

Housing and Planning Commissions



SPECIAL JOINT MEETING AGENDA

Date: 5/16/2022
Time: 7:00 p.m.
Location: [Zoom.us/join](https://zoom.us/join) – ID# 827 9014 8873

NOVEL CORONAVIRUS, COVID-19, EMERGENCY ADVISORY NOTICE

On March 19, 2020, the Governor ordered a statewide stay-at-home order calling on all individuals living in the State of California to stay at home or at their place of residence to slow the spread of the COVID-19 virus. Additionally, the Governor has temporarily suspended certain requirements of the Brown Act. For the duration of the shelter in place order, the following public meeting protocols will apply.

Teleconference meeting: In accordance with Government Code section 54953(e), and in light of the declared state of emergency, all members of the Housing Commission, Planning Commission, City staff, applicants, and members of the public will be participating by teleconference.

How to participate in the meeting:

- Submit a written comment online up to 1 hour before the meeting start time:
PlanningDept@menlopark.org
Please include the agenda item number you are commenting on.
- Access the meeting real-time online at:
[Zoom.us/join](https://zoom.us/join) – Meeting ID 827 9014 8873
- Access the meeting real-time via telephone at:
(669) 900-6833
Meeting ID 827 9014 8873
Press *9 to raise hand to speak

Subject to Change: Given the current public health emergency and the rapidly evolving federal, state, county and local orders, the format of this meeting may be altered or the meeting may be canceled. You may check on the status of the meeting by visiting the City's website www.menlopark.org. The instructions for logging on to the webinar and/or the access code is subject to change. If you have difficulty accessing the webinar, please check the latest online edition of the posted agenda for updated information (menlopark.org/agenda).

Special Joint Meeting

A. Call To Order

B. Roll Call

C. Reports and Announcements

D. Regular Business

D1. Public Review Draft City of Menlo Park General Plan Sixth Cycle 2023-2031 Housing Element Study Session:

The Planning Commission and Housing Commission will conduct a study session to review and provide comments for the Public Review Draft City of Menlo Park General Plan Sixth Cycle 2023-2031 Housing Element, in preparation for transmittal to the California Department of Housing and Community Development (HCD) for required initial review of the Draft Housing Element. No formal action to approve the updated Housing Element or any zoning amendments is proposed at the May 16, 2022 meeting. ([Staff Report #22-025-PC](#))

E. Adjournment

At every regular meeting of the Planning Commission/Housing Commission, in addition to the public comment period where the public shall have the right to address the Planning Commission/Housing Commission on any matters of public interest not listed on the agenda, members of the public have the right to directly address the Planning Commission/Housing Commission on any item listed on the agenda at a time designated by the chair, either before or during the Planning Commission's/Housing Commission's consideration of the item.

At every special meeting of the Planning Commission/Housing Commission, members of the public have the right to directly address the Planning Commission/Housing Commission on any item listed on the agenda at a time designated by the chair, either before or during consideration of the item. For appeal hearings, appellant and applicant shall each have 10 minutes for presentations.

If you challenge any of the items listed on this agenda in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the City of Menlo Park at, or prior to, the public hearing.

Any writing that is distributed to a majority of the Planning Commission/Housing Commission by any person in connection with an agenda item is a public record (subject to any exemption under the Public Records Act) and is available by request by emailing the city clerk at jaherren@menlopark.org. Persons with disabilities, who require auxiliary aids or services in attending or participating in Planning Commission/Housing Commission meetings, may call the City Clerk's Office at 650-330-6620.

Agendas are posted in accordance with Government Code Section 54954.2(a) or Section 54956. Members of the public can view electronic agendas and staff reports by accessing the City website at menlopark.org/agenda and can receive email notification of agenda and staff report postings by subscribing to the "Notify Me" service at menlopark.org/notifyme. Agendas and staff reports may also be obtained by contacting City Clerk at 650-330-6620. (Posted: 05/13/2022)



STAFF REPORT

Planning Commission and Housing Commission

Meeting Date: 5/16/2022

Staff Report Number: 22-025-PC

Study Session: Public Review Draft City of Menlo Park Sixth Cycle 2023-2031 Housing Element

Recommendation

Staff recommends that the Planning Commission and Housing Commission conduct a study session to receive an overview of the Draft Housing Element, ask clarifying questions, and provide comments for the Draft City of Menlo Park General Plan Sixth Cycle 2023-2031 Housing Element, in preparation for transmittal to the California Department of Housing and Community Development (HCD) for the required initial review of the Draft Housing Element. No formal action will be taken on the Draft Housing Element or any zoning amendments at the May 16, 2022 meeting. The Draft Housing Element is included as Attachment A.

Policy Issues

The City of Menlo Park is updating its required Housing Element and Safety Element, and preparing a new Environmental Justice Element. Collectively, these are referred to as the "Housing Element Update."

Under California law every jurisdiction in the State is required to update its Housing Element every eight years and have it certified by HCD. The Housing Element must be consistent with the City's General Plan and updated for compliance with State law, and include goals, policies, and implementing programs to facilitate the construction of new housing and preservation of existing housing to meet the needs across all income levels in Menlo Park. Similarly, the City is required to update the City's Safety Element for compliance with SB 379 and prepare an Environmental Justice Element per SB 1000.

The components of the Housing Element Update project will consider several land use, housing, and environmental policies. The City will prepare an Environmental Impact Report (EIR) to comply with the project's California Environmental Quality Act (CEQA) requirements and a fiscal impact analysis (FIA) will be conducted. The purpose of these technical studies is to help inform members of the public and decision-makers about the potential environmental and fiscal impacts associated with the project.

Background

All jurisdictions in the Bay Area must update their Housing Element for the 2023-2031 planning period. The City is in the process of updating the Housing Element of Menlo Park's General Plan for the 2023-2031 planning period, also referred to as the sixth cycle, as required by State law. The Housing Element is an opportunity to have a community conversation about how to address local housing challenges and find solutions. The Housing Element serves to identify priorities for decision makers, guide resource allocation for housing programs and services, and identify how and where the City should plan for new housing to meet or exceed Menlo Park's Regional Housing Needs Allocation (RHNA) requirement (2,946 units) by 2031.

Since initiating efforts to update the Housing Element in May 2021, the project team has held seven community meetings; administered a citywide survey; facilitated numerous focus groups, individual interviews, and pop-up events; and presented key components of the Housing Element at public meetings with the Housing Commission, Planning Commission, and City Council. The feedback received from these efforts, along with staff analysis, is reflected in Appendix 4-1 of the Draft Housing Element, which is provided as via hyperlink as Attachment A.

The Draft Housing Element was released on May 11, 2022, and is available on the Housing Element Update webpage (included as hyperlink Attachment B) and at the Belle Haven Branch Library and the Main Library, available for check-out at the circulation desk. The release of the Draft Housing Element begins a 30-day public comment period in preparation for transmittal to HCD for their required initial review of the Draft Housing Element. The Final Housing Element is anticipated to be reviewed by the City Council at the end of this year.

The purpose of the May 16, 2022 joint Planning Commission and Housing Commission study session is to further promote the availability of the Draft Housing Element and to provide an opportunity for both Commissions and the public to provide early comment. The City Council is anticipated to also conduct a meeting in late May/early June on the Draft Housing Element to provide comment and policy guidance on topics that may arise prior to transmittal to HCD. The City Council meeting is also another opportunity for members of the public to provide oral comments on the draft document. At any time during the 30-day comment review period, which ends on June 10, members of the public may submit written comments via an online web form, included as hyperlink Attachment C. After the City Council meeting, staff will incorporate appropriate revisions to the Draft Housing Element, which must then be submitted to HCD for a 90-day review period.

Analysis

Publication of the Draft Housing Element is the first opportunity for members of the public and decision makers to review previously discussed topics as part of a complete document and consolidated strategy. An explanation of the structure and content of the Housing Element is provided below and may serve as a reference guide when navigating the document.

Additionally, when considering the Draft Housing Element as a whole, staff recommends giving particular attention to Chapter 7, Site Inventory and Analysis, and Chapter 8, Goals, Policies and Programs. Together, these two chapters will serve as the policy framework for housing-related decisions from 2023 to 2031. It is imperative that the decisions reflected in these chapters reflect the goals of Menlo Park as a community. Additional points of consideration for Chapters 7 and 8 are subsequently discussed in this report. When reviewing the policies and programs, please also take into consideration Menlo Park's housing needs, particularly the special needs populations outlined in Chapter 4.

Structure and Content of the Housing Element

The Draft Housing Element includes the following chapters:

- 1. Introduction.** This chapter contains an overview of the purpose of the 2023-2031 Housing Element and an outline of State legal requirements, including the need for consistency with the General Plan

and the procedural obligations for preparing the Housing Element.

2. **5th Cycle Evaluation.** This chapter reviews the Menlo Park Housing Element for the planning period from 2015 to 2023, also referred to as the fifth cycle. As part of this review, the chapter evaluates Menlo Park's effectiveness in meeting its housing goals for the fifth cycle, highlights strengths of the City's action on housing, acknowledges programs that were not completed, and assesses overall effectiveness at meeting the needs of special populations identified by the State.
3. **Housing Conditions and Trends.** The purpose of this chapter is to provide a quantified analysis of housing needs for Menlo Park as required by the State. This assessment considers overall housing needs based on demographics specific to Menlo Park, and analyzes and identifies programs that preserve assisted housing developments.
4. **Affirmatively Furthering Fair Housing.** Pursuant to AB 686 all housing elements which are revised on or after January 1, 2021 must meet requirements to ensure that the obligation to affirmatively further fair housing is a part of a jurisdiction's planning process and guiding documents for community development. AB 686 expands upon the fair housing requirements and protections outlined in the federal Fair Employment and Housing Act (FEHA). The law: (1) requires all state and local public agencies to facilitate deliberate action to explicitly address, combat, and relieve disparities resulting from past patterns of segregation to foster more inclusive communities and (2) creates new requirements that apply to all housing elements due for revision on or after January 1, 2021. The passage of AB 686 protects the requirement to affirmatively further fair housing within California state law, regardless of future federal actions.

This chapter assesses Menlo Park's community engagement and outreach process during the update of the Housing Element and also provides an in-depth analysis of fair housing data and housing needs for special needs populations, including the following groups identified by State law: seniors; people living with disabilities (including developmental disabilities); large families; female-headed households; farmworkers; and unhoused individuals. The chapter concludes by identifying specific policies and programs in the updated Housing Element designed to address identified fair housing issues.

5. **Actual and Potential Constraints to Housing.** This chapter evaluates actual and potential governmental and non-governmental constraints to new housing development in Menlo Park. The analysis addresses recent actions already taken by the City to facilitate housing production, identifies remaining constraints, and identifies specific policies and programs that could further eliminate constraints and support new housing development.
6. **Energy.** As part of the Housing Element Update process, the State requires local jurisdictions to evaluate opportunities for increased conservation of energy. This chapter identifies current policies and programs that Menlo Park strategically implements with the intent of lowering energy consumption related to housing.
7. **Site Inventory and Analysis.** Government Code Section 65583(a)(3) requires local governments

to prepare an inventory of land suitable for residential development, including vacant sites and sites having the potential for redevelopment, and an analysis of the relationship of zoning and public facilities and services to these sites. The inventory of land suitable for residential development must be used to identify sites that can be developed for housing within the planning period

This chapter provides an analysis of sites within Menlo Park that have an opportunity to provide housing during the sixth cycle planning period given the policies and programs outlined in the Housing Element. The goal of this analysis is to demonstrate that sites chosen in the Housing Element Update process have the capability of meeting Menlo Park's RHNA requirements.

8. **Goals, Policies and Programs.** This chapter includes a comprehensive list of the Housing Element's goals, policies, and programs that will provide a framework for Menlo Park from 2023 to 2031.
9. **Definitions of Key Housing Terms.** This chapter provides helpful definitions and acronyms used within the Housing Element to assist review.
10. **Appendices.** This chapter contains the complementary documents referenced within other chapters of the Housing Element.

Chapter 7: Site Inventory and Analysis

As described above, Chapter 7, Site Inventory and Analysis, addresses the selection of sites in Menlo Park that are identified as opportunity sites for housing and contribute to meeting Menlo Park's RHNA requirements. The narrative provided in the Draft Housing Element supports the site selection recommended by staff after initial public outreach and discussions with the Housing Commission, Planning Commission, and City Council. When reviewing the proposed site inventory, members of the public and decision makers are advised to keep in mind the requirements necessary to comply with State law along with universal constraints to housing development such as land availability and development costs.

To facilitate the site selection process, the State sets forth multiple requirements. These requirements include specifications related, but not limited to, the following: designing and developing the site inventory; methodology for calculating site capacity; infrastructure availability; alignment with AFFH guidance; criteria for non-vacant sites; locational requirements; and size limitations. Additionally, sites that were included as opportunity sites in the previous fifth cycle Housing Element have specific considerations should they be re-used in the inventory again for the sixth cycle.

As Menlo Park is mostly built out (i.e., has limited vacant land), most of the opportunity sites have existing structures and/or uses ("non-vacant sites"). As such, HCD requires additional analysis regarding development potential when more than 50 percent of the RHNA is accommodated on non-vacant sites. Development potential should be based on the likelihood of existing uses to not be an impediment; development trends; market conditions; and availability of regulatory and/or other incentives. A site-by-site summary of these factors is highlighted within Appendix 7-5.

It is acknowledged that during the course of updating the Housing Element, several sites have had property

owners and/or representatives come forth to note plans for their sites that may not include residential development between 2023 and 2031. This is an anticipated occurrence through the iterative process of updating the Housing Element and staff will transmit these points of consideration to the City Council for guidance, along with the analysis for options to refine the site inventory as needed.

Chapter 8: Goals, Policies and Programs

Local governments do not build housing, but they do create the rules that shape where housing can be built, what types, and how much, and implement a framework of goals, policies, and programs to support housing production for current and future residents. Chapter 8, Goals, Policies and Programs, is tailored to ensure that the City of Menlo Park meets the RHNA and is responsive to community feedback received over the last year. The development potential of the sites is partially determined by the effectiveness of the Housing Element goals, policies, and programs (along with implementation objectives). As part of the review of the Draft Housing Element, members of the public and decision makers should review this chapter and provide feedback to adequately incentivize housing development, particularly affordable housing development, to affirmatively further fair housing for all.

Next Steps

The feedback for the Draft Housing Element provided by the Planning Commission, Housing Commission, and public will be reviewed by staff and summarized for transmittal to the City Council. The City Council is anticipated to hold a future study session following the joint Planning Commission and Housing Commission meeting on May 16, 2022. As previously noted, pending feedback from the Planning Commission, Housing Commission, and City Council, along with comments from the public, staff will revise and submit the Draft Housing Element to HCD for a 90-day review period.

During this review period, staff will continue to move forward with updates to the Safety Element and development of the City's first Environmental Justice Element. Both of these efforts relate to the Housing Element Update process and will need to be considered collectively. Preparation of the EIR and FIA are also underway. These documents are anticipated to be released during the summer, and the Planning Commission will conduct a meeting to receive comments on the EIR during its 45-day public review period. Additional public outreach meetings will occur over the summer, with formal adoption hearings occurring in the latter part of 2022.

Impact on City Resources

The City Council appropriated \$1.5 million from the general fund to support the Housing Element Update, which is a City Council priority.

Environmental Review

This study session is intended to obtain comments and feedback for the Housing Element. As there will be no formal action to adopt the housing element, this study session will not result in a project within the meaning of the CEQA Guidelines §§15378 and 15061(b)(3) as it will not result in any direct or indirect physical change in the environment. Prior to the adoption of the Housing Element, an EIR will be prepared to evaluate the Housing Element Update. No final action on the Housing Element Update will be taken until a final CEQA determination has been made by the City.

Public Notice

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting. Notice of the release of the Draft Housing Element and the May 16, 2022 meeting was emailed to all Housing Element Update email list subscribers and announced on the project webpage.

Attachments

- A. Hyperlink – Draft City of Menlo Park General Plan Sixth Cycle 2023-2031 Housing Element: <https://beta.menlopark.org/files/sharedassets/public/community-development/documents/housing-element-annual-progress-reports/2023-2031-menlo-park-housing-element-public-review-draft.pdf>
- B. Hyperlink – Housing Element Update Webpage: menlopark.org/housingelement
- C. Hyperlink – Draft Housing Element Feedback Web Form: <https://us.openforms.com/Form/e8f0a714-80cd-4687-8951-54d506787433>

Report prepared by:

Tom Smith, Acting Principal Planner
Calvin Chan, Senior Planner
Sung Kwon, Principal, M-Group

Additional Comments Received after Staff Report Publication



David D. Bohannon Organization T 650.345.8222
Sixty 31st Avenue F 650.573.5457
San Mateo, CA 94403-3404 W ddbo.com

May 16, 2022

VIA ELECTRONIC MAIL

Tom Smith, Acting Principal Planner
Community Development Department
City of Menlo Park
701 Laurel Street
Menlo Park, CA 94025

RE: Draft Housing Element

Dear Mr. Smith:

We are writing on behalf of the David D. Bohannon Organization (“DDBO”), whose entities own multiple properties in Menlo Park, CA (the “City”). We have been following the City’s Housing Element process and we have appreciated our dialogue with City staff with respect to our properties’ inclusion in the list of Potential Housing Opportunity Sites for the City’s Housing Element 2023-2031. We have reviewed the Draft Housing Element (“Draft”) that was released for public review last week and we continue to have concerns about how the City is approaching density for the next Regional Housing Needs Assessment (“RHNA”) cycle.

DDBO entities own 1000 Marsh Road, 3885 Bohannon Drive, and 4065 Campbell Avenue (collectively, the “Properties”), which are listed in the Site Inventory attached to the Draft. (Sites 65, 66, and 73 on the Marsh and US-101 map, respectively). Page 7-2 of Chapter 7—Site Inventory and Analysis states that the Site Inventory is “developed in order to identify and analyze sites that are available and suitable for residential development. This serves to determine Menlo Park’s capacity to accommodate residential development that serves the city’s RHNA. These sites are suitable for residential development if they have appropriate zoning and are available for residential use during the planning period.”

According to the Draft, the City has identified the Properties for “horizontal mixed use” where housing would be developed on vacant portions of the site or atop existing surface level parking. (Chapter 7—Site Inventory and Analysis, p. 7-25.) However, the City then proposes a **30 dwelling unit per acre** (“du/ac”) density for the Properties (and across the entire City). Unfortunately, the assumption that housing could be developed in office parking lots at 30 du/ac is neither realistic nor feasible. The only way DDBO would consider redeveloping our well-performing office buildings would be if the City created residential density incentives that make financial sense and are economically viable, such as the Residential Mixed Use zoning created for the ConnectMenlo General Plan. At this current density level (even with State Density

Bonus Law), the City simply will not meet its goal, stated above, of identifying site that are suitable for residential development, with appropriate zoning, and available for residential use during the next RHNA cycle.

There is no doubt that the west side of Menlo Park has not done its fair share to provide housing and to help the City's RHNA obligations. And we would like to be part of the solution, but the City is woefully underestimating the density needed to make residential development be financially feasible. We urge the City to be bold and create real housing opportunities during this unprecedented housing crisis.

Sincerely,

A handwritten signature in blue ink, appearing to read "D. Bohannon", with a stylized flourish at the end.

David Bohannon
President

cc: Justin Murphy, City Manager
Deanna Chow, Assistant Community Development Director
Members of the Planning Commission

From: [Johnston, Jon](#)
To: [Smith, Tom A](#)
Cc: [Malathong, Vanh](#); [Johnston, Jon](#)
Subject: RE: Menlo Park Draft Housing Element Release
Date: Monday, May 16, 2022 12:18:15 PM
Attachments: [image001.png](#)

CAUTION: This email originated from outside of the organization. Unless you recognize the sender's email address and know the content is safe, DO NOT click links, open attachments or reply.

Tom,

Here are my responses.

Pg 2-106. Looks good

Pg 2-111 Driveway Design Guidelines. Projects shall conform to CA Fire Code for access and design as Emergency Vehicle Access Easements if required.

Pg 5-25 Why is Fire part of Utilities? It seems like a wrong category. The CA Fire Code is part of the Building Codes, therefore I think should be in the Building section. The tiny Fire fee appears to be exorbitant with the large Utilities total.

Pg 8-25 Program H4.R Looks good.

FYI. We are in a code adoption process right now that will be adopted with Ordinance by the end of the year. Also completing a fee schedule study for implementation at the end of the year. We are more than happy work with the City for inclusions to aid in equity and ease of housing. Let me know how we can partner.

Thanks,

Jon

From: Smith, Tom A <tasmith@menlopark.org>
Sent: Friday, May 13, 2022 11:34 AM
To: Johnston, Jon <JonJ@MenloFire.org>
Cc: Malathong, Vanh <VMalathong@menlopark.org>
Subject: Menlo Park Draft Housing Element Release

Caution: This email originated from outside of the organization. Unless you recognize the sender's email address and know the content is safe, **DO NOT** click links, open attachments or reply.

Hi Jon,

Hope you're doing well. The City of Menlo Park released the public review draft of its Housing Element for 2023-2031 on Wednesday, and it has been posted online here: <https://beta.menlopark.org/files/sharedassets/public/community->

[development/documents/housing-element-annual-progress-reports/2023-2031-menlo-park-housing-element-public-review-draft.pdf](#). We were wondering if the Fire District is comfortable reviewing electronically or if you would prefer a hard copy? If you want a paper version, let us know and we can put one together for you.

Thanks,
Tom



Tom A. Smith
Acting Principal Planner
City Hall - 1st Floor
701 Laurel St.
tel 650-330-6730
menlopark.org

From: Jill Olson [mailto:jillprimutholson@gmail.com]

Sent: Monday, May 16, 2022 11:49 AM

To: _CCIN <city.council@menlopark.org>

Subject: Site 38 in the Housing Element

CAUTION: This email originated from outside of the organization. Unless you recognize the sender's email address and know the content is safe, DO NOT click links, open attachments or reply.

Dear City Council:

I just read the site 38 text in the new Housing Element Update. Despite several emails from Suburban Park neighbors of site 38, our public comments at City Council meetings and Housing Element meetings, and our comments in the Almanac newspaper, our concerns regarding this site do not appear in your Housing Element. We also had the majority of City Council members come to Suburban Park and talk with neighbors in person about site 38 and yet the concerns voiced in those in person meetings do not appear in the Housing Element regarding site 38.

Please allow me to briefly list the vital issues the Housing Element is missing regarding site 38 and ask you to please correct these omissions in your housing element document:

1. Site 38 has only one narrow road leading to it called Sheridan. Neighbors have repeatedly requested an evaluation by the fire marshall of the narrow roads in Suburban Park leading to site 38 regarding access for emergency vehicles. Your housing element makes no mention of this safety concern.

2. We have requested that TWO access points be required of the developer before the site is approved by the City of Menlo Park for development to reduce traffic from site 38 through our deadend community of Suburban Park. The proposal makes no mention of this community concern and second entry/road request.

3. It is my understanding that this property has air pollution from highway 101 that prohibits it from being rebuilt as a school. How is it appropriate to put families in apartments on this polluted site 38? Is this not a social justice issue?

4. This site has an incredibly LOW AFFH scoring site of 2.

5. Currently there is no binding legal guarantee that this site will house mostly teachers and staff of Ravenswood School District which is an idea that we as neighbors support. Ravenswood City School district has made no binding or legal guarantee that this site will house 80% teachers, 70% teachers or even 50% teachers. Several neighbors recently wrote and asked in writing that the city and the school district legally and contractually make this site majority teacher housing as advertised by Ravenswood School district. We have not received any public promise of a legally binding contract as we have requested to insure teachers and staff are actually the majority renters at site 38 over the life of the 90 year lease.

Please update your housing element to address the concerns of your residents, the missing information about air pollution, narrow streets and emergency vehicle access, the community request for two entrances, etc. Thank you.

--

Cordially,

Jill Olson

Email: JillPrimuthOlson@gmail.com

Phone: 650-330-1795

From: Lynne Bramlett [mailto:lynne.e.bramlett@gmail.com]
Sent: Monday, May 16, 2022 1:45 PM
To: _CCIN <city.council@menlopark.org>
Subject: Housing Element Feedback

CAUTION: This email originated from outside of the organization. Unless you recognize the sender's email address and know the content is safe, DO NOT click links, open attachments or reply.

Dear Council,

Please see my input into the Housing Element. I may not be able to attend tonight's meeting in time to make a public comment.

1. **Emergency Housing.** What's the plan to house residents displaced due to a disaster? My understanding is that the Red Cross sets up temporary shelters only. I believe they arrive within 72 hours and disband the shelters after 30 days. I read that a jurisdiction should plan for shelters for about 10% of our population as most displaced people stay with family or friends. Please see the attached April 2021 Disaster Response Guidelines that I made a public records request to obtain. The shelter list (page 25) is extremely out of date. We need an updated list and MOUs with each, along with possibly pre-securing needed supplies. The Fire District's Disaster Response Guidelines were developed without jurisdictional and public input and review. This type of process is one reason why I believe Menlo Park needs to take more responsibility for its disaster management.
2. Policy H2.1 and H2.C. **Menlo Park has hundreds of soft-story apartment buildings and even some condos. The HOA board may be unaware of the seismic risk. We need a soft-story incentive to get**

them seismically retrofitted as they are prone to collapse in earthquakes. Retrofitting doesn't cost that much and residents can live in the building during a retrofit. I believe the average cost is about \$7,500 but this needs verifying. I counted the soft story buildings in District 1/Belle Haven and I got a count of 17 buildings (I excluded 335 Pierce Road which is slated to be torn down) and a total of 72 units. That could be anywhere from 150-300 people at risk of displacement in Belle Haven alone following an earthquake. Another resident has made a count of soft stories all over Menlo Park. There are hundreds.

3. **Program H4.R. Work with the Fire District and Policy H6.2.** The H4.R implication is that the plan is to get the Fire District to cooperate in lowering fire safety standards. I consider this a major mistake. Fires following earthquakes are a typical secondary consequence. Fires are what destroyed San Francisco in 1906, not the earthquake. I would like the City to work with the Fire District on incenting fire and wildfire defense solutions. We could train more people on fire safety and help to outfit Belle Haven (for example) residents with fire extinguishers and the knowledge of how to use them. Our building codes could also be stronger. I believe we have adopted the bare minimum of "life and safety only." We could do better. As to wildfires, one of the most common ways that wildfires spread is through embers and burning debris that gets into attics. The Fire District and the City could work together to provide incentives to help people to retrofit attic vents and to add sprinklers. Outside vegetation could also be hardened. The downtown business district particularly needs sprinklers in most of the buildings. Suitable new large housing units could also include underground water storage. The Fire Marshal and Fire Chief should give input into H4.R.

Lynne Bramlett
650-380-3028

MENLO PARK FIRE DISTRICT
DISASTER RESPONSE GUIDELINES
APRIL 2021



Office of Emergency Management

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SECTION I: INTRODUCTION

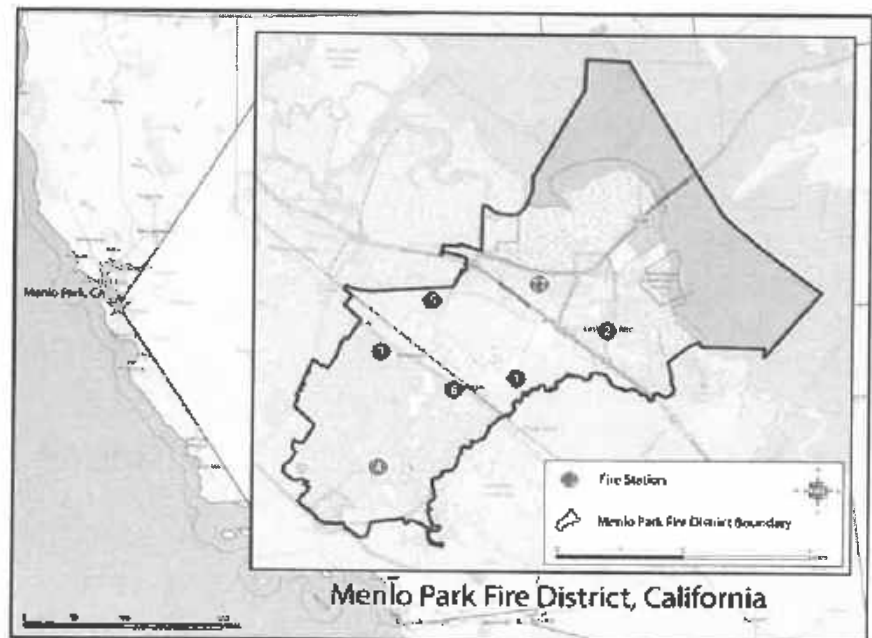
1.1 Disaster Definition

A disaster is defined by the Fire District as an occurrence of a natural catastrophe, technological accident, or human-caused event that has resulted in severe property damage, deaths, and/or multiple injuries. A “large-scale disaster” that exceeds the response capabilities of the Fire District and requires County, State and potentially Federal involvement. The Disaster Response Guidelines (DRG) seeks to provide the framework in which the Fire District will operate accordingly in conjunction with National Incident Management System and Standardized Emergency Management System

1.2 History

The Menlo Park Fire Protection District (MPFPD or District) was established in 1916; the District was reaffirmed and operates under the authority of the California Health and Safety Code Section 13800 et seq. (Fire Protection District Law of 1987). Located on the peninsula in the southernmost part of San Mateo County in the Metropolitan Bay Area, the District covers approximately 29 square miles that reach into the bay.

The District's population is estimated at around 95,263. In addition, via a contract for services, the district provides fire and EMS response to the Stanford Linear Accelerator and National Department of Energy Laboratory. MPFPD is a Special District governed by a Board of Directors comprised of resident community members, duly elected by the citizens of the District and serving staggered four-year terms. As a Special District, MPFPD provides a full array of fire, rescue, emergency medical, and risk reduction to the cities of East Palo Alto and Menlo Park, the Town of Atherton, and unincorporated areas of southern San Mateo County.



The District employs 125 personnel and responds to approximately 8,743 calls for service annually. Currently, the District's assessed valuation is \$34.75 billion, with an approved budget for the fiscal year (FY) 2019-2020 of \$62,015,046. The Fire Chief is hired by and answers to the Board of Directors.

1.4 District Responsibility

The District acknowledges that, during a disaster, it will be the primary provider of firefighting, medical services, and rescue services within the community. These roles are the Fire District's responsibilities by virtue of statutory authority as well as recognition from the National Incident Management System- Emergency Support Function #4 Firefighting.

Aside, from these responsibilities the Fire District is also the sponsoring agency to a Federal and State Urban Search and Rescue Team (CA-TF3) and has an Office of Emergency Management with a team of two-full time personnel that support the Department Operation Center and serve as Fire Liaisons to the jurisdictions.

1.5 Scope

This document serves as the official guideline for Menlo Park Fire Protection District disaster response efforts. This document works in parallel with Local, County, State and Federal emergency response plans. It is the intent of this Disaster Response Guide (DRG) that all Fire District disaster response protocols be integrated underneath this doctrine associated with Emergency Management/ Homeland Security.

- DRG establishes a framework for the overall integration of District disaster operations into existing manageable framework within the District's boundaries.
- DRG outlines standardized and universal processes utilized by District personnel to assess large scale incident management operations during a disaster in return mitigating unnecessary loss of live and property.

1.6 Approval and Implementation

The Disaster Response Guide will take effect upon approval by the Fire Chief. The Plan will be reviewed annually by the Office of Emergency Management in support with the Operations Division.

SECTION II: AUTHORITIES & REFERENCES

The Disaster Response Guide follows the authority provided below.

Title / Citation	Origination	Application	Description / Summary
1. California Emergency Services Act, Chapter 7, Division 1, Title 2 of California Government Code	State of California	State and local government agencies	Confers emergency powers to the Governor, establishes OES, delineates the emergency responsibilities of state agencies, and establishes the state mutual aid system
2. SEMS Chapter 1, Division 2, Title 21 of the California Code of Regulations	State of California	State and local government agencies	Provides the framework for emergency management in California, directs each agency to be responsible for “emergency planning, preparedness, and training” and directs each agency to establish a line of succession “and train its employees to properly perform emergency assignments”
3. Governor’s Executive Order W-9-91	State of California	State and local government agencies	Establishes basic emergency preparedness objectives and policies to be carried out by state officials
4. California Disaster and Civil Defense Master Mutual Aid Agreement	State of California	State and local government agencies	Provides a framework for the provision of mutual aid to agencies in need during an emergency event
5. Emergency Managers Mutual Aid Plan	State of California	State and local government agencies	Outlines policies, procedures, and authorities for provision of emergency management personnel from unaffected jurisdictions to support affected jurisdictions during an emergency event, in accordance with the Master Mutual Aid Agreement
6. State of War Emergency Orders and Regulations	State of California	State and local government agencies	Explains the broad powers of the Governor during a State of War emergency
7. State Emergency Plan	State of California	State and local government agencies	Describes the authorities, responsibilities, functions, and operations of all levels of government during extraordinary emergencies
8. Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act)	Congress of the United States (Public Law 93-288, as amended)	Federal agencies	Authorizes the Federal Government to provide assistance in emergencies and disasters when state and local capabilities are exceeded
9. National Response Framework & National Incident Management System	U.S. Department of Homeland Security	All levels of government, and non-governmental and private sector entities	Provides guidance on how the nation conducts all hazard incident responses

10 Homeland Security Presidential Directive No. 5	The Executive Office of the President	Federal, state and local agencies with responsibilities for emergency response	Authorizes the development and implementation of NIMS, which establishes standardized incident management processes that all responders use to conduct response actions
11 Homeland Security Presidential Directive No. 8	The Executive Office of the President	Federal, state and local agencies with responsibilities for emergency response	Establishes policies for strengthening national preparedness, including the National Preparedness Goal and Target Capabilities List

SECTION III: HAZARD RISK ANALYSIS

Hazard Identification is the process of recognizing the range of natural or human-caused events that threaten the Fire District. Natural hazards result from uncontrollable, naturally occurring events such as flooding, windstorms and earthquakes, whereas human-caused hazards result from human activity and technological hazards. (STANDARD OF COVERAGE REPORT 2020)

Figure 10: Hazard Risk Summary

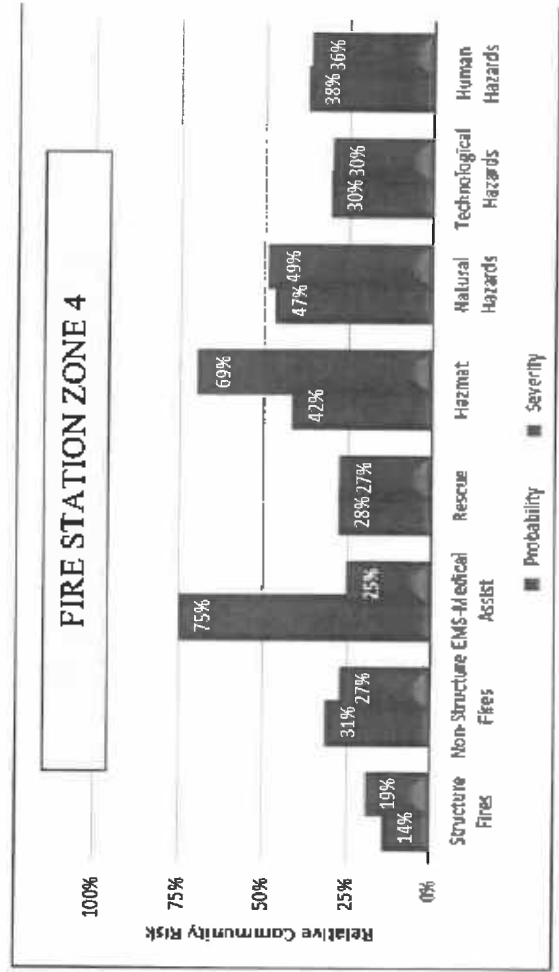
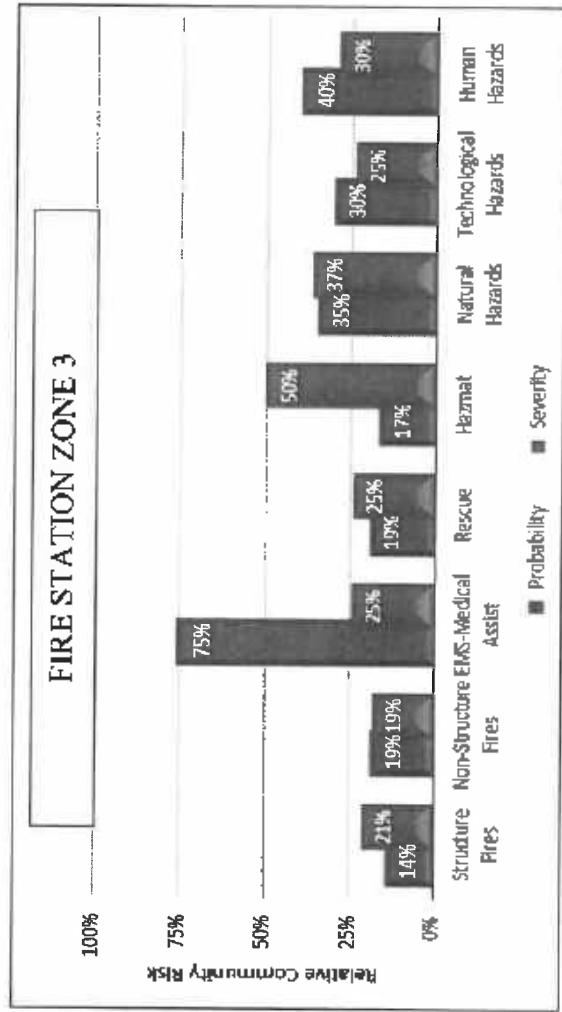
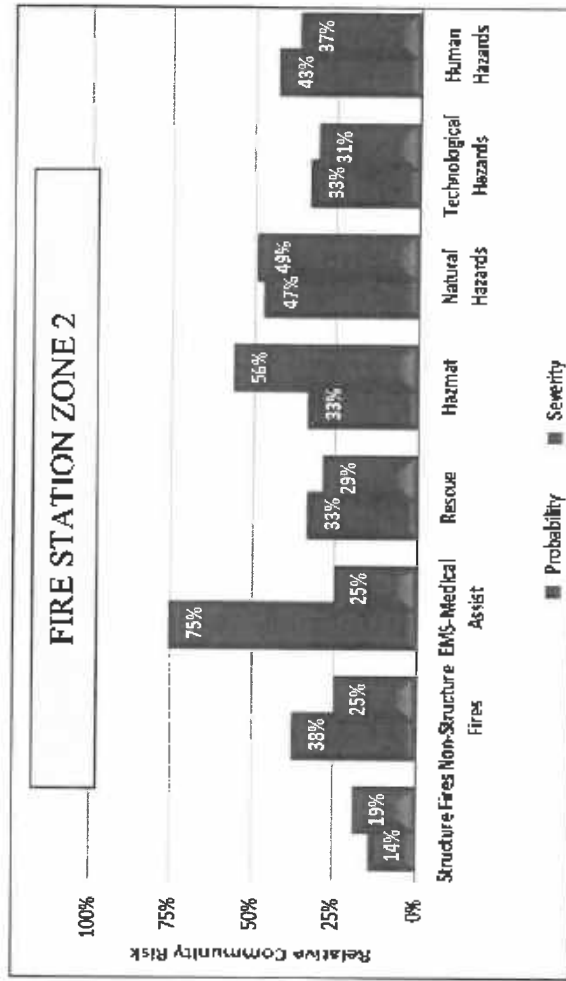
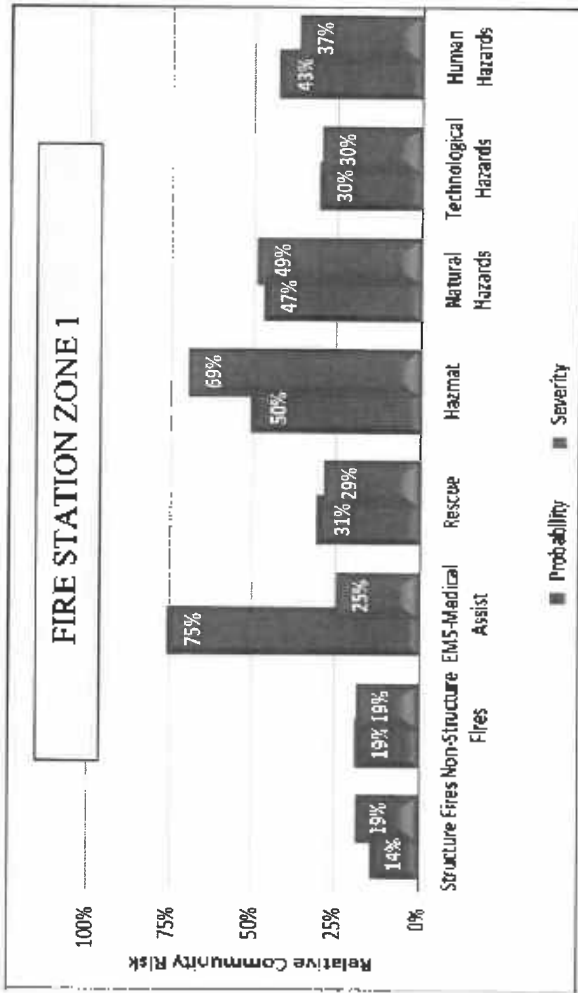
	Structure Fires	Non-Structure Fires	EMS	Rescue	Hazmat	Natural Hazards	Tech. Hazards	Human Hazards	Total
Probability	100%	81%	100%	50%	50%	37%	47%	50%	55%
Severity	63%	61%	42%	50%	58%	51%	64%	65%	57%
Relative Risk	63%	50%	42%	25%	29%	19%	30%	33%	31%

COUNTY HAZARD MITIGATION PLAN: 2016

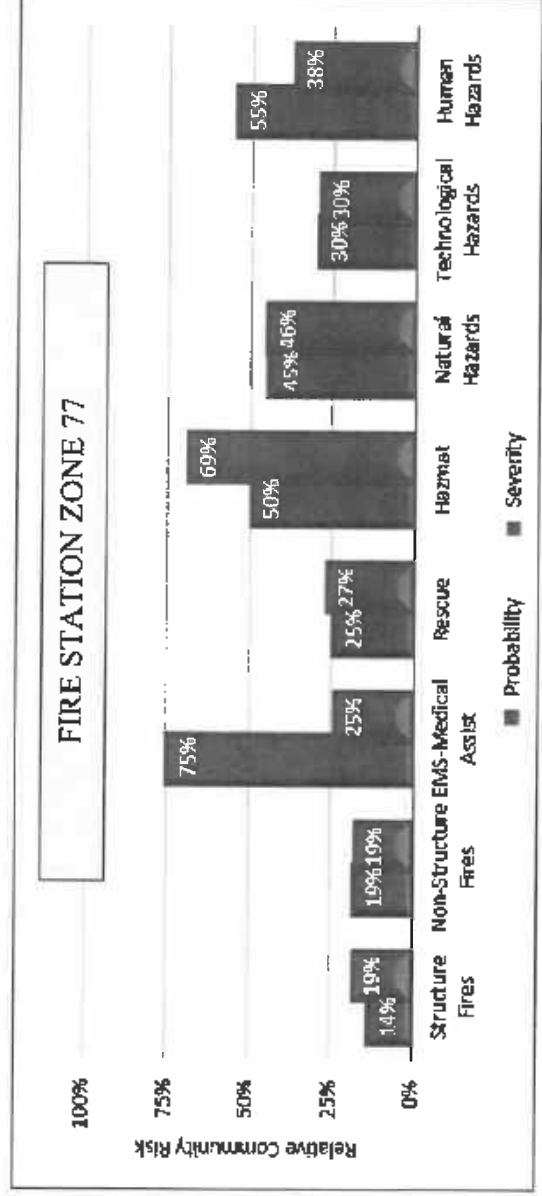
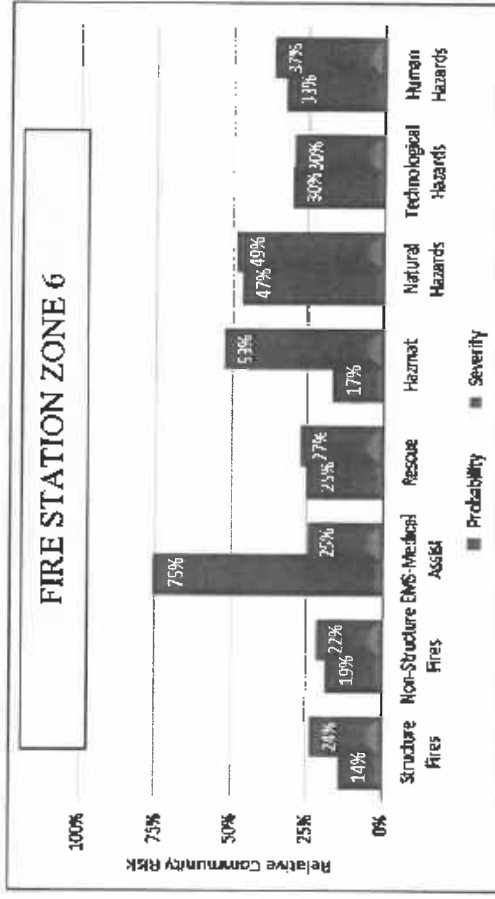
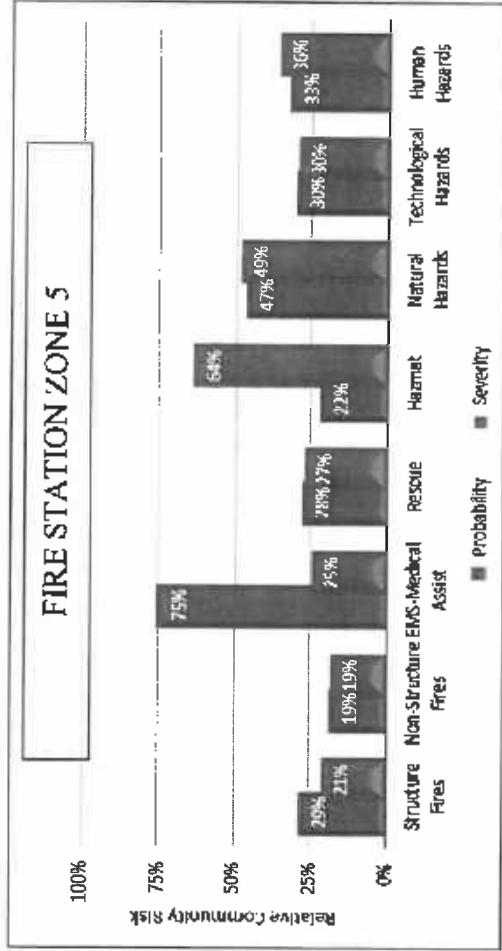
Rank	Hazard Type	Risk Rating Score (Probability x Impact)	Category
1	Wildfire	54	High
2	Earthquake	48	High
3	Severe Weather	33	Medium
4	Landslides	21	Medium
5	Flood	18	Medium
6	Tsunami	18	Medium
7	Drought	9	Low
8	Dam Failure	6	Low



Community Risk Per Fire Station Zones



Community Risk Per Fire Station Zones



SECTION III: GUIDELINES, DEFINITIONS & GOALS

3.1 District Guidelines in a Disaster

- The District will operate under the National Incident Management System (NIMS) / State Emergency Management System (SEMS) / Incident Command System (ICS) during an event or disaster.
- The Fire District will exercise specific Disaster Response Annexes when applicable to the emergency event/ disaster situation.
- All on-duty personnel are expected to remain until properly relieved. Off-duty personnel will be expected to return to work as per the District recall procedures.
- Staffing levels may change at the discretion of the Fire Chief or his/her designee.
- Incident Command priorities will remain life safety, incident stabilization and protection of property and the environment.

3.2 Department Operation Center Activation

During any event that exceeds normal Fire District capacity a Department Operation Center (DOC) may be activated per the National Incident Management System (NIMS). A Department Operations Center (DOC) is typically a singular coordination control center related to that agencies or department specific core responsibilities jurisdictionally. A DOC is a physical facility or location similar to an Emergency Operations Center (EOC). However, the purpose of a DOC is to manage and coordinate events specific to the Fire District's core responsibilities.

The DOC maybe activated when:

- The City of Menlo Park, East Palo Alto and Town of Atherton activate their respective Emergency Operations Center (EOC).
- When 75% of District resources are involved in a major disaster response with long term sustained operations expected.
- Upon order of the Fire Chief or his/her designee.

DEPARTMENT OPERATION CENTER

LEVEL 1	NORMAL OPERATIONS	<ul style="list-style-type: none"> • Normal call volume no significant event. • Routine day to day operations.
LEVEL 2	PARTIAL OPERATIONS	<ul style="list-style-type: none"> • This type of incident extends beyond the capabilities for local control and is expected to go multiple operational periods. • Partial command and general staff positions are filled. • Activation of Department Operation Center. • Activation of Joint Information System with locality. • Written IAP is required for each operational period. • Many functional units are needed and support staff (Fire Prevention, Fleet, OEM, USAR etc.)
LEVEL 3	FULL ACTIVATION	<ul style="list-style-type: none"> • This type of incident is most complex, requiring Federal and State resources. • All Command and General Staff positions filled. • Branches need to be developed in IAP • Activation of Emergency Operation Center or Mult-Agency Coordination Center • Activation of Joint Information System.

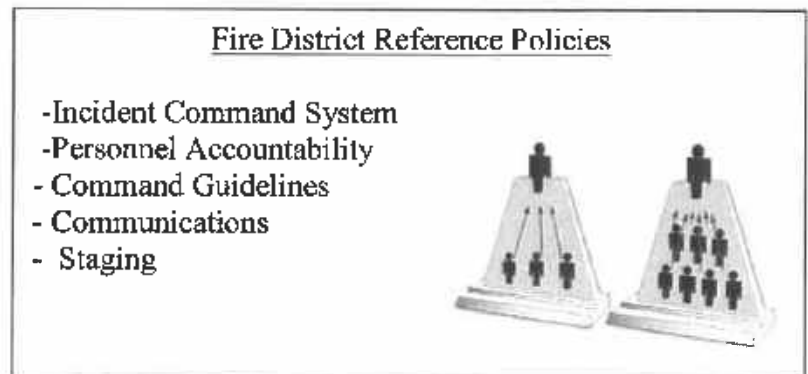
SECTION IV: ORGANIZATION

4.1 Incident Command System/ National Incident Management System

The Fire District will use the Incident Command System during all declared disasters and during ANY large-scale incidents that breach District resources. A system that aligns with the National Incident Management System and the California Standardized Emergency Management System.

Incident Command System (ICS) is used for the command, control, and coordination of emergency response. ICS incorporates personnel, policies, procedures, facilities, and equipment, integrated into a common organizational structure designed to improve emergency response operations of all types and complexities. Below are a few characteristics of ICS:

- Span of control
- Personnel accountability
- Common terminology
- Resources management
- Integrated communications



4.2 Standardized Emergency Management System (SEMS)

The Standardized Emergency Management System (SEMS) is the system required by California's Government Code Section 8607(a) for managing emergencies involving multiple jurisdictions and agencies. SEMS consists of five organizational levels, which are activated as necessary. SEMS incorporates the functions and principles of the Incident Command System (ICS), the Master Mutual Aid Agreement (MMAA), existing mutual aid systems, the operational area concept, and multi-agency or inter-agency coordination.

Local districts must use SEMS to be eligible for funding of their response-related costs under state disaster assistance programs. SEMS is intended to:

- Facilitate the flow of information within and between levels of the system
- Facilitate coordination among all responding agencies.

The use of SEMS will improve the mobilization, deployment, utilization, tracking, and demobilization of needed mutual aid resources. The use of SEMS will reduce the incidence of poor coordination and communications, and reduce resource ordering duplication. SEMS is designed to be flexible and adaptable to the varied disasters that occur in California and to the needs of all emergency responders.

SEMS requires the following functions to be provided at the local government and operational area levels:

- **Field**

The Field Level is where emergency response personnel and resources, under the command of responsible officials, carry out tactical decisions and activities in direct response to an incident or threat.

- **Local Government**

The local government level of emergency management manages and coordinates the overall emergency response and recovery activities within a local government's jurisdiction. Local governments include the County, cities, town and counties, school districts and special districts.

The local government level is activated when field response level agencies determine that they need support from a higher level.

- **Operational Area (OA) / SAN MATEO COUNTY**

An OA is the intermediate level of the state's emergency management organization which encompasses a county's boundaries and all political subdivision located within that county, including special districts. The OA facilitates and/or coordinates information, resources and decisions regarding priorities among local governments within the OA. The OA serves as the coordination and communication link between the Local Government Level and Regional Level. State, federal and tribal jurisdictions in the OA may have statutory authorities for response similar to those at the local level.

- **Region**

The Regional Level manages and coordinates information and resources among operational areas within the mutual aid region, and also between the OA and the state level. The Regional Level also coordinates overall state agency support for emergency response activities within the region.

- **State**

The state level of SEMS prioritizes tasks and coordinates state resources in response to the requests from the Regional level and coordinates mutual aid among the mutual aid regions and between the Regional Level and State Level. The state level also serves as the coordination and communication link between the state and the federal emergency response system. The state level requests assistance from other state governments through the Emergency Management Assistance Compact (EMAC) and similar interstate compacts/agreements and coordinates with the Federal Emergency Management Agency (FEMA) when federal assistance is requested. The state level operates out of the State Operations Center (SOC).

The Field and DOC functions are further illustrated in the following chart:

Primary SEMS Function	Field Responsibilities	DOC Responsibilities
Command	Command is responsible for the directing, ordering, and/or controlling resources.	{FIRE/ DEPUTY CHIEF} Management is responsible for facilitation of overall policy, coordination and support of the incident
Operations	The coordinated tactical response of all field operations in accordance with the Incident Action Plan.	{OPERATIONS CHIEF} The coordination of all jurisdictional operations in support of the response to the emergency in accordance with the EOC Action Plan.
Planning and Intelligence	The collection, evaluation, documentation and use of intelligence related to the incident.	{DISASTER RESPONSE MANAGER} Collecting, evaluating, and disseminating information and maintaining documentation relative to all jurisdictional activities.
Logistics	Providing facilities, services, personnel, equipment and materials in support of the incident.	{USAR WAREHOUSE/ LOGISTICS} Providing facilities, services, personnel, equipment and materials in support of all jurisdictional activities as required.
Finance and Administration	Financial and cost analysis and administrative aspects not handled by the other functions.	{ADMINISTRATIVE SERVICE MANAGER} Responsible for coordinating and supporting administrative and fiscal consideration surrounding an emergency incident, including recovery.

4.3 National Incident Management System (NIMS)

The National Response Framework (NRF) is mandated by HSPD-5 that integrates Federal domestic prevention, preparedness, response, and recovery plans into one all-discipline, all-hazards plan.

The Fire District will utilize NIMS and SEMS during all large-scale or complex incidents in order to be eligible for disaster reimbursement.

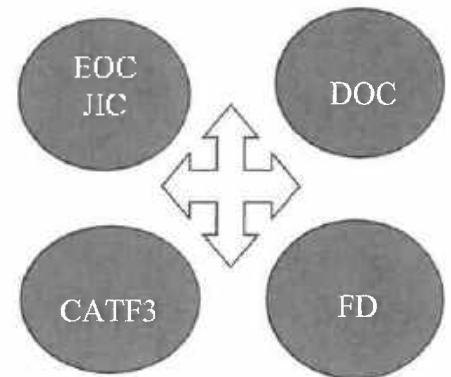
NIMS Management Characteristics

Common Terminology	Modular Organization
Management by Objectives	Incident Action Planning
Span of Control	Incident Facilities (ICP etc.)
Resource Management	Integrated Communications
Transfer of Command	Unified Command
Accountability	Information Management

4.4 Relationship between the EOC, DOC, and IMAT(CA-TF3)

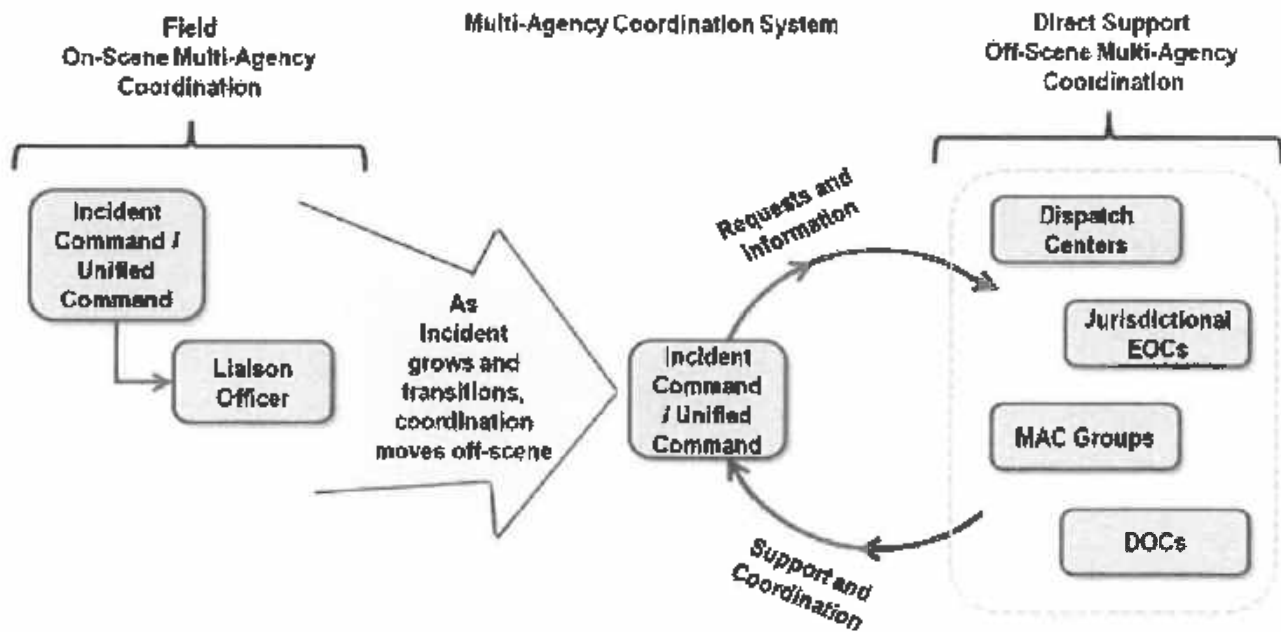
When an incident becomes large enough that a municipal EOC is opened the Fire District may send a representative from OEM and an employee from Operations to represent the District. The PIO should also be in close collaboration with the Joint Information System if one is established by the locality.

The Fire District is the Sponsoring Agency (SA) of FEMA-California Task Force 3. If CATF-3 is mobilized without formal orders per direction of the SA then the Program Manager along with the Task Force Leader will be responsible for system integration between the partnering response agencies. The Office of Emergency Management may also be utilized for incident management support.



4.5 Multiagency Coordination Center

Any large-scale incidents within the Fire District may require establishing a Multi-Agency Coordination Center. Integrating all our local agencies (Atherton, Menlo Park, East Palo Alto and Unincorporated San Mateo) in one command center will streamline the process and improve the decision-making process among the City Managers and the Fire Chief. This MACC is promoting the scalability and flexibility that is needed for a coordinated response within the District.



SECTION V: Disaster Facilities, Support Staff and Fire Board

5.1 Disaster Facilities

The following facilities are identified as the Department Operating Center (DOC) for the District: However, the Fire District may choose to integrate its department staff with City or Town resources and form an Emergency Operation Center or Multi-Agency Coordination Center when applicable.

Primary	Fire Administration Conference Room 170 Middlefield Road Menlo Park, CA 94025
Alternate	USAR Facility 2470 Pulgas Avenue East Palo Alto, CA 94303

5.2 Emergency Water and Food Supplies

The Fire District does have emergency water tanks located at each station in case our drinking water is disrupted during a disaster. The USAR facility also stores emergency food and pallets of drinking water for the program that we may be able to acquire through the Program Manager.

STATION 1	STATION 2	STATION 3
800 Gallons Water	800 Gallons Water	325 Gallons Water
STATION 4	STATION 5	STATION 6
325 Gallons Water	325 Gallons Water	500 Gallons Water
STATION 77		
325 Gallons Water		

5.2 Personnel Activation & Recall Procedures

The Fire District's regular staffing may be insufficient to meet the needs of a disaster. It may be necessary to conduct employee polling of ALL Fire District personnel (Operations, Support, Administrative, Fleet, EMS, Training, Human Resources, IT and OEM staff).

All District employees are considered Disaster Services Workers under California Government Code 3100 and shall report for duty as soon as possible when advised by their supervisor.

District Employees will be notified in one of the following ways by their Supervisors:

1. Telephone (including home, cell and other contacts from the personnel contact list)
2. Email

5.3 Labor Pool, Additional Resources and Time Card Tracking

Upon conducting the recall procedures, off duty personnel and support staff should secure his or her individual home/personal situation before reporting to an assigned area:

Safety Employees:

Regularly assigned safety personnel should report to their assigned fire station or work station per direction of the Operations Chief and Fire Marshal.

Non-Safety Employees:

Administrative/ Support personnel will check in with their Managers/ Supervisors and will report to duty where needed. Managers and Supervisors are to report their staff availability to the Fire Chief. These department include (Human Resource, Administrative, Training Division, Fleet, Fire Prevention, USAR, and Office of Emergency Management).

All District Employees- Disaster Service Workers:

Public Employees can support their nearest city or other public agencies in their immediate area until access routes have been restored if unable to get to work. All Public Employees are considered Disaster Service Workers per Government Code Section 3100-3109.

Time Card Tracking:

All employees whom are off-duty reporting in for duty need to document their hours using ADP, Microsoft Calendars, or any other form provided by Human Resource. This will be used for financial reimbursement and HR will advise of any adjusted hourly rates based on over-time hours.

5.4 Badges/ Identification During A Disaster

To ensure that access is permitted to District employees who are attempting to travel the roadways and highways, every member should carry their Fire District personnel identification card. Presenting this ID should allow the member access to most disaster areas- although check in with your supervisor or manager before entering an emergency/ disastrous scene if you are civilian/ non-safety employee.

5.5 Family Assistance Centers

As conditions and time permit, efforts will be made to set up a family support center in efforts to keep our employee families up to date on information related to the disaster. Any significant events that has the capacity to breach 10 days should take into consideration a Family Assistance Center. The PIO will work with Human Resource Department with setting this up.

5.6 Modification of Work Assignments

While operating in a declared disaster- District personnel maybe assigned to functions which are not part of their daily job activities but which they may safely perform. Assignments that exceed the scope of the employee's daily job will be made by the Fire Chief and Human Resource Manager after evaluating the work responsibilities.

All District personnel including administrative staff may be assigned to clerical, planning, logistics, administration/finance, support, or non-response functions after deemed allowable by Fire Chief.

In addition to Safety Employees the Fire District may choose to activate its "Disaster Volunteer Management Annex" in affiliation with its Community Emergency Response Team (CERT) program.

5.7 Staffing / Crew Configurations

While operating in a declared disaster the Fire District may reconfigure or alter the staffing and crew assignments for response units to meet the specific needs of the event. Personnel will be informed of their assignment and accountability for all staffing in the affected area (disaster zone). All personnel assigned to tactical activities within the operations or response should work in teams of two or more while other assignments maybe a single person or a mission specific team.

5.8 Board of Directors

The District acknowledges that the political oversight, declarative authority and guidance of the Board of Directors may be essential during a disaster. As the Fire Board's normal meeting area (Training Classroom) may be utilized as a Department Operations Center during a disaster provisions to both closed and public meeting options may be made in other locations within the District's buildings. The Fire Chief serves as the Liaison to Board of Directors without exception

Specific responsibilities of the Fire Board include:

- Receive regular updates and briefings from the Fire Chief.
- Continue to serve in their respected Liaison role to local government representatives.
- Review and approve Emergency Policies or Purchases that exceed Fire Chief authority.
- Participate in public meetings with local officials to determine public needs and identify current or future Fire District actions related to the disaster.
- Visit impacted areas, shelters, and other temporary facilities to support the local City officials. Review requirements for special legislation and development of policy.

5.9 Community Emergency Response Team (CERT)

The District's Community Emergency Response Team (CERT) program has more than 1,000 trained members in the Fire District. CERT members have pre-determined scope and capabilities for disaster response. CERT Members are trained in the following:

- Disaster Medical Operations
- Fire Safety & Utilities
- Light Search and Rescue
- Incident Command System

CERT Disaster Caches:

The Fire District has several CERT caches throughout the area. CERT members have access to these trailers during times of a crisis. CERT Caches having some of the following contents:

Respiratory Protection (P100, Scott half face)	Rescue Equipment (Rope, Litter Pre-Rig)	Cribbing & Wedge Kit (4x4x18)
Hand Tools (Axe, Sledge Hammer etc.)	Trauma Kit (Trauma Kit, Dressing)	Safety Equipment (Air horn, vests, goggles)

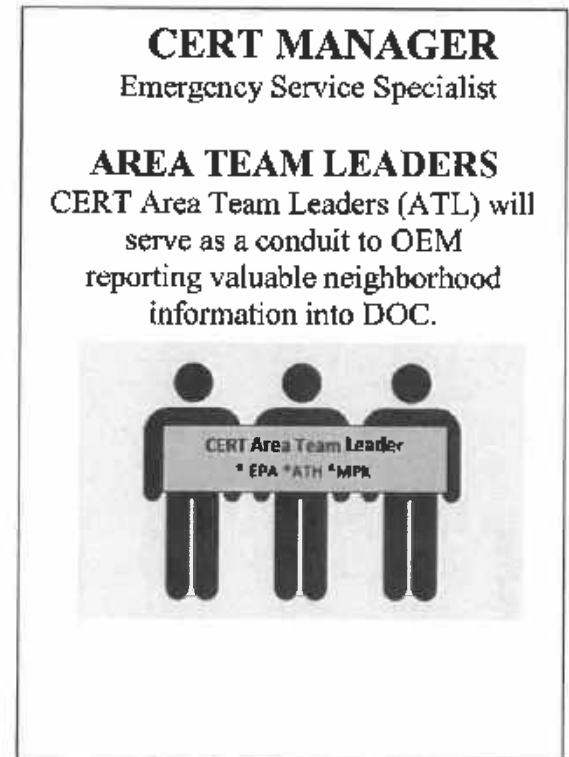
5.2 CERT Activation

In the event of a disaster CERT members will respond within their designated communities and establish communications through their pre-determined communications pathways which include FRS/GMRS radio systems which operate independently of other District radio communications.

The Fire District has established Area Team Leaders (ATL) that will serve as liaisons to OEM with helping assess the damage at the neighborhood level through working with community groups. The Emergency Service Specialist (OEM) is the POC for CERT integration.

CERT members may be formally activated by the Fire District based on the following situations.

1. Shortages of professional responders require additional staffing support or additional volunteer/ CERT resources.
2. Volunteers with particular skills and/ or special knowledge are needed to enhance response and recovery/ CERT resources.
3. The localities require Fire District CERT affiliated members.



SECTION VI: OPERATIONAL COORDINATION

6.1 District Operations Center (DOC)

The mission of the District Operation Center (DOC) is to provide support for major incidents regarding resource requests, tracking of situation status, and handling incident communications without impacting normal emergency dispatch center operations. The Fire District may provide an agency representative to the affected localities EOC to act as the Fire and Rescue Branch Coordinator along with a support staffing from the Office of Emergency Management.

A major responsibility of the DOC is to serve as the central ordering point for the incident, which requires the coordination of all requests and orders for fire resources, personnel, and logistical support. This entails a high level of coordination with local, state, and federal partners to ensure requests are filled as timely as possible.

Command and Control
DOC serve as the central ordering point for resource requests, tracking of situational status.

6.2 DOC Activation Checklist

1 MAKE THE DECISION TO ACTIVATE DOC

Assess the emergency or event. Do you foresee it lasting a couple days (2-3)?
A request was made from the field to activate (fire, police, public works)?
DOC activated primarily as proactive (parade, presidential visit, flood watch)?

2 DETERMINE THE INITIAL LEVEL OF ACTIVATION

Level 1- No Activation (Staffing minima 1-3 members) if opened as Watch Center.
Level 2- Enhanced Operations (staffing moderate 3-7 members)
Level 3 Full Activation (staffing maximum 7-12 members- MACC activated).

3 OPEN THE DEPARTMENT OPERATION CENTER OR CITY EOC

When you arrive turn on basic equipment.
Turn on all computers
Select the local broadcast channel on the TV.
Make sure weather radio is on or a website is being monitored.
Refer to EOP checklists forms per Hazard.
Start filling out your actions on the ICS Form 214 Unit Log
Sign into WebEOC <https://sanmateo.webcocasp.com/sanmateo>

4 ASSUME RESPONSIBILITY AS EOC MANAGER UNTIL RELIEVED

5 NOTIFY CHIEF OFFICERS AND EMERGENCY MANAGEMENT

Contact has been made with all Chief Officers and Emergency Management Division?

6 ADVISE COUNTY OES THAT DOC HAS BEEN ACTIVATED

Contact the on-Duty Officer and let them know DOC has been activated. Provide nature of the emergency and brief description of the current situation. Non-Urgent Monday thru Friday OES County Duty Officer 650-363-4790
After Hours 650-363-4911

DOC Objectives:

Resource tracking and accountability is the highest priority of the Department Operation Center.

Initial actions in the DOC are to assess needs, assign personnel to DOC positions and brief staff. As the demands of the incident expand the DOC coordinates the necessary resources (equipment, personnel).

Through, maps, display charts/boards, radios, phones and computers need to be brought in or set-up in the Department Operation Center. Utilize “First Watch” software as a Common Operating Picture along with other systems.

When the incident is multi-jurisdictional and a Unified Command has been established, the Fire District will send a Chief Officer to cooperate in the Unified Command.

The DOC also facilitates the backfill and staffing of the Reserved Apparatus if warranted.

- Assess current situation and resource status

- Determine immediate future needs

- Utilize all means to call back all off-duty firefighters, Chief Officers and support staff.

- Staff the DOC with a Logistics Chief / Resource Manager (BC) who is on-duty.

- Determine drawdown levels, incident commitment, and outstanding incident needs

- Allocate reserve resources if necessary. Place non-on duty staff on stand-by.

- Request mutual aid through the Operational Area (OA) Mutual Aid Coordinator

- Maintain status of unassigned fire and rescue resources

- Complete and maintain status reports for major incidents requiring or potentially requiring OA, State and/or Federal response

6.3 DOC Organization Chart

In accordance with SEMS requirements, the DOC will be staffed and managed by the DOC Incident Management Team which may consist of Chief Officers, OEM, Suppression, IT, and EMS staff. Additional personnel to support the DOC will be identified and assigned by the Fire Chief, designee, or the Operations Chief.

DOC POSITON	DISTRICT POSITION
1. Operations Chief	Deputy Fire Chief
2. Public Information Officer	Fire Marshal
3. Planning Chief (OEM)	Disaster Response Manager
4. Liaison Officer/ Volunteer Management (OEM)	Emergency Services Specialist
5. Logistics Chief	USAR Warehouse & Logistics
6. IMAT	CATF3 Program Manager

6.3 Multi-Agency Jurisdictional Response

A catastrophic incident is any natural or manmade incident, including terrorism, that result in extraordinary levels of mass casualties, damage or disruption severely affecting the population, infrastructure, environment, economy, and government functions.

This type of event adds tremendous pressure to our Battalion Chief because of the severity, scale, and scope of the multiple agencies that will be responding in the Fire District.

6.4 Complex Incident-Standing Objectives

1. **Situational Awareness / Analysis** - Assigned: Ops, Plans, PIO
 - a. Incident Information
 - b. Information Analysis
 - Current incident status (Conditions Assessment Needs)
 - Incident potential information (12, 24, 48- and 72-hour projections)
 - c. Intelligence and Investigation
 - d. Public Information
 - Current situation
 - Potential situation
2. **Determine Priority of Incident(s)** - Assigned: OPS
 - Life Safety
 - Property Threats
 - High Damage Potential
 - Incident Complexity
 - Environmental Impact
 - Economic Impact

3. **Acquire / Allocate Critical Resources** – Assigned: Logs, PIO
Critical resources acquired internally first
As incident expands, resources acquired externally
4. **Crisis Information Management** – Assigned: PIO
What is happening, government actions being taken, public actions requested
Consolidating and packaging incident information- Joint Information System.
Internal dissemination of information
External dissemination of information
Monitor media (including social media) reporting for accuracy
5. **Develop / Advise / Support Policy-level Decisions** – Assigned: FIRE CHEF
Coordinate, support, and assist with policy-level decisions
6. **Coordinate with EOCs** – Assigned: OEM/ OPS
Keep EOCs informed
Elected officials must clearly understand their roles. (Fire Chief assigned)
7. **Coordination with County, State, Federal, Private and Non-Governmental Partners:** Assigned: Liaison / Plans / Management
Communications with partners (Private, Governmental, NGO, VOAD)

6.5 Action Plans

There are two types of action plans in SEMS: Incident Action Plans and Emergency Action Plans.

1. **Incident Action Plans**, (IAPs) are used at the Field Response Level to establish operational period priorities. An IAP contains objectives reflecting the overall incident strategy, specific actions and supporting information for the next Operational Period. IAPs are an essential and required element in achieving objectives under SEMS.

Incident Action Plans should include:

Statement of Objectives: Appropriate to the overall incident.

Organization: Describes what parts of the ICS organization will be in place for each Operational Period.

Assignments to Accomplish Objectives: These are normally recommended by each previous shift's Division or Group and Supervisors and reviewed by the Operations Section Chief before they go to the Planning section. They include the strategy, tactics, and resources to be used.

Supporting Material: Examples can include maps of the incident, a communications plan, a medical plan, a traffic plan, etc.

Incident Action Plan Development Forms

- ICS Form 202
- ICS Form 203
- ICS Form 204
- ICS Form 205
- ICS Form 215
- ICS Form 215A
- ICS Form 216

2. **Emergency Action Plans, (EAPs)** are developed at the local government level typically within the Emergency Operation Center. The use of Emergency Action Plans provides designated personnel with the knowledge of the objectives to be achieved and the steps required for achievement. The same processes are similar to that of developing an Incident Action Plan. The EAP documents the operational period, staffing assignments and tasks in addition to briefing schedules and incident objectives.

6.6 Creating A Common Operating Picture

The State of California currently has an Internet web-based information reporting system, (Web EOC) for use during emergencies. WebEOC is used by County of San Mateo Office of Emergency Services. The purpose of Web EOC is to improve the state’s and county’s ability to respond to major disasters. The District and localities will utilize this software as a means to create a COMMON OPERATING PICTURE among the jurisdiction along with exercising other system applications and field resource capabilities.

WebEOC First Watch	Zone Haven SFCJPA Flood Warning System	Microsoft Teams/ Conference Calls/ Zoom
Drop Box	Monday- Project Management Tool	SAU Van

SAU (Situational Awareness Unit)

The Fire District has a specialized asset that is capable of supporting a common operation picture during a disaster at the Incident Command Post.

This asset is equipped with the following:

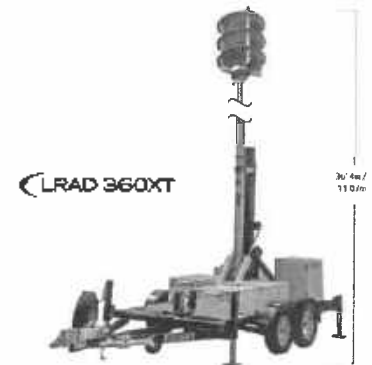
- 8 Cellular Modems
- 45GB Up/ 90GB down
- Satellite
- WiFi Coverage
- 5 Radio bands
- 8TB Storage
- 8 Live video sources
- 4 video screens



6.7. Communications & Alerting

During a Department Operation Center Activation, the Fire District has the following means to notify the community during a disaster.

- Countywide Alert System (SMC)- OEM Personnel are capable of sending out mass notifications to the community on behalf of AHJ.
- TENS- Reverse 911 can be initiated by Law Enforcement.
- GETS Program- Selected Chief Officers including Fire Board members are registered with Federal GETS program (Government Emergency Telecommunication Service).
- Walsh Road Siren- in partnership with the Town of Atherton and Calwater the Fire District has a siren located at 120 Reservoir Road, Atherton.
- LRAD- the Fire District has a mobile siren capability that can be deployed (prior or during) to a disaster area.



6.8. Public Information Officer

As, soon as practicable after a basic fire and rescue operations are completed on the fire ground or at any significant incident, the Incident Commander will designate a Public Information Officer. If no PIO is available, a Battalion Chief or the Fire Marshal may fill the position. In a multiagency or multijurisdictional incident, it may be necessary to establish a joint information center or joint information system.

The Public Information Officer should gather and disseminate the following information as deemed appropriate:

- a) Incident response information, including the number of units and personnel on scene.
- b) Appropriate human interest or safety information.
- c) Nature of the incident and expertise of the fire personnel (high rise, technical rescue, etc.)
- d) A description of any particular hazards presents at incident.
- e) Identification of life-saving or heroic acts that may have occurred including any rescue scenarios.
- f) Projected duration of the incident.

SECTION VII: SHELTER LOCATIONS

The Fire District works with Red Cross and the City's with establishing Evacuation and Shelter Centers. Below is a list of facilities that are pre-identified. During an evacuation the Fire District will work Law Enforcement with the movement of people and property under penal code § 409.5

1. **Burgess Gymnasium**
501 Laurel Street, Menlo Park, CA
Evacuation Capacity: 350
8. **Hillview Elementary**
110 Elder Avenue, Menlo Park, CA
Evacuation Capacity: 250
15. **Menlo Park Presbyterian Church**
950 Santa Cruz, Menlo Park, CA
Evacuation Capacity: 250
19. **YMCA of East Palo Alto**
550 Bell Street, East Palo Alto, CA
Evacuation Capacity: 200
2. **Menlo Atherton High School**
555 Middlefield Road, Atherton, CA
Evacuation Capacity: 500
9. **Laurel Elementary School**
95 Edge Road, Menlo Park, CA
Evacuation Capacity: 182
16. **Boys & Girls Club of Peninsula**
401 Pierce Street, Menlo Park, CA
Evacuation Capacity: 250
23. **Boys & Girls Club** ★
2014 Pulgas Ave, East Palo Alto, CA
Evacuation Capacity: 400
3. **Onetta Harris Community Center**
101 Terminal Avenue, Menlo Park, CA
Evacuation Capacity: 100
10. **Oak Knoll Elementary School**
1895 Oak Knoll Lane, Menlo Park, CA
Evacuation Capacity: 100
17. **Cesar Chavez Elementary**
2450 Ralting Street, East Palo Alto, CA
Evacuation Capacity: 100
24. **Eastside College Preparatory**
1041 Myrtle St, East Palo Alto, CA
Evacuation Capacity: 370
4. **La Entrada Middle School**
2200 Sharon Road, Menlo Park, CA
Evacuation Capacity: 100
11. **Bell Haven Elementary School** ★
415 Ivy Drive, Menlo Park, CA
Evacuation Capacity: 200
18. **East Palo Alto Charter School**
1286 Runnymede St, East Palo Alto, CA
Evacuation Capacity: 60
25. **O.I. C. W (Opp. Indat. Center West)**
1070 Beach St, East Palo Alto, CA
Evacuation Capacity: 200
5. **Los Lomita's Elementary School**
299 Alameda De Las Pulgas, Atherton,
Evacuation Capacity: 100
12. **James Flood Elementary School**
320 Sheridan Drive, Menlo Park, CA
Evacuation Capacity: 100
19. **Edison Brentwood Oaks Elementary** ★
2086 Clarke Avenue, East Palo Alto, CA
Evacuation Capacity: 150
28. **Faith Missionary Baptist Church**
835 Runnymede, East Palo Alto, CA
Evacuation Capacity: 200
6. **Encinal Elementary School**
195 Encinal, Atherton, CA
Evacuation Capacity: 163
13. **Willow Oaks Elementary School**
620 Willow Road, Menlo Park, CA
Evacuation Capacity: 100
20. **Coastano Elementary School** ★
2695 Fordham Street, East Palo Alto, CA
Evacuation Capacity: 100
27. **East Palo Alto Senior Center**
560 Bell Street, East Palo Alto, CA
Evacuation Capacity: 100
7. **Garfield Charter School**
3600 Middlefield, Menlo Park, CA
Evacuation Capacity: 100
14. **Selby Lane Elementary School**
170 Selby Lane, Atherton, CA
Evacuation Capacity: 100
21. **Edison Ronald McNair School** ★
2033 Pulgas Avenue, East Palo Alto, CA
Evacuation Capacity: 180

Legend

★ Shelters in Flood Prone Area

SECTION VIII: CALIFORNIA TASK FORCE 3/ ACTIVATIONS

Whether a disaster happens locally or in another state our Fire District may be required to respond. As, the proud sponsor of one of twenty-eight National Urban Search and Rescue Teams in the United States. Our team can be activated by the State of California or by Federal Emergency Management Agency to a disaster area.

Each NIMS Type 1 US&R task force is composed of 70 members specializing in search, rescue, medicine, hazardous materials, logistics and planning, including technical specialists such as physicians, structural engineers and canine search teams.

During an (ADVISORY, ALERT, OR ACTIVATION) the Fire District will follow such actions.

ADVISORY

EXPECTED ACTIONS

FEMA may issue an Advisory Notice to all US&R task forces. This advisory will be issued from the US&R Program Office to CalOES and to Menlo Park Fire Protection District (Sponsoring Agency).

CA-TF3 Program Manager or designee will notify the following individuals of "ADVISORY".

1. Fire Chief
2. Deputy Fire Chief
3. Operation Chief
4. Battalion Chief

CA-TF3 Program Manager or designee will send out an SMC Alert "ADVISORY MESSAGE" to all participating members and agencies.

ALERT

EXPECTED ACTIONS

FEMA and/ or CALOES has notified of possible activation (mission assignment) to an incident. A general overview of the incident is provided to the Task Force. The Task Force begins an assessment of its available resources, and its ability to respond. Within **two hours**, the Task Force is asked to provided State CAL OES with its availability assessment for deployment.

CA-TF3 Program Manager or On Duty Battalion Chief notified of alert.

CA-TF3 Program Manager or On- Duty Battalion Chief will notify the following individuals of "ALERT".

1. Fire Chief
2. Deputy Fire Chief
3. Operation Chief
4. Battalion Chief

CA-TF3 Program Manager or designee will send out an SMC Alert "ALERT MESSAGE" to all participating team members and agencies informing them of the current situation.

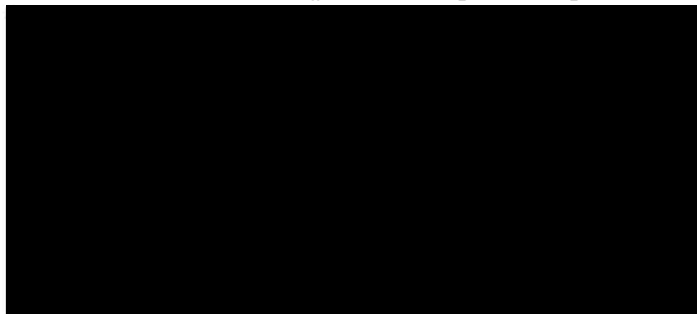
ACTIVATION

CA-TF3 is formally activated by FEMA or CalOES. Specific details are given to the Task Force, including incident information, length of deployment, point of departure, mobilization point, mission numbers, and mission contacts. **CA-TF3 has 4-6 hours** to mobilize and be ready to deploy from the point of departure; depending on whether its ground or air transportation. In case of air transportation, the equipment cache must be properly packaged, labeled and palletized per military rules and regulations.

The Sponsoring Agency Fire Chief or designee will make the determination to “Fill or Kill” activation request from FEMA or CalOES.

If mission request is to “Fill” and or “Accept” the CA- TF3 Program Manager notifies (TFL) Task Force Leaders.

Program Manager or On-Duty Battalion Chief will report to the US&R Warehouse and open building if not open.



Available Task Force Staff, District Administration, OEM and Fire Prevention Staff will be notified to assist with mobilization efforts.

All (Core Group/ Discipline Coordinators) will be notified to assist and support mobilization efforts.

All Logistics and ESS personnel we be notified to report to USAR warehouse.

Program Manager and/ or On-Duty Battalion Chief will establish contact with East Palo Alto Police.

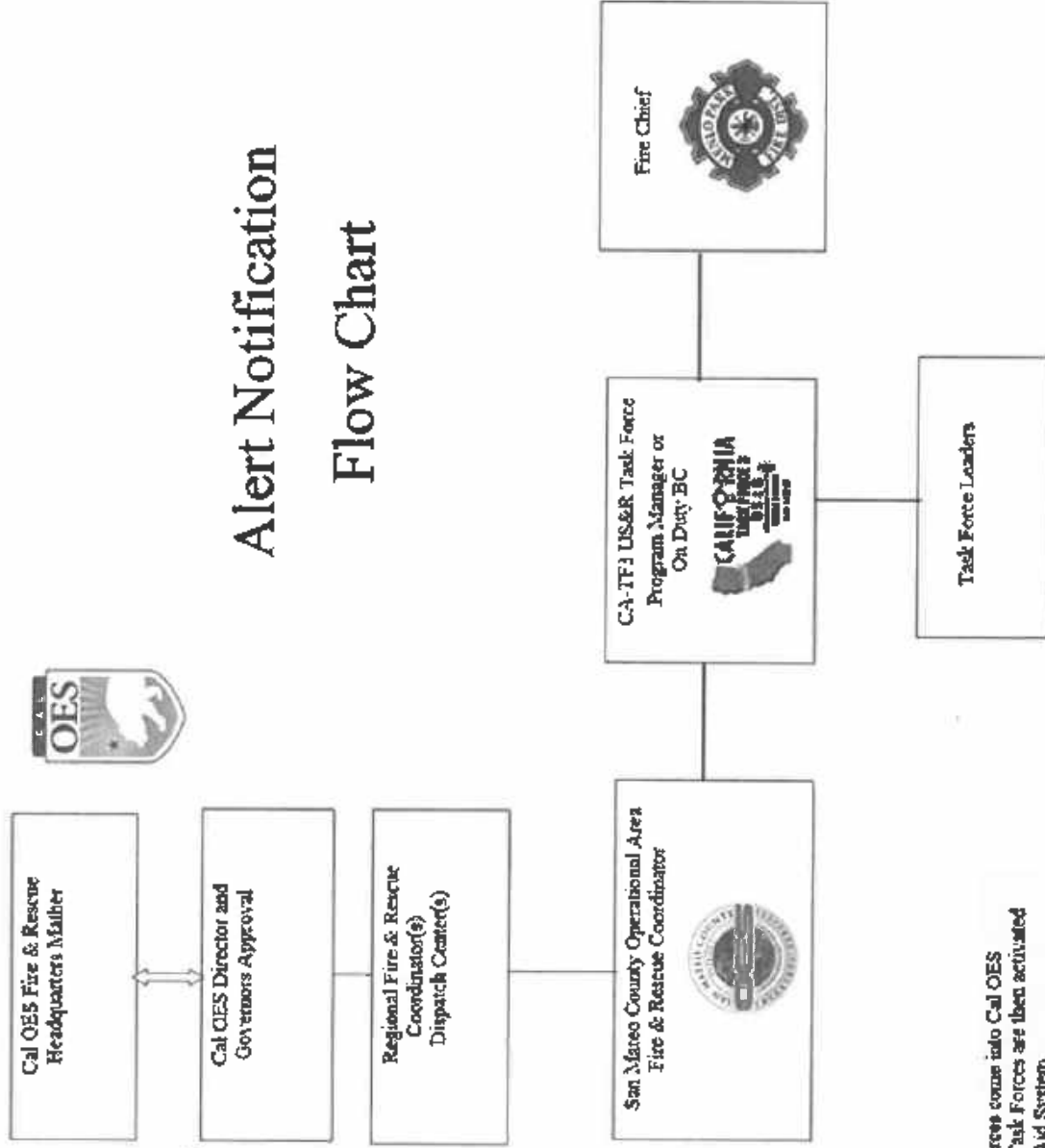
CA-TF3 Returns Home

PM or On- Duty Chief will make sure CAD/ San Mateo County PSC shows team has arrived home. STATUS check CAD.

CA-TF3 Alert Notification Procedures- IN HOUSE USE ONLY



MOBILIZATION PLAN 2019



Out of State Requests for US&R Task Forces come into Cal OES Headquarters. The requested number of Task Forces are then activated through the State Fire & Rescue Mutual Aid System.

SECTION IX: DISASTER RECOVERY

- 8.1** The recovery phase of an emergency is often defined as restoring a community to its pre-disaster condition. Recovery is the process of re-establishing a new state of normalcy in the affected areas of San Mateo County. The specific approach to recovery operations following a disaster will be determined by the location, size, and the nature of the incident.

The District will be called upon to provide personnel, equipment and resources to save lives and property, limit incident growth and participate in the process to recovery. Transition from response operations to recovery is gradual shift to assisting individual, households, businesses, and governments meeting basic needs and returning to self- sufficiency.

Short term recovery primarily involves stabilizing the situation and restoring services. These activities may last for weeks.

Long term recovery focuses on community restoration and may last months or even years. Long term recovery activities include, reconstruction of facilities and infrastructure, housing plans, implementation of waivers, zoning changes and other land use laws and assistance to displaced families.

Local Government entities set priorities and obtain resources for recovery within their respective areas of authority. The following actions are taken to simulate recovery:

- Conduct damage assessment.
- Assessing housing needs to include identifying solutions and requests support.
- Initiate temporary repairs to public facilities.
- Issue permits for repairs and demolition of private property.
- Remove debris.
- Open transportation routes.
- Restore services such as power, water, sewer, communications, and transportation.
- Activate Local Assistance Centers.
- Coordinate program assistance to individuals and businesses.
- Document disaster related costs for reimbursement through federal grant programs.
- Begin planning for long term recovery

LEFT BLANK INTENTIONALLY

Additional Comments Received after Staff Report Publication



David D. Bohannon Organization T 650.345.8222
Sixty 31st Avenue F 650.573.5457
San Mateo, CA 94403-3404 W ddbo.com

May 16, 2022

VIA ELECTRONIC MAIL

Tom Smith, Acting Principal Planner
Community Development Department
City of Menlo Park
701 Laurel Street
Menlo Park, CA 94025

RE: Draft Housing Element

Dear Mr. Smith:

We are writing on behalf of the David D. Bohannon Organization (“DDBO”), whose entities own multiple properties in Menlo Park, CA (the “City”). We have been following the City’s Housing Element process and we have appreciated our dialogue with City staff with respect to our properties’ inclusion in the list of Potential Housing Opportunity Sites for the City’s Housing Element 2023-2031. We have reviewed the Draft Housing Element (“Draft”) that was released for public review last week and we continue to have concerns about how the City is approaching density for the next Regional Housing Needs Assessment (“RHNA”) cycle.

DDBO entities own 1000 Marsh Road, 3885 Bohannon Drive, and 4065 Campbell Avenue (collectively, the “Properties”), which are listed in the Site Inventory attached to the Draft. (Sites 65, 66, and 73 on the Marsh and US-101 map, respectively). Page 7-2 of Chapter 7—Site Inventory and Analysis states that the Site Inventory is “developed in order to identify and analyze sites that are available and suitable for residential development. This serves to determine Menlo Park’s capacity to accommodate residential development that serves the city’s RHNA. These sites are suitable for residential development if they have appropriate zoning and are available for residential use during the planning period.”

According to the Draft, the City has identified the Properties for “horizontal mixed use” where housing would be developed on vacant portions of the site or atop existing surface level parking. (Chapter 7—Site Inventory and Analysis, p. 7-25.) However, the City then proposes a **30 dwelling unit per acre** (“du/ac”) density for the Properties (and across the entire City). Unfortunately, the assumption that housing could be developed in office parking lots at 30 du/ac is neither realistic nor feasible. The only way DDBO would consider redeveloping our well-performing office buildings would be if the City created residential density incentives that make financial sense and are economically viable, such as the Residential Mixed Use zoning created for the ConnectMenlo General Plan. At this current density level (even with State Density

Bonus Law), the City simply will not meet its goal, stated above, of identifying site that are suitable for residential development, with appropriate zoning, and available for residential use during the next RHNA cycle.

There is no doubt that the west side of Menlo Park has not done its fair share to provide housing and to help the City's RHNA obligations. And we would like to be part of the solution, but the City is woefully underestimating the density needed to make residential development be financially feasible. We urge the City to be bold and create real housing opportunities during this unprecedented housing crisis.

Sincerely,

A handwritten signature in blue ink, appearing to read "D. Bohannon", with a stylized flourish at the end.

David Bohannon
President

cc: Justin Murphy, City Manager
Deanna Chow, Assistant Community Development Director
Members of the Planning Commission

From: [Johnston, Jon](#)
To: [Smith, Tom A](#)
Cc: [Malathong, Vanh](#); [Johnston, Jon](#)
Subject: RE: Menlo Park Draft Housing Element Release
Date: Monday, May 16, 2022 12:18:15 PM
Attachments: [image001.png](#)

CAUTION: This email originated from outside of the organization. Unless you recognize the sender's email address and know the content is safe, DO NOT click links, open attachments or reply.

Tom,

Here are my responses.

Pg 2-106. Looks good

Pg 2-111 Driveway Design Guidelines. Projects shall conform to CA Fire Code for access and design as Emergency Vehicle Access Easements if required.

Pg 5-25 Why is Fire part of Utilities? It seems like a wrong category. The CA Fire Code is part of the Building Codes, therefore I think should be in the Building section. The tiny Fire fee appears to be exorbitant with the large Utilities total.

Pg 8-25 Program H4.R Looks good.

FYI. We are in a code adoption process right now that will be adopted with Ordinance by the end of the year. Also completing a fee schedule study for implementation at the end of the year. We are more than happy work with the City for inclusions to aid in equity and ease of housing. Let me know how we can partner.

Thanks,

Jon

From: Smith, Tom A <tasmith@menlopark.org>
Sent: Friday, May 13, 2022 11:34 AM
To: Johnston, Jon <JonJ@MenloFire.org>
Cc: Malathong, Vanh <VMalathong@menlopark.org>
Subject: Menlo Park Draft Housing Element Release

Caution: This email originated from outside of the organization. Unless you recognize the sender's email address and know the content is safe, **DO NOT** click links, open attachments or reply.

Hi Jon,

Hope you're doing well. The City of Menlo Park released the public review draft of its Housing Element for 2023-2031 on Wednesday, and it has been posted online here: <https://beta.menlopark.org/files/sharedassets/public/community->

[development/documents/housing-element-annual-progress-reports/2023-2031-menlo-park-housing-element-public-review-draft.pdf](#). We were wondering if the Fire District is comfortable reviewing electronically or if you would prefer a hard copy? If you want a paper version, let us know and we can put one together for you.

Thanks,
Tom



Tom A. Smith
Acting Principal Planner
City Hall - 1st Floor
701 Laurel St.
tel 650-330-6730
menlopark.org

From: Jill Olson [mailto:jillprimutholson@gmail.com]

Sent: Monday, May 16, 2022 11:49 AM

To: _CCIN <city.council@menlopark.org>

Subject: Site 38 in the Housing Element

CAUTION: This email originated from outside of the organization. Unless you recognize the sender's email address and know the content is safe, DO NOT click links, open attachments or reply.

Dear City Council:

I just read the site 38 text in the new Housing Element Update. Despite several emails from Suburban Park neighbors of site 38, our public comments at City Council meetings and Housing Element meetings, and our comments in the Almanac newspaper, our concerns regarding this site do not appear in your Housing Element. We also had the majority of City Council members come to Suburban Park and talk with neighbors in person about site 38 and yet the concerns voiced in those in person meetings do not appear in the Housing Element regarding site 38.

Please allow me to briefly list the vital issues the Housing Element is missing regarding site 38 and ask you to please correct these omissions in your housing element document:

1. Site 38 has only one narrow road leading to it called Sheridan. Neighbors have repeatedly requested an evaluation by the fire marshall of the narrow roads in Suburban Park leading to site 38 regarding access for emergency vehicles. Your housing element makes no mention of this safety concern.

2. We have requested that TWO access points be required of the developer before the site is approved by the City of Menlo Park for development to reduce traffic from site 38 through our deadend community of Suburban Park. The proposal makes no mention of this community concern and second entry/road request.

3. It is my understanding that this property has air pollution from highway 101 that prohibits it from being rebuilt as a school. How is it appropriate to put families in apartments on this polluted site 38? Is this not a social justice issue?

4. This site has an incredibly LOW AFFH scoring site of 2.

5. Currently there is no binding legal guarantee that this site will house mostly teachers and staff of Ravenswood School District which is an idea that we as neighbors support. Ravenswood City School district has made no binding or legal guarantee that this site will house 80% teachers, 70% teachers or even 50% teachers. Several neighbors recently wrote and asked in writing that the city and the school district legally and contractually make this site majority teacher housing as advertised by Ravenswood School district. We have not received any public promise of a legally binding contract as we have requested to insure teachers and staff are actually the majority renters at site 38 over the life of the 90 year lease.

Please update your housing element to address the concerns of your residents, the missing information about air pollution, narrow streets and emergency vehicle access, the community request for two entrances, etc. Thank you.

--

Cordially,

Jill Olson

Email: JillPrimuthOlson@gmail.com

Phone: 650-330-1795

From: Lynne Bramlett [mailto:lynne.e.bramlett@gmail.com]
Sent: Monday, May 16, 2022 1:45 PM
To: _CCIN <city.council@menlopark.org>
Subject: Housing Element Feedback

CAUTION: This email originated from outside of the organization. Unless you recognize the sender's email address and know the content is safe, DO NOT click links, open attachments or reply.

Dear Council,

Please see my input into the Housing Element. I may not be able to attend tonight's meeting in time to make a public comment.

1. **Emergency Housing.** What's the plan to house residents displaced due to a disaster? My understanding is that the Red Cross sets up temporary shelters only. I believe they arrive within 72 hours and disband the shelters after 30 days. I read that a jurisdiction should plan for shelters for about 10% of our population as most displaced people stay with family or friends. Please see the attached April 2021 Disaster Response Guidelines that I made a public records request to obtain. The shelter list (page 25) is extremely out of date. We need an updated list and MOUs with each, along with possibly pre-securing needed supplies. The Fire District's Disaster Response Guidelines were developed without jurisdictional and public input and review. This type of process is one reason why I believe Menlo Park needs to take more responsibility for its disaster management.
2. Policy H2.1 and H2.C. **Menlo Park has hundreds of soft-story apartment buildings and even some condos. The HOA board may be unaware of the seismic risk. We need a soft-story incentive to get**

them seismically retrofitted as they are prone to collapse in earthquakes. Retrofitting doesn't cost that much and residents can live in the building during a retrofit. I believe the average cost is about \$7,500 but this needs verifying. I counted the soft story buildings in District 1/Belle Haven and I got a count of 17 buildings (I excluded 335 Pierce Road which is slated to be torn down) and a total of 72 units. That could be anywhere from 150-300 people at risk of displacement in Belle Haven alone following an earthquake. Another resident has made a count of soft stories all over Menlo Park. There are hundreds.

3. **Program H4.R. Work with the Fire District and Policy H6.2.** The H4.R implication is that the plan is to get the Fire District to cooperate in lowering fire safety standards. I consider this a major mistake. Fires following earthquakes are a typical secondary consequence. Fires are what destroyed San Francisco in 1906, not the earthquake. I would like the City to work with the Fire District on incenting fire and wildfire defense solutions. We could train more people on fire safety and help to outfit Belle Haven (for example) residents with fire extinguishers and the knowledge of how to use them. Our building codes could also be stronger. I believe we have adopted the bare minimum of "life and safety only." We could do better. As to wildfires, one of the most common ways that wildfires spread is through embers and burning debris that gets into attics. The Fire District and the City could work together to provide incentives to help people to retrofit attic vents and to add sprinklers. Outside vegetation could also be hardened. The downtown business district particularly needs sprinklers in most of the buildings. Suitable new large housing units could also include underground water storage. The Fire Marshal and Fire Chief should give input into H4.R.

Lynne Bramlett
650-380-3028

MENLO PARK FIRE DISTRICT
DISASTER RESPONSE GUIDELINES
APRIL 2021



Office of Emergency Management

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SECTION I: INTRODUCTION

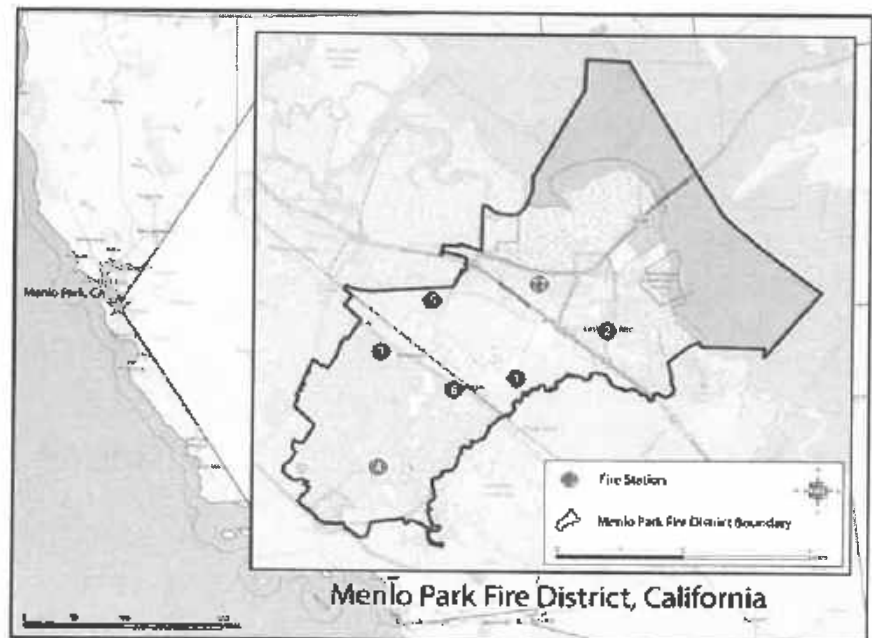
1.1 Disaster Definition

A disaster is defined by the Fire District as an occurrence of a natural catastrophe, technological accident, or human-caused event that has resulted in severe property damage, deaths, and/or multiple injuries. A “large-scale disaster” that exceeds the response capabilities of the Fire District and requires County, State and potentially Federal involvement. The Disaster Response Guidelines (DRG) seeks to provide the framework in which the Fire District will operate accordingly in conjunction with National Incident Management System and Standardized Emergency Management System

1.2 History

The Menlo Park Fire Protection District (MPFPD or District) was established in 1916; the District was reaffirmed and operates under the authority of the California Health and Safety Code Section 13800 et seq. (Fire Protection District Law of 1987). Located on the peninsula in the southernmost part of San Mateo County in the Metropolitan Bay Area, the District covers approximately 29 square miles that reach into the bay.

The District's population is estimated at around 95,263. In addition, via a contract for services, the district provides fire and EMS response to the Stanford Linear Accelerator and National Department of Energy Laboratory. MPFPD is a Special District governed by a Board of Directors comprised of resident community members, duly elected by the citizens of the District and serving staggered four-year terms. As a Special District, MPFPD provides a full array of fire, rescue, emergency medical, and risk reduction to the cities of East Palo Alto and Menlo Park, the Town of Atherton, and unincorporated areas of southern San Mateo County.



The District employs 125 personnel and responds to approximately 8,743 calls for service annually. Currently, the District's assessed valuation is \$34.75 billion, with an approved budget for the fiscal year (FY) 2019-2020 of \$62,015,046. The Fire Chief is hired by and answers to the Board of Directors.

1.4 District Responsibility

The District acknowledges that, during a disaster, it will be the primary provider of firefighting, medical services, and rescue services within the community. These roles are the Fire District's responsibilities by virtue of statutory authority as well as recognition from the National Incident Management System- Emergency Support Function #4 Firefighting.

Aside, from these responsibilities the Fire District is also the sponsoring agency to a Federal and State Urban Search and Rescue Team (CA-TF3) and has an Office of Emergency Management with a team of two-full time personnel that support the Department Operation Center and serve as Fire Liaisons to the jurisdictions.

1.5 Scope

This document serves as the official guideline for Menlo Park Fire Protection District disaster response efforts. This document works in parallel with Local, County, State and Federal emergency response plans. It is the intent of this Disaster Response Guide (DRG) that all Fire District disaster response protocols be integrated underneath this doctrine associated with Emergency Management/ Homeland Security.

- DRG establishes a framework for the overall integration of District disaster operations into existing manageable framework within the District's boundaries.
- DRG outlines standardized and universal processes utilized by District personnel to assess large scale incident management operations during a disaster in return mitigating unnecessary loss of live and property.

1.6 Approval and Implementation

The Disaster Response Guide will take effect upon approval by the Fire Chief. The Plan will be reviewed annually by the Office of Emergency Management in support with the Operations Division.

SECTION II: AUTHORITIES & REFERENCES

The Disaster Response Guide follows the authority provided below.

Title / Citation	Origination	Application	Description / Summary
1. California Emergency Services Act, Chapter 7, Division 1, Title 2 of California Government Code	State of California	State and local government agencies	Confers emergency powers to the Governor, establishes OES, delineates the emergency responsibilities of state agencies, and establishes the state mutual aid system
2. SEMS Chapter 1, Division 2, Title 21 of the California Code of Regulations	State of California	State and local government agencies	Provides the framework for emergency management in California, directs each agency to be responsible for “emergency planning, preparedness, and training” and directs each agency to establish a line of succession “and train its employees to properly perform emergency assignments”
3. Governor’s Executive Order W-9-91	State of California	State and local government agencies	Establishes basic emergency preparedness objectives and policies to be carried out by state officials
4. California Disaster and Civil Defense Master Mutual Aid Agreement	State of California	State and local government agencies	Provides a framework for the provision of mutual aid to agencies in need during an emergency event
5. Emergency Managers Mutual Aid Plan	State of California	State and local government agencies	Outlines policies, procedures, and authorities for provision of emergency management personnel from unaffected jurisdictions to support affected jurisdictions during an emergency event, in accordance with the Master Mutual Aid Agreement
6. State of War Emergency Orders and Regulations	State of California	State and local government agencies	Explains the broad powers of the Governor during a State of War emergency
7. State Emergency Plan	State of California	State and local government agencies	Describes the authorities, responsibilities, functions, and operations of all levels of government during extraordinary emergencies
8. Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act)	Congress of the United States (Public Law 93-288, as amended)	Federal agencies	Authorizes the Federal Government to provide assistance in emergencies and disasters when state and local capabilities are exceeded
9. National Response Framework & National Incident Management System	U.S. Department of Homeland Security	All levels of government, and non-governmental and private sector entities	Provides guidance on how the nation conducts all hazard incident responses

10 Homeland Security Presidential Directive No. 5	The Executive Office of the President	Federal, state and local agencies with responsibilities for emergency response	Authorizes the development and implementation of NIMS, which establishes standardized incident management processes that all responders use to conduct response actions
11 Homeland Security Presidential Directive No. 8	The Executive Office of the President	Federal, state and local agencies with responsibilities for emergency response	Establishes policies for strengthening national preparedness, including the National Preparedness Goal and Target Capabilities List

SECTION III: HAZARD RISK ANALYSIS

Hazard Identification is the process of recognizing the range of natural or human-caused events that threaten the Fire District. Natural hazards result from uncontrollable, naturally, occurring events such as flooding, windstorms and earthquakes, whereas human-caused hazards result from human activity and technological hazards. (STANDARD OF COVERAGE REPORT 2020)

Figure 10: Hazard Risk Summary

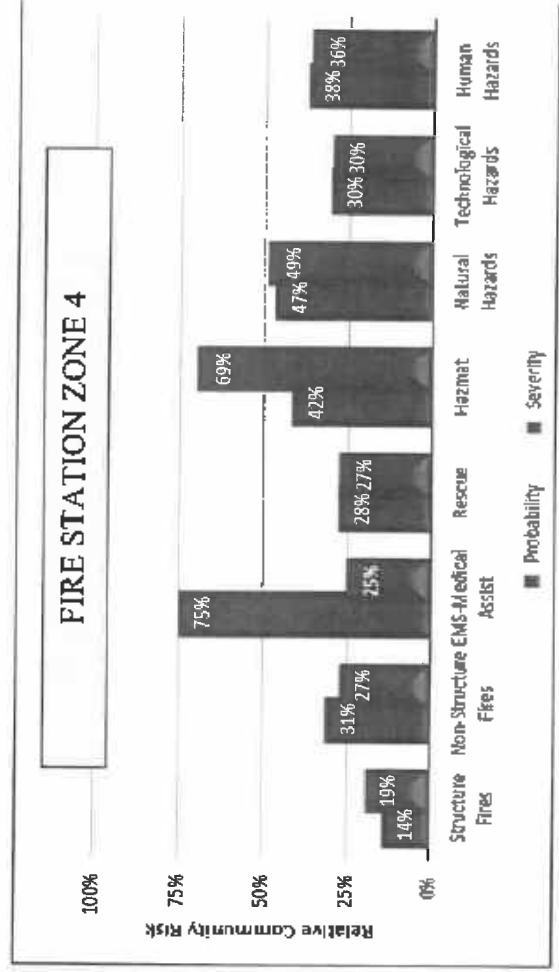
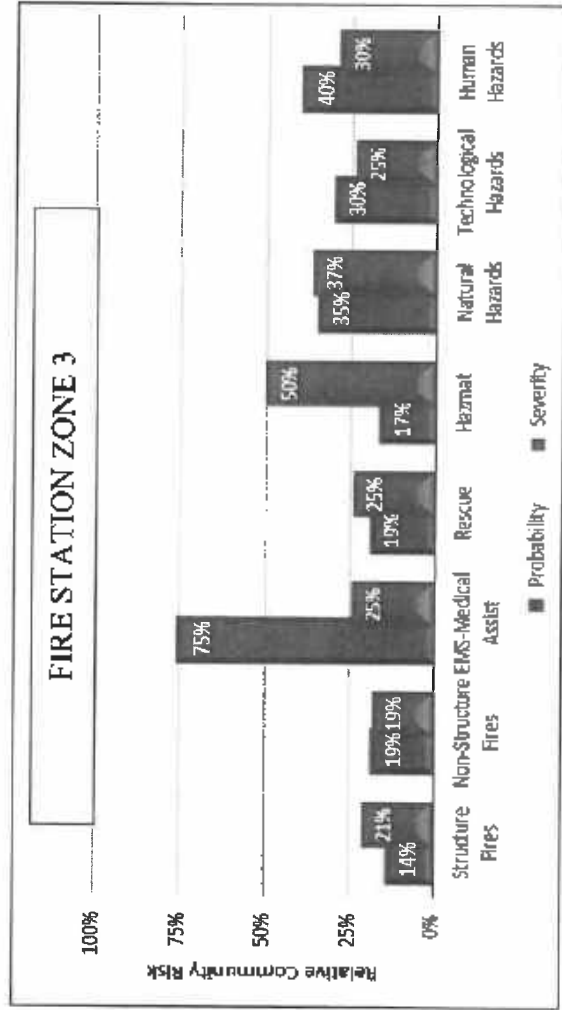
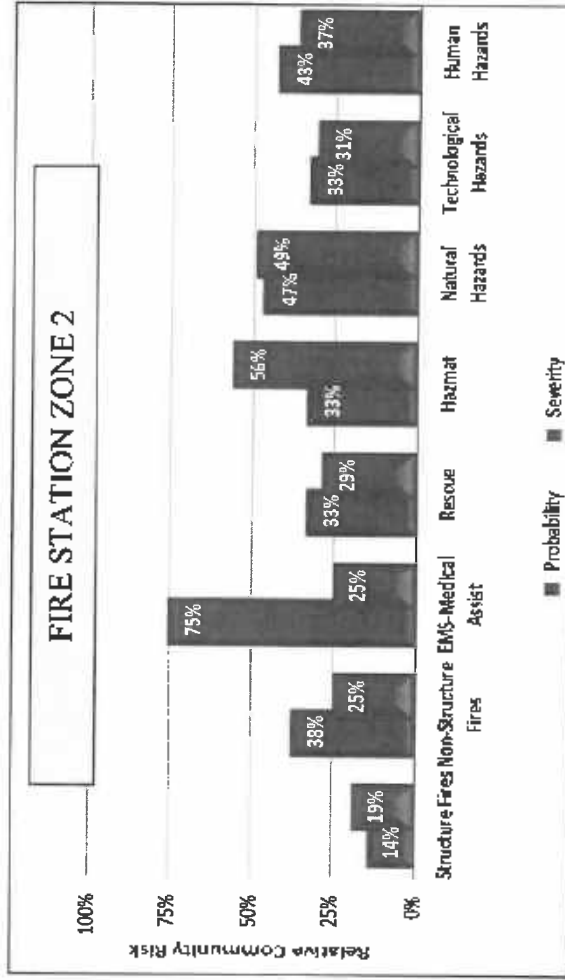
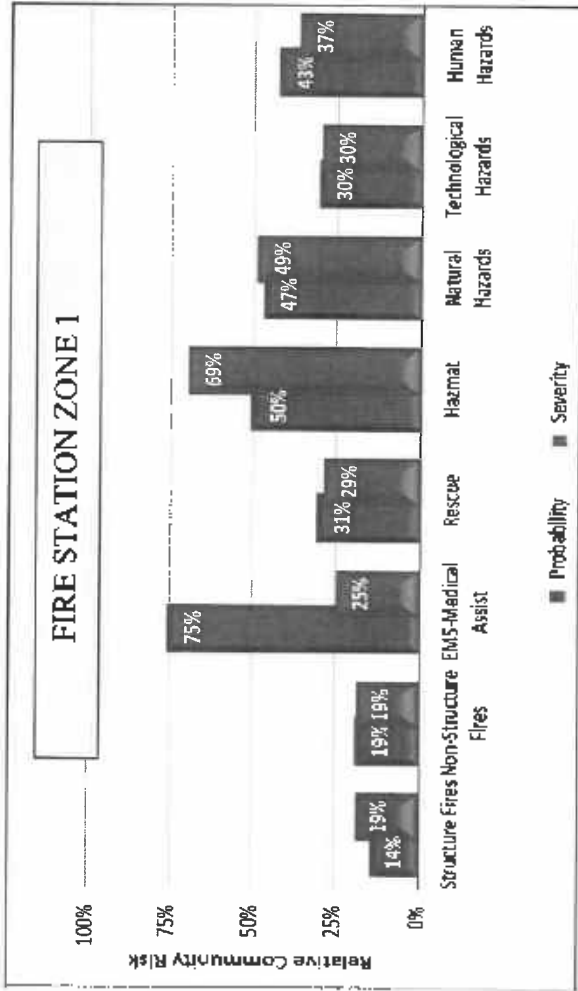
	Structure Fires	Non-Structure Fires	EMS	Rescue	Hazmat	Natural Hazards	Tech. Hazards	Human Hazards	Total
Probability	100%	81%	100%	50%	50%	37%	47%	50%	55%
Severity	63%	61%	42%	50%	58%	51%	64%	65%	57%
Relative Risk	63%	50%	42%	25%	29%	19%	30%	33%	31%

COUNTY HAZARD MITIGATION PLAN: 2016

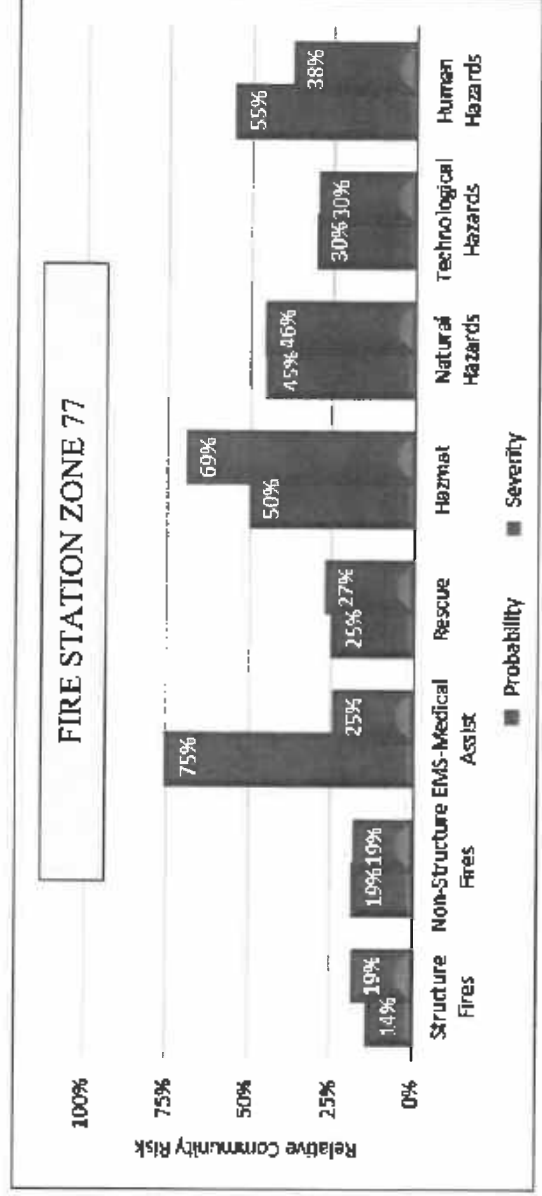
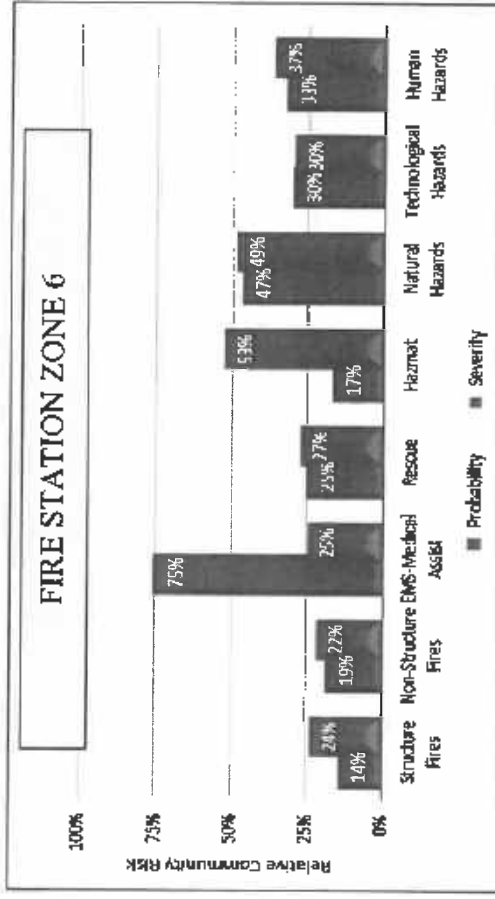
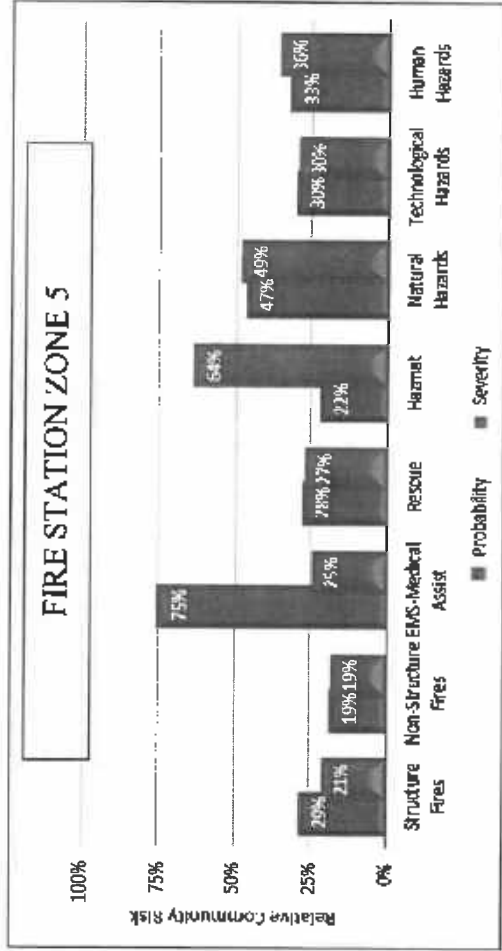
Rank	Hazard Type	Risk Rating Score (Probability x Impact)	Category
1	Wildfire	54	High
2	Earthquake	48	High
3	Severe Weather	33	Medium
4	Landslides	21	Medium
5	Flood	18	Medium
6	Tsunami	18	Medium
7	Drought	9	Low
8	Dam Failure	6	Low



Community Risk Per Fire Station Zones



Community Risk Per Fire Station Zones



SECTION III: GUIDELINES, DEFINITIONS & GOALS

3.1 District Guidelines in a Disaster

- The District will operate under the National Incident Management System (NIMS) / State Emergency Management System (SEMS) / Incident Command System (ICS) during an event or disaster.
- The Fire District will exercise specific Disaster Response Annexes when applicable to the emergency event/ disaster situation.
- All on-duty personnel are expected to remain until properly relieved. Off-duty personnel will be expected to return to work as per the District recall procedures.
- Staffing levels may change at the discretion of the Fire Chief or his/her designee.
- Incident Command priorities will remain life safety, incident stabilization and protection of property and the environment.

3.2 Department Operation Center Activation

During any event that exceeds normal Fire District capacity a Department Operation Center (DOC) may be activated per the National Incident Management System (NIMS). A Department Operations Center (DOC) is typically a singular coordination control center related to that agencies or department specific core responsibilities jurisdictionally. A DOC is a physical facility or location similar to an Emergency Operations Center (EOC). However, the purpose of a DOC is to manage and coordinate events specific to the Fire District's core responsibilities.

The DOC maybe activated when:

- The City of Menlo Park, East Palo Alto and Town of Atherton activate their respective Emergency Operations Center (EOC).
- When 75% of District resources are involved in a major disaster response with long term sustained operations expected.
- Upon order of the Fire Chief or his/her designee.

DEPARTMENT OPERATION CENTER

LEVEL 1	NORMAL OPERATIONS	<ul style="list-style-type: none"> • Normal call volume no significant event. • Routine day to day operations.
LEVEL 2	PARTIAL OPERATIONS	<ul style="list-style-type: none"> • This type of incident extends beyond the capabilities for local control and is expected to go multiple operational periods. • Partial command and general staff positions are filled. • Activation of Department Operation Center. • Activation of Joint Information System with locality. • Written IAP is required for each operational period. • Many functional units are needed and support staff (Fire Prevention, Fleet, OEM, USAR etc.)
LEVEL 3	FULL ACTIVATION	<ul style="list-style-type: none"> • This type of incident is most complex, requiring Federal and State resources. • All Command and General Staff positions filled. • Branches need to be developed in IAP • Activation of Emergency Operation Center or Mult-Agency Coordination Center • Activation of Joint Information System.

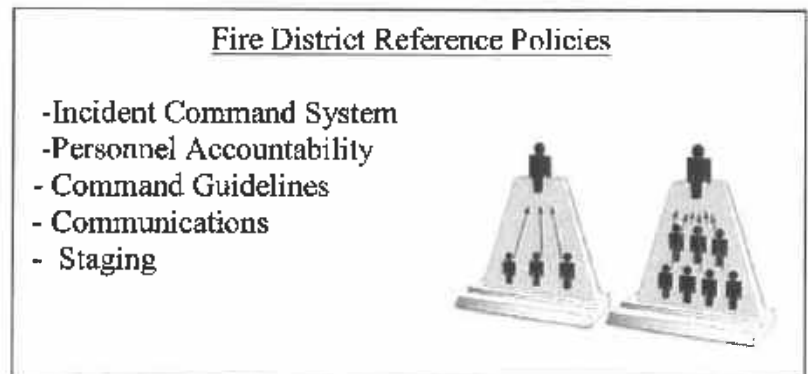
SECTION IV: ORGANIZATION

4.1 Incident Command System/ National Incident Management System

The Fire District will use the Incident Command System during all declared disasters and during ANY large-scale incidents that breach District resources. A system that aligns with the National Incident Management System and the California Standardized Emergency Management System.

Incident Command System (ICS) is used for the command, control, and coordination of emergency response. ICS incorporates personnel, policies, procedures, facilities, and equipment, integrated into a common organizational structure designed to improve emergency response operations of all types and complexities. Below are a few characteristics of ICS:

- Span of control
- Personnel accountability
- Common terminology
- Resources management
- Integrated communications



4.2 Standardized Emergency Management System (SEMS)

The Standardized Emergency Management System (SEMS) is the system required by California's Government Code Section 8607(a) for managing emergencies involving multiple jurisdictions and agencies. SEMS consists of five organizational levels, which are activated as necessary. SEMS incorporates the functions and principles of the Incident Command System (ICS), the Master Mutual Aid Agreement (MMAA), existing mutual aid systems, the operational area concept, and multi-agency or inter-agency coordination.

Local districts must use SEMS to be eligible for funding of their response-related costs under state disaster assistance programs. SEMS is intended to:

- Facilitate the flow of information within and between levels of the system
- Facilitate coordination among all responding agencies.

The use of SEMS will improve the mobilization, deployment, utilization, tracking, and demobilization of needed mutual aid resources. The use of SEMS will reduce the incidence of poor coordination and communications, and reduce resource ordering duplication. SEMS is designed to be flexible and adaptable to the varied disasters that occur in California and to the needs of all emergency responders.

SEMS requires the following functions to be provided at the local government and operational area levels:

- **Field**

The Field Level is where emergency response personnel and resources, under the command of responsible officials, carry out tactical decisions and activities in direct response to an incident or threat.

- **Local Government**

The local government level of emergency management manages and coordinates the overall emergency response and recovery activities within a local government's jurisdiction. Local governments include the County, cities, town and counties, school districts and special districts.

The local government level is activated when field response level agencies determine that they need support from a higher level.

- **Operational Area (OA) / SAN MATEO COUNTY**

An OA is the intermediate level of the state's emergency management organization which encompasses a county's boundaries and all political subdivision located within that county, including special districts. The OA facilitates and/or coordinates information, resources and decisions regarding priorities among local governments within the OA. The OA serves as the coordination and communication link between the Local Government Level and Regional Level. State, federal and tribal jurisdictions in the OA may have statutory authorities for response similar to those at the local level.

- **Region**

The Regional Level manages and coordinates information and resources among operational areas within the mutual aid region, and also between the OA and the state level. The Regional Level also coordinates overall state agency support for emergency response activities within the region.

- **State**

The state level of SEMS prioritizes tasks and coordinates state resources in response to the requests from the Regional level and coordinates mutual aid among the mutual aid regions and between the Regional Level and State Level. The state level also serves as the coordination and communication link between the state and the federal emergency response system. The state level requests assistance from other state governments through the Emergency Management Assistance Compact (EMAC) and similar interstate compacts/agreements and coordinates with the Federal Emergency Management Agency (FEMA) when federal assistance is requested. The state level operates out of the State Operations Center (SOC).

The Field and DOC functions are further illustrated in the following chart:

Primary SEMS Function	Field Responsibilities	DOC Responsibilities
Command	Command is responsible for the directing, ordering, and/or controlling resources.	{FIRE/ DEPUTY CHIEF} Management is responsible for facilitation of overall policy, coordination and support of the incident
Operations	The coordinated tactical response of all field operations in accordance with the Incident Action Plan.	{OPERATIONS CHIEF} The coordination of all jurisdictional operations in support of the response to the emergency in accordance with the EOC Action Plan.
Planning and Intelligence	The collection, evaluation, documentation and use of intelligence related to the incident.	{DISASTER RESPONSE MANAGER} Collecting, evaluating, and disseminating information and maintaining documentation relative to all jurisdictional activities.
Logistics	Providing facilities, services, personnel, equipment and materials in support of the incident.	{USAR WAREHOUSE/ LOGISTICS} Providing facilities, services, personnel, equipment and materials in support of all jurisdictional activities as required.
Finance and Administration	Financial and cost analysis and administrative aspects not handled by the other functions.	{ADMINISTRATIVE SERVICE MANAGER} Responsible for coordinating and supporting administrative and fiscal consideration surrounding an emergency incident, including recovery.

4.3 National Incident Management System (NIMS)

The National Response Framework (NRF) is mandated by HSPD-5 that integrates Federal domestic prevention, preparedness, response, and recovery plans into one all-discipline, all-hazards plan.

The Fire District will utilize NIMS and SEMS during all large-scale or complex incidents in order to be eligible for disaster reimbursement.

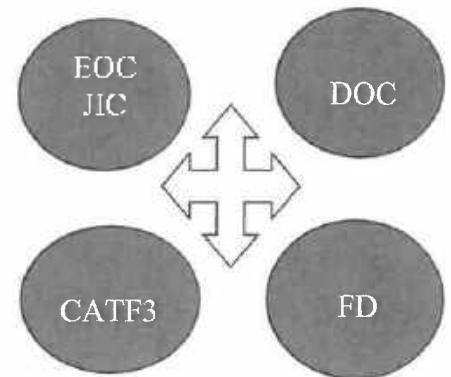
NIMS Management Characteristics

Common Terminology	Modular Organization
Management by Objectives	Incident Action Planning
Span of Control	Incident Facilities (ICP etc.)
Resource Management	Integrated Communications
Transfer of Command	Unified Command
Accountability	Information Management

4.4 Relationship between the EOC, DOC, and IMAT(CA-TF3)

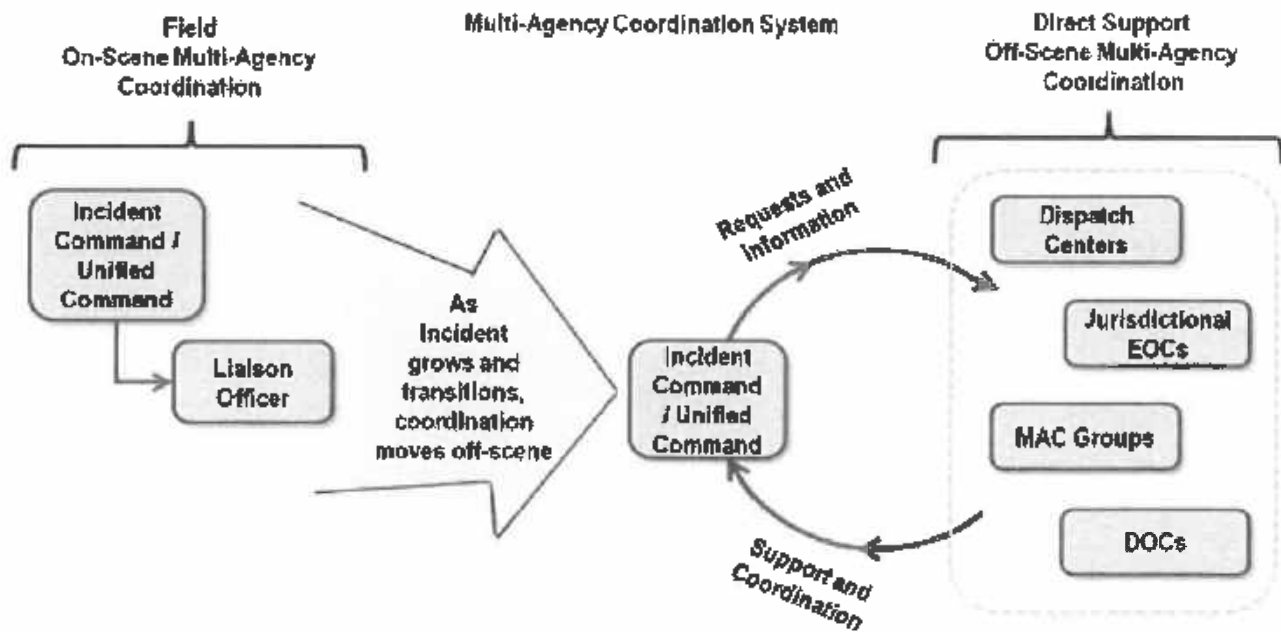
When an incident becomes large enough that a municipal EOC is opened the Fire District may send a representative from OEM and an employee from Operations to represent the District. The PIO should also be in close collaboration with the Joint Information System if one is established by the locality.

The Fire District is the Sponsoring Agency (SA) of FEMA-California Task Force 3. If CATF-3 is mobilized without formal orders per direction of the SA then the Program Manager along with the Task Force Leader will be responsible for system integration between the partnering response agencies. The Office of Emergency Management may also be utilized for incident management support.



4.5 Multiagency Coordination Center

Any large-scale incidents within the Fire District may require establishing a Multi-Agency Coordination Center. Integrating all our local agencies (Atherton, Menlo Park, East Palo Alto and Unincorporated San Mateo) in one command center will streamline the process and improve the decision-making process among the City Managers and the Fire Chief. This MACC is promoting the scalability and flexibility that is needed for a coordinated response within the District.



SECTION V: Disaster Facilities, Support Staff and Fire Board

5.1 Disaster Facilities

The following facilities are identified as the Department Operating Center (DOC) for the District: However, the Fire District may choose to integrate its department staff with City or Town resources and form an Emergency Operation Center or Multi-Agency Coordination Center when applicable.

Primary	Fire Administration Conference Room 170 Middlefield Road Menlo Park, CA 94025
Alternate	USAR Facility 2470 Pulgas Avenue East Palo Alto, CA 94303

5.2 Emergency Water and Food Supplies

The Fire District does have emergency water tanks located at each station in case our drinking water is disrupted during a disaster. The USAR facility also stores emergency food and pallets of drinking water for the program that we may be able to acquire through the Program Manager.

STATION 1	STATION 2	STATION 3
800 Gallons Water	800 Gallons Water	325 Gallons Water
STATION 4	STATION 5	STATION 6
325 Gallons Water	325 Gallons Water	500 Gallons Water
STATION 77		
325 Gallons Water		

5.2 Personnel Activation & Recall Procedures

The Fire District's regular staffing may be insufficient to meet the needs of a disaster. It may be necessary to conduct employee polling of ALL Fire District personnel (Operations, Support, Administrative, Fleet, EMS, Training, Human Resources, IT and OEM staff).

All District employees are considered Disaster Services Workers under California Government Code 3100 and shall report for duty as soon as possible when advised by their supervisor.

District Employees will be notified in one of the following ways by their Supervisors:

1. Telephone (including home, cell and other contacts from the personnel contact list)
2. Email

5.3 Labor Pool, Additional Resources and Time Card Tracking

Upon conducting the recall procedures, off duty personnel and support staff should secure his or her individual home/personal situation before reporting to an assigned area:

Safety Employees:

Regularly assigned safety personnel should report to their assigned fire station or work station per direction of the Operations Chief and Fire Marshal.

Non-Safety Employees:

Administrative/ Support personnel will check in with their Managers/ Supervisors and will report to duty where needed. Managers and Supervisors are to report their staff availability to the Fire Chief. These department include (Human Resource, Administrative, Training Division, Fleet, Fire Prevention, USAR, and Office of Emergency Management).

All District Employees- Disaster Service Workers:

Public Employees can support their nearest city or other public agencies in their immediate area until access routes have been restored if unable to get to work. All Public Employees are considered Disaster Service Workers per Government Code Section 3100-3109.

Time Card Tracking:

All employees whom are off-duty reporting in for duty need to document their hours using ADP, Microsoft Calendars, or any other form provided by Human Resource. This will be used for financial reimbursement and HR will advise of any adjusted hourly rates based on over-time hours.

5.4 Badges/ Identification During A Disaster

To ensure that access is permitted to District employees who are attempting to travel the roadways and highways, every member should carry their Fire District personnel identification card. Presenting this ID should allow the member access to most disaster areas- although check in with your supervisor or manager before entering an emergency/ disastrous scene if you are civilian/ non-safety employee.

5.5 Family Assistance Centers

As conditions and time permit, efforts will be made to set up a family support center in efforts to keep our employee families up to date on information related to the disaster. Any significant events that has the capacity to breach 10 days should take into consideration a Family Assistance Center. The PIO will work with Human Resource Department with setting this up.

5.6 Modification of Work Assignments

While operating in a declared disaster- District personnel maybe assigned to functions which are not part of their daily job activities but which they may safely perform. Assignments that exceed the scope of the employee's daily job will be made by the Fire Chief and Human Resource Manager after evaluating the work responsibilities.

All District personnel including administrative staff may be assigned to clerical, planning, logistics, administration/finance, support, or non-response functions after deemed allowable by Fire Chief.

In addition to Safety Employees the Fire District may choose to activate its "Disaster Volunteer Management Annex" in affiliation with its Community Emergency Response Team (CERT) program.

5.7 Staffing / Crew Configurations

While operating in a declared disaster the Fire District may reconfigure or alter the staffing and crew assignments for response units to meet the specific needs of the event. Personnel will be informed of their assignment and accountability for all staffing in the affected area (disaster zone). All personnel assigned to tactical activities within the operations or response should work in teams of two or more while other assignments maybe a single person or a mission specific team.

5.8 Board of Directors

The District acknowledges that the political oversight, declarative authority and guidance of the Board of Directors may be essential during a disaster. As the Fire Board’s normal meeting area (Training Classroom) may be utilized as a Department Operations Center during a disaster provisions to both closed and public meeting options may be made in other locations within the District’s buildings. The Fire Chief serves as the Liaison to Board of Directors without exception

Specific responsibilities of the Fire Board include:

- Receive regular updates and briefings from the Fire Chief.
- Continue to serve in their respected Liaison role to local government representatives.
- Review and approve Emergency Policies or Purchases that exceed Fire Chief authority.
- Participate in public meetings with local officials to determine public needs and identify current or future Fire District actions related to the disaster.
- Visit impacted areas, shelters, and other temporary facilities to support the local City officials. Review requirements for special legislation and development of policy.

5.9 Community Emergency Response Team (CERT)

The District’s Community Emergency Response Team (CERT) program has more than 1,000 trained members in the Fire District. CERT members have pre-determined scope and capabilities for disaster response. CERT Members are trained in the following:

- Disaster Medical Operations
- Fire Safety & Utilities
- Light Search and Rescue
- Incident Command System

CERT Disaster Caches:

The Fire District has several CERT caches throughout the area. CERT members have access to these trailers during times of a crisis. CERT Caches having some of the following contents:

Respiratory Protection (P100, Scott half face)	Rescue Equipment (Rope, Litter Pre-Rig)	Cribbing & Wedge Kit (4x4x18)
Hand Tools (Axe, Sledge Hammer etc.)	Trauma Kit (Trauma Kit, Dressing)	Safety Equipment (Air horn, vests, goggles)

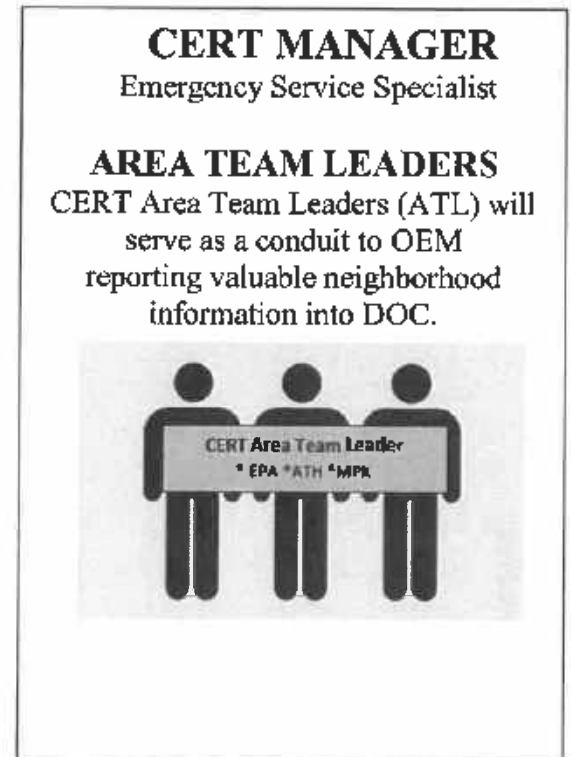
5.2 CERT Activation

In the event of a disaster CERT members will respond within their designated communities and establish communications through their pre-determined communications pathways which include FRS/GMRS radio systems which operate independently of other District radio communications.

The Fire District has established Area Team Leaders (ATL) that will serve as liaisons to OEM with helping assess the damage at the neighborhood level through working with community groups. The Emergency Service Specialist (OEM) is the POC for CERT integration.

CERT members may be formally activated by the Fire District based on the following situations.

1. Shortages of professional responders require additional staffing support or additional volunteer/ CERT resources.
2. Volunteers with particular skills and/ or special knowledge are needed to enhance response and recovery/ CERT resources.
3. The localities require Fire District CERT affiliated members.



SECTION VI: OPERATIONAL COORDINATION

6.1 District Operations Center (DOC)

The mission of the District Operation Center (DOC) is to provide support for major incidents regarding resource requests, tracking of situation status, and handling incident communications without impacting normal emergency dispatch center operations. The Fire District may provide an agency representative to the affected localities EOC to act as the Fire and Rescue Branch Coordinator along with a support staffing from the Office of Emergency Management.

A major responsibility of the DOC is to serve as the central ordering point for the incident, which requires the coordination of all requests and orders for fire resources, personnel, and logistical support. This entails a high level of coordination with local, state, and federal partners to ensure requests are filled as timely as possible.

Command and Control
DOC serve as the central ordering point for resource requests, tracking of situational status.

6.2 DOC Activation Checklist

1 MAKE THE DECISION TO ACTIVATE DOC

Assess the emergency or event. Do you foresee it lasting a couple days (2-3)?
A request was made from the field to activate (fire, police, public works)?
DOC activated primarily as proactive (parade, presidential visit, flood watch)?

2 DETERMINE THE INITIAL LEVEL OF ACTIVATION

Level 1- No Activation (Staffing minima 1-3 members) if opened as Watch Center.
Level 2- Enhanced Operations (staffing moderate 3-7 members)
Level 3 Full Activation (staffing maximum 7-12 members- MACC activated.)

3 OPEN THE DEPARTMENT OPERATION CENTER OR CITY EOC

When you arrive turn on basic equipment.
Turn on all computers
Select the local broadcast channel on the TV.
Make sure weather radio is on or a website is being monitored.
Refer to EOP checklists forms per Hazard.
Start filling out your actions on the ICS Form 214 Unit Log
Sign into WebEOC <https://sanmateo.webcocasp.com/sanmateo>

4 ASSUME RESPONSIBILITY AS EOC MANAGER UNTIL RELIEVED

5 NOTIFY CHIEF OFFICERS AND EMERGENCY MANAGEMENT

Contact has been made with all Chief Officers and Emergency Management Division?

6

ADVISE COUNTY OES THAT DOC HAS BEEN ACTIVATED

Contact the on-Duty Officer and let them know DOC has been activated. Provide nature of the emergency and brief description of the current situation. Non-Urgent Monday thru Friday OES County Duty Officer 650-363-4790
After Hours 650-363-4911

DOC Objectives:

Resource tracking and accountability is the highest priority of the Department Operation Center.

Initial actions in the DOC are to assess needs, assign personnel to DOC positions and brief staff. As the demands of the incident expand the DOC coordinates the necessary resources (equipment, personnel).

Through, maps, display charts/boards, radios, phones and computers need to be brought in or set-up in the Department Operation Center. Utilize “First Watch” software as a Common Operating Picture along with other systems.

When the incident is multi-jurisdictional and a Unified Command has been established, the Fire District will send a Chief Officer to cooperate in the Unified Command.

The DOC also facilitates the backfill and staffing of the Reserved Apparatus if warranted.

- Assess current situation and resource status

- Determine immediate future needs

- Utilize all means to call back all off-duty firefighters, Chief Officers and support staff.

- Staff the DOC with a Logistics Chief / Resource Manager (BC) who is on-duty.

- Determine drawdown levels, incident commitment, and outstanding incident needs

- Allocate reserve resources if necessary. Place non-on duty staff on stand-by.

- Request mutual aid through the Operational Area (OA) Mutual Aid Coordinator

- Maintain status of unassigned fire and rescue resources

- Complete and maintain status reports for major incidents requiring or potentially requiring OA, State and/or Federal response

6.3 DOC Organization Chart

In accordance with SEMS requirements, the DOC will be staffed and managed by the DOC Incident Management Team which may consist of Chief Officers, OEM, Suppression, IT, and EMS staff. Additional personnel to support the DOC will be identified and assigned by the Fire Chief, designee, or the Operations Chief.

DOC POSITON	DISTRICT POSITION
1. Operations Chief	Deputy Fire Chief
2. Public Information Officer	Fire Marshal
3. Planning Chief (OEM)	Disaster Response Manager
4. Liaison Officer/ Volunteer Management (OEM)	Emergency Services Specialist
5. Logistics Chief	USAR Warehouse & Logistics
6. IMAT	CATF3 Program Manager

6.3 Multi-Agency Jurisdictional Response

A catastrophic incident is any natural or manmade incident, including terrorism, that result in extraordinary levels of mass casualties, damage or disruption severely affecting the population, infrastructure, environment, economy, and government functions.

This type of event adds tremendous pressure to our Battalion Chief because of the severity, scale, and scope of the multiple agencies that will be responding in the Fire District.

6.4 Complex Incident-Standing Objectives

1. **Situational Awareness / Analysis** - Assigned: Ops, Plans, PIO
 - a. Incident Information
 - b. Information Analysis
 - Current incident status (Conditions Assessment Needs)
 - Incident potential information (12, 24, 48- and 72-hour projections)
 - c. Intelligence and Investigation
 - d. Public Information
 - Current situation
 - Potential situation
2. **Determine Priority of Incident(s)** - Assigned: OPS
 - Life Safety
 - Property Threats
 - High Damage Potential
 - Incident Complexity
 - Environmental Impact
 - Economic Impact

3. **Acquire / Allocate Critical Resources** – Assigned: Logs, PIO
Critical resources acquired internally first
As incident expands, resources acquired externally
4. **Crisis Information Management** – Assigned: PIO
What is happening, government actions being taken, public actions requested
Consolidating and packaging incident information- Joint Information System.
Internal dissemination of information
External dissemination of information
Monitor media (including social media) reporting for accuracy
5. **Develop / Advise / Support Policy-level Decisions** – Assigned: FIRE CHEF
Coordinate, support, and assist with policy-level decisions
6. **Coordinate with EOCs** – Assigned: OEM/ OPS
Keep EOCs informed
Elected officials must clearly understand their roles. (Fire Chief assigned)
7. **Coordination with County, State, Federal, Private and Non-Governmental Partners:** Assigned: Liaison / Plans / Management
Communications with partners (Private, Governmental, NGO, VOAD)

6.5 Action Plans

There are two types of action plans in SEMS: Incident Action Plans and Emergency Action Plans.

1. **Incident Action Plans**, (IAPs) are used at the Field Response Level to establish operational period priorities. An IAP contains objectives reflecting the overall incident strategy, specific actions and supporting information for the next Operational Period. IAPs are an essential and required element in achieving objectives under SEMS.

Incident Action Plans should include:

Statement of Objectives: Appropriate to the overall incident.

Organization: Describes what parts of the ICS organization will be in place for each Operational Period.

Assignments to Accomplish Objectives: These are normally recommended by each previous shift's Division or Group and Supervisors and reviewed by the Operations Section Chief before they go to the Planning section. They include the strategy, tactics, and resources to be used.

Supporting Material: Examples can include maps of the incident, a communications plan, a medical plan, a traffic plan, etc.

Incident Action Plan Development Forms

- ICS Form 202
- ICS Form 203
- ICS Form 204
- ICS Form 205
- ICS Form 215
- ICS Form 215A
- ICS Form 216

2. **Emergency Action Plans, (EAPs)** are developed at the local government level typically within the Emergency Operation Center. The use of Emergency Action Plans provides designated personnel with the knowledge of the objectives to be achieved and the steps required for achievement. The same processes are similar to that of developing an Incident Action Plan. The EAP documents the operational period, staffing assignments and tasks in addition to briefing schedules and incident objectives.

6.6 Creating A Common Operating Picture

The State of California currently has an Internet web-based information reporting system, (Web EOC) for use during emergencies. WebEOC is used by County of San Mateo Office of Emergency Services. The purpose of Web EOC is to improve the state’s and county’s ability to respond to major disasters. The District and localities will utilize this software as a means to create a COMMON OPERATING PICTURE among the jurisdiction along with exercising other system applications and field resource capabilities.

WebEOC First Watch	Zone Haven SFCJPA Flood Warning System	Microsoft Teams/ Conference Calls/ Zoom
Drop Box	Monday- Project Management Tool	SAU Van

SAU (Situational Awareness Unit)

The Fire District has a specialized asset that is capable of supporting a common operation picture during a disaster at the Incident Command Post.

This asset is equipped with the following:

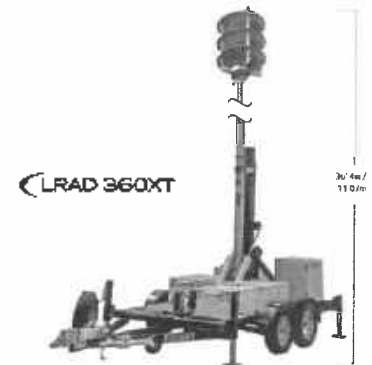
- 8 Cellular Modems
- 45GB Up/ 90GB down
- Satellite
- WiFi Coverage
- 5 Radio bands
- 8TB Storage
- 8 Live video sources
- 4 video screens



6.7. Communications & Alerting

During a Department Operation Center Activation, the Fire District has the following means to notify the community during a disaster.

- Countywide Alert System (SMC)- OEM Personnel are capable of sending out mass notifications to the community on behalf of AHJ.
- TENS- Reverse 911 can be initiated by Law Enforcement.
- GETS Program- Selected Chief Officers including Fire Board members are registered with Federal GETS program (Government Emergency Telecommunication Service).
- Walsh Road Siren- in partnership with the Town of Atherton and Calwater the Fire District has a siren located at 120 Reservoir Road, Atherton.
- LRAD- the Fire District has a mobile siren capability that can be deployed (prior or during) to a disaster area.



6.8. Public Information Officer

As, soon as practicable after a basic fire and rescue operations are completed on the fire ground or at any significant incident, the Incident Commander will designate a Public Information Officer. If no PIO is available, a Battalion Chief or the Fire Marshal may fill the position. In a multiagency or multijurisdictional incident, it may be necessary to establish a joint information center or joint information system.

The Public Information Officer should gather and disseminate the following information as deemed appropriate:

- a) Incident response information, including the number of units and personnel on scene.
- b) Appropriate human interest or safety information.
- c) Nature of the incident and expertise of the fire personnel (high rise, technical rescue, etc.)
- d) A description of any particular hazards presents at incident.
- e) Identification of life-saving or heroic acts that may have occurred including any rescue scenarios.
- f) Projected duration of the incident.

SECTION VII: SHELTER LOCATIONS

The Fire District works with Red Cross and the City's with establishing Evacuation and Shelter Centers. Below is a list of facilities that are pre-identified. During an evacuation the Fire District will work Law Enforcement with the movement of people and property under penal code § 409.5

1. **Burgess Gymnasium**
501 Laurel Street, Menlo Park, CA
Evacuation Capacity: 350
8. **Hillview Elementary**
110 Elder Avenue, Menlo Park, CA
Evacuation Capacity: 250
15. **Menlo Park Presbyterian Church**
950 Santa Cruz, Menlo Park, CA
Evacuation Capacity: 250
19. **YMCA of East Palo Alto**
550 Bell Street, East Palo Alto, CA
Evacuation Capacity: 200
2. **Menlo Atherton High School**
555 Middlefield Road, Atherton, CA
Evacuation Capacity: 500
9. **Laurel Elementary School**
95 Edge Road, Menlo Park, CA
Evacuation Capacity: 182
16. **Boys & Girls Club of Peninsula**
401 Pierce Street, Menlo Park, CA
Evacuation Capacity: 250
23. **Boys & Girls Club** ★
2014 Pulgas Ave, East Palo Alto, CA
Evacuation Capacity: 400
3. **Onetta Harris Community Center**
101 Terminal Avenue, Menlo Park, CA
Evacuation Capacity: 100
10. **Oak Knoll Elementary School**
1895 Oak Knoll Lane, Menlo Park, CA
Evacuation Capacity: 100
17. **Cesar Chavez Elementary**
2450 Ralting Street, East Palo Alto, CA
Evacuation Capacity: 100
24. **Eastside College Preparatory**
1041 Myrtle St, East Palo Alto, CA
Evacuation Capacity: 370
4. **La Entrada Middle School**
2200 Sharon Road, Menlo Park, CA
Evacuation Capacity: 100
11. **Bell Haven Elementary School** ★
415 Ivy Drive, Menlo Park, CA
Evacuation Capacity: 200
18. **East Palo Alto Charter School**
1286 Runnymede St, East Palo Alto, CA
Evacuation Capacity: 60
25. **O.I. C. W (Opp. Indat. Center West)**
1070 Beach St, East Palo Alto, CA
Evacuation Capacity: 200
5. **Los Lomita's Elementary School**
299 Alameda De Las Pulgas, Atherton,
Evacuation Capacity: 100
12. **James Flood Elementary School**
320 Sheridan Drive, Menlo Park, CA
Evacuation Capacity: 100
19. **Edison Brentwood Oaks Elementary** ★
2086 Clarke Avenue, East Palo Alto, CA
Evacuation Capacity: 150
28. **Faith Missionary Baptist Church**
835 Runnymede, East Palo Alto, CA
Evacuation Capacity: 200
6. **Encinal Elementary School**
195 Encinal, Atherton, CA
Evacuation Capacity: 163
13. **Willow Oaks Elementary School**
620 Willow Road, Menlo Park, CA
Evacuation Capacity: 100
20. **Coastano Elementary School** ★
2695 Fordham Street, East Palo Alto, CA
Evacuation Capacity: 100
27. **East Palo Alto Senior Center**
560 Bell Street, East Palo Alto, CA
Evacuation Capacity: 100
7. **Garfield Charter School**
3600 Middlefield, Menlo Park, CA
Evacuation Capacity: 100
14. **Selby Lane Elementary School**
170 Selby Lane, Atherton, CA
Evacuation Capacity: 100
21. **Edison Ronald McNair School** ★
2033 Pulgas Avenue, East Palo Alto, CA
Evacuation Capacity: 180

Legend

★ Shelters in Flood Prone Area

SECTION VIII: CALIFORNIA TASK FORCE 3/ ACTIVATIONS

Whether a disaster happens locally or in another state our Fire District may be required to respond. As, the proud sponsor of one of twenty-eight National Urban Search and Rescue Teams in the United States. Our team can be activated by the State of California or by Federal Emergency Management Agency to a disaster area.

Each NIMS Type 1 US&R task force is composed of 70 members specializing in search, rescue, medicine, hazardous materials, logistics and planning, including technical specialists such as physicians, structural engineers and canine search teams.

During an (ADVISORY, ALERT, OR ACTIVATION) the Fire District will follow such actions.

ADVISORY

EXPECTED ACTIONS

FEMA may issue an Advisory Notice to all US&R task forces. This advisory will be issued from the US&R Program Office to CalOES and to Menlo Park Fire Protection District (Sponsoring Agency).

CA-TF3 Program Manager or designee will notify the following individuals of "ADVISORY".

1. Fire Chief
2. Deputy Fire Chief
3. Operation Chief
4. Battalion Chief

CA-TF3 Program Manager or designee will send out an SMC Alert "ADVISORY MESSAGE" to all participating members and agencies.

ALERT

EXPECTED ACTIONS

FEMA and/ or CALOES has notified of possible activation (mission assignment) to an incident. A general overview of the incident is provided to the Task Force. The Task Force begins an assessment of its available resources, and its ability to respond. Within **two hours**, the Task Force is asked to provide State CAL OES with its availability assessment for deployment.

CA-TF3 Program Manager or On Duty Battalion Chief notified of alert.

CA-TF3 Program Manager or On- Duty Battalion Chief will notify the following individuals of "ALERT".

1. Fire Chief
2. Deputy Fire Chief
3. Operation Chief
4. Battalion Chief

CA-TF3 Program Manager or designee will send out an SMC Alert "ALERT MESSAGE" to all participating team members and agencies informing them of the current situation.

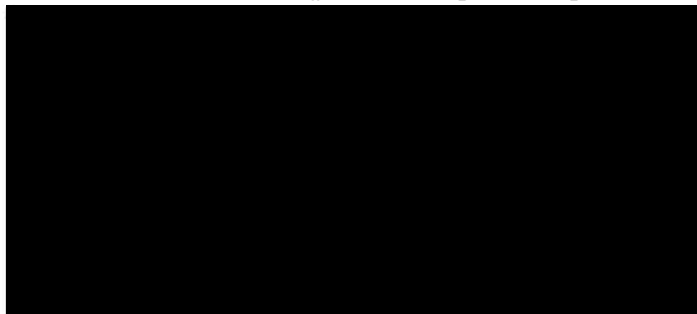
ACTIVATION

CA-TF3 is formally activated by FEMA or CalOES. Specific details are given to the Task Force, including incident information, length of deployment, point of departure, mobilization point, mission numbers, and mission contacts. **CA-TF3 has 4-6 hours** to mobilize and be ready to deploy from the point of departure; depending on whether its ground or air transportation. In case of air transportation, the equipment cache must be properly packaged, labeled and palletized per military rules and regulations.

The Sponsoring Agency Fire Chief or designee will make the determination to “Fill or Kill” activation request from FEMA or CalOES.

If mission request is to “Fill” and or “Accept” the CA- TF3 Program Manager notifies (TFL) Task Force Leaders.

Program Manager or On-Duty Battalion Chief will report to the US&R Warehouse and open building if not open.



Available Task Force Staff, District Administration, OEM and Fire Prevention Staff will be notified to assist with mobilization efforts.

All (Core Group/ Discipline Coordinators) will be notified to assist and support mobilization efforts.

All Logistics and ESS personnel we be notified to report to USAR warehouse.

Program Manager and/ or On-Duty Battalion Chief will establish contact with East Palo Alto Police.

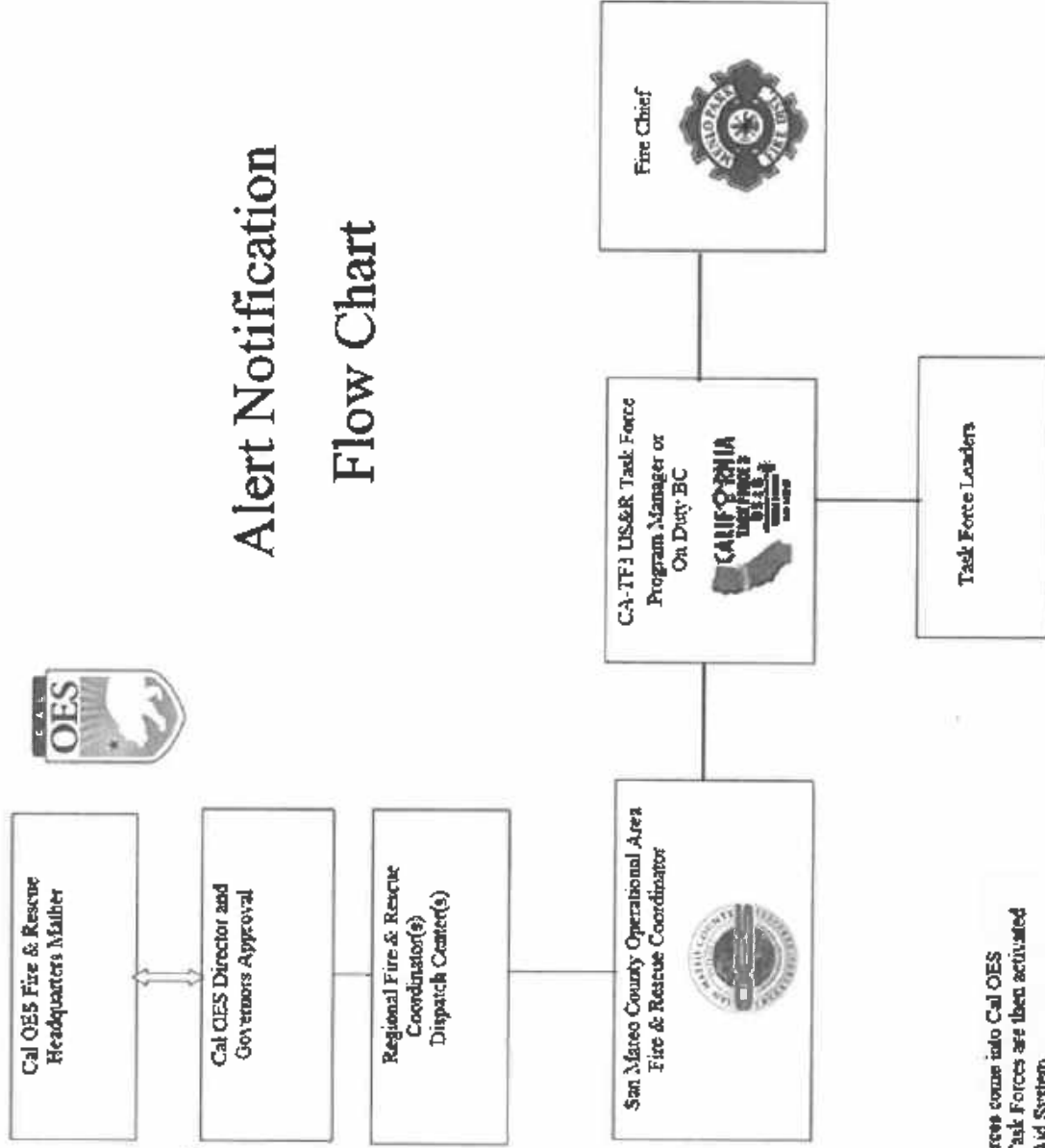
CA-TF3 Returns Home

PM or On- Duty Chief will make sure CAD/ San Mateo County PSC shows team has arrived home. STATUS check CAD.

CA-TF3 Alert Notification Procedures- IN HOUSE USE ONLY



MOBILIZATION PLAN 2019



Out of State Requests for US&R Task Forces come into Cal OES Headquarters. The requested number of Task Forces are then activated through the State Fire & Rescue Mutual Aid System.

SECTION IX: DISASTER RECOVERY

- 8.1** The recovery phase of an emergency is often defined as restoring a community to its pre-disaster condition. Recovery is the process of re-establishing a new state of normalcy in the affected areas of San Mateo County. The specific approach to recovery operations following a disaster will be determined by the location, size, and the nature of the incident.

The District will be called upon to provide personnel, equipment and resources to save lives and property, limit incident growth and participate in the process to recovery. Transition from response operations to recovery is gradual shift to assisting individual, households, businesses, and governments meeting basic needs and returning to self- sufficiency.

Short term recovery primarily involves stabilizing the situation and restoring services. These activities may last for weeks.

Long term recovery focuses on community restoration and may last months or even years. Long term recovery activities include, reconstruction of facilities and infrastructure, housing plans, implementation of waivers, zoning changes and other land use laws and assistance to displaced families.

Local Government entities set priorities and obtain resources for recovery within their respective areas of authority. The following actions are taken to simulate recovery:

- Conduct damage assessment.
- Assessing housing needs to include identifying solutions and requests support.
- Initiate temporary repairs to public facilities.
- Issue permits for repairs and demolition of private property.
- Remove debris.
- Open transportation routes.
- Restore services such as power, water, sewer, communications, and transportation.
- Activate Local Assistance Centers.
- Coordinate program assistance to individuals and businesses.
- Document disaster related costs for reimbursement through federal grant programs.
- Begin planning for long term recovery

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