOC (Managers)	MIDDLE MANAGEMENT Strike team leaders, task force leaders, unit leaders, division / group supervisors, branch directors, and multi-agency coordination center / emergency operations center staff	<ul style="list-style-type: none"> • FEMA IS 700a: NIMS, An Introduction • FEMA IS 800 b: National Response Framework (NRF) • ICS 100: Introduction to ICS or equivalent • ICS 200: Basic ICS or Equivalent • ICS 300: Intermediate ICS or equivalent • SEMS EOC/ Introduction to SEMS
ICS 200 SEMS EOC (Supervisors)	FIRST LINE SUPERVISORS Single resource leaders, field supervisors, and other emergency management / response personnel that require a higher level of NIMS training	<ul style="list-style-type: none"> • FEMA IS 700.a: NIMS, An Introduction • ICS-100: Introduction to ICS or equivalent • ICS-200: Basic ICS or equivalent • SEMS EOC/ Introduction to SEMS
ICS 100 / IS 700 SEMS (Responders)	ENTRY LEVEL RESPONDERS & DISASTER WORKERS Emergency Medical Service, firefighting, law enforcement, hospital, public health, public works/utility, skilled support and other emergency management response, support & volunteer personnel at all levels	<ul style="list-style-type: none"> • FEMA IS 700.a: NIMS, An Introduction • ICS-100: Introduction to ICS or equivalent • Introduction to SEMS

California recommends Standardized Emergency Management System courses at levels indicated.

FEMA Independent Study Program (for ICS/IS) courses can be found at: <http://training.fema.gov/IS/crslist.asp>

Standardized Emergency Management System courses can be found at: <http://www.calema.ca.gov/CSTI/Pages/SEMS-ACI-Training-Materials.aspx>

CITY OF SEBASTOPOL EMERGENCY OPERATIONS PLAN





Sebastopol Operational Area Emergency Operations Plan Annex

Evacuation and Cooling/Warming Center Resources



November 2022

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As an Annex to the Sebastopol Emergency Operations Plan, this document is subject to revision at any time.

Comments and suggestions should be directed to:

City of Sebastopol

Fire Department

707-823-8061

I. INTRODUCTION

Purpose

This Annex establishes general and specific policies, procedures, and protocols for the use of Evacuation, Cooling, and Warming Centers in the City of Sebastopol Operational Area (Op Area) during actual or potential emergencies that pose a significant threat to life or property. This plan serves as a functional annex to the Sebastopol Emergency Operations Plan (EOP).

Situation Overview

Depending on the emergency and the conditions, public safety officials may utilize a variety of ways to alert you that it is time to evacuate. Below is information on evacuation communication tools that you need to be aware of during emergencies (Refer to the City of Sebastopol Annex – Alert Warnings).

Reminder: Always use your best judgement in an emergency situation. If you feel unsafe, spot fires ignite, or conditions change, do not wait for an evacuation order; leave early if you are unsure to avoid being trapped by severe conditions.

Evacuation Center Information

During emergencies and when conditions warrant, the City stands up an evacuation, cooling, and warming centers to direct residents to available resources. The location of the centers is particular to the specific incident and will be announced by the City of Sebastopol and/or County of Sonoma [Social Media](#), City's Website, Nixle, Facebook, and press releases.

Preparing is a Year-Round Endeavor

A wide variety of emergencies may cause an evacuation. In some instances, you may have a day or two to prepare, while other situations might call for immediate evacuation. Planning ahead is vital to ensuring that you can evacuate quickly and safely, no matter what the circumstances.

Before an evacuation:

- Know Your Zone and evacuation route. Plan how you will leave and where you will go if you are advised to evacuate. Know and practice multiple routes out of your neighborhood. Listen to local radio stations.
- When disaster strikes, residents may be asked to evacuate their homes or place of employment. The safest route out of your neighborhood may not be the typical route you would take. Know all the ways out and listen for instructions from emergency personnel on which way to go when asked to evacuate.

- Learn your Escape Routes at <https://ci.sebastopol.ca.us/City-Government/Department-Services/Fire/Evacuation-Information>. There are interactive street-by-street maps and expandible PDF maps at this link.
- Prepare your Go Bag and Grab List items.
- Be sure you can open your garage if the power goes out.
- Keep pets close and have carriers readily available.
- Be aware of nearby road conditions and potential obstacles, such as locked gates and overgrown vegetation.
- Talk to your neighbors about evacuation concerns and work together to mitigate potential hazards.
- Identify several places you could go in an emergency such as a friend's home in another town or a motel. Review the additional living expenses (ALE) coverage in your insurance policy.
- If you have a car, keep a full tank of gas.
- If you do not have a car, make arrangements with family, friends, or neighbors.

During an evacuation:

- Monitor social media channels-- including local law enforcement agencies, Sonoma County and your city, Nixle, and traditional sources of media for evacuation information.
- Listen for Hi-Lo sirens from our Emergency Vehicles.
- Take your Go Bag.
- Leave early enough to avoid being trapped by severe weather.
- Secure your home by closing and locking doors and windows.
- Leave a note telling others when you left and where you are going.
- Wear sturdy shoes and clothing that provides some protection such as long pants, long-sleeved shirts, and a hat.
- Check with neighbors who may need a ride.
- Follow recommended evacuation routes. Do not take shortcuts; they may be blocked.
- Use your evacuation tag to let first responders know you have safely evacuated.
- Be alert for road hazards such as downed trees, blocked roads or bridges and downed power lines.

After an evacuation:

- Once you are safe, let friends and family know you are out of harm's way.
- Charge devices and consider getting back-up batteries in case power outages continue.

- Monitor social media channels-- including local law enforcement agencies, Sonoma County, and your city, Nixle, and traditional sources of media for instructions on when to return home.

Returning home:

- Residents returning to disaster-affected areas after significant events should expect and prepare for disruptions to daily activities and remember that returning home before debris is cleared is dangerous.
- Avoid downed power or utility lines; they may be live with deadly voltage.
- Stay away and report them immediately to your power or utility company.
- Only use generators away from your home and **NEVER** run a generator inside a home or garage or connect it to your home's electrical system.

II. LOCATION OF EVACUATION CENTERS

The Director of Emergency Services is responsible in establishing and maintaining a list of Evacuation Centers in the City of Sebastopol. The Director of Emergency Services is responsible to coordinate the opening of all evacuation centers when required based on the emergency situation. The Executive Director or Operations Managers from each facility will be contacted by the Director of Emergency Services or designee to open for an evacuation center if required based upon the emergency.

Current available locations:

1. Sebastopol Community Cultural Center, 390 Morris Street
2. Sebastopol Center for the Arts, Veteran's Building, 282 South High Street

III. LOCATION OF COOLING/WARMING CENTERS

The Director of Emergency Services is responsible establishing and maintaining a list of available Cooling and Warming Centers in the City of Sebastopol. The Director of Emergency Services is responsible to coordinate the opening of all cooling and warming centers when required based on the emergency situation. The Executive Director or Operations Managers from each facility will be contacted by the Director of Emergency Services or designee to open for a cooling or warming center if required based upon the emergency.

Current available locations:

1. Sebastopol Community Cultural Center, 390 Morris Street, 707-823-1511 (Open during regular business hours and on an as-needed emergency basis)
2. Sebastopol Center for the Arts, Veteran's Building, 282 South High Street (Open during regular business hours and on an as-needed emergency basis)
3. Sebastopol Area Senior Center, 167 North High Street, 707-829-2440 (Open during regular business hours only)
4. Community Church of Sebastopol, 1000 Hwy 116 North, 707-823-2484 (Warming Center only. No Air Conditioning)

IV. OTHER AVAILABLE RESOURCES

The Director of Emergency Services is responsible in establishing and maintaining a list of other available resources that may be utilized in an emergency situation.

Current available resources:

Buildings with City Generators:

1. Sebastopol City Hall, 7120 Bodega Avenue
2. Sebastopol Fire Department, 7425 Bodega Avenue
3. Sebastopol Police Department, 6850 Laguna Parkway
4. Sebastopol Public Works Department, 714 Johnson Street

Radio Hub Operator Locations:

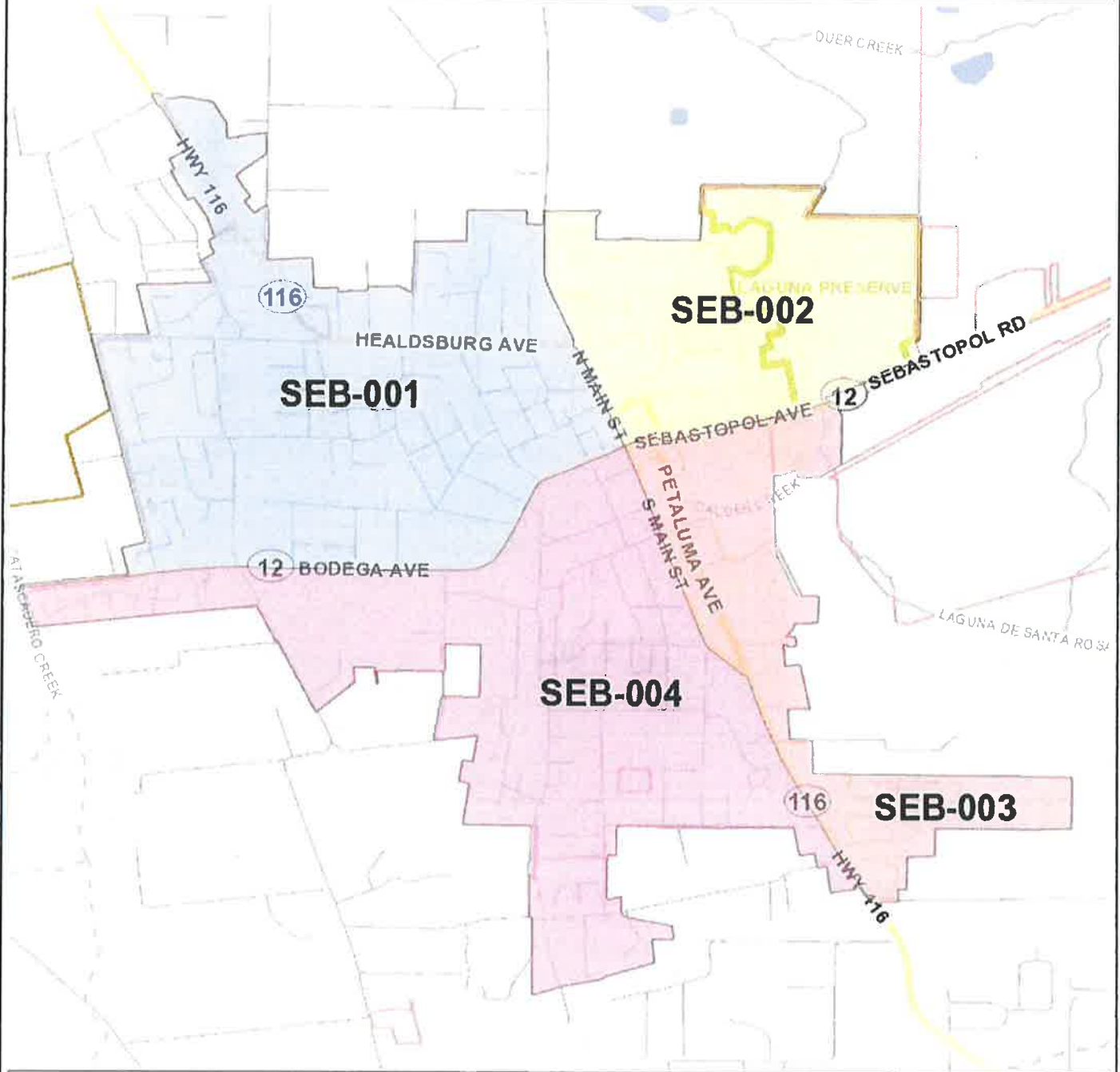
1. Sebastopol Fire Department, 7425 Bodega Avenue, 707-823-8061
2. Hub Locations – TBD within our Sebastopol Evacuation Zones 1-4
3. Use of FRS/GMRS Portable Radios by our SNCU Volunteers
4. Meet your Neighbors (MYN) Leaders (old Map Your Neighborhood)
5. Sebastopol Neighborhood Communications Unit (SNCU) Leaders

V. CONTRACTS

The Director of Emergency Services is responsible establishing, executing, and maintaining a list of all contracts for Evacuation, Warming, Cooling and all other available resources that may be utilized in an emergency situation.

ATTACHMENT E

Sebastopol Evacuation Zones



Enter Description

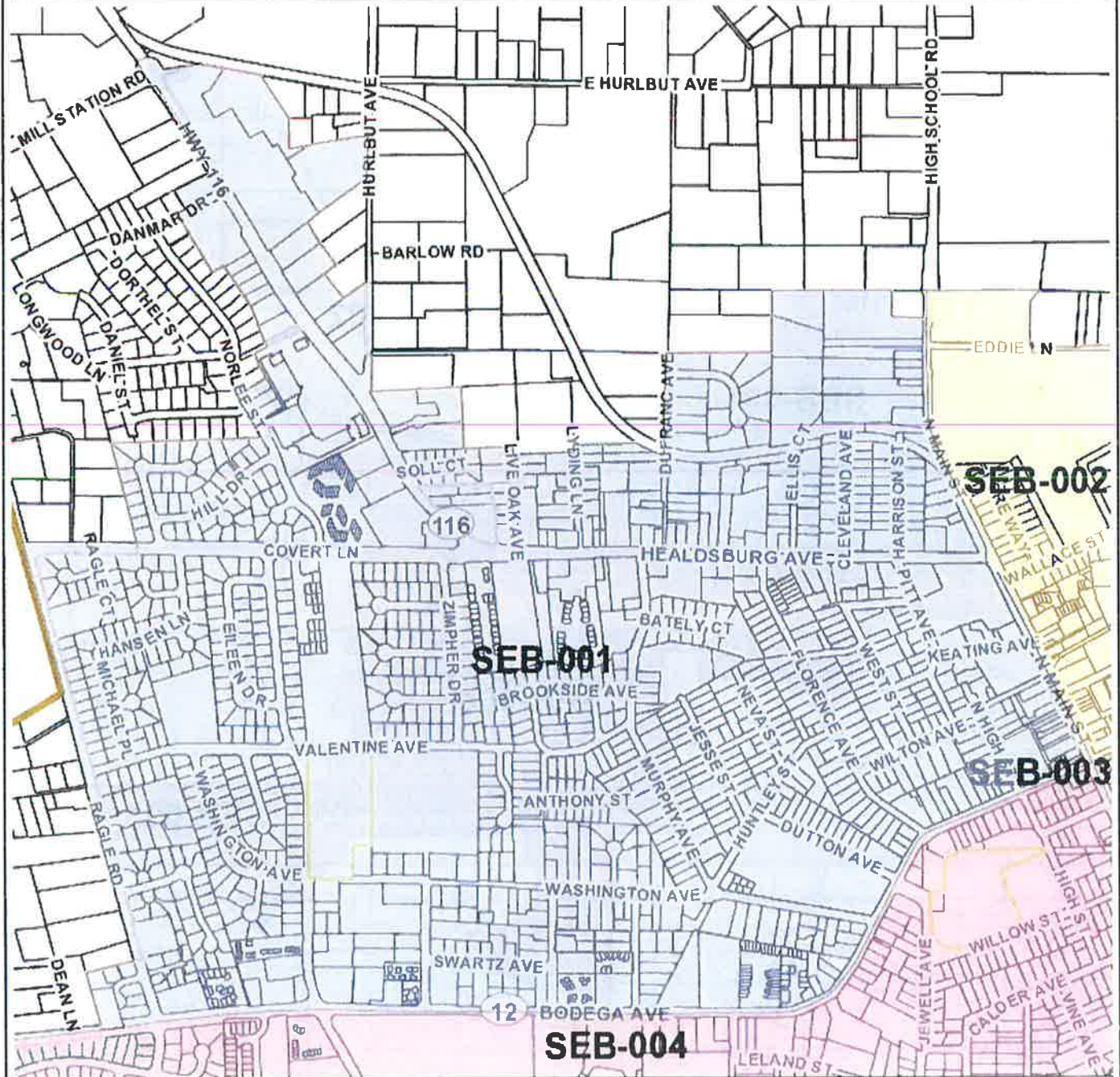


6/30/2021

Scale 1: 19,200

0 Miles 0.30

Sebastopol Evacuation Zone 1



Enter Description



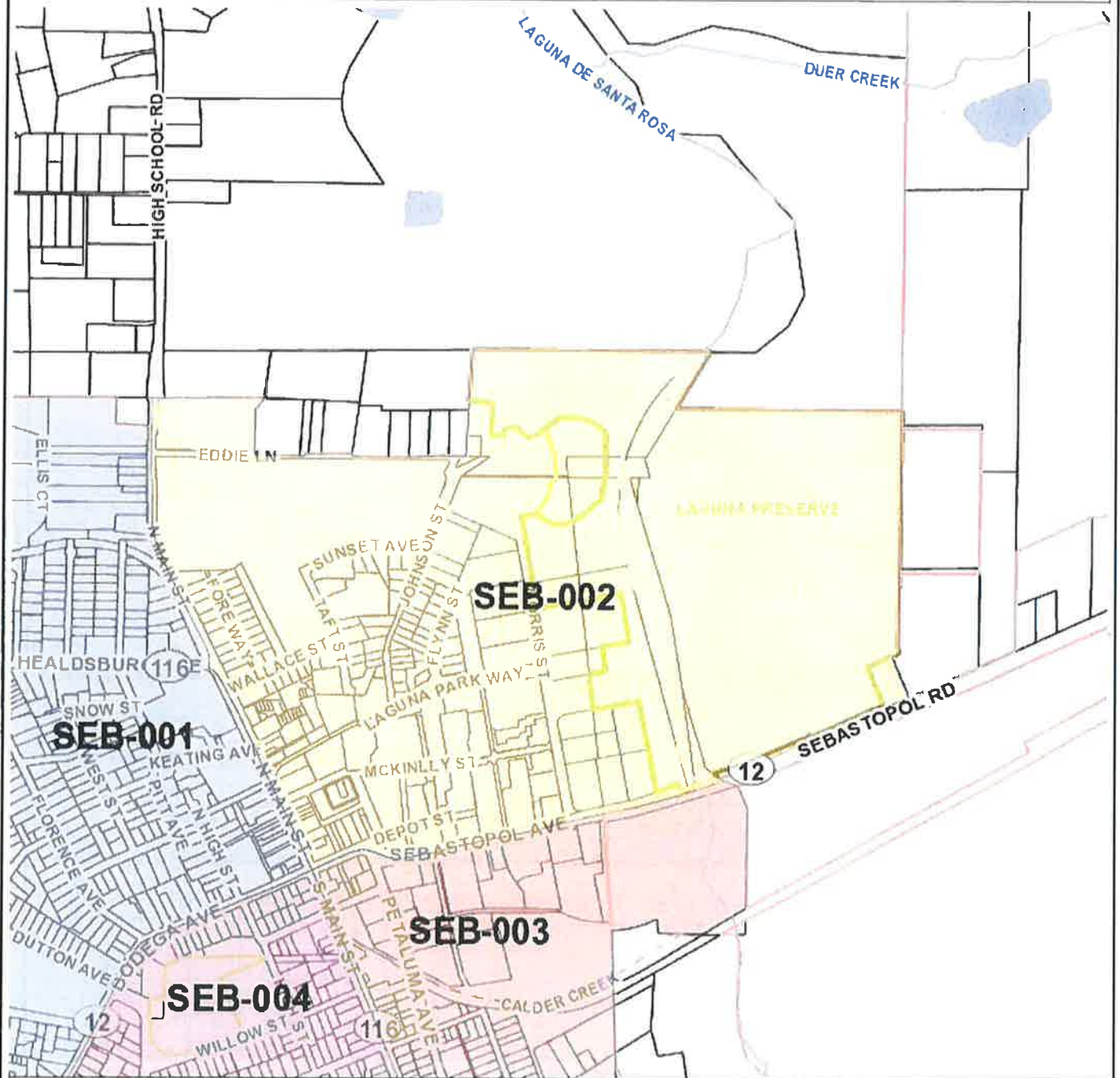
6/30/2021

Scale 1: 9,600

0 Miles 0.15

ATTACHMENT E

Sebastopol Evacuation Zone 2



Enter Description

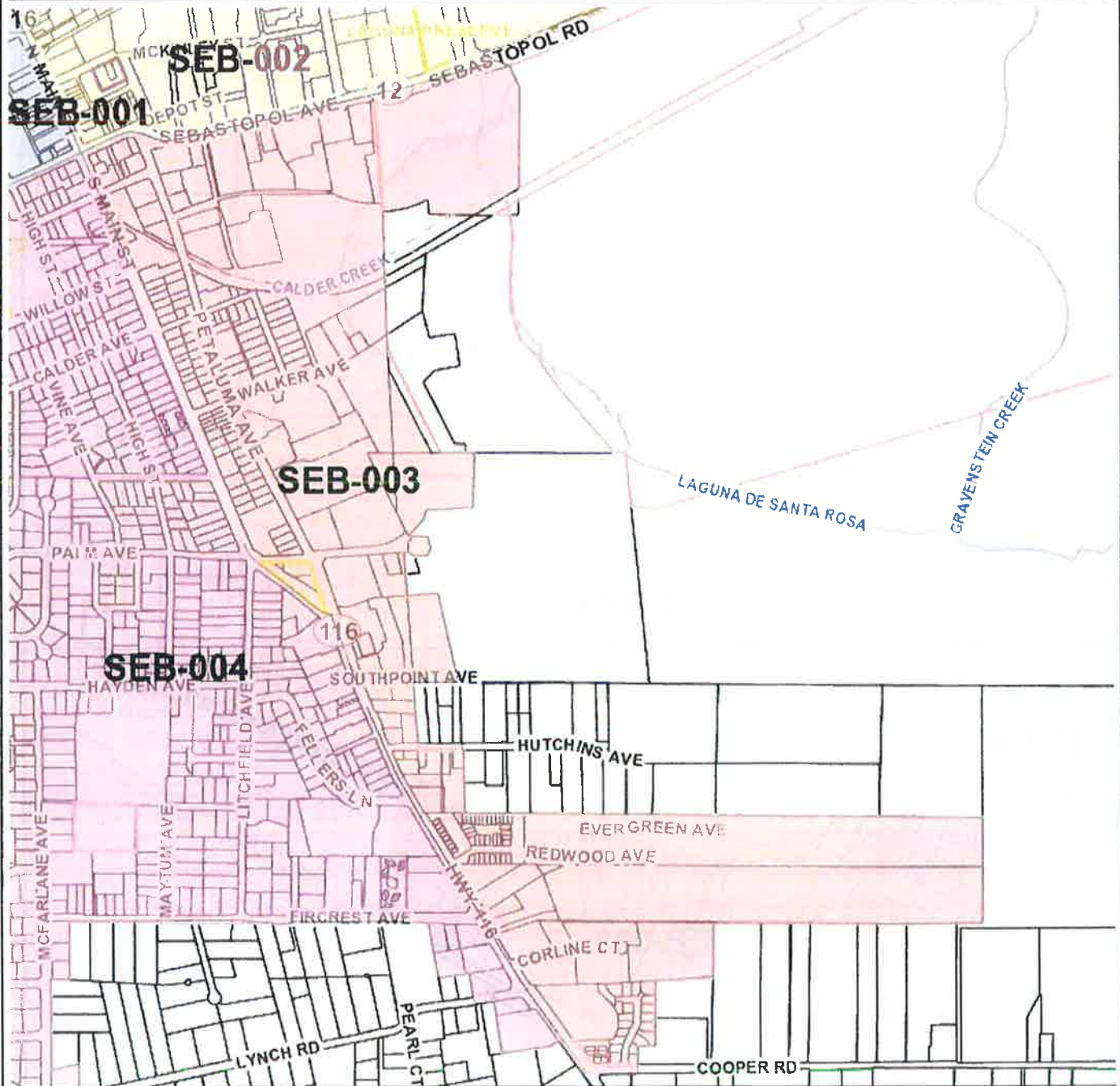


6/30/2021

Scale 1: 9,600

0 Miles 0.15

Sebastopol Evacuation Zone 3



Enter Description

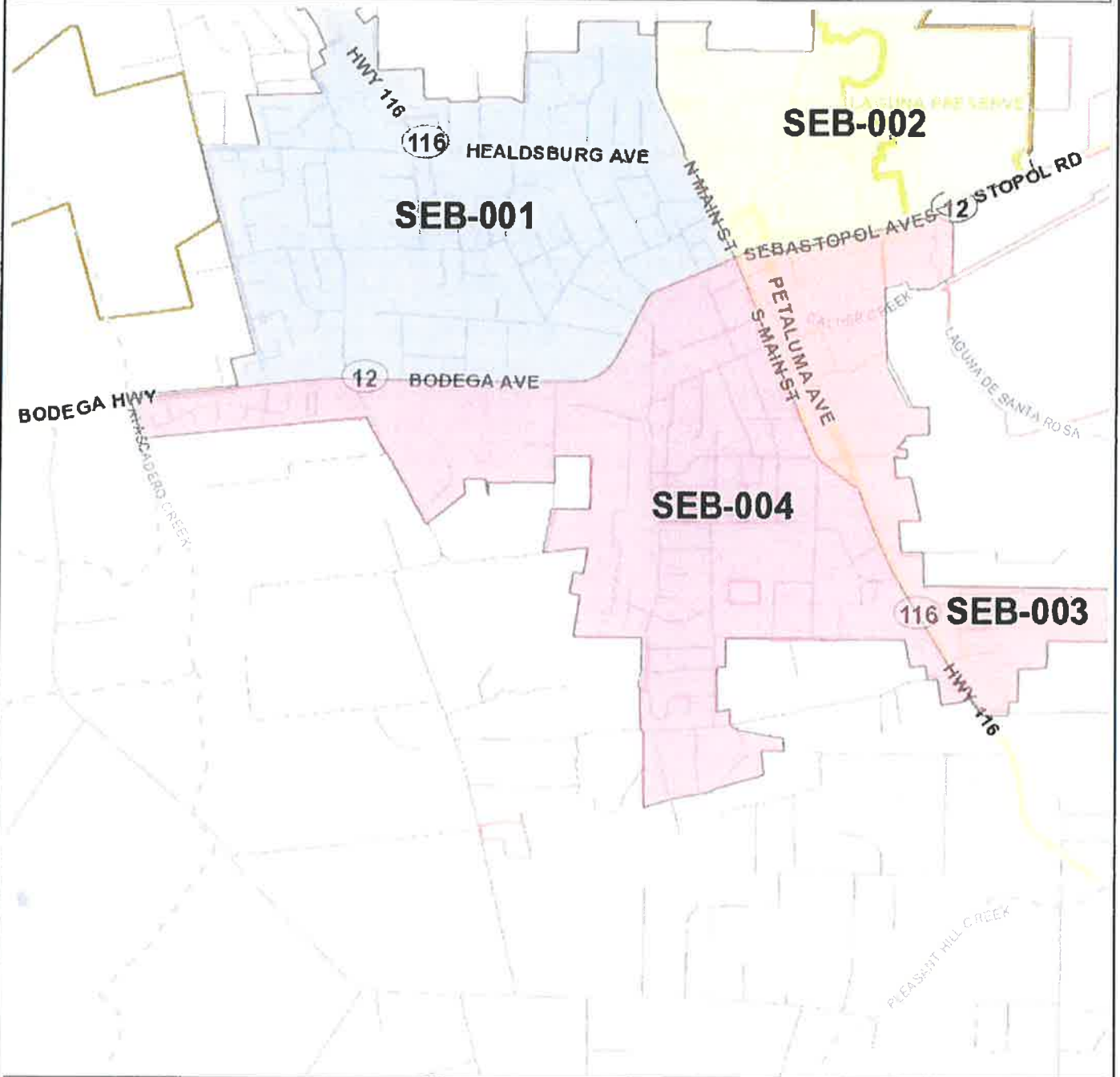


6/30/2021


Scale 1: 9,600

0 Miles 0.15

Sebastopol Evacuation Map Zone 4



Enter Description



7/28/2021

Scale 1: 19,200

0 Miles 0.30

TAKE ACTION NOW!

Agenda Item Number 12

Know your evacuation zone and all of the ways out of your neighborhood.

KNOW ALL OF YOUR WAYS OUT



When disaster strikes, residents may be asked to evacuate their homes. The safest route out of your neighborhood may not be the typical route you would take. Know all the ways out and listen for instructions from emergency personnel on which way to go when asked to evacuate.

Learn your routes at <https://ci.sebastopol.ca.us/City-Government/Departments-Services/Fire/Evacuation-Information>

COVID-19 means you need to prepare for an emergency differently. Check out the new COVID-19 tips in green.

SUBSCRIBE TO SOCOALERT

Register for emergency notifications at socoalert.com to receive evacuation notices by phone call, text, and/or email. Evacuation notices sent through SoCoAlert will use the following terminology:

Evacuation Order:

You must evacuate immediately due to imminent threat to life.

Evacuation Warning:

There is potential threat to life and property within a given timeframe. Begin preparing yourself, your animals, and your property for a potential evacuation order.

Shelter-In-Place:

Stay secure at your current location. This may be required when evacuation is impossible, too dangerous, or unnecessary.



HEAR THE HI/LO, TIME TO GO!

Depending on the emergency, the City's ability to reach you via traditional alert and warning tools may be limited. Sebastopol police and fire department vehicles are outfitted with Hi/Lo sirens. These European-style, two-tone sirens make a different sound than traditional sirens and will only be used in an emergency to alert residents within specific areas to evacuate. If you hear the Hi/Lo, it's time to go.

Listen to the Hi/Lo siren by scanning this QR code (right) with the camera on your mobile device.



PREPARE HOUSEHOLD AHEAD OF TIME

Update your "Go Bag" with COVID-19 necessities, like face coverings and sanitization supplies. In certain emergencies, you may need to manually open your garage door, shut off your gas, or take other important actions.

KEEP EVACUATION CHECKLIST VISIBLE



You may have a few hours to prepare, other circumstances may require an immediate evacuation. If time allows, there are important steps you can take to better prepare yourself and your property before you leave.

Keep this checklist of pre-evacuation steps visible — near your front door, on the refrigerator, or next to the garage door opener — and follow the checklist (back of page) when time allows.



Checklist (over) →

EMERGENCY EVACUATION

Information



EVACUATION CHECKLIST

Before you evacuate, follow these steps (when time allows):



Follow this guidance once you evacuate:

In your car, turn on headlights, close windows, turn on inside air and AC.

Follow recommended evacuation routes. Do not take shortcuts; they may be blocked.

Drive slowly and defensively; be observant. Proceed downhill and away from the hazard if possible. Be alert for road hazards such as washed-out roads or bridges and downed power lines. Do not drive into flooded areas.

If roads are impassable or you are trapped: take shelter in a building, car, or an open area; park in an outside turn if trapped on a hillside; stay far from vegetation; look for wide roads, parking lots, playing fields, etc.

Have temporary refuge areas pre-planned in your neighborhood if needed; this includes large parking lots, large open lush green grass areas, etc.

Don't abandon your car in the road if passage is impossible. If you must leave your car, park it off the road and consider other options for shelter.



Prepare Yourself & Family

- Prearrange a safe place to go, out of the local area, in lieu of a shelter. If possible, go to friends or family in a location where COVID-19 infection rates are low.
- Listen to the radio and follow local evacuation instructions including the location of the Temporary Evacuation Point (TEP). If you don't have a plan for where to go right away, TEPs provide a safe area for you to park and remain in your vehicle, socially distant from other households, while you figure out your next move or are referred to another location.
- Carry car keys, wallet, ID, cell phone, and spare battery.
- Leave a note informing others of the date you are leaving and where you are going.
- During smoky conditions, cover faces with cotton or wool bandana/scarf over an N95 respirator. Tie back long hair.
- Carry a headlamp and flashlight (even during the day).
- Wear sturdy shoes and clothing that provides some protection such as long pants, long-sleeved shirts, and a hat. Heavy cotton or wool is best, no matter how hot it is.
- Drink plenty of water, stay hydrated.
- If time allows, call or email an out-of-state contact and tell them where you are going.
- Wear full coverage goggles, leather gloves, head protection.



Prepare Your Pets & Animals

- Place carriers (with your pets in them) near the front door, with fresh water and extra food so they are ready to go.
- Prepare horses and large animals for transport and consider moving them to a safe location early, before evacuation is ordered.
- Take your pets but understand that only service animals may be permitted in public shelters.



Prepare Inside the House

- Shut all windows and doors (interior too).
- Remove combustible window shades and curtains; close metal shutters.
- Move furniture to the center of the room, away from windows.
- Leave indoor and outdoor lights on.
- Shut off HVAC and ceiling fans.
- Leave freezers and refrigerators plugged in unless there is a risk of flooding. If there is damage to your home and you are instructed to do so, shut off water, gas, and electricity before leaving.



Prepare Outside & Around the Neighborhood

- Check on or call neighbors to alert them of emergency. Assist elderly and those with access and functional needs.
- Only take essential vehicles with adequate fuel. Back your car into driveway, loaded with "Go Bags" and other necessities, leave doors and windows closed.
- Place combustible outdoor items (patio furniture, toys, doormats, trash cans, etc.) in garage or 30' from structures (optional: place in a pool).
- Consider need to shut off gas at the meter or propane tank; move small tanks at least 15' away from combustibles.
- Connect garden hoses with squeeze grip nozzles to outdoor spigots for use by firefighters. Don't leave sprinklers on or water running – they are ineffective and can reduce critical water pressure for the entire neighborhood.
- Prop open fence and side gates.
- Place ladder(s) at the corner(s) of structures for firefighters.
- Seal attic and ground vents with pre-cut plywood or metal covers (even duct tape will protect from ember entry) if time allows.
- Patrol your property and monitor conditions. Leave immediately if ordered. Don't wait for an evacuation order if you feel unsafe, spot fires ignite, or conditions change; leave early if unsure to avoid being trapped by severe conditions.

Neighborhood Preparedness Report - October 2022

MYN - Program modifications & initiatives

Name change

From generic to local emphasis

Leader Council Virtual Map

Active MYN neighborhoods and boundaries

GHAC and MYN

Spanish MYN Class(es)

SNCU - Implementing radio use

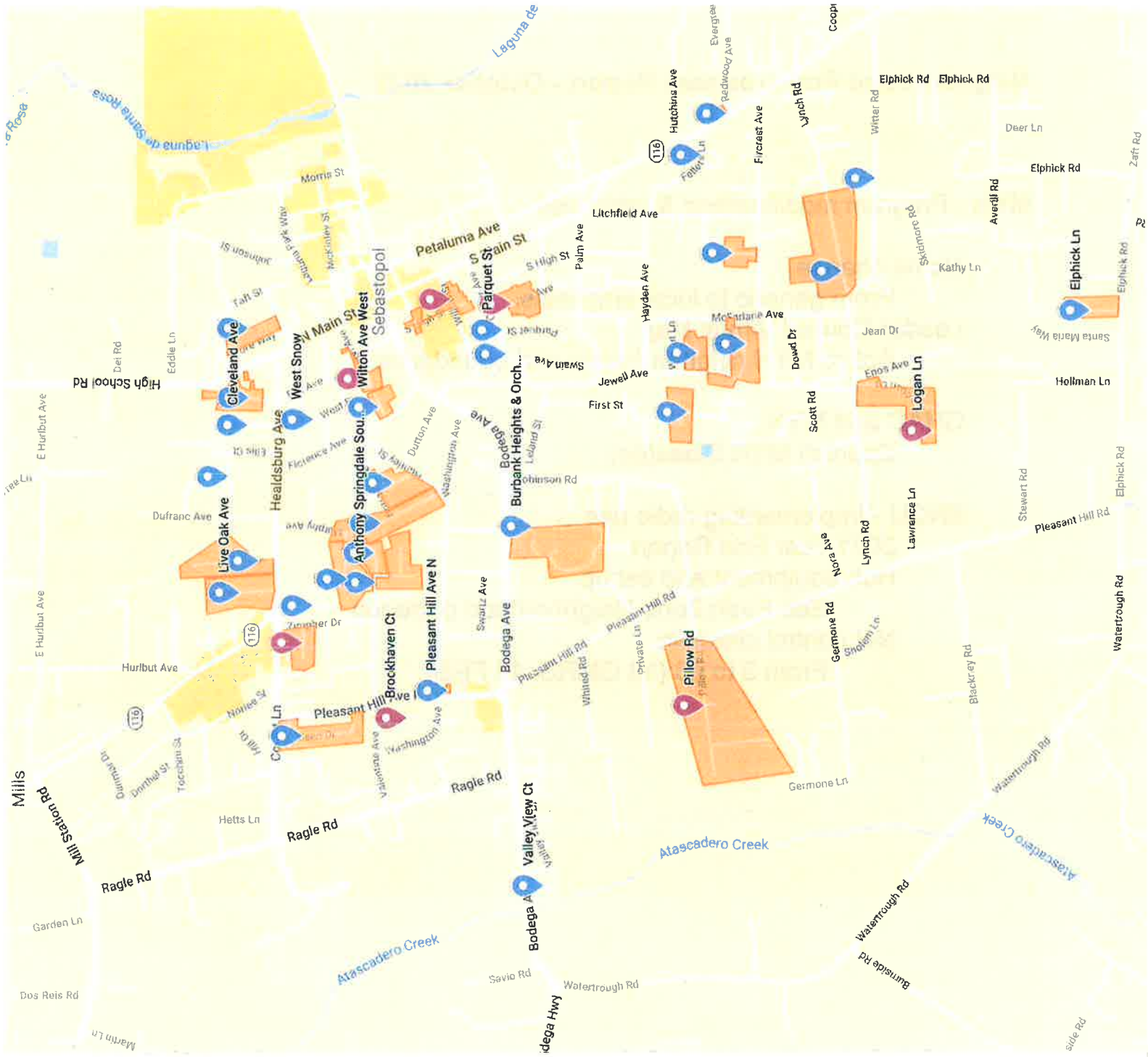
2021 Year End Report

Hub equipment and set up

Seb Evan Zone Neighborhood outreach

Net control check-in

From 3 to 28 (18 GMRS, 10 FRS)



- MYN locations**
- Individual styles
 - Anthony Springdale South
 - Barnett Valley-Kennedy Ols...
 - Bonnardel and Fore Way
 - Brookhaven Ct
 - Brookside Springdale North
 - Burbank Heights & Orchards
 - Burnside Goldridge
 - Calder Ave
 - Champs de Elysees
 - Cleveland Ave
 - Eileen Dr
 - Elphick Ln
 - Falstaff Rd
 - First Street Upper
 - Gravenstein Hwy South (900...
 - Harrison Grade
 - Harrison St
 - Henon Dr
 - Jesse St South
 - Juanita Ct.
 - Kennedy Road East
 - Live Oak Ave
 - Logan Ln
 - Lower Bones Road
 - Lyding Ln
 - Maytum Ave
 - Mid Lynch Rd
 - Midpine Way
 - Murphy Ave
 - Orchard - Valentine
 - Parquet St
 - Pillow Rd
 - Pleasant Hill Ave N
 - Redwood Grove Apartments
 - Ross Station Rd (9300-9500)
 - Shaun Ct
 - Valley View Ct
 - Vine Ave North
 - Vine Hill-Sequoia Circle
 - Wagon Rd



Sebastopol Neighborhood Communications Unit 2021 Year-End Report

Contributors: Stan Green, Skip Jirrels, Marian McDonald, Bob Dozor, Rod Helvey, Janie Frigault and Mary Dandridge. Edited by Jennifer Iscol.

The Sebastopol Neighborhood Communications Unit (SNCU)

SNCU is a volunteer-led initiative within the Sebastopol Fire Department's Meet Your Neighbor (MYN) community preparedness program. The goal of SNCU is to develop and implement a radio communications system to support Sebastopol and surrounding West Sonoma County MYN groups in an emergency.

Table of Contents

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Sebastopol Fire Department's Perspective	3
Individual Reports	4
Sonoma County Radio Amateurs	4
Hub Set-Up	5
Training	6
Scribes	7
Newsletter	8
Definitions	9

Executive Summary

The City of Sebastopol is deeply engaged in neighborhood preparedness, primarily within city limits but also including surrounding areas of West Sonoma County. The Sebastopol Fire Department provides ongoing leadership and support for residents volunteering their time and skills to lead, develop and participate in the Sebastopol Neighborhood Communications Unit (SNCU) and Meet Your Neighbor (MYN) initiatives.

In 2021, SNCU had an increase in active members and expanded distribution of leadership responsibilities. Ongoing adaptation to pandemic circumstances included virtual meetings and classes, while some classes resumed in person before the end of the year. SNCU leaders

improved their technical skills and increased the organization's administrative use of Google Drive.

SNCU observed increased community interest in two-way radio purchases and training. Teaching Sebastopol and West County residents to use simple two-way radios is an important focus for the organization. Recruiting and training scribes to document messages at communications hubs in a disaster is also essential. For both these types of training classes in 2021, SNCU recruited instructors and support team members, developed curriculum, made equipment recommendations, and improved scheduling, calendar entries and class sign-up procedures on the SebastopolReady.org website.

As part of its core mission, SNCU continued to develop a radio network to support neighborhood communications and safety during emergencies. SNCU members, sometimes in collaboration with Sonoma County Radio Amateurs (SCRA) and the Auxiliary Communications Service (ACS), continued to explore and understand radio coverage issues and opportunities in the area through field tests. Importantly, SNCU made good progress in developing, staffing and drilling neighborhood communication hubs that would relay messages between MYN groups and the fire department or emergency operations center (EOC) that is opened during a widespread disaster.

Overview

By Stan Green – SNCU Unit Leader

The year 2021 was devoted to infrastructure building. As the number of active SNCU members grew, so did our organization. I intentionally worked to expand, empower, and develop the leadership team by transferring areas of organizational operations for which I previously had responsibility to others. With few disappointments, the efforts have been positive.

Our computer and Zoom skills were enhanced by Lauren Summers, our in-house tech guru. This included a recording of an in-person Family Radio Service (FRS) radio training program, with messages from Sebastopol Fire Chief Bill Braga and Meet Your Neighbor (MYN) leader Skip Jirrels, who is the City of Sebastopol Public Safety Outreach Coordinator.

- We established our first Communications Hub complete with monthly radio check-ins.
- We finalized our scribe message form and the instructions for proper use.
- Preparation of the monthly newsletter transitioned from one person to a team.
- The newsletter contents were expanded and emergency critical information presented in each issue.

- A drill early in the year conflated the goals of the Sonoma County Auxiliary Communications Service (ACS) and SNCU and led to a clear delineation of SNCU mission and scope of activities.
- The number of hubs was determined to include one hub per evacuation zone, and additional hubs for Spanish-only speakers and nearby residents outside Sebastopol city limits, was placed on the future “to do” list.
- In-person FRS radio training resumed in the final months of the year.
- The SNCU calendar and class sign-up procedures were fine-tuned on the SebastopolReady.org website.
- Internal communication was facilitated by use of Google Docs and Google Drive.

Goals for 2022 include commitment and publication of monthly radio and scribe training dates, focused monthly meetings for scribes and hub/GMRS operators. I look forward to four fully functional Communications Hubs, three-deep in the Net Control position, and two-deep in the hub positions. SNCU will plan several full scale drills, with expansion of In-Hood Events and check-ins. I am hopeful that we will finalize our method of Network activation. If invited, we will likely participate in the Emergency Expo in Cloverdale, and consider participating in the Apple Blossom Parade.

Sebastopol Fire Department’s Perspective

By Skip Jirrels – Public Safety Outreach Coordinator, City of Sebastopol

The all-volunteer Sebastopol Neighborhood Communications Unit (SNCU) continued in 2021 to explore and understand radio coverage issues and opportunities in and around Sebastopol. The ongoing development of a radio network to support neighborhood communication during emergencies has, quite logically, been framed by the number of people stepping forward to volunteer with SNCU. And by the number of Meet Your Neighbor (MYN) groups seeking radio use training and guidance in purchasing the right equipment for those neighborhoods.

Over the next year, the hub and radio network will continue to expand both in coverage and in testing and drilling of the network. Monthly user testing through a well-run radio Net Control for ham, GMRS and FRS users provides an opportunity for all user types to check in and practice within the radio communication protocols. This is vitally important as novice radio users need to practice and become familiar with the equipment and protocols to better understand and prepare for communicating during an emergency. Additionally, neighborhood-wide radio practice sessions known as “in-hood drills” are being planned and test neighborhoods are being sought for 2022. The in-hood drills are an exciting way for SNCU to work directly with MYN

leaders and their neighborhoods, and a great way for other MYN leaders to watch and learn how radio use might benefit their neighborhood.

The difficult tasks of planning and creating a viable radio network have evolved to the place of identifying the hub equipment best suited for Sebastopol. Through funds provided by the Sebastopol Fire Department, SNCU will receive radio equipment in 2022 for hub operations for each of the four Evacuation Zones in Sebastopol. This will be a major step forward for SNCU and the MYN program leaders who seek to stay connected during emergencies. SNCU Executive Team members and the other volunteers supporting this effort continue to enact their Communication Plan and have taken significant steps forward in 2021.

Individual Reports

Sonoma County Radio Amateurs

By Bob Dozor, Liaison to Sonoma County Radio Amateurs (SCRA)

SUMMARY: SNCU's liaison to [Sonoma County Radio Amateurs \(SCRA\)](#) reported further development of emergency communications systems in Sonoma County, including ham, GMRS and FRS radio operators' participation, and the embrace of GMRS radio usage by Sonoma County Auxiliary Communications Service (ACS), which helped conduct field tests.

Background: As the chair of the Neighborhood Communication Committee of Sonoma County Radio Amateurs (SCRA), I am the liaison between SCRA and local disaster preparedness groups, including SNCU, the Community Emergency Response Team (CERT), and others.

The year 2021 brought further development of emergency communication systems in Sonoma County, with greater interest and participation in particular by ham, GMRS and FRS operators.

The most significant development was the embrace of GMRS operators by Sonoma County Auxiliary Communications Service (ACS). The ranks of Sonoma County ACS volunteers swelled dramatically this year (including me). There were two field tests by the Russian River West County Unit of ACS interfacing ham operators at Incident Command Posts (ICPs) and Emergency Operations Centers (EOCs) with GMRS operators both in the field and at command posts. "This is a Test" messages from the Coastal Hills Radio Group, from Graton Fire, and others made it to

the EOC in Santa Rosa. Sitting at the Graton Fire Department I heard messages on GMRS from Oakmont to Freestone to Timber Cove! Kevin Dwan manned the Sebastopol ACS ham station and had GMRS capability, too. Of course, I heard Rod Helvey pounding in!

GMRS infrastructure grew dramatically in 2021, and the rate of growth is only picking up. Neighborhood groups such as Meet Your Neighbor (MYN) and Community Organizations Active in Disaster (COAD) are engaged with GMRS as well as FRS radios. Clearly SNCU leads the county in FRS implementation. SCRA's Neighborhood Communication Committee gives presentations on GMRS and FRS radio regularly (by Zoom), as well as providing technical advice to ham operators and non-hams alike.

Implementing Winlink, which provides email service over radio, is ACS's top priority for 2022. Several major GMRS repeaters, including a game changer – Siri Tower, high above the Russian River near Guerneville – will be completed. Similarly, Schellenger Road repeater near Cloverdale is eagerly awaited in North County. Opportunities to activate in the field and develop emergency communications skills are offered by SCRA Public Service Events. At these events, typically long bicycle or foot races, communication is crucial for maintaining the safety of the participants. I've found these events very educational and a lot of fun, too!

Hub Set-Up

By Rod Helvey, Team Leader for Hub Set-Up

SUMMARY: The SNCU Hub Set-Up team ran a monthly GMRS/FRS radio check-in for all within radio distance, and plans to continue outreach to spread this safety net over the community.

Background: Sebastopol has four hubs within the City of Sebastopol limits that will be the conduit for emergency information to flow from Meet Your Neighbor groups to the Sebastopol Fire Department or to the Emergency Operations Center if one is established for a widespread disaster. To keep equipment ready, participants engaged and skills fresh, Rod Helvey runs a brief monthly check-in at a designated day and time for operators to turn on their radios and check in to the Net Control.

- Hub check-in for GMRS and FRS radios was reduced from twice per month to once per month due to level of participation. Participation began to increase near the end of 2021.
- New hubs are anticipated and equipment to outfit four hubs is also anticipated early in 2022. Energy and participation in neighborhoods for drills and practice is increasing and events are being planned.

Training

By Janie Frigault, SNCU Co-Leader and Team Leader for Training

SUMMARY: SNCU began offering FRS radio training in 2021 and plans to add GMRS radio training and scribe training in 2022. Sonoma County Radio Amateurs (SCRA) offers periodic classes for ham technician-level licensing.

Background:

The training team was begun in 2021 and has been led by Janie Frigault and Marian McDonald. Our goals were to develop the SNCU training outreach program, create standardized curriculum, and make the class accessible for as many people as possible. While the Covid-19 pandemic created some scheduling conflicts and student access challenges, overall we were successful at getting this program off the ground and running smoothly.

Accomplishments in 2021:

We started with expanding FRS training by having a set schedule of classes posted on the SebastopolReady.org website and announced through the MYN newsletter and Leadership Council. Then we organized reliable instructors and support team members.

Class outlines, handouts and student review sheets were developed and approved by the leadership team. A 12-student limit was established. Clear signage for class location was created and printed and included in the instructor packet located at the Sebastopol Fire Department. A full inventory of SNCU supplies located at the Fire Department was made.

Our current challenges are to streamline the registration process and to make it easy for instructors to see who is enrolled for the class so they can plan accordingly. At this time, instructor access to student enrollment is limited and not effective.

Plans for 2022:

- Schedule 10 FRS classes at the Fire Department
- Add GMRS and scribe training
- Streamline the registration process
- Make instructor access to class roster easy
- Recruit more instructors and support team members

Scribes

Mary Dandridge, Team Leader for Scribe Work Group

SUMMARY: Mary Dandridge acquired the Scribe Work Group from Leaf Roberts in March 2021, and Leaf has since retired from SNCU. The team continued to meet by Zoom in 2021. We worked diligently on the scribe form and instructions to come up with satisfactory ones that will meet our needs. We continue to look for new scribes to join us with the idea to have a scribe at each of our four hubs with additional ones as needed to relieve the first scribe arriving at the hubs.

Background: A scribe's role in SNCU is to be stationed at the neighborhood hub in the event of an emergency and convert radio messages to written language on a designated message form. They are responsible for getting received messages from either GMRS or FRS operators in the Meet Your Neighbor group to the hub ham radio operator, making sure outgoing messages are sent and that requests for assistance receive a response.

The Scribe Work Group was designated an integral part of SNCU on July 1, 2020. Since the pandemic "shelter in place" orders were already in effect, our meetings were held on Zoom.

Accomplishments in 2021:

- The scribe form continued to go through changes and was finalized on Aug 17, 2021.
- Had a city wide drill in June 2021 and worked with the Helvey Hub to take messages.
- Gained two new scribes - Nancy Dougherty and Judith Gilbert - for a total of four scribes.
- Developed a training plan and started training our new scribes.

Plans for 2022:

- Recruit more scribes to join our group.
- Streamline our message taking by jotting the important information from a message on a notepad to be later transcribed onto the form.
- Continue to meet by Zoom monthly.
- Continue to participate and learn from upcoming Neighborhood drills.

Newsletter

By Marian McDonald, Co-Leader

SUMMARY: The SNCU Newsletter is published on the first Tuesday of every month, distributed to SNCU and MYN email lists, and archived. Ongoing development of informative content has been a focus.

Background: The SNCU Newsletter is the primary tool for internal communication within the Sebastopol Neighborhood Communications Unit. It was originated by Stan Green in 2019 at the time SNCU was initiated, then delegated to Marian McDonald and Lauren Summers in late 2020. Lauren created Google folders for working documents and archives at that time.

Accomplishments in 2021:

- Monthly publication has been maintained with distribution the first Tuesday of the month, a week before the monthly SNCU meeting.
- Past issues are archived via Google Drive.
- Lauren has taught Marian many tech skills and they have worked collaboratively to assemble and distribute the newsletter.
- The newsletter has been found to be interesting, informative and colorful.
- SNCU distribution list is currently at 142 names.
- Skip Jirrels, lead of the Meet Your Neighbor program, has distributed the newsletter to that email list in addition to the SNCU list.

Plans for 2022:

- Continue routine timely distribution
- Bring in a new person to collaborate with Marian since Lauren will be leaving for college.
- Keep the newsletter interesting and timely and add more photos.
- Add articles specific to Meet Your Neighbor interest to support development of radio skills in neighborhoods

Definitions

Community Emergency Response Team (CERT): [CERT](#) is a national program that educates volunteers about disaster preparedness for the hazards that may impact their area and trains them in basic disaster response skills. Sebastopol began to transition from CERT to the Map Your Neighborhood program in 2013, but CERT programs continue in other areas of Sonoma County.

EOC: An Emergency Operations Center (EOC) is the physical location for the coordination of information and resources to support incident management during emergencies. They are equipped with numerous communication systems. The [Sonoma County Operational Area Emergency Operations Center](#) is used daily as a computer training center and in emergencies is converted into a full operating EOC. Cities in Sonoma County can activate their own EOCs as needed; Sebastopol's EOC is located at the Police Department. The county EOC oversees the city EOCs and unincorporated areas of the county.

FRS radios: The FCC authorizes the [Family Radio Service \(FRS\)](#) as a private, two-way, short-distance voice and data communications service for facilitating family and group activities. FRS radios are small hand-held devices similar to walkie-talkies. There is no fee, exam, or license required. Transmission power on FRS handsets is limited to 2 watts.

GMRS radios: The FCC also authorizes the [General Mobile Radio Service \(GMRS\)](#) channels, which is for short-distance, two-way voice communications using hand-held radios, mobile radios and repeater systems, and it also allows text messaging and GPS location information. A GMRS family license requires a \$35 application fee but no exam. GMRS handsets generally transmit at 5 watts. Transmission power up to 50 watts is permitted on some GMRS frequencies. FRS and GMRS radios can communicate with one another on a range of frequency channels.

Hub: A neighborhood hub is a communication station set up by Meet Your Neighbor (MYN) and SNCU volunteers for a drill or emergency. It facilitates communication between two or more nearby Map Your Neighborhood groups and forwards and receives messages to and from the Net Control at the Sebastopol Fire Department.

Ham radio: Amateur radio, also known as ham radio, is the use of radio frequencies for non-commercial exchange of messages, including emergency communication, domestically, internationally and to the International Space Station. In the United States, ham radio operation requires passage of an FCC-authorized exam to receive a license, to ensure operators understand key concepts of electronics, equipment, radio propagation, safety and regulation. Three licensing levels allow progressively wider access to the Amateur Radio spectrum of frequencies.

Meet Your Neighbor (MYN): The Meet Your Neighbor program guides groups of neighbors through simple steps to prepare for emergencies and quickly and safely take actions to minimize damage and protect lives. A MYN group generally includes up to 15-20 homes and has a leader or co-leaders. It teaches neighbors to rely on each other during the hours or days before fire, medical, police or utility responders arrive. The MYN program in Sebastopol and surrounding areas is based on a program called Map Your Neighborhood that was developed in Washington State and is used in many communities. In 2022, the local program was renamed "Meet Your Neighbor." It is the Sebastopol Fire Department's primary community preparedness effort. The City of Sebastopol's Public Safety Outreach Coordinator, Skip Jirrels, supports the development and training of MYN groups. He also moderates the MYN Leader Council, a monthly gathering of active and experienced MYN leaders in Sebastopol, which is currently conducted on Zoom.

Net Control: An amateur radio net, or ham net, is an "on-the-air" gathering of amateur radio operators. They may meet for a particular purpose, such as to check in or converse, or to conduct tests or a drill. In this report, Net Control is a ham station set up at the Sebastopol Fire Department for a drill or emergency to communicate with ham radio operators located at the four neighborhood hubs in Sebastopol and relay messages to and from a ham operator at the EOC at the Sebastopol Police Station during an emergency.

Repeaters: A repeater is an automatic radio-relay station, usually located on a mountaintop, tall building or radio tower. It allows communication between two or more bases or mobile stations that are unable to communicate directly with each other due to distance or obstructions between them.

Scribe: During drills and emergencies, a trained scribe is stationed at every neighborhood hub and at Net Control to write down received messages on an approved message form and relay them. The purpose is to document communications, make sure requests and responses are conveyed and allow the ham operator to focus on radio communication. It is an essential function and requires training.

Sebastopol Neighborhood Communications Unit (SNCU): SNCU is an initiative within the MYN Program to develop and implement a radio communications system to support neighborhoods in an emergency.

Sonoma County Radio Amateurs (SCRA): [Sonoma County Radio Amateurs](#) is a club that promotes interest in amateur radio, maintains repeaters, offers regular nets, meetings, classes, support to individuals, and assists in public events and disasters. It is open to everyone interested in amateur radio.

