



**CHRISTMAS TREE HILL
NEIGHBORHOOD RESPONSE GROUP**
www.cthnrg.org / cthnrg@gmail.com
MONTHLY MEETING – September 26, 2018

MEETING MINUTES

ATTENDEES

Steering Committee Members: Cinda van Lierop, Anita Bock, Nate Blomgren, David Kunhardt (BC), Mark Levie (BC), Mark Brooks (BC), Mary Jane Schramm.

Block Captains: Simon Peel, Beth O'Neill, Kevin Woodall, Leslie Cunningham, Liz Miller (new BC), Ann Bentley, Debra Sartell, David Robinson (new BC), Al Williams (plus BCs listed above).

Volunteers and Guests: Collin Woodall, Fire Chief Dan Reese, Diane Rehn, Regina Chandler, Joanne Walker, Real Lapalme.

After introductions, new volunteers and Fire Chief Dan Reese were welcomed.

STANDING AGENDA ITEMS

I. SUB-COMMITTEE REPORTS

- 1. Finance & Operations:** Cinda reported that after recent purchases and incoming donations the CTH NRG fund has a balance of approximately \$400. T-shirts will soon be ordered for all Block Captains and Steering Committee members. BCs and SCs who can pay for their own T-shirts are requested to do so. Grateful thanks to all who continue to make cash and in-kind donations and/or solicit donations from CTH residents by handing out donation envelopes.
- 2. Communications:** Simon Peel posted a very eye-catching drill announcement to the website (<https://www.cthnrg.org>).
- 3. Public Relations:** David Kunhardt reported that he recently met with Laurie Rice, Central Marin NRG Coordinator and reminded attendees of the following upcoming event:

Guest Speaker Ross Stein: Corte Madera Community Center, Wed. Oct 17th from 7:00 - 8:30 PM. Suzi Beatie, Leader of the Mariner Cove NRG in Corte Madera, has invited residents in both towns to hear Geophysicist Ross Stein speak. The event is sponsored by the Mariner Cove NRG. Ross Stein is one of the world's foremost earthquake scientists and works for the US Geological Survey. <https://www.townofcortemadera.org/DocumentCenter/View/3905/Ross-Stein-Final-Flyer?bidId=>

- 4. Zone, Block and Situation Management:** Anita asked BCs to verify a resident information progress tracking list she distributed ([see attached](#)) and to let her know if the record was not accurate. She urged BCs to make every effort to complete their resident contacts and resident information spreadsheets before the November 4 drill and to forward same to her as entries are made so that she can enter data into the master data base. Reminder letters should please be sent to residents that have not yet responded (Note: the reminder letter

template is available on the CTH NRG website under 'Resources'.) Nov. 4 Evacuation Warning Drill flyers (see attached) were handed out to BCs with a request that they be distributed by October 2. The flyer was also sent to BCs electronically. BCs who have resident email addresses can elect to send the flyer via email or distribute hard copies.

BCs were reminded to RSVP for radio tests, either by accepting or declining the calendar invitation sent out, or, if a BC cannot participate, by sending an email to cthnrg@gmail.com with the subject line "DO NOT CALL (list call sign). The next radio test is as follows:

OCT 17	Wednesday	8:00 PM	Host: Lauren Berry
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- 5. Incident Command:** Nate reported that he recently attended Incident Command training and he shared highlights of the training. Please contact Nate or Mark Brooks if you are interested in getting involved with IC training. All BCs and SCs are encouraged to attend IC training so that adequate IC back-up will be available when the need arises.

II. DISCUSSION ITEMS

- 1. November 4th Evacuation Warning Drill:** Anita briefed attendees on drill preparations (see attached Drill Task List). Flyers need to be distributed by October 2nd and door hangers should be distributed by October 15th. Volunteers who are willing to distribute flyers and door hangers to blocks without block captains should please contact cthnrg@gmail.com as soon as possible. Cinda will post the flyer to Next Door, Mark Levie will be putting up posters in select locations and Lauren Berry is getting Corte Madera Town Council approval to hang a banner at Menke Park 2 weeks prior to the drill. Grateful thanks to all who are helping with drill preparations.

PLEASE SAVE THE DATE AND MAKE A FIRM COMMITMENT TO PARTICIPATE.

- 2. CTH NRG Medical Team:** CTH NRG still needs to create a medical team and the need to recruit volunteers is pressing. Medical bags purchased by the Central Marin NRG with grant funds have arrived and the following people are currently medical bag custodians: Collin, Anita Scott Ebke and Cinda. (As soon as Mark Levie completes his CERT training he will take over the bag that Cinda has.) CTH NRG received 5 bags in total and the goal is to have the bags deployed in a manner that best serves all the zones. Medical bag custodians must have either CERT or FADR training or be a medical professional trained to deliver first aid. All BCs are encouraged to attend FADR (First Aid for Disaster Response) training. **2 more medical bag custodians are needed.**

Anita gave a brief overview of important first aid techniques and tools as covered in FADR training (see attached).

Regina Chandler shared that burn victims on occasion die from infection rather than from the burn(s) and she volunteered to provide information on how to sanitize a treatment area when working with a burn victim.

The CTH NRG monthly meeting adjourned at 5:25 PM.

NEXT MEETING DATE: October 28, 2018 @ 4:00 PM

Attachments: (1) Resident Information Gathering Tracking Report; (2) Nov. 4th Evacuation Warning Flyer; (3) Nov. 4th Drill Task List; (4) FADR Training Highlights.

ATTACHMENTS

1. Resident Information Gathering Tracking Report

PLEASE CHECK TO MAKE OUR RECORDS ARE ACCURATE

Resident information/data spreadsheet completion status as On Sept. 23, 2018

ZONE/BLOCK	BLOCK CAPTAIN NAME	REC'D	STATUS
		YES / NO	Fully* or Partially Completed
ZONE 1 / BLOCK 1	MARK LEVIE	YES	PARTIALLY
ZONE 1 / BLOCK 2	SCOTT THORPE	NO	
ZONE 2 / BLOCK 2	ELIZABETH ORAZIO	NO	
ZONE 2 / BLOCK 3	NICK KENIG	NO	
ZONE 2 / BLOCK 6	SCOTT EBKE	NO	
ZONE 3 / BLOCK 3	DAVID KUNHARDT	YES	FULLY
ZONE 3 / BLOCK 6	SOREN JENSEN	NO	
ZONE 4 / BLOCK 2	BETH O'NEILL	NO	
ZONE 4 / BLOCK 3	MARIA MCKELLIPS	NO	
ZONE 4 / BLOCK 4	SIMON PEEL	YES	PARTIALLY
ZONE 5 / BLOCK 1	MARIELLEN STERN	YES	PARTIALLY
ZONE 5 / BLOCK 2	LESLIE CUNNINGHAM	YES	PARTIALLY
ZONE 5 / BLOCK 4	LAUREN BERRY	YES	FULLY
ZONE 5 / BLOCK 5	ANN BENTLEY	YES	FULLY
ZONE 5 / BLOCK 8	MJ SCHRAMM	YES	PARTIALLY
ZONE 6 / BLOCK 2	AL WILLIAMS	YES	PARTIALLY
ZONE 6 / BLOCK 3	JEAN SCHULZ		
ZONE 7 / BLOCK 1	MARK BROOKS	YES	PARTIALLY
ZONE 7 / BLOCK 2	KEVIN & COLLIN WOODALL	YES	FULLY
ZONE 7 / BLOCK 3	No BC - Courtesy of Kevin & Collin Woodall	YES	PARTIALLY

* Less people who have declined to participate after request and reminders.

2. Nov. 4th Evacuation Warning Flyer



**CHRISTMAS TREE HILL
NEIGHBORHOOD RESPONSE GROUP***
SUNDAY, NOVEMBER 4 @ 10:00 AM
EVACUATION WARNING DRILL



**KNOWING WHEN & HOW TO EVACUATE IN A DISASTER
COULD SAVE YOUR LIFE!**

**PLEASE PARTICIPATE BY USING YOUR CLOSEST EVACUATION
ROUTE TO WALK OR DRIVE TO MENKE PARK
@ 10:00 AM ON SUNDAY, NOVEMBER 4th**
(NOTE: UPHILL TRAFFIC DELAYS MAY OCCUR)

**UPON ARRIVAL, CHECK IN AT THE WHITE GAZEBO WHERE YOU WILL RECEIVE
IMPORTANT DISASTER PREPAREDNESS EVACUATION INFORMATION**
After that, you can stay for refreshments or head home. Thank you!
WWW.CTHNRG.ORG CTHNRG@gmail.com

*CTH NRG IS A MEMBER OF THE CENTRAL MARIN NRG ORGANIZATION
SEE BELOW FOR IMPORTANT EVACUATION INFORMATION

FOR PLANS, CHECKLISTS & INSTRUCTIONS SEE: www.readyforwildfire.org/

Go-Evacuation-Guide

EVACUATION ORDER	EVACUATION WARNING	SHELTER IN PLACE
Fire expected to arrive in less than 1 hour, with threat to civilian life. Evacuate immediately, do not delay to gather belongings or prepare your home.	Fire expected to arrive in 2 hours or more, with threat to civilian life. Evacuate as soon as possible. A short delay to gather your evacuation kit and prepare your home. Use Evacuation Checklist.	Community members should stay secured in current location. Sheltering in place should be used when evacuation would cause greater threat to life.

**When evacuation is necessary and possible, follow these steps
as soon as possible to get ready to GO!**

- Locate your *Evacuation Checklist* and place the items in your vehicle.
- Park your vehicle facing outward and carry your car keys with you.
- Locate your pets and keep them nearby.
- Prepare large animals for transport.
- Place connected garden hoses and buckets full of water around the house.
- Move propane BBQ appliances away from structures.
- Cover-up. Wear long pants, long sleeve shirt, heavy shoes/boots, cap, dry bandanna for face cover, goggles or glasses. 100% cotton is preferable.
- Leave lights on in the house - door unlocked.
- Leave windows closed - air conditioning off.
- Officials will determine the areas to be evacuated and the routes to use depending upon the fire's location, behavior, winds, terrain, etc.
- Law enforcement agencies are typically responsible for enforcing an evacuation order. **Follow their directions promptly.**
- You will be advised of potential evacuations as early as possible.
- You must take the initiative to stay informed and aware. Listen to your radio/TV for announcements from law enforcement and emergency personnel.
- You may be directed to temporary assembly areas to await transfer to a safe location.

WILDFIRE IS A MAJOR THREAT / DON'T DELAY – PLAN TODAY!

3. Nov. 4th Drill Task List

#	TASK	DUE DATE	LEAD/RESPONSIBLE	STATUS/COMMENTS
1	Notify CM NRG, Fire & Police Chiefs & Town Managers	By 9-3	Anita Bock	Notification completed
2	Apply for permit & reserve Menke Park from 9:00 AM to 1:00 PM on Nov. 4 through the Town of Corte Madera	By 9-3	Anita Bock	Permit granted. Task completed
3	Solicit & solidify Block Captain & volunteer participation commitments and designate BC location stations	By 10-2	Anita	In progress – BCs will be canvassed for final commitments this week
4	Prepare Incident Command for Nov. 4 set-up 7 prepare a BC reporting form for distribution to the BCs in advance of the drill	By 10-26 Set-up on 11-4	Mark Brooks & Nate Blomgren	Pending
5	Develop event 'marketing' plan 7 design & print flyers & other advisory / invitational materials notifying CTH residents of the drill & inviting participation. Post to Next Door & CTH NRG website	Deadline to post materials 10-2- Reminder postings made by 10-22	Anita, Mark Levie, Lauren Berry, Simon Peel, Ad-Hoc Committee	In progress. Door hangers & posters ordered, flyers printed. Banner will be ordered as soon as Corte Madera Town Council approves design. Website flyer posted/see homepage
6	Meet with Police & Fire Chiefs regarding evacuation drill planning. Meet also with Town Managers, if required	By 10-5	Cinda and Anita	In progress, waiting for meeting to be scheduled
7	Develop day-of-drill logistics plan: discuss feasibility of temporarily signing pedestrian evacuation routes & decide on whether or not to recommend evacuation traffic routes using signage. If signage is recommended, procure, prepare and post on day before drill.	By 10-5	Cinda, Mark B, Nate, Ad-Hoc Committee	In progress, volunteers needed to post signage as needed for their chosen evacuation routes
8	Develop & set-up system for resident sign-in at Menke Park with appropriate forms, tables, signs, etc.	By 10-15	Cinda, Mark B., Nate, Ad-Hoc Committee	Pending
9.	Distribute flyers & door hangers to Blocks without BCs	By 10-22	Everyone needs to help	In progress, BCs have received electronic flyer and hard copies for distribution. Door hangers should arrive shortly & will be delivered to BCs for distribution
10.	Arrange for announcement to run reader board at CM Community Center & make payment as needed	By 10-22	Scott Ebke, Nate	In progress – wording provided and the message will run for Thurs, Fri, Sat prior to drill on 11/4
11.	Provide refreshments (coffee, etc.) on the morning of Nov. 4 – starting at 9:50 AM	By 11-4	Leslie Cunningham	Pending
12.	Obtain CM Council approval of the banner to be posted at Menke Park. City Council meets on Oct 2. Once approved order banner to be posted the week before the drill	By 10-3	Lauren Berry	In progress, Council approved design and Lauren will provide to them for installation

4. FADR Training Highlights.



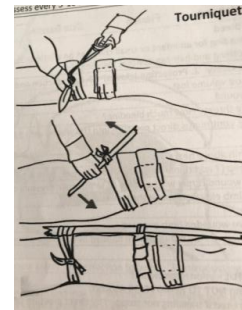
CHRISTMAS TREE HILL NRG - FIRST AID FOR DISASTER RESPONSE CHECKLIST

A. LIFE THREAT ASSESSMENT

- Scene survey - separate victims, i.e., triage, by instructing:
 - 'If you can hear me raise your hand' - move those people to one side
 - 'If you can walk and are not bleeding raise your hand' – move those people to one side (they may be able to be your helpers)
 - People who do not respond are either unconscious or may be deceased.
- Deal with bleeders and unconscious victims first
- Personal protection: if you have them, wear gloves, if not use plastic bags for blood sweeps
- Introduction and permission: introduce yourself, ask the victims' name and ask if you have their permission to help them
- If victim is unconscious - do airway check and move victim on to their side
- Blood sweep: start at head & look at gloves after each sweep. If necessary cut clothing. If bleeding, follow blood stop procedures (below). Check victim every 15 minutes.
- Moving the victim: (cross arms, cross opp. leg over one closest to you, grab victim by clothing)
- Cover with blanket and leave victim on their side
- Re-assess every 20-30 minutes

B. BLEEDING

- Note blood volume loss
- Expose wound
- Assess life threat
- Using a thin cloth apply continuous direct pressure to the wound with 3 fingers
- Elevate limb above heart
- If additional bleeding in another area – do another blood sweep
- Wrap wound firmly with bandage – keep limb elevated
- Red tag
- Cover victim leaving wound exposed
- Reassess every 15-20 minutes until handed over to higher level of care



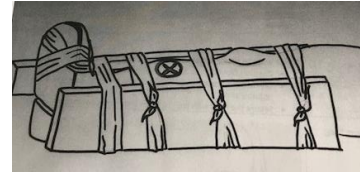
C. TOURNIQUET (traditional) APPLICATION

- Painful – inform victim
- Tell victim not to remove or adjust
- Use only if bleeding cannot be stopped OR if leg/arm amputated
- Effective only if bleeding stops, if bleeding does not stop re-apply
- Must be labeled with date and time applied
- DO NOT loosen or remove
- Must only be removed by a medical professional who can provide surgical/medical care (toxins build up in limb)
- Do not place on a joint
- If significant bleeding victim must be lying down
- PLACEMENT: 2-3 fingers above wound
- Tie & knot cloth strips tightly (double knot)

WE STRONGLY ENCOURAGE YOU TO TAKE FADR & CERT TRAINING
Contact: coordinator@nrgmarin.org for training dates and information

- Place stick/dowel/pencil/pen in knot – tie double knot over dowel – rotate until bleeding stops
- Secure both ends of dowel/stick/pencil/pen to prevent slippage
- Keep limb elevated above heart
- Mark with date and time
- Cover victim leaving tourniquet exposed
- Red tag
- Reassess every 5-10. Minutes until handed off to medical team

D. PREPARE FOR TRANSPORT: SPLINTS & SLINGS
Immobilizing a fracture or sprain can prevent further injury



- Recruit an assistant if possible
- Expose injury
- Check for bleeding. If present and not severe cover with dressing (if no dressing, tear a shirt or other clean fabric)
- Place splint next to limb making sure it is long enough
- If available use padding (towel, blanket, rags, clothing)
- Lift limb carefully and slide splint under arm or leg
- Slide 4 ties under splint: one each above and below joint(s) (knee/elbow), if a leg is injured, tie another tie around ankle area to keep foot in upright position
- Place tie knots on the outer side of the limb
- Tight but not too tight
- For more support, tie two feet or two legs together
- If an arm, splint should be long enough to include the joints above and below injury, if injury is on upper arm you can use the body as a splint.
- If an arm, place arm in a sling (see below), pad ties around neck
- Elevate the limb above the heart if possible



E. IMPROVISED SLINGS

- Use a pillow case (see diagram)
- If victim is wearing a T-shirt, cut shirt from hem to arm pit opposite injured arm, divide shirt and brings ends up around injured arm, secure flaps with knot over the shoulder opposite injury

F. TRANSPORT: LIFT & CARRY

- Don't hump your back
- Keep your spine straight
- Bend your knees
- Lift with your leg muscles
- 4-6 people can carry victims on blankets or tarps by placing the victim on the blanket/tarp, rolling the edges up against the victim and all lifting simultaneously. Victim's feet should face direction walking in
- One person can drag a victim on a blanket/tarp by rolling them on to the blanket and then pulling the blanket/tarp at the head end; or by grabbing their clothing at the shoulders, cradling their head with your arms and pulling them.

Source: FADR Training

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