

TOWN OF PORTOLA VALLEY
Emergency Preparedness
Committee Special Meeting
Tuesday June 13, 2023
5:00 PM

Dale Pfau, Chair
Lynn Eisberg, Member
Dave Howes, Member
Marianne Plunder, Member
Chris Raanes, Member
Ray Rothrock, Member
Jerry Shefren, Member
Vic Schachter, Member
Bud Trapp, Member
Robert Younge, Member
Randy True, Member

IN-PERSON MEETING
HISTORIC SCHOOLHOUSE- 765 PORTOLA RD. – PORTOLA VALLEY, CA

REMOTE MEETING ADVISORY: On March 1, 2023, all committees in Portola Valley will return to conducting in-person meetings. A Zoom link will be provided for members of the public to participate remotely; however, the Town cannot guarantee there will be no technical issues with the software during the meeting. For best public participation results, attending the meeting in-person is advised.

ASSISTANCE FOR PEOPLE WITH DISABILITIES

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Town Clerk at (650) 851-1700 or by email at towncenter@portolavalley.net. Notification 48 hours prior to the meeting will enable the Town to make reasonable arrangements to ensure accessibility to this meeting.

VIRTUAL PARTICIPATION VIA ZOOM

To access the meeting by computer:

<https://us06web.zoom.us/j/89923576704?pwd=WENKQ3RUU2VkSDZiUnZaMXBnZzIHUT09>

Webinar ID: 899 2357 6704

Passcode: 785189

To access the meeting by phone:

1-669-900-6833 or 1-888-788-0099 (toll-free)

*Mute/Unmute – Press *6 / Raise Hand – Press *9*

The times listed on the agenda are used by the Chair and are estimates only. The times are subject to change at any time, including while the meeting is in progress.

1. 5:00 Call to order
2. 5:01 Roll Call
3. 5:03 Oral Communications
4. 5:04 Review and approval of minutes;
 - Minutes of June 1, 2023
5. 5:05 Review of Draft Evacuation Plan (Younge) (attached)
Public may send written comments to:
emergencyprep@portolavalley.net
6. 6:10 Next regular meeting is July 6, 2023
 - Quorum check
 - Upcoming Events
 - June 24, Safety and Communications Day
7. 6:10 Adjourn

Land Acknowledgement:

The Town of Portola Valley acknowledges the colonial history of this land we dwell upon—the unceded territory of the Ramaytush (rah-my-toosh) Ohlone, Tamien Nation, and Muwekma (mah-WEK-mah) Ohlone, who endured a human and cultural genocide that included removal from their lands and their sacred relationship to the land. Portola Valley recognizes that we profit from the commodification of land seized from indigenous peoples and now bear the ecological consequences. We seek to understand the impact of these legacies on all beings and to find ways to make repair.

Emergency Preparedness Committee

Minutes 1 June 2023

1. **01JUN23 In-Person Meeting** called to order by Shefren at 0800.
 - Chair Pfau is out of town
2. Individual **Roll Call** taken and a quorum was established.
 - Dale Pfau, Chris Raanes, Ray Rothrock were not present
3. **Oral Communications**
 - None
4. Motion to approve **04MAY23 Minutes** was made and the Minutes were approved unanimously without changes.
5. **Town Reports** (Howard Young, Craig Taylor)
 - No update regarding backup internet provider service due to staffing issues; no timeline given
 - AM Radio relocation to Town Center
 - Howard Young requests help from the EPC addressing staff questions regarding high gain antenna dangers prior to the relocation
 - Requests help providing a fact based information handout regarding RF Safety and with a possible additional staff meeting if requested
 - Howard Young is the point person for disseminating information
 - EPC and Town consider exploring other locations for the high gain antenna on the Town Center property
 - Backup Power on Wireless Basestations in Town
 - Risk factor for the Town
 - State requires a generator backup for cell service
 - Cell service carriers need to live up to their responsibilities
 - Town does not have an essential list to provide EPC at this time
 - Cell carrier permitting process and the use of subcontractors makes it difficult to track down the actual emergency contact name and number and often times the posted information is on private property and inaccessible
 - Town staff will sort through the permits and ultimately provide the EPC an essential list of contacts with names and phone numbers as requested
 - AM Radio Signs
 - No update provided by Craig Taylor at this time
 - Sheriff Contract Renewal
 - Update provided by Howard Young
 - Proposed Contract cost increased by 800K. Current contract is roughly 1.5 million. Town approved a 3 month extension to have more time to consider the contract. EPC and residents invited to 13JUN23 Q&A with representative from the Sheriff's office
 - Howard Young reports that the Town has started mowing early for fire mitigation and encourages residents to do the same
6. **WPV-CERT/WFPD Report** (Brown/Cuschieri)

- Brown
 - WPV-Ready hosted a successful chainsaw safety training class 31May23
 - WPV-Ready single-page handouts are being reviewed and revised
 - New CERT meeting day and time - *now* First Thursday of the month at 1700
 - Saturday, 03JUN23 is a CERT workday
 - CERT website is being revamped
 - SMC Alert - Opt in feature has been removed, not working properly; additional training needed for agencies that use the system; **25JUN23 will be a PV test of SMC Alert**
 - Great meeting with PVSD Superintendent Roberta Zarea regarding evacuation planning and parent engagement
- Cuschieri
 - Fire season starting later (Aug/Sep/Oct)
 - San Mateo County had it's first wildland fire recently, Hwy 280 and Edgewood Road; district had quick access to fire
 - 6-day joint wildland fire training was held at Huddart Park
 - Station 8 renovations moving forward and on track for August completion
 - Station 7 framing done and on track for November completion
 - Chief Lindner retirement date is 22Jun23; Tom Cuschieri will take command
 - New recruitment underway

7. **Draft Evacuation Plan Review** (Younge)

- No public comments
- Finished *initial* draft in conjunction with WFPD
- Ready to present *initial* draft to EPC and community
- 1-1.5 hour hybrid meeting proposed for 13JUN23 at 1700
- *Initial* draft will be available on Town website to review ahead of time
- Goal of the 13JUN23 meeting is to gain input from committees and residents
- Craig Taylor recommends reaching out to Wildfire Preparedness Committee and Geologic Safety Committee Chairs and invite these committees to the 13JUN23 meeting
- Craig Taylor and EPC committee members had a lively "process" discussion
- Motion to approve Special Meeting 13JUN23 at 1700 for up to 1.5 hours was made and approved unanimously.

8. **Zone Identification/Awareness project** (Shefren)

- Tags have been printed
- Check for printed letter is in hand
- The printing company has the materials
- Need to stuff envelopes with tags and printed materials when ready - date to be determined

9. **Planning for Communications and Safety Day** (Shefren)

- Shefren to contact Pfau/Rothrock regarding banners and PV Forum notification and communicate findings to Plunder/True

10. **EPC Goals for 2023** (Shefren)

- Attached list reviewed and discussed
- Craig Taylor introduced bringing back "5th Wednesday" when Town Council would devote the 5th Wednesday to Safety only
- Motion to approve list of goals was made and approved unanimously

11. **Subcommittee Reports**

- Communications (Rothrock) - attached
- Neighborhood Outreach (Schachter) - not pressing forward with rankings due to present Town Center staffing issues

12. **Next regular meeting is 06JUL23.**

13. **Adjourn**

- Motion to adjourn meeting at 0915 was made and unanimously approved

Respectfully Submitted,
Lynn Eisberg

Town of Portola Valley Evacuation Plan *DRAFT* May 2023



APPROVAL AND IMPLEMENTATION



Town of Portola Valley
765 Portola Road
Portola Valley, CA 94028
650-851-1700
www.portolavalley.net

Original document was provided by the Woodside Fire Protection District and has been edited by the Town of Portola Valley.

Adopted by the Portola Valley Town Council on _____

RECORD OF CHANGES

Portola Valley Evacuation Plan

The Evacuation Plan, including appendices, will be reviewed and approved on an as-needed basis. All updates and revisions to the plan will be documented.

The goals of this revision process are:

1. to ensure the most recent version of the plan is disseminated and implemented by emergency response personnel;
2. to track and thoroughly document all changes.

Refer to Section IV F - Plan Changes and Maintenance below for more information.

TABLE OF CONTENTS

<u>Section</u>	<u>Page</u>
APPROVAL AND IMPLEMENTATION.....	1
RECORD OF CHANGES.....	1
TABLE OF CONTENTS.....	1
I. INTRODUCTION.....	2
A. General.....	2
B. Acronyms and Abbreviations.....	2
C. Definitions.....	3
D. Authority.....	4
E. Purpose.....	5
II. ROLES, RESPONSIBILITIES, AND LEVELS.....	6
A. Evacuation Decisions.....	6
B. Summary of evacuation levels.....	8
III. EVACUATION OPERATIONS.....	10
A. Evacuation Routes and Traffic Control.....	10
B. Emergency Public Information, Dissemination and Communication Tools.....	11
C. Shelter Requirements.....	13
D. Shelter in place and Temporary refuge locations.....	13
E. Transportation.....	13
F. Non-Resident, Contractor and employee populations.....	14
G. Animal Evacuations.....	14
H. Access Control & Security.....	15
I. Demobilization, Re-entry, Evacuation Order(s) Lifted, Repopulation.....	15
J. Individual Activities for How to Prepare for an Evacuation.....	16
IV. ADMINISTRATION AND SUPPORT.....	19
A. Reporting.....	19
B. Records.....	19
C. Resources.....	19
D. Post Incident Review.....	19
E. Exercises.....	19
F. Plan Development and Maintenance.....	20
V. EMERGENCY CONTACT LIST.....	21
APPENDIX 1 - INCIDENT COMMAND SYSTEM (ICS).....	22
APPENDIX 2 - SHELTER IN PLACE INFORMATION.....	26
APPENDIX 3 - TEMPORARY REFUGE AREAS.....	27
APPENDIX 4 - LOCATIONS OF SPECIAL FACILITIES.....	29
APPENDIX 5 - ZONEHAVEN INFORMATION.....	30
APPENDIX 6 - EMERGENCY GATE LOCATIONS.....	32
APPENDIX 7 - LIVESTOCK EVACUATION SUPPORT AGENCIES.....	33
APPENDIX 8 - EVACUATION ROUTES.....	34

I. INTRODUCTION

A. Overview

Evacuation, the protective action of moving people and animals out of harm's way, is a critical aspect of emergency response. It is a process that seeks to preserve life, reduce harm, and minimize property damage during potential or actual threats to a community. In planning for evacuation, the characteristics of the hazard and its magnitude, intensity, speed of onset, and anticipated duration are all significant factors. These will determine the number of people to be evacuated, the distance people must be moved to ensure their safety, the need for reception facilities, and the extent of traffic control and security required.

Thorough preparation ahead of emergency situations, coupled with effective communication throughout the evacuation process, is of utmost importance in ensuring the safety of our community. Given the geographical layout of Portola Valley with only two main ingress and egress routes - Portola and Alpine Roads - the challenges during an evacuation are amplified due to this limited access. Key establishments that require special attention, such as public schools, numerous preschools, Priory High School, and the Sequoias senior living facility, are situated deep within Portola Valley. These institutions, housing some of our most vulnerable population segments, will require specialized evacuation strategies to ensure the safety and well-being of their occupants during emergency situations.

The community must be prepared to conduct both small-scale (e.g., single facility or limited local) and large-scale (e.g., extensive local and regional) evacuations at all times of the day both from known hazard areas and from unexpected incident locations.

B. Purpose

The purpose of this plan is to provide for the orderly and coordinated evacuation of all or any part of the population of Portola Valley if it is determined that such action is the most effective means available for protecting the population from the effects of an emergency situation.

C. Acronyms and Abbreviations

CERT	Community Emergency Response Team
EMC	Emergency Management Coordinator
EOC	Emergency Operations Center
ICP	Incident Command Post
ICS	Incident Command System
IC	Incident Commander
NRP	National Response Plan
NIMS	National Incident Management System
PIO	Public Information Office or Officer
REOC	Regional Emergency Operations Center
SIP	Shelter-in-Place
SMC DEM	San Mateo County Department of Emergency Services
SOP	Standard Operating Procedure
TRA	Temporary Refuge Area
UC	Unified Command
WFPD	Woodside Fire Protection District

D. Definitions

Evacuation	An organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas. (The National Incident Management System, NIMS)
Evacuation Warning	Alerting and warning of persons in a defined area of the potential need to evacuate due to threat to life and property in response to an emergency.
Evacuation Order	An order issued by a jurisdictional authority requesting, recommending, or requiring the movement of people and animals out of a defined area due to an immediate threat to life and property from an emergency. The area is lawfully closed to public access.
Shelter-in-Place	Remaining in a location, usually indoors, where hazardous materials are at a safe distance, while taking precautions to minimize exposure to those materials. Prepare to self-sustain until further notice and/or contacted by emergency personnel for additional direction. See Appendix 2 for more information.
Temporary Refuge Area	A Temporary Refuge Area may be a designated location within a building or facility that is designed to provide a safe and secure space for people during an emergency or crisis situation. It serves as a temporary shelter where individuals can seek protection from immediate hazards such as fires, chemical spills, or natural disasters, while awaiting further instructions or rescue. See Appendix 3 for more information.
Demobilization	The process of standing down response resources in an efficient and timely manner providing considerable cost benefits.
Re-entry	The controlled period in which to allow specific residents to Return to or Survey a previously evacuated area or property.
A Re-entry point	An area within a previous evacuation zone where residents may return according to temporary entrance times which are assigned by officials to property owners who are required to abide by stipulations and requirements established by authorities.
Repopulation	The return to areas deemed safe by officials where structures are intact, allowing residents and business owners to move back in for long term habitation.
Evacuation Order(s) Lifted	The formal announcement of lifting evacuations in an area currently under evacuation.

Special Facilities	<p>Certain facilities which house or serve populations that cannot care for themselves during emergency situations and/or require unique support services. Such facilities include:</p> <ul style="list-style-type: none"> • Schools and day care centers, where students require supervision to ensure their safety. • Retirement and Nursing homes, where patients need specialized health care personnel and equipment to maintain their health. • Private businesses with large numbers of out-of-town visitors that may not be familiar with evacuation procedures.
Special Needs Populations	<p>Individuals in the community with physical, mental, or medical care needs who may require assistance before, during, and/or after a disaster or emergency after exhausting their usual resources and support network. Special needs populations may also include economically or culturally isolated populations within the community.</p>
Visitor Population	<p>Individuals visiting or staying in a place outside their usual place of residence. Visitor population includes workers, employees and business and leisure travelers present in the jurisdiction, whether for single day or overnight stays.</p>
Zonehaven (zonehaven.com)	<p>A commercial software application designed to help first responders manage evacuations during an emergency. San Mateo County has purchased Zonehaven and it is now in-use throughout Portola Valley by our public safety agencies to bring fire, law, emergency services and the community together before, during, and after an emergency. Please see Appendix 5 for more information.</p>

Ingress Traffic Road	A designated route or roadway specifically for inbound traffic.
----------------------	---

TYPES OF INGRESS TRAFFIC ROAD RESTRICTIONS

- Hard Closure	Closed to all traffic except Fire and Law Enforcement.
- Soft Closure	Closed to all traffic except Fire, Law Enforcement and critical incident resources (i.e., Utility, Caltrans, City/County Roads etc. or those needed to repair or restore infrastructure).
- Resident only Closure	Soft closure with the additional allowance of residents and local government agencies assisting with response and recovery.
- Contraflow	Contraflow is when vehicles travel in the opposite direction of a lane's normal traffic flow. This occurs during an evacuation, when all traffic lanes move toward safety and away from the hazard. This may restrict all Ingress traffic.

E. Authority

Evacuation authority is based upon the decision of the Incident Commander in conjunction with local town officials (Mayor, Town Manager, Town Staff, EOC, CERT, and Town Committees). The Incident Command System (ICS) is a standardized on-scene, all-hazard management approach used throughout the lifecycle of an incident - from small to large. The ICS incorporates all of our emergency response agencies: WFPD, Sheriff, California Highway Patrol, Cal Fire and the SMC DEM, as well as our public schools. The ICS has now been used for more than 50 years in practice and is a standard throughout the United States—all of our response agencies have had extensive training and experience in the ICS. You will find more information about the ICS in Appendix 1.

The process of establishing authority during an emergency is guided by the Incident Command System (ICS). This is a standardized, all-encompassing management approach used for handling any type of incident, regardless of its scale, from inception to resolution. The ICS has been effectively used for over five decades across the United States and is recognized as the standard protocol for incident management.

F. Associated Evacuation Plans

All Special Facilities in the town (Schools, Nursing Homes, Special Needs Facilities, and businesses) need to have their own established evacuation and re-entry plans which they educate and practice with their population. The Town, WFPD, Town Emergency Preparedness Committee, and the SMC DEM are assisting with these plans, but the responsibility for creating these separate plans and keeping them up-to-date is the responsibility of the individual facilities.

II. ROLES, RESPONSIBILITIES, AND LEVELS

A. Evacuation Decisions

1. The Incident Commander shall assess the need for evacuation, plan evacuations, and coordinate support for the evacuation effort. The Incident Commander has the general responsibility for ordering an evacuation, when deemed the most suitable means of protecting the public from a hazard.
2. Areas to be evacuated will be determined by those officials with the authority to direct a mandatory evacuation based on the counsel of those individuals and agencies with the necessary expertise, the use of specialized planning materials or decision aids, the recommendations of state and federal agencies, and, where appropriate, advice from other subject matter experts. Evacuation recommendations to the public will clearly describe the area to be evacuated with reference to Zonehaven zones and where needed reference to known geographic features, such as roads and streams.
3. The hazard situation which gave rise to the need for evacuation should be continually monitored in case changing circumstances, such as an increase in rainfall or wind shift, changes the potential impact area and, thus, the area that must be evacuated.
4. Authority and Management of an Evacuation - Roles and Responsibilities
 - a. During an incident, many agencies will work together to ensure Portola Valley's safety.
 - b. The authority to manage such events may start at the local level. By ordinance, the Town has significant responsibilities for emergency preparedness and planning, per [Portola Valley Municipal Code Chapter 2.24](#). (Per that authority, in 2017, the Town Council approved an [Emergency Operations Plan \(EOP\)](#) that provides the basis for municipal operations during a variety of emergency events, including wildfire.) If an ICS is established, primary responsibility will escalate to the Incident Commander, with the Town EOC in a secondary and support role.
 - c. Should an incident start in or near town which involves an Incident Commander, this Incident Commander will assume responsibility for the incident and will notify Town staff, which will activate the Emergency Operations Center (EOC), at Town Hall and/or remotely, to manage its operations with the responsible agencies. The EOC utilizes three systems to manage emergencies across multiple agencies and entities: the Standardized Emergency Management System (SEMS); The National Incident Management System (NIMS), and the Incident Command System (ICS); See Appendix 1.
 - d. The EOC staff does not decide on the declaration of pre-evacuation/evacuation orders; rather, the Incident Commander, based on information from its responsible agencies on scene, and in coordination with the Town EOC will make such determinations.
 - e. Evacuations that must be conducted, because of incidents that occur without warning, may have to be planned quickly and carried out with only those resources that can be mobilized rapidly. Pre-incident planning is critical to identifying probable evacuation areas, routes, resources, and tactical operations.

This information must be kept up to date and available to emergency services personnel. Appendix 8 contains the Towns evacuation routes and locations for traffic control. It is critical for mock trial evacuation drills to be executed periodically by the responsible authorities to train and evaluate plans.

5. The Incident Commander, will plan and carry out evacuations and the return of people to their homes or businesses. A large-scale evacuation, however, may require the formation of a regional UC (Unified Command), to support the Incident Command Posts (ICP's) and Emergency Operations Centers (EOC's). This process is well known and practiced in the ICS procedures.
6. Advance Notice of Possible Evacuation (Level 1 and Level 2)
 - a. For slow developing emergency situations, advance warning should be given to affected residents as soon as it is clear evacuation may be required. Warning should address suitable preparedness actions, such as securing property, assembling disaster supplies, fueling vehicles, and identifying evacuation routes (section III describes communication means).
 - b. Warning should be made to special facilities in a threatened evacuation area as early as possible. Such facilities should be requested to review and be prepared to implement their evacuation plans. Facility staff should also report their periodic status and any requirements for assistance to the EOC.
 - c. The special needs population should also be given advance notice. Notifying and preparing this segment of the population for evacuation will likely require additional time and resources. Any special circumstances or requests for assistance should be reported to on-scene authorities or EOC.
7. Official Evacuation Warning (Level 3) or Evacuation Order (Level 4)
 - a. The decision for an official Evacuation Warning or Order will be made by the Incident Commander, based on information from the responsible agencies on scene.
8. Agency responsibilities
 - a. Portola Valley Town Government – the EOC will be staffed by Town staff and/or appropriately trained volunteers; the EOC will coordinate local personnel and assets, provide local information to residents, and keep track of all activity to ensure appropriate emergency reimbursement at a future date.
 - b. Woodside Fire Protection District (WFPD) – serves as the Town's fire department, and will have responsibility for protecting life, property and the environment through Prevention, Education, Preparedness and Emergency response
 - c. San Mateo County Sheriff's Office – the Town's contract police services provider; will inform the community of evacuation orders on-site and manage the evacuation with deputies stationed at critical intersections.
 - d. In larger incidents Cal Fire, California Highway Patrol, and neighboring communities may become included in the ICS.
 - e. San Mateo County Department of Emergency Management – supports the above agencies with expertise and human resources, including the incident command team.

Should an evacuation be called; state law authorizes offices to restrict access to any area where a menace to public health or safety exists (such as a wildfire). Refusal to comply with such orders is a misdemeanor (Penal Code 409.5).

B. Summary of Evacuation Levels

Level 1 – Slow developing emergency situations/ Red Flag Warning

1. High Hazard situation
 - a. In case of Fire hazard-- No active fire in the immediate vicinity but Red flag Warning has been issued.
2. Residents should be prepared during a Level 1 warning to evacuate at short notice. Measures taken should include but not limited to:
 - a. Parking a car outside the garage facing the street
 - b. Moving the go bag and other items into the car
 - c. Regular monitoring of emergency channels.
 - d. For vehicles powered by gasoline: residents are encouraged to fill up their tanks
 - e. For electric vehicles: residents are encouraged to keep their battery levels high. See Section III J For more information.
3. Consider Early Self Evacuation where possible—this is highly recommended.
4. EOC notified or alerted
5. Schools and special needs notified

Level 2 – Active Fire Nearby or other disaster

Increased Readiness may be appropriate if there is a greater than normal threat of a hazard which could necessitate evacuation. Level 2 readiness actions may include:

1. Review information on potential evacuation areas, facilities at risk, and evacuation routes. Zonehaven platform to be used.
2. Alert schools and special needs facilities.
3. Monitor the situation.
4. Inform local officials and response personnel of the situation.
5. Check the status of potential evacuation routes and shelter/mass care facilities.
6. Consider Early Self Evacuation—this is highly recommended.
7. EOC goes to level 1 or level 2 operation

Level 3 – Official Evacuation Warning

A level of High Readiness as there is an increased risk of a hazard which very shortly may necessitate evacuation. Level 3 readiness actions may include:

1. Monitor the situation.
2. Alert Schools and special needs facilities.
3. Alert response personnel for possible evacuation operations duty.
4. Coordinate with special facilities to determine their readiness to evacuate.
5. Check the status of resources and enhance short-term readiness if possible. Monitor the availability of transportation assets and drivers.
6. Activate all communication means. Advise the public and special needs facilities to monitor the situation.
7. Early Self Evacuation—this is highly recommended, or prepare for imminent evacuation.
8. EOC to level 2 or level 3

Level 4 – Evacuation Order

Immediately Evacuate selected Zonehaven areas. Activate the EOC to monitor the situation and track resource status.

1. EOC to level 3 (EOC itself evacuates if it is in a zone covered by Evacuation Order).
2. Activate all communication means. Provide information to the public on planned evacuation routes, securing their homes, and what items they need to take with them.
3. San Mateo County Sheriff and other authorities begin informing the community of evacuation orders on-site and manage the evacuation with deputies stationed at critical intersections.
4. Check the status of evacuation routes and preposition traffic control devices.
5. Alert Schools and Special Needs Facilities.
6. Update plans to move government equipment to safe havens.
7. Select shelter/mass care facilities for use.
8. WFPD and other fire agencies prepare to defend critical shelter in place facilities.

III. EVACUATION OPERATIONS

A. Evacuation Routes and Traffic Control

1. Evacuation Zones - see also Appendix 5

- a. Like many other communities, Portola Valley utilizes [Zonehaven](#) to organize the community during an emergency. Portola Valley has nine total zones; it is critical that residents know their zone number.
- b. Should there be a wildfire, public safety professionals may call individual zones for pre-evacuation noticing and/or evacuation orders, or they may call an evacuation for all Portola Valley zones. See Appendix 5 for more information.

2. Evacuation Routes - see also Appendix 8

- a. In 2022 an initial Emergency Evacuation Traffic Study for Portola Valley of the major evacuation routes for a complete evacuation was completed.
- b. Although only studying the major evacuation routes, the evacuation for the entire Human and horse population of Portola Valley and neighboring communities which use these major evacuation routes was included and estimates for evacuation times for various road blockage scenarios were done.
- c. The 2022 Emergency Evacuation Traffic study does not include any subsequent housing and population growth after 2022 nor major secondary road traffic analysis scenarios. A single page diagram of these major evacuation routes with the locations for necessary traffic control as well as all Portola Valley neighborhood evacuation routes are in Appendix 8.
- d. In 2023 the towns of Portola Valley and Woodside and the WFPD licensed a traffic study analysis software from the company Ladriss to further study evacuation traffic capacity (especially on secondary routes). This Ladriss software will especially be used in mock evacuation drills done by the town's responsible agencies. It is crucial that evacuation traffic studies continue and that they include comprehensive traffic analysis of secondary roads and updates reflecting new housing developments and population growth

3. Traffic control - see also Appendix 8

- a. Actual evacuation movement will be controlled by local law enforcement agencies under the direction of the IC. Evacuation routes and the locations for necessary traffic control is in Appendix 8.
- b. When possible, two-way traffic will be maintained on all evacuation routes to allow continued access and egress. However, depending on the level and severity of the disaster incoming traffic may be limited only to emergency vehicles and in some situations certain routes may have all lanes turned into exit traffic only. These decisions will be made by the Incident Commander or within the ICS, and with respect to definitions of specific traffic access declarations (Hard closure, Soft Closure, Resident only closure, and Contraflow, see above section I - C Definitions).

- c. For large-scale evacuations when time permits, traffic control devices, such as signs and barricades, will be provided by the Public Works/Road Department upon request.
- d. Law enforcement will request wrecker services when needed to clear disabled vehicles from evacuation routes.

4. **Emergency Gates - see also Appendix 6**

- a. The town has a number of gates located on former roads that were closed off to prevent daily traffic problems. These gates can be opened to vehicle traffic during an emergency. Appendix 6 lists these gates and a map in town where these gates are located.

B. Emergency Public Information, Dissemination and Communication Tools

1. Communication Tools

The Town and its partners will utilize the following tools to share evacuation messaging:

- a. **SMCAAlert** – the county’s emergency alert system can be set up to allow for emails, reverse 911 calls to landlines and text messages.
- b. **AM 1680** – the Town’s radio station, which can be updated remotely. This communication means covers almost the entire Town and will be operational during power and phone line failures and in vehicles that have AM radio on route during evacuation.
- c. **PVForum** and **Next Door**
- d. **Town email lists** and news updates
- e. A **high-low siren** from Sheriff’s vehicles is the approved notice for evacuation. Residents should make themselves aware of the sound.

It is the responsibility of each resident to ensure they are informed by signing up for or having access to the services that will provide emergency information in an emergency. See section J, Individual Activities for How to Prepare for an Evacuation, for more information.

The Incident Commander will evaluate all situations before releasing a warning or evacuation order. Residents should familiarize themselves with the available communications methods and pay close attention to at least two communications channels when an ICS is activated.

2. Emergency Public Information and Dissemination

- a. Warning messages, disseminated through warning systems, alert the public to a threat and provide basic instructions. They are necessarily short and to the point. The public will often require amplifying information on what to do during an evacuation. The Public Information Officer (PIO), assigned by the Incident Commander, will ensure that such information is provided on a timely basis for further dissemination to the public. Provisions must be made to disseminate information to individuals with/that are.

- i. Special Needs, including the blind, hearing impaired and non-English speakers
 - ii. Non-Residents/Tourists
 - iii. Education Campus
 - iv. English as a Second Language/Non-English Speakers
- b. Amplifying instructions for an evacuation may include information on the location of shelter and mass care facilities, specific evacuation routes, guidance on securing their homes, and the need for evacuees to take certain items with them during an evacuation. When school children are evacuated, parents need timely information on where to pick them up. More information on school evacuation can be found in the individual school evacuation plans.

3. Advance Notice of Possible Evacuation

- a. For slow developing emergency situations, advance notice will be given to affected residents as soon as it is clear evacuation may be required. The advance notice will facilitate suitable preparedness actions, such as securing property, assembling disaster supplies, fueling vehicles, and identifying evacuation routes.
- b. Advance notice will be made to special facilities in a threatened evacuation area as early as possible. Such facilities will be requested to review and be prepared to implement their evacuation plans. Facility staff should also report their periodic status and any requirements for assistance to the EOC.
- c. The special needs population will also be given advance notice. Notifying and preparing this segment of the population for evacuation will likely require additional time and resources. Any special circumstances or requests for assistance should be reported to on-scene authorities or EOC.

4. Evacuation and Evacuation Warning

- a. Evacuation status will be disseminated through all available warning systems.
- b. In the case of immediate evacuation in and around an incident site, en-route alerting, siren and speaker-equipped vehicles moving through the affected area to notify residents. When possible, two vehicles will be employed—the first to get the attention of the people and a second will deliver the evacuation message. Door-to-door notification will be considered for large buildings and in rural areas where residences may be some distance from the road.
- c. Special facilities may be notified directly by on-scene authorities or by the EOC staff. However, if both the incident command staff and the EOC will be making notifications, a specific division of responsibilities for notification should be made so that no facilities are inadvertently overlooked.
- d. Law enforcement personnel should sweep the evacuation area to insure all those at risk have been advised of the need to evacuate and have responded. It is the personal responsibility of each and every resident to evacuate. Persons who refuse to evacuate will be left until all others have been warned and then, time permitting, further efforts may be made to persuade these individuals to leave.

C. Shelter Requirements

Pre-incident planning will consider temporary shelters, short term housing, and long-term housing. Resource and logistical considerations include fixed facility requirements, staffing, food and water, medical supplies, security, triage and medical care, mental health care, and relocation assistance. Because the hazard creating the evacuation may determine which shelters will be used, the exact shelter locations which will be used will be determined by the ICS and disseminated by all communication means including public media.

D. Shelter in Place and Temporary Refuge Areas

Pre-incident planning will also consider locations for Shelter in place and Temporary Refuge Areas for evacuation situations where town residents cannot evacuate from the town. Appendix 2 of this plan includes information regarding Shelter in place, and Appendix 3 includes information regarding Temporary Refuge Areas.

E. Transportation

1. Individuals

It is anticipated that the primary means of evacuation for most individuals will be personal automobiles. Many people who do not own or have access to vehicles and others will need assistance in evacuating. Those needing assistance should plan and rely on family members and neighborhood groups to **evacuate as early as possible**.

2. Special Needs Individuals/Populations

It is anticipated that most special needs individuals will need evacuation assistance and transportation. Many special needs care facilities may lack the resources to evacuate, and thus should include a strategy for accomplishing this in their emergency evacuation plans. When possible early evacuation greatly alleviates the difficulty in arranging for this transportation. Appendix 4 lists the special needs facilities in town and their locations.

3. Special Facilities

Portola Valley Public schools do not maintain transportation resources. Private schools and day care centers may also have limited transportation assets. Most other special facilities rely on commercial or contract transportation companies for their specialized transportation needs. Unfortunately, many of these providers cannot provide sufficient equipment to evacuate a sizable facility on short notice. Hence, local governments may be requested to assist in providing transport. Schools have developed plans to close schools in periods of high Hazard such that parents can provide for safe evacuation for their children. When parent evacuation is not possible, schools have identified safe shelter in place locations on site. The schools have developed specific evacuation plans to inform and educate their students and parents for these situations.

4. Short Notice Emergency Transportation

Given the remote and rural characteristics of Portola Valley, short notice emergency transportation may not be a viable option, considering the significant amount of time required to organize and secure such transportation.

F. Non-Resident, Contractor and employee populations

The community must also consider the non-resident population when planning, conducting, and recovering from disasters or emergencies requiring evacuation. The following are recommended:

- The planning effort to incorporate the expected increase in population due to tourism to anticipate the increase in transportation, shelter, medical resource needs.
- The Town and the EOC to work with employers and residents to develop evacuation and communication plans for this evacuation populace.
- Signs posted at the entry of the town with emergency evacuation information.

G. Animal Evacuations

1. House Pet Evacuation

- a. Evacuees who go to the homes of relatives, friends or commercial accommodations with their pets normally do not pose difficulties during evacuation. However, evacuees with pets seeking public shelter can create potential problems. For health reasons, pets are not allowed in emergency shelters operated by the American Red Cross and most other organized volunteer groups. However, a number of studies indicate that some people, particularly the elderly, will not leave their homes if they cannot take their pets with them. Loose pets remaining in an evacuated area may also create a public safety concern. Hence, it is desirable to make reasonable arrangements for evacuees who come to public shelters with pets. The Animal Control Officer should coordinate these arrangements.
- b. Depending on the situation and availability of facilities, one or more of the following approaches will be used to handle evacuees arriving with pets:
 - i. Provide pet owners information on nearby kennels, animal shelters, and veterinary clinics that have agreed to temporarily shelter pets.
 - ii. Direct pet owners to a public shelter with covered exterior corridors or adjacent support buildings where pets on leashes and in carriers may be temporarily housed.
 - iii. Set up temporary pet shelters at fairgrounds, and other similar facilities.

2. Livestock Evacuation - see also Appendix 7

Residents and owners of livestock have the personal responsibility to establish emergency evacuation plans that will be executed in an evacuation. In Portola Valley, where horse ownership is notably extensive, this matter is particularly critical. The evacuation of livestock, especially horses, introduces additional layers of complexity and risk, demanding extra diligence and prior preparation from owners. State and county resources are available to assist in livestock and large animal evacuation, including the San Mateo County Large Animal Evacuation Group (SMC LAEG, smclaeg@gmail.com, www.smclaeg.org, 650-684-0616). More information can be found in Appendix 7.

H. Access Control & Security

Security in evacuated areas is extremely important. Those who have evacuated may not be allowed access in the future if their property has been damaged (see re-entry below). Law enforcement will establish access control points to limit entry into evacuated areas and, where possible, conduct periodic patrols within such areas to deter theft by those on foot. To the extent possible, fire departments will take measures to insure continued fire protection.

I. Demobilization, Re-entry, Evacuation Order(s) Lifted, Repopulation

1. After the emergency incident has been stabilized, the Incident Commander will begin to demobilize certain emergency resources and enter the phase of re-entry and repopulation. Evacuees returning to their homes or businesses in evacuated areas require the same consideration, coordination, and control as the original evacuation.

For limited incidents, the Incident Commander will normally make the decision to return evacuees as is appropriate and safe in conjunction with town officials. For large-scale evacuations, the decision for re-entry and repopulation will normally be made by the Incident Commander in conjunction with town officials, county health personnel and other appropriate authorities, and will be disseminated through the media and all appropriate town communication tools.

However, re-entry and repopulation are dependent on the magnitude of the damage and potential health hazards caused by the emergency incident. In cases of significant damage/health hazard an extended period of time may be required to make evacuated areas safe and re-entry will be allowed only for brief periods of inspection. In these cases of more significant damage, and resulting hazards, re-entry and repopulation plans will be drawn up by all responsible authorities to assist evacuees in returning to their homes and businesses. It may be desirable to implement a permit system to limit access to emergency workers, homeowners, business owners, utility workers, and contractors restoring damaged structures and removing debris.

2. The following conditions should prevail in the evacuated area before evacuees are authorized to return:
 - a. The threat prompting the evacuation has been resolved or subsided.
 - b. Sufficient debris has been removed to permit travel and roads and bridges are safe to use.
 - c. Downed power lines have been removed; ruptured gas, water, and sewer lines have been repaired; and other significant safety hazards have been eliminated. However, utility services may not be fully restored.
 - d. Structures have been inspected and deemed safe for occupancy.
 - e. Adequate water is available for firefighting.
 - f. Until the County Health Officer has removed a health hazard advisory, declaring property is clear of hazardous waste and structural ash and debris, Residents are not permitted to repopulate properties. During a stated health Hazard advisory on a property residents should understand they are entering a hazardous area at their own risk. They should wear protective gear and minimize time of exposure.

3. For repopulation and re-entry, it may be necessary to provide transportation for those who lack vehicles. Traffic control along return routes may also be required.
4. Public information intended for returnees should address such issues as:
 - a. Documenting damage for insurance purposes.
 - b. Caution in reactivating utilities and damaged appliances.
 - c. Cleanup instructions.
 - d. Removal and disposal of debris.

J. Individual Activities for How to Prepare for an Evacuation

1. Develop an Emergency Evacuation Action Plan with your family, including:

- A designated emergency meeting location outside the fire or hazard area. This is critical to determine who has safely evacuated from the affected area.
- Several different escape routes from your home and community. Practice these often so everyone in your family is familiar in case of emergency.
- Have an evacuation plan for pets and large animals such as horses and other livestock.
- A [Family Communications Plan](#) that designates an out-of-area friend or relative as a point of contact to act as a single source of communication among family members in case of separation. (It is easier to call or message one person and let them contact others than to try and call everyone when phone, cell, and internet systems can be overloaded or limited during a disaster.)

2. Be Prepared:

- Have fire extinguishers on hand and train your family how to use them (check expiration dates regularly).
- Ensure that your family knows where your gas, electric, and water main shut-off controls are located and how to safely shut them down in an emergency.
- Assemble an [Emergency Supply Kit](#) for each person, as recommended by the American Red Cross, and a [Go Bag](#) as recommended by WPV-Ready.
- Maintain a list of emergency contact numbers posted near your phone and in your Emergency Supply Kit.
- Keep an extra Emergency Supply Kit in your car in case you cannot get to your home because of fire or other emergency.
- Have a portable radio or scanner so you can stay updated on the fire. AM1680 will be broadcasting evacuation and road updates.
- Tell your neighbors about Ready, Set, Go! and your Wildfire Action Plan. See <https://www.readyforwildfire.org/prepare-for-wildfire/ready-set-go/> and <https://wpv-ready.org/> for more information.
- Designate an "Evacuation Buddy" - a neighbor who can grab your Go Bag and pets in the event you are not home, and vice versa.
- Try to always keep your car gas tank or battery charged with enough travel range to get through an extended evacuation.
- Make sure your address is clearly visible.
- Know how to open your garage and/or gate if power fails.

3. Remember the six "P's"

1. People and Pets
2. Papers, phone numbers and important documents

3. Prescriptions, vitamins and eyeglasses
4. Pictures and irreplaceable memorabilia
5. Persona computer hard drives and disks
6. "Plastic" (credit and ATM cards) and cash

7. Pre-Evacuation Preparation Steps

(If there is time—remember early evacuation is the most important thing) the following steps to take in anticipation of an evacuation (either before a pre-evacuation warning or after one is called):

Inside the House

- Have your Emergency Supply Kit and Go Bag ready to go.
- Make sure you know your community's emergency response plan and have a plan on where to go when it is time to evacuate, and best routes for leaving your location.
- Shut all windows and doors. If you choose to leave them unlocked for firefighter access, be advised that looting has occurred in other evacuation incidents.
- Remove flammable window shades, curtains, and close metal shutters.
- Remove lightweight curtains.
- Move flammable furniture to the center of the room, away from windows and doors.
- Shut off gas at the meter. (Do not turn your gas back on without PG&E present).
- Leave your lights on so firefighters can see your house under smoky conditions.
- Shut off the air conditioning.

Outside the house

- Gather up flammable items from the exterior of the house and bring them inside (patio furniture, children's toys, door mats, trash cans, etc.) or place them in your pool.
- Turn off propane tanks.
- Move propane BBQ appliances away from structures.
- Connect garden hoses to outside water valves or spigots for use by firefighters. Fill water buckets and place them around the house.
- Don't leave sprinklers on or water running, they can affect critical water pressure.
- Leave exterior lights on so your home is visible to firefighters in the smoke or darkness of night.
- Put your Emergency Supply Kit/ Go bag in your vehicle.
- Back your car into the driveway with the vehicle loaded and all doors and windows closed. Carry your car keys with you.
- Have a ladder available and place it at the corner of the house for firefighters to quickly access your roof.
- Seal attic and ground vents with pre-cut plywood or commercial seals.
- Patrol your property and monitor the fire situation. Don't wait for an evacuation order if you feel threatened.
- Check on neighbors and make sure they are preparing to leave.

Animals

- Locate your pets and keep them nearby.

- Prepare farm animals for transport and think about moving them to a safe location early.

8. Evacuation Tips

- a. Complete any pre-evacuation steps as time allows.
- b. Monitor communications for the most up-to-date-information especially AM radio 1680 (more information is section IIIB1).
- c. Ensure your Emergency Supply Kit/Go Bag is in your vehicle.
- d. Whether you are evacuating due to severe weather or wildfire, it is important to protect your body from the elements – For a wildfire cover-up to protect against heat and flying embers. Wear long pants, long sleeve shirt, heavy shoes/boots, cap, dry bandanna for face cover, goggles or glasses. 100% cotton is preferable.
- e. Locate your pets and get them ready to take with you.
- f. Evacuate early.

IV. ADMINISTRATION AND SUPPORT

A. Reporting

Large-scale evacuations should be reported to state agencies and other jurisdictions that may be affected in the periodic Situation Reports prepared and disseminated during major emergency operations.

B. Records

1. Activity Logs. The Incident Commander and, if activated, the EOC shall maintain accurate logs recording evacuation decisions, significant evacuation activities, and the commitment of resources to support evacuation operations.
2. Documentation of Costs. Expenses incurred in carrying out evacuations for certain hazards, such as radiological accidents or hazardous materials incidents, may be recoverable from the responsible party. Hence, all departments and agencies will maintain records of personnel and equipment used and supplies consumed during large-scale evacuations.

C. Resources

General emergency response resources that may be required to conduct an evacuation are listed in the Portola Valley Emergency Operations Plan, and include the following:

- Resource Identification
- Coordination with Other Jurisdiction
- Resource Management
- Private Coordination
 - Special needs Health Care
 - Schools and Daycares
 - Business
- Donation Tracking and Volunteer Management
- Relocation Assistance

D. Post Incident Review

For large-scale evacuations, the Town of Portola Valley shall organize and conduct a review of emergency operations by those tasked in this plan in accordance with the guidance provided in the Portola Valley Emergency Operations Plan EOP. The purpose of this review is to identify needed improvements in this plan, procedures, facilities, and equipment.

E. Exercises

Local drills, tabletop exercises, functional exercises, and full-scale exercises shall periodically include an evacuation scenario based on the hazards faced by Portola Valley.

F. Plan Changes and Maintenance

1. The Town of Portola Valley is responsible for developing and maintaining this plan. Recommended changes to this plan should be forwarded as needs become apparent.
2. Departments and agencies assigned responsibilities in this plan are responsible for developing and maintaining SOP's covering those responsibilities.
3. All Special Facilities in the town (Schools, Nursing Homes, Special needs facilities, and businesses) need to have their own established evacuation and re-entry plans with which they educate and practice with their population. The Town, WFPD, Town Emergency Preparedness Committee, and the SMC DEM are assisting with these plans, but the responsibility for creating these separate plans and keeping them up-to-date is the responsibility of the individual facilities.

V. EMERGENCY CONTACT LIST

Agencies	Contact	Office Phone Numbers
California Division of Homeland Security & Emergency Management	State Emergency Coordination Center	(916) 845-8510
California River Forecast Center	Hydrologist	(916) 979-3056
California Dept. of Commerce, Community & Economic Development	Flood Insurance Program	(800) 397-3240
California Dept. of Environmental Conservation	Disaster Coordinator (primary)	(916) 323-2514
American Red Cross, California Office	Disaster Services	(415) 427-8000
CHP - California Highway Patrol	(Local or Regional Office)	(800) 835-5247
California Dept. of Conservation		(916) 445-0732
California Army National Guard	Headquarters:	(916) 854-3000
California Air National Guard:	Headquarters, Camp:	(916) 854-3000
National Weather Service		
FEMA - Federal Emergency Management Agency		
WFPD - Woodside Fire Protection District		
Emergency Town Staff		
CAL FIRE - California Department of Forestry and Fire Protection		
Cal Water - California Water Service		
Caltrans - California Department of Transportation		
PG&E - Pacific Gas & Electric		
West Bay Sanitary		

Personal / Agency Name	Frequency/Channel	Phone Number

APPENDIX 1 - INCIDENT COMMAND SYSTEM (ICS)

Incident Command System (ICS)



What is ICS?

The Incident Command System is a standardized on-scene, all-hazard management approach used throughout the lifecycle of an incident.

The Incident Command System may be used to manage both emergency & non-emergency situations by both government & private-sector organizations. A few examples would be:

- A training conference
- Planning a community event including a parade, fair or large sporting event
- A visit from a foreign dignitary.

The Incident Command System is a standardized approach to incident management that is applicable for use in all hazards by all levels of government.

7

Incident Command System (ICS)



Purpose of ICS

Using management best practices, the Incident Command Systems (ICS) helps to address:

- The safety of responders and others.
- The achievement of tactical objectives.
- The efficient use of resources.
- Lack of accountability including unclear chains of command and supervision.

History of ICS

Historically, the reason for most incident response failures were due to:

- Lack of accountability.
- Poor communication & management.
- Lack of a planning process.
- Poor management; overloaded Incident Commanders.
- No method to integrate interagency requirements.



The identification of these areas of management weakness resulted in the development of ICS.

8

Incident Command System (ICS)



Benefits of ICS

- Meets the needs of incidents of any kind or size.
- Allows personnel from a variety of agencies to meld rapidly into a common management structure.
- Provides a preset structure for logistical and administrative functions in an emergency.
- Is cost effective by avoiding duplication of efforts. And oversees efficient use of resources.

Summary:

ICS....

- Is a standardized management tool for meeting the demands of small or large emergency or nonemergency situations.
- Represents "best practices," and has become the standard for emergency management across the country.
- May be used for planned events, natural disasters, and acts of terrorism.
- Is a key feature of NIMS.

9

Incident Command System (ICS) - Basic Features



Common Terminology:

Using common terminology is critical to ensure efficient, clear communication to define:

- Organizational functions.
- Incident facilities.
- Resource descriptions.
- Position titles.

To emphasize...

ICS facilitates the ability to communicate by using Common Terminology.



Use of Plain English:

- When communicating, ICS requires the use of plain English.
- Do not use agency-specific codes, radio codes, or jargon.

Even if you use radio codes on a daily basis, why should you use plain English during an incident response?

EMT = Emergency Medical Treatment
EMT = Emergency Medical Technician
EMT = Email Money Transfer

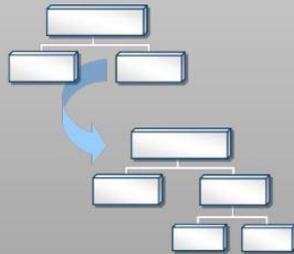
10

Incident Command System (ICS) - Basic Features



Modular Organization:

- Develops in a top-down, modular fashion.
- Is based on the incident size, complexity and type of hazard.
- Incident objectives determine the organizational size.
- Only functions/positions that are necessary will be filled.
- Each element must have a person in charge.



Overall Priorities:

Incident objectives are established based on the following priorities:

#1: Life Saving

#2: Incident Stabilization

#3: Property Preservation



11

Incident Command System (ICS) - Basic Features



Unity of Command:

Under unity of command, personnel:

- Report to only one supervisor.
- Receive work assignments only from their supervisors.



Don't confuse **unity** of command with **Unified** Command!

Unified Command:

- Creates a single ICS structure with a built-in process for effective and responsible multijurisdictional or multiagency approach.
- In a complex incident there are multiple Incident Commanders representing multiple jurisdictions working together to establish incident objectives.



12

Incident Command System (ICS) - Basic Features



Unified Command Cont'd:

- Enables multiple Incident Commanders of all responsible agencies to work together to establish the incident objectives and strategies.
- Incident Commanders within the Unified Command make joint decisions and speak as one voice establishing a single command structure.



Agency 1
Incident
Commander



Agency 2
Incident
Commander



Agency 3
Incident
Commander

- Enables agencies with different legal, geographic and functional responsibilities to coordinate, plan and interact effectively.
- Maintains unity of command. Each employee only reports to one supervisor.

APPENDIX 2 - SHELTER IN PLACE INFORMATION

A Shelter-in-Place location is used when it is safer for individuals to stay indoors during an emergency rather than evacuate. This strategy is often employed in situations such as severe weather, hazardous material releases, or security threats. Shelter-in-Place locations are typically within a building or structure that can provide protection from external threats, such as reinforced rooms or designated safe areas. The emphasis in a Shelter-in-Place scenario is on creating a secure and sealed environment to minimize exposure to external hazards until it is deemed safe to leave.

In case of wildfires, a good shelter in place structure needs to have been prepared with defensible space and home hardening (you can find more about defensible space and home hardening [from the IAFC here](#) and the [Portola Valley Wildfire Preparedness Committee here](#)) and the use of shelter in place should only be used if safe evacuation is not possible. Early evacuation helps everyone.

PVSD and the Sequoias have had extensive preparation in creating safe emergency shelter in place facilities.

APPENDIX 3 - TEMPORARY REFUGE AREAS

Where to shelter?

In an emergency situation when a dangerous condition arises at your location and it is safe to move to an area which is not hazardous then do so and always evacuate when an evacuation order is issued and transit is safe.

In situations when your transit to evacuate is not as safe as sheltering in place (as described in Appendix 2) then move to a shelter-in-place location.

In some situations, there may not be a permanent shelter-in-place location available, or your transit to evacuate may have become blocked -- then you may need to seek a Temporary Refuge Area.

Temporary Refuge Areas (TRA)

A Temporary Refuge Area may be a designated location within a building or facility that is designed to provide a safe and secure space for people during an emergency or crisis situation. It serves as a temporary shelter where individuals can seek protection from immediate hazards such as fires, chemical spills, or natural disasters, while awaiting further instructions or rescue.

In the context of a wildfire, where buildings may not be safe, a Temporary Refuge Area refers to a designated outdoor location that offers a temporary safe haven for individuals fleeing from the approaching flames. These areas are selected based on their proximity to low-risk zones, accessibility, and natural barriers that can provide some protection against the wildfire's spread. Temporary Refuge Areas in wildfire situations often include open spaces like parks, fields, or cleared areas with minimal vegetation. They are typically located away from the fire's path, ensuring a greater level of safety for evacuees. Emergency personnel and resources are deployed to these areas to provide necessary assistance, such as medical aid, supplies, and coordination of evacuation efforts. The aim is to provide a secure space where individuals can take refuge until it is safe to proceed to more permanent evacuation sites or until rescue teams arrive.

Here are some general guidelines which [Fire Safe Marin](#) recommends during evacuation

- Even during an extreme wildfire, when there may be fire on both sides of the road, you will be safer inside your vehicle than out. Keep the windows rolled up, outside vents closed, turn your lights on, and drive slowly and carefully.
- The best evacuation route is usually the one you know best. Take the fastest paved route. Use all communication means to be informed of up-to-date traffic situations.
- Proceed downhill, away from the fire if possible. Know at least two routes.
- 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.
- In general If trapped, you are better protected inside a building or vehicle unless a TRA is at hand.
- Don't abandon your car on the road if passage is impossible. If you must leave your car, park it off the road and consider other options for shelter.
- Evacuate on foot only as a last resort.
- Don't evacuate by fire road, uphill, or into open-space areas with unburned vegetation.
- Remain calm - panic is deadly.

APPENDIX 4 - LOCATIONS OF SPECIAL FACILITIES

SCHOOLS

Name	Evacuation Contact	Address	Students
PVSD - Ormondale Elementary School	Adam Lint (Facilities) 650-851-1777 ex 2568 alint@pvsd.net Roberta Zarera (Superintd.)	4575 Alpine Road Portola Valley	~ 220 TK - 3rd grade
PVSD - Corte Madera Middle School	Adam Lint (Facilities) 650-851-1777 ex 2568 alint@pvsd.net Roberta Zarera (Superintd.)	200 Shawnee Pass, Portola Valley	~ 270 4th - 8th grade
Carillon Preschool (at Christ Church)	Cara O'Connell 650-529-1335	815 Portola Rd, Portola Valley	~45 at any time Preschool
Windmill School	Jane Garvey 650-851-0771	900 Portola Rd, Portola Valley	~50 at any time Preschool
Woodland School	650-854-9065	360 La Cuesta Dr., Ladera	305 Pre - 8th grade
Priory High School	Chase Smith 650-851-8221		375 6th - 12th grade

RETIREMENT AND NURSING HOMES

Name	Evacuation Contact	Address	Population
The Sequoias Portola Valley	Ray Boudewyn (650) 851-1501 rboudewyn@SequoiaLiving.org	4575 Alpine Rd, Portola Valley	300 Retirement & Assisted Nursing

SPECIAL NEEDS POPULATIONS FACILITIES

Name	Evacuation Contact	Address	Population
The Willow Commons (Future Development)	TBD	4388 Alpine Rd, Portola Valley	TBD

APPENDIX 5 - ZONEHAVEN INFORMATION

Portola Valley Emergency Preparedness

ZONEHAVEN - KNOW YOUR ZONE

Stay Informed



ZONEHAVEN
Know your path to **safety**.

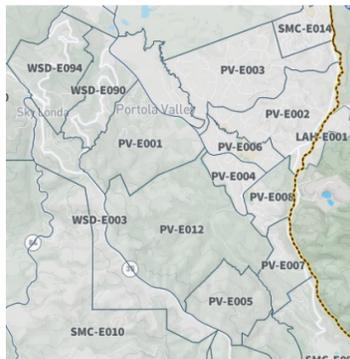
Zonehaven (www.zonehaven.com) is a commercial software application designed to help first responders manage evacuations during an emergency such as a wildfire or flood. It will also help inform communities of these threats, and when and how to evacuate. San Mateo County has purchased Zonehaven and it is now in-use throughout Portola Valley.

KNOW YOUR **ZONE**

Zonehaven divides Portola Valley into small zones that each contain a number of streets or blocks. Zones for Portola Valley are named PV-Exxx, where xxx is a 3-digit number. For example, zone PV-E008 is in the PV Ranch area.

Everyone in Portola Valley should know their zone name. **Zones will be used to specify which areas are to shelter-in-place, evacuate, etc.** To learn your zone name, go to: aware.zonehaven.com and enter your address or locate it on the map.

Memorize your zone name, write it down and put it in a visible location, such as taped to the inside of your front door. Also know your zone for where you work or learn.



To access Zonehaven, use your browser on a smartphone, tablet or computer and go to:

aware.zonehaven.com

During an emergency, Portola Valley's Fire/Sheriff Depts will communicate warnings or orders for one or more zones using various means. **The primary notification will be by SMC Alert, sign up for these at: smcalert.info.** Local AM/FM radio stations, social media, loud speakers, reverse 911, and even door-to-door notices may also be used. For more evacuation information, refer to www.portolavalley.net/evacuations.

www.portolavalley.net | 650.851.1700 | Towncenter@portolavalley.net

ZONE STATUS

In Zonehaven, click on your (or any) zone to view its current status:

- | | |
|---|--|
|  Evacuation Order - leave now |  Clear to Repopulate - safe to return |
|  Evacuation Warning - potential threat |  Shelter in Place - go indoors and stay |
|  Advisory - be on alert for a threat |  Normal - no knowledge of threats |

ZONEHAVEN PRODUCTS

Access Zonehaven at: aware.zonehaven.com



AWARE is Zonehaven's Community Evacuation Interface (CEI) that provides the ability for community residents and local workers and students to:

- ❖ know the status of their zone and if it has been impacted by an emergency incident
- ❖ view the latest updates about active incidents in the area
- ❖ find resources that will help residents and workers prepare for an emergency



EVAC is Zonehaven's Evacuation Management Platform (EMP) that provides the ability for Fire/Police first responders and public safety workers to:

- ❖ prioritize the most vulnerable areas while understanding other dependencies
- ❖ view or run fire and flood models to understand local behavior by incorporating weather conditions, geographic data and other regional knowledge
- ❖ enable collaboration so that agencies can plan and execute evacuations together
- ❖ send zone alerts and notifications to communities with one click

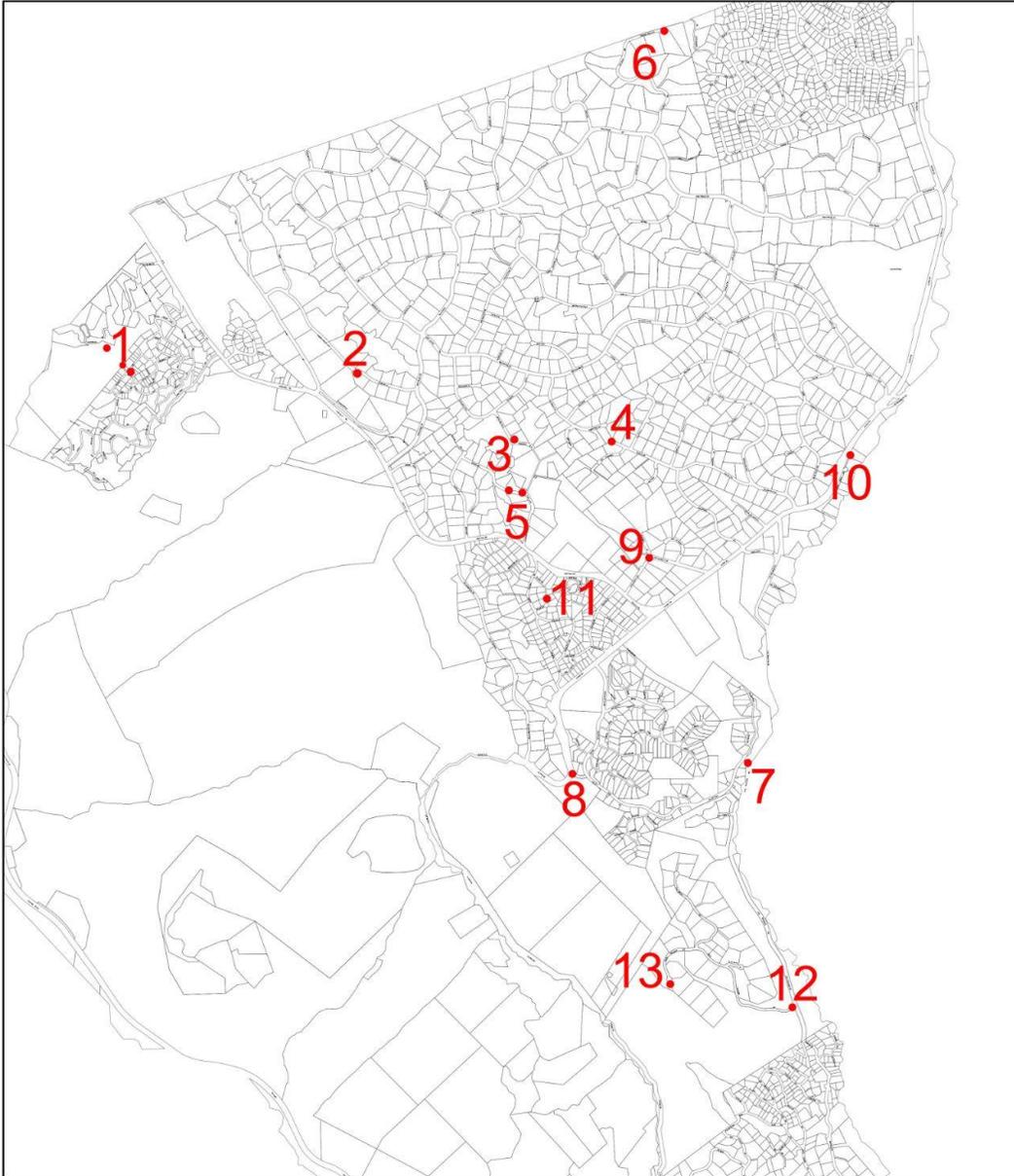
EMERGENCY EVACUATIONS

All Portola Valley residents, workers and students need to be prepared for an emergency evacuation. A fire, flood or earthquake could affect a large part of the Town. A wind-driven firestorm could devastate Portola Valley. For more information on creating your emergency evacuation plan, refer to www.portolavalley.net/evacuations.

Brought to you by the Emergency Preparedness Committee and outreach funded by Woodside-Portola Valley Fire Protection Foundation serving the communities of Woodside, Portola Valley, Emerald Hills, Ladera, Los Trancos, Skyline, and Vista Verde

Thanks to Zonehaven for the use of their content. All marks are property of Zonehaven, Inc. Version 1.3 8/24/21
www.portolavalley.net | 650.851.1700 | Towncenter@portolavalley.net

APPENDIX 6 - EMERGENCY GATE LOCATIONS



Gate	Location with Town Padlock	Type	Gate	Location with Town Padlock	Type
1	Russell Avenue at Hayfields Road - 3 gates	Gate	8	Alpine Road(end of) to Nath	Gate
2	Hidden Valley Lane at Possum Lane	Bollard	9	Nathorst west (end of) to Alpine road	Gate
3	Iroquois Trail (end of) to Georgia Lane	Bollard	10	Creek Park Drive (end of) to Alpine road	Gate
4	Sausal Drive (end of) to Cherokee Way	Gate	11	Campo Road (end of) to Prado Court (end of)	Chain
5	Georgia Lane at Grove Drive - 2 gates	Gate	12	Los Trancos Rd to Buck Meadows Dr.	Gate
6	Escobar Drive (end of) to Nathorst east (end of)	Gate	13	Buck Meadow Dr to Old Spanish Trail	Chain
7	Los Trancos Rd to Buck Meadows Dr.	Gate			

APPENDIX 7 - LIVESTOCK EVACUATION SUPPORT AGENCIES

Resources for livestock evacuation for Portola valley:

1. San Mateo County Large Animal EVAC
www.smclaeg.org smclaeg@gmail.com 650-684-0616
2. Halter Project Animal disaster preparedness + Response
www.HalterProject.org rescue@halterfund.org
James Spencer

1. San Mateo County Large Animal Evacuation Group (SMC LAEG)

smclaeg@gmail.com www.smclaeg.org 650-684-0616

Following information from

[SMC Evacuation Training 2023 - LAEG Presentation by Lori Morton-Feazell](#)

Mission

San Mateo County Large Animal Evacuation Group's (SMC LAEG) mission is to provide evacuation services and shelter for large/farm animals in the event of disaster, such as wildfire or flood, or in other emergencies. These efforts include the evacuation of animals, caring for the animals in holding areas after evacuation, and facilitating the return of animals to their owner/agent. SMC LAEG is activated by the San Mateo County Department of Emergency Management, or other first responder unit, and its efforts are staffed by SMC LAEG's core team members and volunteers.

SMC LAEG is an all-volunteer 501c3. The group also provides preparedness workshops and site inspections upon request.

Activation

STAGE ONE: Initial Contact

Command staff assesses the scope of the incident and the resources needed.

STAGE TWO: Alert

Response teams prepare for deployment.

STAGE THREE: Activation

Per the Department of Emergency Management Operations Animal Care Branch Director, Command Staff notifies response teams to proceed to their designated assignments.

STAGE FOUR: Reunification & Deactivation

The Department Operations Center determines when to deactivate SMC LAEG. Evacuation teams stand down with limited resources held to facilitate the reunification process should extended animal care be necessary.

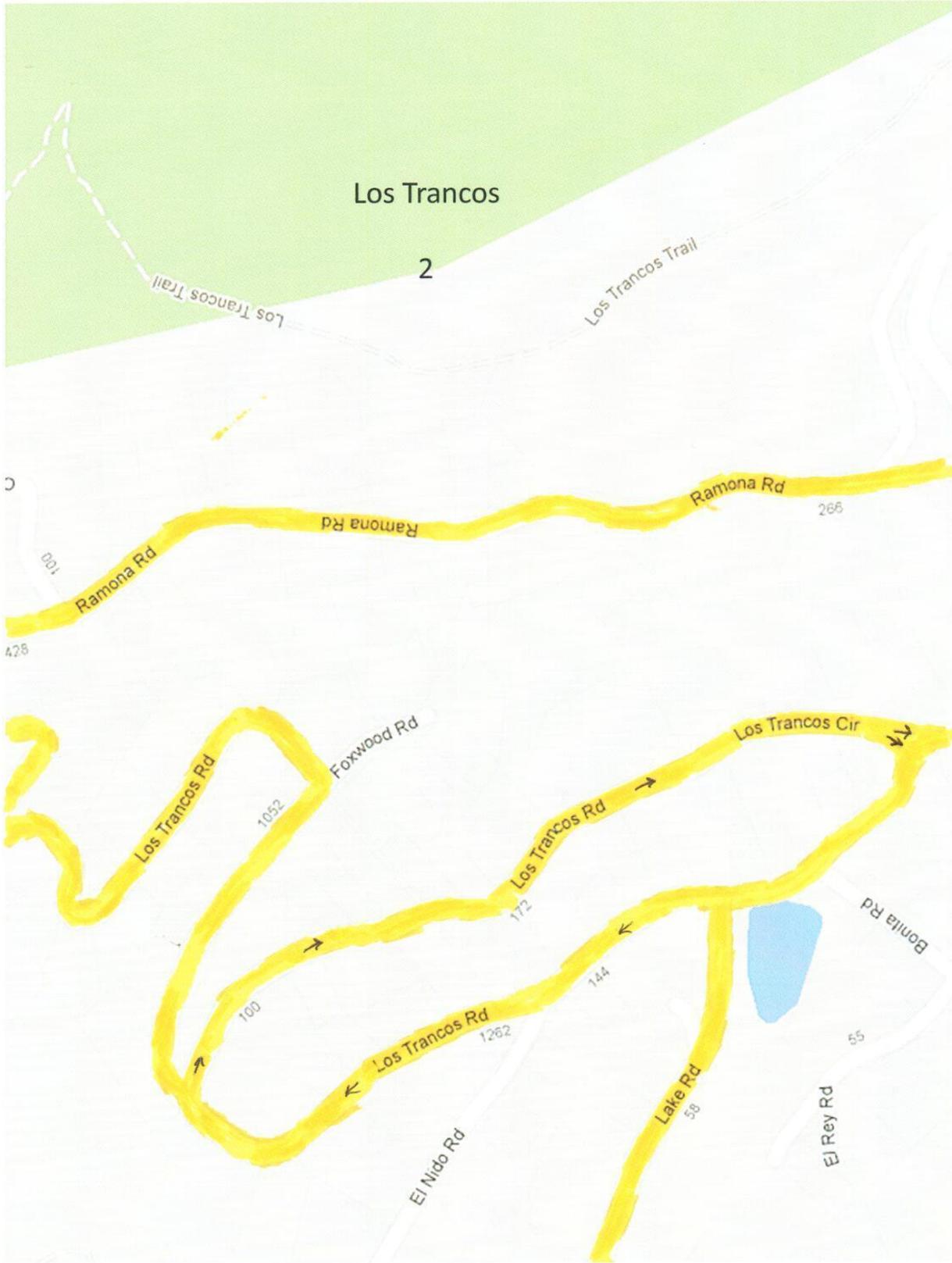
Offerings

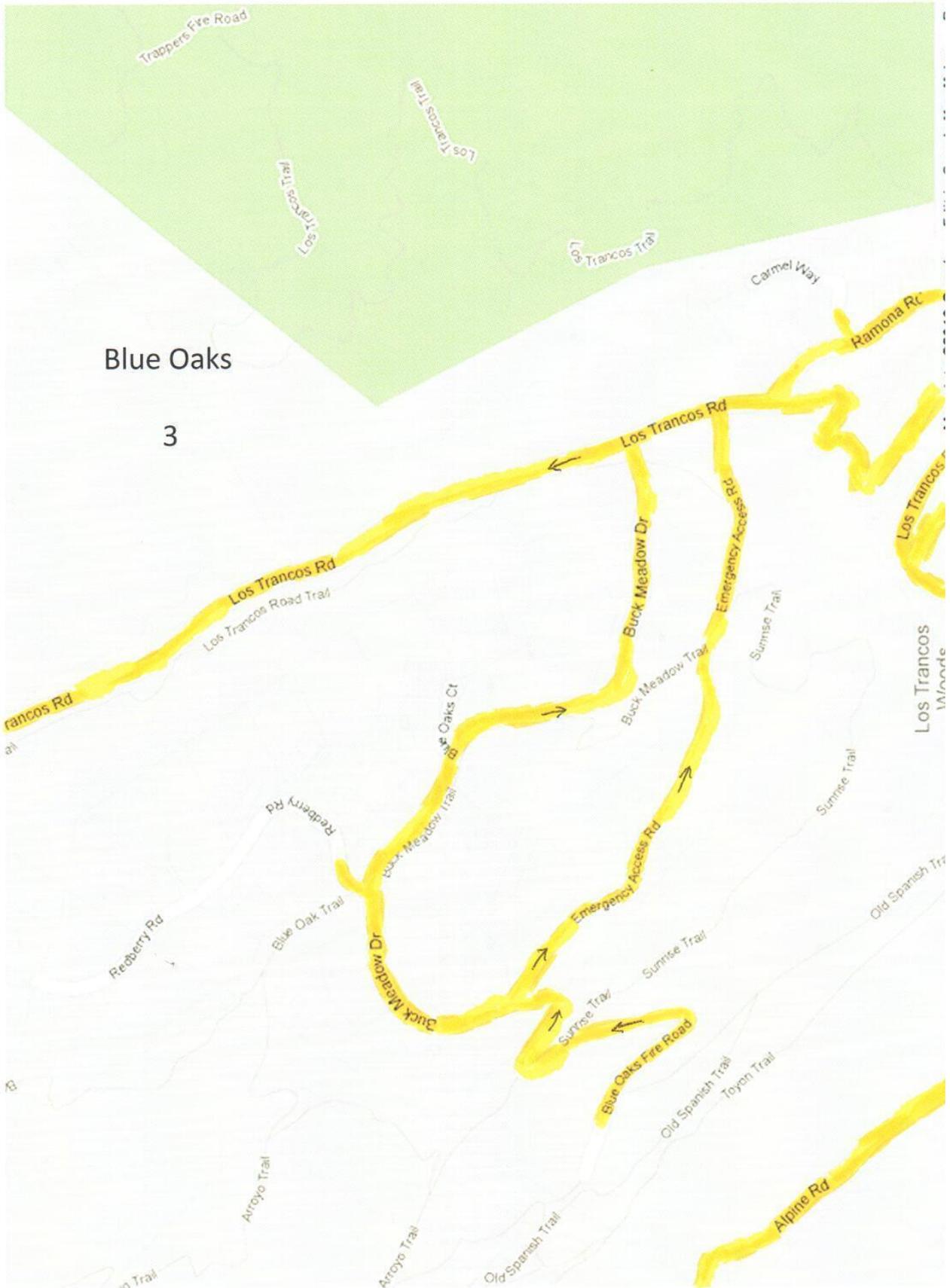
- SMC LAEG provides these training opportunities to our members:
- Trailer Maneuvering and Loading
- Trailer Safety, Maintenance and Specifications
- Large Animal Handling – BASIC and ADVANCED
- HAM Radio Operation and Set Up
- Activation Drills – Start to Finish
- Interagency Training with SMC First Responders and other Community Resource Teams
- Mutual Aid Opportunities
- Monthly General Meetings for all members
- Standard Operating Procedures (SOP) covering member protocol, event processes and operation

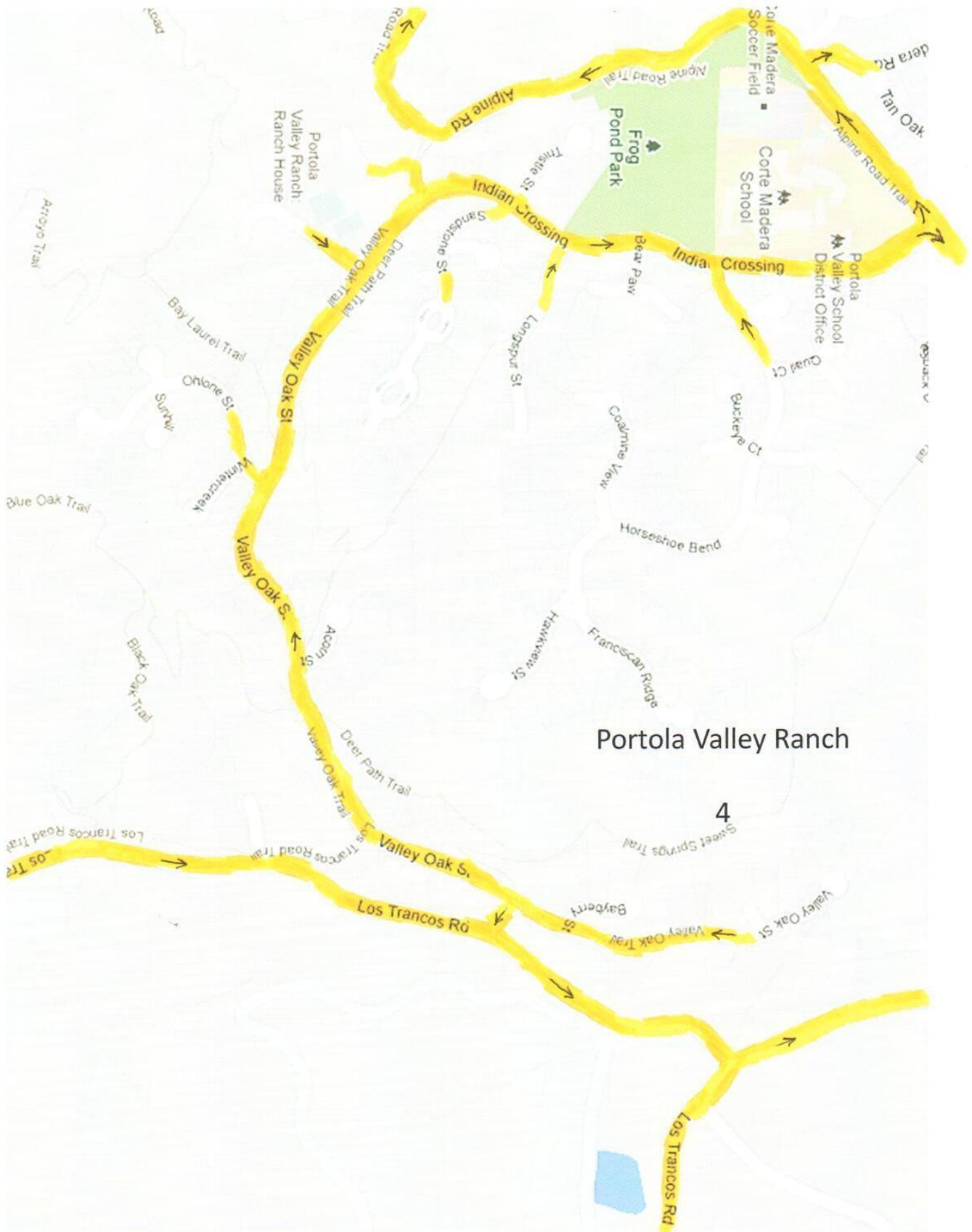
Preparation

- Be an aware owner
- Plan escape routes ahead of time – EVACUATE EARLY if you can
- Train your animals ahead of time
- Do your training on a regular basis
- Inspect your surroundings & equipment and do regular maintenance
- Keep all your information updated
- Keep “Go Kit” updated
- Keep family, friends & facility management updated
- Practice your plan
- ...Practice your plan again!!





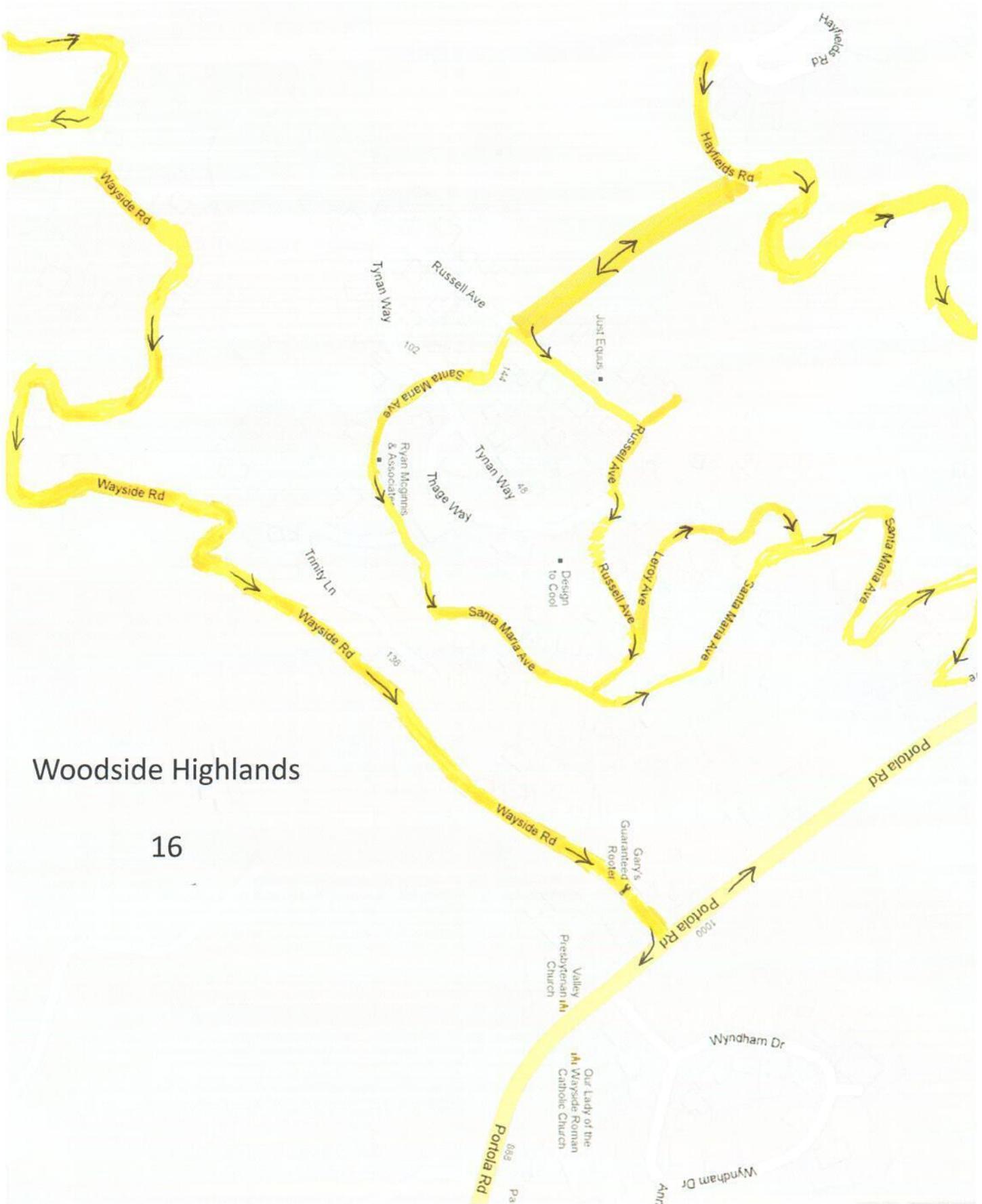




Portola Valley Ranch

4





Woodside Highlands

16





Rapley Trail

25