



**TOWN OF PORTOLA VALLEY**  
**Regular Meeting of the**  
**Emergency Preparedness Committee**  
**Thursday, April 1, 2021 - 8:00 AM**  
**Via Zoom**  
**765 Portola Road, Portola Valley, CA 94028**

**MEETING AGENDA**

Remote Meeting Covid-19 Advisory: On March 17, 2020, the Governor of California issued Executive Order N- 29-20, suspending certain provisions of the Ralph M. Brown Act in order to allow for local legislative bodies to conduct their meetings telephonically or by other electronic means. Pursuant to the statewide Shelter-In-Place Order issued by the Governor in Executive Order N-33-20 on March 19, 2020, and the CDC's social distancing guidelines which discourage large public gatherings, Portola Valley Town Council meetings are being conducted electronically. The meeting is not available for in-person attendance. Members of the public may attend the meeting by video or phone linked in this agenda.

**To access the meeting by computer, click on the link below:**

<https://zoom.us/j/96223287882?pwd=MUFrb01iR2VSWnBEeGpnVEV5Yk8yQT09>

**To access the meeting by phone, dial:**

1-699-900-6833

1-877-853-5247 (toll-free)

**Webinar ID:** 962 2328 7882

**Password:** 322103

1. 8:00 Call to order
  - Members: Mark Bercow, Lorrie Duval, Dave Howes, Dale Pfau/Chair, Chris Raanes, Ray Rothrock, Jerry Shefren, Craig Taylor, Bud Trapp,
  - Guests: Brandi de Garneau, John Richards/Town Council, Rob Linder and Selena Brown WFPD
2. 8:01 Roll Call
3. 8:03 Oral Communications
  - Note that issues brought up under oral communications that are not on the agenda will be limited to 2 minutes
4. 8:05 Review and approval of minutes
  - Motion; Approve minutes of March 4th, 2021
5. 8:06 WPV-CERT/WFPD Report (Brown/Linder)
6. 8:10 Town Report (di Garneau)
7. 8:14 Sub Committee Reports
  - Communications (Rothrock)
  - Ad Hoc Wildfire Committee Report (Pfau)
  - Outreach (Duval)
  - CERT/Town/Woodside Integration Committee (Raanes)
  - WPV-Ready Liaison (TBD)

8. 8:25 CERT Subcommittee Discussion (Raanes)
9. 8:35 Virtual EOC Recommendation/Discussion (Taylor/Bercow)
- 10.8:40 EPC Budget 2021-2022 (Pfau)
- 11.8:47 Continuing Discussion
  - Scenario Planning
  - Subcommittee Goals
  - PV Donates
- 12.8:58 Next meeting is May 6, 2021
  - Quorum check
  - Agenda Items for next meeting
- 13.9:00 Adjourn



**TOWN OF PORTOLA VALLEY**  
**Special Meeting of the**  
**Emergency Preparedness Committee Meeting**  
**March 4, 2021**  
**8:00AM – via Zoom Conference**

**EMERGENCY PREPAREDNESS COMMITTEE MEETING MINUTES**

**1. Call to Order:** The Zoom meeting was called to order at 8:04 AM

**2. Roll Call:**

Members Present: Chris Raanes, Dave Howes, Dale Pfau (Chair), Lorrie Duval (Secretary), Ray Rothrock, Craig Taylor, Bud Trapp

Members Absent: Jerry Shefren, Mark Bercow.

Guests: Rob Lindner, Selena Brown (WFPD); Jeremy Dennis, Brandi de Garmeaux (Town Staff); Walt Hays, Stefan Unnasch (Sustainability Committee).

Attendees: Dave Ellison (Ladera Emergency Preparedness), Victor Schachter (Golden Hills Preparedness Committee) MJ Lee (Meadowwood CERT Division Leader); Doug Keyston (Woodside EPC); Gary Nielsen (PV Police Commissioner); Patty Dewes (Westridge WPV-Ready), Kristi Corley (Alpine Hills resident), Lynn Bramlett (MPC Ready); Mark Dahlen (CERPP BOD); Larry Sweeney, Fabian Pease (Sequoias); Kam.

**3. Oral Communications:**

Request for investigation into tree removal on Neely property near Sequoias for fire safety. Lindner to follow up with Bullard.

MPC Ready meets fourth Saturday of the month; March 27, 2021 9am will have FEMA Region 9 speaker on various topics; MPC Ready and WPV-Ready are collaborating with shared materials, etc.

**4. Review and Approval of Minutes from February 4, 2021**

Approved (7Ayes, x Abstentions, 0 Noes)  
Motion by Raanes, second by Rothrock.

**5. WPV-CERT/WFPD Report (Lindner/Brown)**

Lindner: Remodeling of Station 8 goes to PV Planning Commission on March 17, 2021. Process for Station 7 replacement and temporary quarters continues.

Brown: Training the trainers. (see report)

**6. Town Report (Dennis)**

Town to put safety element on committee agenda for next meeting to gather input for update to this section of General Plan. Town to do RFP for consultant.  
Thanks to Mark, Craig, Selena for virtual EOC discussions; virtual EOC will be put in next budget cycle for late summer.

Elected officials, Becker, Horsley, and Berman to meet with Town residents for district/county-wide presentations/discussions.

## **7. Subcommittee Reports**

### **o Communications (Rothrock)**

Per report.

### **o Outreach (Duval)**

Meeting planned for March 5, 2020 to plan Know Your Zone outreach for Town.

### **o CERT/Town/Woodside Integration Committee (Raanes)**

Recommending Town and EPC Medical program to be integrated into WPV-CERT.

Recommending EPC has an MD on PV EPC to continue relations with MRC, etc.

Recommending liaison subcommittee to work with WPV-Ready to drive eprep for the Town.

## **8. CERT Subcommittee Discussion & Recommendations (Raanes)**

Discussion ensued on maintenance and location of medical supplies in Buckeye Room at Town Center. Recommendation is to put salvageable main supplies with CERT inventory in on-order trailer at substation annex; expired items can be used for scenarios and other training ops.

Slide presentation by Raanes on overall organizational structure.

Raanes: Moved to merge two subcommittees, medical and Town/WD/CERT integration along with setting the goal of always having one MD on the PV EPC. Motion carries 7, 0, 0.

Raanes: Moved to form new PV EPC subcommittee to liaise with WPV-Ready liaison.

Motion carries: 7, 0, 0.

## **9. Discussion of “PV Donates”**

Need to come up with potential ideas for things we need that could be funded, e.g., emergency radio cache, supply bags (First aid) for deployment or giving as needed. These donations would be tax-deductible.

## **10. Presentation by Sustainability Committee (Walter Hays, Stefan Unnasch)**

Presentation on various options for residential power back-up for power outages; goal is to encourage residents to avoid fossil-fuel generators and to increase number of residents who have back-up power for all necessary devices.

Presentation of various options and price points. (Chart from S. Unnasch)

## **11. Next meeting is April 1, 2021**

For next meeting agenda: Scenario planning, Subcommittee Goals, Budget.

“PV Donates” to be refined and presented at a future meeting for more discussion.

## **12. Meeting adjourned at 9:00 am.**



## WPV-Ready/WPV-CERT Monthly Update

### February 2021

Craig Taylor gave our monthly presentation on the topic of Search and Rescue. It was an excellent presentation with more than 45 attendees. Our next presentation will be on large and small animal evacuation and associated topics. This is being scheduled for March 27th.

The CERT medical operations subcommittee has been meeting to finalize branch medical operation baseline assumptions, including staffing, length of operation, organizational structure, patient capacity, and supply requirements.

An upcoming organizational meeting on Friday afternoon will begin the process of development of a WPV-CERT program specific Field Operating Guide / Handbook, to augment the generic CERT FOG and provide program specific information, such as our organization, communications plan, medical operations, equipment locations, etc. Meeting will be from 1500hrs-1700hrs.

Equipment ordered from the original FSTI grant round has begun to arrive. There is unfortunately no estimated delivery time of the Portola Valley CERT trailer yet. The second round of the grant continues. The districtwide WPV-Ready / WPV-CERT / Know Your Zone / Information Request mailer has gone out, and we are already receiving responses. Responses will count towards grant engagements.

The "Know Your Zone" campaign push is underway. Woodside is sending out a spring newsletter with info about it, we mailed out districtwide mailer. I am meeting this Friday with Kari and Lorrie to work on PV's push of the info out to the community.

Selena Brown

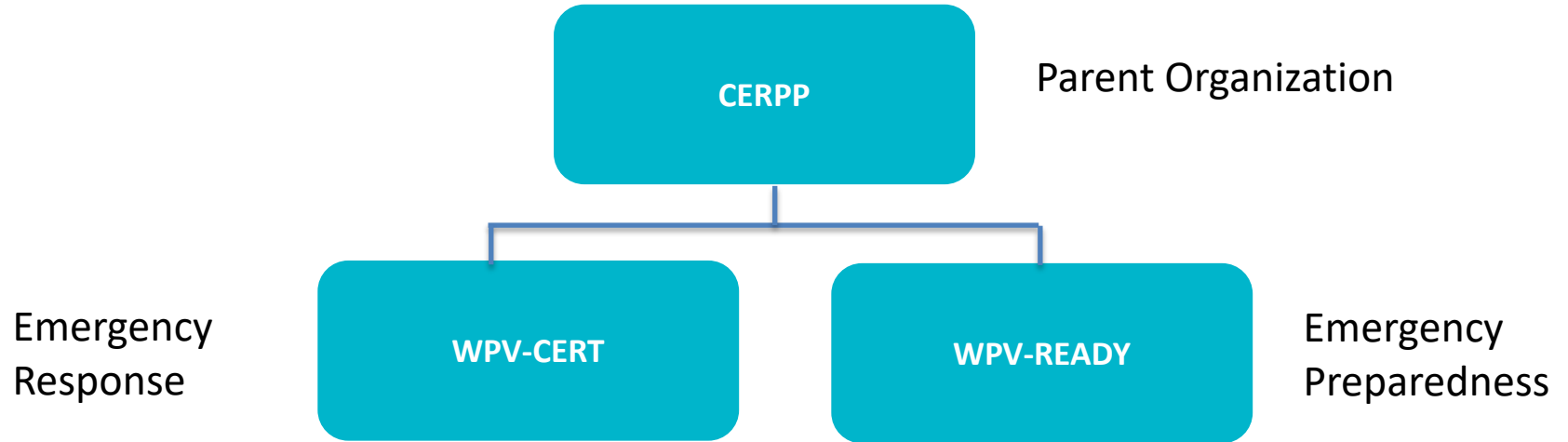
Public Education Officer/Emergency Preparedness Coordinator

Woodside Fire Protection District

# **EPC Meeting March 4 2021**

## **CERT Overview**

# CERPP has two operational sections



# WPV-CERT and WPV-Ready



## **WPV-CERT**

“Community Emergency Response Team”

A national standardized training program for basic disaster response including light search and rescue, fire safety and disaster medical operations.



## **WPV-Ready**

“Our Local Emergency Preparedness Organization”

Our goal is to reach every individual and neighborhood in the district, and help them become prepared for emergencies like wildland fires and earthquakes.



# During Emergency Activation

## Emergency Preparedness Structure

Affecting

WFPD Residents

In an emergency, WPV-CERT is the active agency. WPV-CERT provides communications via CERTNet and VHF-Low. WPV-CERT/Town/WFPD = Incident Command. Town's Emergency Operation Center is main contact. CERTNet may be available first. When CERTNet is capable, it can become main contact. Individuals, neighborhoods, and divisions respond to their capability. WPV-CERT responds to CERT level. It is still mostly about neighbors helping neighbors.



Federal,  
State,  
County



Woodside  
Fire  
Protection  
District



WPV-Ready / CERPP

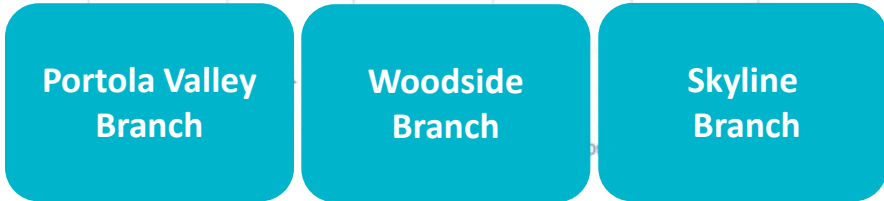


Town of PV/Wds



Homeowner  
Association

During  
Emergency  
Activation



# During Emergency Activation

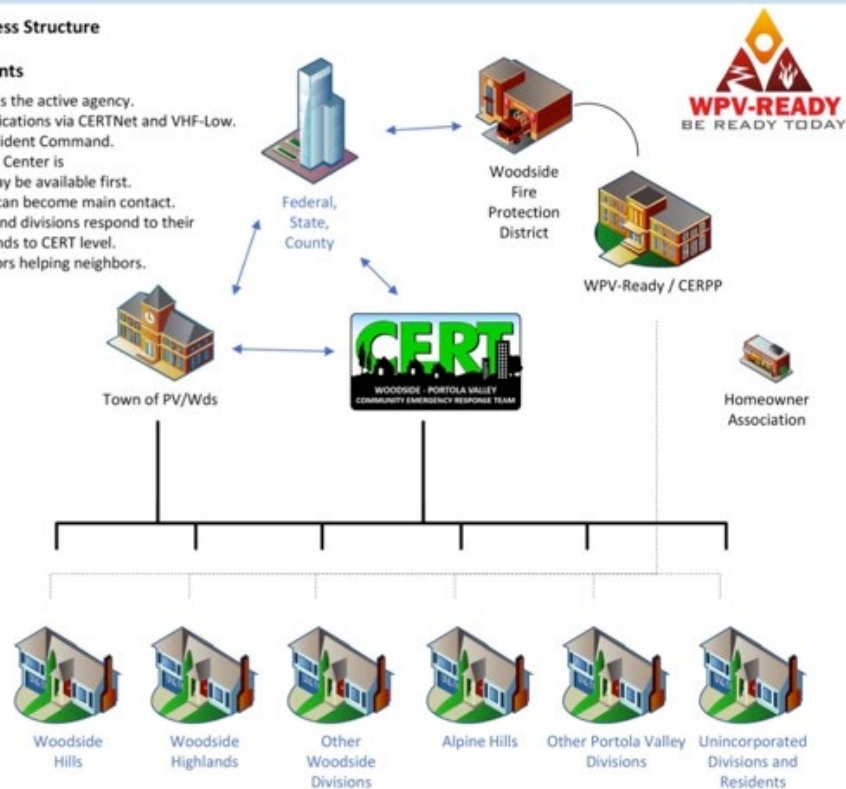
## Emergency Preparedness Structure

Affecting

### WFPD Residents

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During  
Emergency  
Activation



May 10, 2019



# During Emergency Activation

## Emergency Preparedness Structure

Affecting

### WFPD Residents

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**During  
Emergency  
Activation**



Integrated into  
Operations arm of  
PV EOC if active

Incident command post (ICP) is Buckeye Room at PV Town Center

Assembly point is area outside Buckeye Room at Town Center

Emergency supplies stored in CERT trailer on PV Town Center campus

**Portola Valley Branch**

**Woodside Branch**

**San Bruno Branch**





# WOODSIDE FIRE PROTECTION DISTRICT

## Portola Valley EPC

### Woodside Fire Report

April 1, 2021

**Covid-19/Vaccinations:** WFPD personnel continue to assist with vaccinations at the County level when asked. Emphasis has shifted from mass vaccination clinics, to smaller/targeted clinics in communities in need. This is where data is showing vaccination rates are lower than the county average.

**Station 7 Build/Station 8 Remodel:** Progress continues on the progression through both Town's Planning Commissions. The Station 8 remodel will be going back to the ASCC, then back to the Planning Commission, with hopes we can complete those in the next couple of months.

**Meetings with both Towns and the County Regarding Traffic Study/Evacuations:** Representatives of the Town of PV, Town of Woodside, County of San Mateo, and WFPD recently met to discuss next steps in determining priority for traffic study in the event of an evacuation. There was a discussion on a similar study being done in Marin County. WFPD was to reach out and see where they are in their preparation and how we can receive any feedback to benefit our project. WFPD is also reaching out to another agency that conducted an evacuation drill and see what were the lessons learned in their drill that can help us in running a successful drill.

If you have any questions, feel free to ask!

Respectfully,

Rob Lindner – Fire Chief

## EPC April 1, 2021 Meeting – submitted March 23, 2021

### EPC Communications Subcommittee Report – R. Rothrock

1. Radio Communications Status
  - a. AM Radio (WQQA726). Operational at 30% power because FCC has not issued updated license.
    - i. Re license update. Rep. Eshoo asked FCC to advance our license. J. Dennis contacted FCC. Dennis and Rothrock spoke to FCC March 23. Plan in hand to submit for another STA while current application continues to be processed. No reason given for delays.
  - b. PVARC (KM6DLG) amateur repeaters - fully operational.
  - c. SM OES (KC6ULT) UHF link - fully operational.
  - d. WPV-CERT Portola Valley GMRS (WQBS772) repeaters (PV1, PV2, PVT) - fully operational.
  - e. WPV-CERT Portola Valley digital repeater – fully operational.
2. AM Antenna Relocation Project to Cal Water site at Peak and Golden Oak
  - a. Standing by. Several conversations with H. Young re the components, trenching, CWS work required. Howard is on it! Spec'd out antenna masting and cabinet.
3. Easter Cross Repeater Project for WPV-CERT repeaters. Engaged Design Everest Engineering for electrical and mechanical plans for RWC approval.
  - a. Final stamp plans submitted to RWC on March 8. No action yet.

### **Upcoming** – next couple of months.

1. Assuming COVID threat is greatly reduced and deemed generally safe, clear with Town calendar Field Day June 26.
2. Recheck radios in Town Center to make sure power, antennas, channels, etc. are all still functioning.
3. Battery refresh likely on DC power supply in Town radio room. Need to confirm.

### **Color Key**

Good status

Concerning status

Urgent need status

On going



# MEMORANDUM

## TOWN OF PORTOLA VALLEY

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**TO:** Emergency Preparedness Committee

**FROM:** Dale Pfau  
Lorrie Duval

**DATE:** March 23, 2021

**RE:** **ad Hoc Wildfire Committee Meeting 18 March 2021**

The Wildfire Committee met on 18 March 2021. Please see the agenda and minutes of the meeting on the Town Website for a complete review.

Highlights;

1. Vegetation management regulations that were approved by the Committee were written and presented by Bat. Chief Don Bullard. These regulations will become part of the Portola Valley fire code. They will need to be approved by the Town Council and the Fire Department before becoming final. The regulations include 1. Limitations on vegetation near Underground Transformers. 2. 200 ft mandatory brush clearance on all 30 degree slopes. 3. Parcels larger than 50 acres will be required to submit vegetation management plans.
2. New Building codes requiring stronger fire resiliency are working through the Planning department and will go before the Planning Commission this year.
3. The Committee approved a recommendation to move forward with a Traffic Study to evaluate various scenarios in an Evacuation Event.
4. New signs on 15 emergency evacuation gates in Town have been installed.



## WPV-Ready/WPV-CERT Monthly Update

March 2021

- WPV-CERT has an upcoming Animal Welfare webinar March 27<sup>th</sup> 4-5:30pm
- Next month the training topic will be on first aid topics
- The CERT medical operations subcommittee has been meeting to finalize branch medical operation baseline assumptions, including staffing, length of operation, organizational structure, patient capacity, and supply requirements.
- WPV-CERT has met to discuss and begin working on a handbook to augment the generic CERT FOG and provide program specific information, such as our organization, communications plan, medical operations, equipment locations, etc.
- WPV-Ready is having its next quarterly leadership meeting on April 1<sup>st</sup> at 7:00pm. I have attached the agenda and the organizing principals document to review.



## WPV-Ready Leadership Meeting

Agenda for April 1, 2021, from 7:00 - 8:30 pm



### Meeting via zoom:

<https://us02web.zoom.us/j/85349657857?pwd=Rk9lemZpM2NaVFdOeWhickVJcU9JZz09>

### Meeting Opening (Chip: 5 min)

Welcome, Select Secretary and Timekeeper, Adjust Agenda, Introductions

### WFPD Update (Selena: 5 min)

State of the district, and changes to training coming out of COVID-19.

### WPV-Ready Update (Chip: 5 min)

Project to create 1-pagers, store progress, cooperative messaging, branding, and scenario planning with Town EPCs

### WPV-CERT Update (Mark: 5 min)

DSW Certification, hybrid training, radio systems, trailers and grants

### Craig Taylor's "DRAFT Organizing Principles" document (Craig: 25 min)

Please review the attached document; we would like to adopt these organizing principles at the meeting. Follow on, write a charter based on the organizing principles.

### How is the COVID-19 environment changing? (Donnie: 15 min)

And how can community leaders take advantage and support each other?

### Evacuation Preparedness and Practice (Lisha: 5 min) \*\*

How should we schedule them, and who will organize them?

### SMCA Alert Sign-Up Drive (Carol: 5 min) \*\*

Now that we are seeing real statistics, how will we do better?  
Woodside is really about 20%. PV is still high, with better numbers coming.

### Review and Roundtable (All: 20 min)

### Adjourn

**\*\* NOTE:** These items are here for discussion. The goal is to create subgroups willing to work on the topics off-line. Lisha and Carol most recently brought these items to the group's attention. Thanks for getting this in the discussion.

The next meeting will be the third Wednesday of next quarter, July 1.  
Links for the teleconference can be found at <http://WPV-Ready.org/Events>.  
Meetings are recorded. Previous video recording is available upon request.



# WPV-Ready Organizing Principles

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Last updated: 2/15/2021

## Organization for WPV-Ready

WPV-Ready is organized as a group of social communities with the common purpose of preparing individual households in the Woodside Fire Protection District for emergencies. Each Ready Community is self-selecting and led by a small group of committed volunteers acting as the leadership team. Ready Communities are defined by a leadership team, a list of community street addresses and a method for distributing preparedness information (typically, an email distribution list). Communities register with the WPV-Ready organization. WPV-Ready provides informational materials and training for leaders and members of the Ready Community. How the Ready Communities organize and communicate with the members of their community can vary based on needs of the community. The goal of this document is to provide a simple and flexible structure for communities to prepare households for emergencies. The creation of Ready Communities is described in this document but a companion document, to be written, will provide more detail, best practices and examples for creating new communities.

## Principles for WPV-Ready

The structure of WPV-Ready is based on the following principles:

- Primary goal of WPV-Ready is:
  - Household preparedness: We want to ensure that all households are prepared. Types of disaster we prepare for: PSPS (thanks PG&E), fire, earthquakes, floods and landslides. We are assuming that wide-area disasters are handled by County Office of Emergency Services (SMC OES) (e.g., pandemics, terrorism).
    - Household preparedness is ultimately up to families and individuals. WPV-Ready can be a powerful force in helping families prepare
    - When households are prepared much of what needs to be done during an actual emergency is streamlined and neighbors can help each other. WPV-READY encourages neighbors helping neighbors within their communities. During an emergency expect an organic response within the community
- Organize local Ready Communities to take advantage of existing social structures:
  - Communities that have social connectivity and geographical proximity make good Ready Communities
    - They tend to have a reason for existing independent of WPV-Ready
    - Most communities are already connected via email distribution list and annual gatherings. Examples: HOAs, Neighborhood Watch and physical neighborhoods
    - Meet people where they are. Personal contact and outreach from someone you know is highly influential

- There are many existing social communities within the district. Social communities can be as big as Ladera and PV Ranch or as small as a neighborhood with a few houses.
- Outreach within a social community has been shown to be effective because it is personal.
- Volunteers are a precious and scarce resource
  - People have busy schedules and less time to participate
  - Appreciate the volunteers that make the time to help others and use their time wisely
  - Leverage volunteers to provide value to the largest number of people:
    - Pool resources, a small group of volunteers can provide information for all Ready Communities, e.g., monthly newsletters and information packets
    - Connect with other adjacent communities to share insights and best practices
- Legacy Divisions have high value
  - They have an existing social community
  - Have trained and active volunteers
  - Infrastructure exists for:
    - Distributing critical emergency preparedness information
    - Activating local resources to provide initial disaster assessment
  - Legacy Divisions based on an existing social community tended to be more successful
- Make it straightforward to start a Ready Community
  - Divisions are great when they work but:
    - They require a lot of volunteer time – hierarchical structure
    - Our legacy Divisions are very effective but not easy to setup
  - New Ready Communities should be easier to setup - start small and expand
    - Form a small group to act as dependable, committed leadership
      - Create a team to share the load
    - Map out the community (identify addresses and resident needs in the community)
      - Collect contact information (at minimum one email per address)
    - Flatten structures when possible, large hierarchical structures are cumbersome
  - In addition to distributing preparedness information Ready Communities can optionally organize to provide additional assistance to the community: increase immediate first aid training, identify residents with special needs, prepare initial disaster assessments and evacuation plans, document gas and electrical shutoffs. These are not requirements to be a Ready Community but additions that can be included depending on the needs of the community.
- Role of leadership within WPV-Ready
  - WPV-Ready leadership is the collective group of Ready Community leaders
  - Leadership teams promotes relevant and timely information and resources (e.g., purchase of water jugs and first aid kits)
  - Creates curated easily distributed emergency preparedness information as a set of best of breed documents e.g.: Go bags, Evacuation plans, Fire home-hardening, Staying informed (SMC Alerts), Family emergency plans, Emergency water plans, First aid kits
  - Focuses on actionable, pragmatic programs for preparedness and training
  - Recruits new Ready Communities using personal outreach and marketing

- Provides coaching for new Ready Communities
  - Success will hinge on community leaders and reliable volunteers, central leadership should be available to make the process easy and relevant for the community leaders.
- Volunteers should be encouraged to participate in both WPV-Ready and WPV-CERT
  - Advanced CERT training provides to path to DSW coverage (Disaster Service Worker)

## Next Steps:

(This is an opportunity to galvanize volunteers and provide structure to deliver to the effort)

- Agree on the structure and principles for WPV-READY, refine as needed
- Identify the Ready Community leaders, broaden the leadership teams within communities
- Define goals, starting with simple easy wins (some of the items already exist and are listed for completeness). Examples:
  - Deliver a series of one-page documents on preparedness topics, e.g.: Go bags, Evacuation plans, Fire home-hardening, Staying informed (SMC Alerts), Family emergency plans, Emergency water plans, First aid kits
  - Create a calendar of training topics
  - Market SMC alert with the stretch goal of 100% participation
  - Consider a set of measureable goals to assess progress
- Reach out and learn:
  - Connect with adjacent communities, e.g., Ready to Ready and outside our jurisdiction, Menlo Park.
  - Is there more recent guidance from the County? Review the Grand Jury report (2016?).
- Create recruitment plan for more Ready Communities, e.g., can we involve neighborhood watch? Let's quickly create as many Ready Communities as possible, big and small
  - Create map of existing Ready communities

## Open Questions:

- How does Ready help with advice and information for neighbors helping neighbors? Examples:
  - First aid training for WPV-Ready first aid kits
  - Neighborhood checking in and disaster assessment (provide information to CERT)
  - Living without external sources of water for an extended period of time (1 month?)
  - Communications advice – best radios for communities to use
    - How is information pushed into the communities? AM1680? CERT? Satellite internet?
  - Create “Ask an expert” roundtables
- How do we foster a community of volunteers?
  - Feedback to volunteers and appreciation
  - Talks from the Chief, updates on WFPD – make volunteers part of the team
- How do we strength the community of residents within a Ready Community
  - Block parties, roundtables to discuss preparedness topics, trainings
- How are the vertex radios (Red Cross freq) going to be used? Can communities continue to use them for disaster assessment?
- How are Division radios going to be used? Can larger and legacy communities continue to use them to communicate disaster assessment information to the EOC and CERT CP (as backup)?
- What happens to the existing container, equipment and supplies? Can the legacy communities take on ownership and maintenance?
- What happens to the existing Trauma kits? Can the legacy communities take on ownership and maintenance?

## **Next document: “Building a Ready Community”**

Create a companion document that provides the information needed by new Ready Community leaders to building a strong viable community. This includes providing: best practices and examples.



# Portola Valley

## Emergency Preparedness Committee

### Town Council Committee Workshop

### 27 January 2021

Version Final



# Projects/Topics

- Relocation of Town AM Radio to Cal Water Site .
  - Committee supporting action initiated by Town Manager
  - Approximate cost of \$25k
- Medical Supplies at Town Center; upgrade/replace
  - Potential for a Grant
  - Approximate cost of \$3K-\$4k
- Increase Outreach and Communications Coordination
  - Strong Push this year
  - Approximate cost of \$2k-3K
- Integration/Coordination Efforts with CERT/WFPD/Woodside EPC/ EOC.
  - Acceleration of efforts started in 2020
  - Up to \$3k -\$4k to outfit additional comm room (Buckeye room) for WPV - CERT
- Location of WPV-CERT Trailer in PV
  - Support for Emergency coordination



Scenario Planning Matrix - For Discussion Only

Wildfire	EOC	EPC	CERT
Catastrophic	Virtual	Standby	Standby
Major	Virtual	Standby	Standby
Evacuation Warning	Open	Support	Mobilize?
Evacuation Advisory	Open	Support	Mobilize?
Clear to Return	Open	Support	Mobilize
Earthquake			
Catastrophic	Virtual	Standby	Mobilize?
Major	Virtual	Standby	Mobilize?
Clear to Return	Open	Support	Mobilize