EMERGENCY PREPAREDNESS

For Employees in Mill Valley

Mill Valley is a beautiful community. But it is also at high risk for **earthquake, wildfire, and flooding**, as well as other dangers. While working in Mill Valley, you may experience an emergency and have to shelter in place or evacuate your workplace.

During a disaster, our first responders will be overwhelmed. That's when the emergency preparedness of Mill Valley's employees and residents will be vital to the safety of all. **This document is an introduction to the potential risks while working in our community and a guide to how you can prepare and stay safe.** Additional resources are available on the last page of this document.

ALERTS TO BE AWARE OF:

PUBLIC SAFETY POWER SHUTOFF

A Public Safety Power Shutoff (PSPS) may happen when **fire danger is high and weather conditions make it more likely that power lines and equipment could spark a fire.** You can find resources and checklists to prepare for a Public PSPS at: https://www.pge.com/psps

RED FLAG WARNING

The National Weather Service (NWS) issues red flag warnings when **weather conditions are right for extreme wildfire events.** This is the time to **stay on high alert and be ready to evacuate quickly**.

In downtown Mill Valley, certain employee parking spaces on Miller Avenue are not available during Red Flag Warnings. (For those who have an Employee Parking Permit, be sure to keep your contact information up-to-date with the Chamber of Commerce.)

LOCKDOWN

A "lockdown" means **sheltering inside to prevent access from an outside intruder.** A lockdown requires locking doors and windows and barricading or blocking entry to a building. See Active Threat for more information.

EMERGENCY PREPAREDNESS FOR EMPLOYEES

ALERTS TO BE AWARE OF, *CONTINUED...*

SHELTER IN PLACE



"Shelter in place" means **finding a safe location indoors and staying there until you are given an "all clear"** or told to evacuate. Certain situations—such as a weather emergency, a civil disturbance, environmental hazard (such as a chemical release or air pollution) — require sheltering in place.

A shelter in place can also be called after a large-scale disaster like an earthquake. In that situation, you may need to rely on your own resources - so **prepare what you would need to eat, sleep, and survive on your own for several days.** If possible, **have an emergency supplies bag packed** in your car or left at your place of work which includes a change of clothing, extra medications, a n95 mask, water bottles, snacks, some cash, basic first aid supplies, and a flashlight/headlamp and extra batteries. Work with your place of business to ensure enough supplies to support employees to shelter in place during a large disaster.

EVACUATION



If a wildfire threatens, flooding is imminent, or you have been ordered to leave your workplace, **know at least two ways out of your building and out of Mill Valley.** The road you take to leave during an evacuation may not be the same road you took to get to your place of work.

Direct staff and customers to the nearest exit. To help move traffic quickly, try to carpool and evacuate with others. To prepare for an evacuation, have an emergency bag packed (see Shelter in Place guidance).

When possible, stay in your car until you find a safer place. Sometimes in a wildfire, you may not be able to exit Mill Valley, but rather have to seek temporary refuge in a "community refuge area (CRA)." A CRA is a large, open space, usually a large parking lot or open space, such as a park or a school playground. Know the community refuge areas around you in case you need it as a last resort.

Remember to sign up for Alerts (see Alerts section). You may receive an evacuation order or a warning. Know the difference! An Evacuation Order means an immediate threat to life and that you must evacuate immediately. A Warning means there is a potential threat to life and/or property and that you should prepare to evacuate. Inform other staff and customers.

EMERGENCY PREPAREDNESS FOR EMPLOYEES

KNOW WHAT TO DO IN AN EMERGENCY:

EARTHQUAKES



Unlike other natural disasters, earthquakes occur with little warning. If you feel shaking begin, **Drop, Cover and Hold On.** Drop down and get under a strong table. If you are not near a table, drop against an interior wall and cover your head and neck with your arms. Stay away from windows. If you are outside when the shaking starts, first move away from structures that could fall and Drop, Cover, and Hold on. After the shaking stops, check your surroundings for damage and assist anyone in need of first aid. Listen to the radio (740 AM, 88.5 FM or 106.9 FM) for important information and instructions.

FLOODING



Sea level rise and severe storms increase the risk of flooding in the low-lying areas of Mill Valley. During a flooding situation, you likely will be asked to **Shelter in Place.** You may, however, be asked to move your vehicle to higher ground. If you must leave your workplace, **avoid driving on flooded roadways**. **Walk *around* flood** waters – it only takes 6 inches of moving water to knock you off your feet. **If you are trapped by moving water, move to the highest possible point and call 911.**

ACTIVE THREAT



Run, Hide, Fight are the three words to remember in an active threat situation. **Running is the best chance of surviving in an active threat situation. *Don't freeze! Act!*** Quickly move yourself, other employees, and customers out of harm's way.

If in an active threat situation and you are unable to run to safety, **lock doors, cover windows, turn off lights, remain quiet with phones silence, barricade doors/windows, and spread out to reduce target area.** If you have to hide, try to **get behind a concrete wall, pillar, or heavy piece of equipment**. If outside, try to get into a car, or kneel behind the engine block; jump in a trash dumpster, etc. **Barricade doors with furniture, even if they open out.** Stacked furniture can fall on the threat and they might choose an easier entry room. Use belt or extension cord to help secure door.

Know ALL exit routes wherever you are at all times. Remember to breathe *(take a few deep breaths so you can concentrate clearly).* At last resort, fight! Be as aggressive as possible. Anything goes. Do not stop until the threat is neutralized and you are safe. Improvise weapons to throw at/hit the threat - a fire extinguisher, laptop, stainless steel water bottle, chairs, or any equipment in your space. When law enforcement arrives, drop whatever you are carrying and show hands and follow their instructions.

EMERGENCY PREPAREDNESS FOR EMPLOYEES

KNOW WHAT TO DO IN AN EMERGENCY, *CONTINUED...*

FIRE



Our area has a long history of destructive wildfires. Sign up for Alerts (see Alerts on the last page) and know two ways out of your place of workplace and surrounding area in case you have to evacuate. Fire preparedness within your workplace is also super important! Know two ways out of every room! In the event of a fire in your workplace, dial 911 and activate the fire alarm. If the fire is small, attempt to control it with a fire extinguisher. If the fire is too large to control, evacuate the building.

MEDICAL EMERGENCY

In the event of a medical emergency in your workplace, dial 911 and provide your location and nature of the emergency. Provide care consistent with your level of knowledge and comfort, providing first aid to the victim.

RESOURCES:

DURING A DISASTER

For emergency updates during an actual disaster, including evacuation information, visit the **Marin County Office of Emergency Management (OEM) Public Emergency Portal**: https://emergency.marincounty.org

GETTING PREPARED

Visit these resources for more preparedness information:

LISTOS California
https://www.listoscalifornia.org

Ready Marin
https://readymarin.org

SIGN UP FOR ALERTS:

ALERTMARIN

Alert Marin sends alerts when ACTION is needed at a specific address or neighborhood. Sign up at www.alertmarin.org

NIXLE

Nixle is used when INFORMATION is needed in a specific zip code. Text 94941 to 888-777

MYSHAKE

Download the MyShake App (on the App Store or Google Play) to get early warning of earthquakes with significant magnitude in your area.