

# SLEEPY HOLLOW HOMES ASSOCIATION

Directory and Disaster Preparedness Information

# READY. SET. GO!

## Are You Prepared for Disaster?

Sleepy Hollow may be a beautiful, idyllic community, but the threat of disaster from earthquake, wildfires, wind, and flood is real.

### WHAT CAN YOU DO?

- We invite you to join the Sleepy Hollow community preparedness effort
- Read this section carefully
- Register for Alert Marin ([www.alertmarin.org](http://www.alertmarin.org))
- Assemble an emergency supply kit (*see Appendices, pages 118–127, for suggested supply lists*)
- Keep important lists (phone numbers, emergency evacuation plan, family meeting places, etc.) in a safe, convenient place where all family members can find it

### Find detailed disaster preparedness information online at:

[www.shfpd.org](http://www.shfpd.org)

[www.rossvalleyfire.org](http://www.rossvalleyfire.org)

[www.readymarin.org](http://www.readymarin.org)

[www.firesafemarin.org](http://www.firesafemarin.org)

### SIGN UP FOR EMERGENCY ALERTS

All Marin and Sleepy Hollow residents should register their cell phones or VoIP phones to receive emergency alerts by call, text, email or app from the County of Marin.

[www.AlertMarin.org](http://www.AlertMarin.org)

## TABLE OF CONTENTS

### Chapter 1 – Wildfire

Fire Safety Preparations .....	Pages 99–100
Wildfire Evacuation .....	Pages 101–103
General Home Fire Safety.....	Page 104

### Chapter 2 – Earthquake

Preparation Before the Quake .....	Pages 105–111
What to Do During an Earthquake .....	Page 111
What to Do Immediately After the Quake .....	Pages 112–113

### Chapter 3 – Storms

Preparing for a Storm.....	Pages 114–115
What to Do During a Storm .....	Page 115–117
What to Do After the Storm.....	Page 117

### Appendices:

Appendix A: Planning for Fire Safety .....	Page 118–119
Appendix B: Escape Route Map.....	Page 120
Appendix C: Family Disaster Plan.....	Page 120–123
Appendix D: Earthquake Structural Preparation.....	Page 124
Appendix E: Home & Car Emergency Supplies .....	Pages 125–127
Appendix F: Status Cards.....	Pages 128–130

## WILDFIRES

The entire community of Sleepy Hollow is a wildland-urban interface (WUI) zone, where structures and development meet undeveloped wild vegetation. The WUI zone is an environment where fire spreads readily between structures and vegetation. Development in the WUI has increased the likelihood that wildfires will threaten structures and people. Two of the most destructive wildfires in US history occurred in the last 25 years, within 40 miles of Sleepy Hollow!

**A long history of fast moving wildfires exists in our valley, including some that have damaged or destroyed homes and killed firefighters.** Ross Valley Fire Department, FIREsafe MARIN, and Sleepy Hollow Fire Protection District ask that all Sleepy Hollow residents follow the guidelines in this book, and online at [www.firesafemarin.org](http://www.firesafemarin.org), to create “Defensible Space” and “Harden Your Home” to give firefighters a fighting chance when wildfire strikes. A small investment in property maintenance can mean the difference between survival and destruction.

California law (PRC 4290 & 24291) requires Defensible Space for all homes in State Responsibility Areas (SRA), which includes all of Sleepy Hollow. It is the goal of the Sleepy Hollow Fire Protection District to ensure that all properties in the District comply with the law, which will help our community survive the inevitable wildfire by creating a fire-resistant environment and reducing the risk of conflagration.

### FIRE SAFETY PREPARATIONS

The following is a list of general suggestions. For detailed information on wildfire prevention in Sleepy Hollow and Marin, please visit FIREsafe MARIN online at [www.FireSafeMarin.org](http://www.FireSafeMarin.org).

Ross Valley Fire Department offers free fire safety inspections for your home and property. To request an inspection, call 415-258-4686.

## DEFENSIBLE SPACE

### 100' OF DEFENSIBLE SPACE IS REQUIRED BY LAW!

Create “defensible space” around your home by removing flammable vegetation to create a “lean, clean, and green zone” extending 30 feet around your home and other structures; a reduced fuel zone where all dead vegetation and other hazards are removed must be maintained from 30'–100' of all structures.

- Choose only fire-resistant plants
- Remove limbs of trees 6–10 feet above the ground, to prevent ground fires from spreading into the canopy
- Remove dead limbs from all trees
- Remove any limb within 6 feet of the roof
- Remove any limb within 10 feet of the chimney
- Clear leaves and debris from roof, gutters, and around buildings
- Do not stack wood or other combustibles within 30' of house
- Work with neighbors to clear vegetation from common areas between houses

### HIDDEN HAZARDS

#### Here are some special hazards you might not be aware of:

- Jute door mats catch embers and ignite readily. Replace with rubber!
- Juniper bushes are among the most flammable plants in Sleepy Hollow. Remove and replace with fire resistant plants from [www.firesafemarin.org/](http://www.firesafemarin.org/) plants
- Even one handful of leaves in your rain gutters or on your roof is enough to burn your house down. Keep your roof and gutters completely clean at all times during fire season
- Bamboo, pampas grass, conifer trees like pines, cedar, cypress, and fir are especially flammable and should be removed and replaced with fire resistant trees
- Did you know you are responsible for clearing vegetation along the road-side if it is on your property? 14' of vertical clearance and 10' horizontally from the road edge is required!

### RED FLAG DAYS

Red Flag Days are times of high fire danger, usually when the temperature is high and humidity low. Local radio stations broadcast these conditions, or you can call the Ross Valley Fire Department to get information. During

high fire danger conditions, do not use tools that could ignite brush, be careful with the use, storage and disposal of flammable substances, and observe other safety precautions.

## WILDFIRE EVACUATION

When an evacuation is anticipated, follow these checklists (if time allows) to give your home the best chance of surviving a wildfire.

### Inside the House

- Shut all windows and doors, leaving them unlocked
- Remove flammable window shades, curtains and close metal shutters
- Remove lightweight curtains
- Move flammable furniture to the center of the room, away from windows and doors.
- Shut off gas at the meter; turn off pilot lights.
- Leave your lights on so firefighters can see your house under smoky conditions
- Shut off the air conditioning

### Outside

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

- Patrol your property and monitor the fire situation. Don't wait for an evacuation order if you feel threatened
- Check on neighbors and make sure they are preparing to leave

### **Animals**

- Locate your pets and keep them nearby
- Prepare horses and large animals for transport and think about moving them to a safe location early, before evacuation is ordered

### **EVACUATION ROUTES**

FIRE ROADS ARE NEVER SAFE OR VIABLE EVACUATION ROUTES DURING WILDFIRES! Stay on pavement and evacuate to Butterfield Road and San Anselmo, unless instructed otherwise by emergency personnel.

During wildfires, always follow the instructions of law enforcement officers or firefighters.

### **THE EVACUATION PROCESS**

Emergency officials will determine areas to be evacuated, and routes to use, depending upon the fire's location, behavior, winds, terrain, etc. The Sheriff's Office is responsible for enforcing an evacuation order in Sleepy Hollow. Follow their directions, or the directions of firefighters, promptly.

If time allows, emergency managers will attempt to advise you of potential evacuations in advance. You must take the initiative to keep informed and aware. Listen to your radio or TV for announcements. Be sure to sign up for the Alert Marin system BEFORE a fire threatens you. You may be directed to temporary assembly areas to await transfer to a safe location.

### **IF YOU BECOME TRAPPED**

Wildfires are unpredictable and spread quickly. Even if you've prepared in advance, you may find yourself trapped by a wildfire. To increase your chances of survival, it is very important to remain calm and keep everyone together. The roar of a wildfire can be extremely loud and your house or car may get hot and smoky as the fire passes. Prepare yourself mentally for noise, chaos, and the natural urge to flee your house or car. You are safer INSIDE!

The most important thing to do is to choose a place from those available to you that is best able to withstand the flaming front of the fire. This may be your home, an outbuilding, a garage or shop, or even your car.

### **If safe evacuation is not an option, follow these steps:**

- Shelter in a house or building
- Choose a building or structure first, your car should be a second choice
- Close all doors and windows and leave them unlocked
- Close or cover outside attic, eave, and basement vents
- Move wheeled vehicles or equipment away from structures
- Shut off natural gas unless needed for running a generator
- Turn on & lay out garden hoses where they won't be burned
- If you have a wooden fence that connects to the exterior of your home, prevent flames from spreading from the fence to your house by propping open the gate
- Move anything that can burn at least 30' away from your home, including patio furniture and cushions, cloth awnings, portable propane tanks, plastic trash cans, and firewood

### **SHELTER IN YOUR CAR**

- If there is no safe building to take refuge in, park and stay in your car – it is safer than being out in the open
- Find a place to park that has little or no vegetation, in an outside turn if possible
- Turn on headlights and emergency flashers to make your car more visible through heavy smoke
- Close all windows and doors, shut off all air vents, and turn off the air conditioner
- Get below the windows, under blankets (preferably wool) and lie on the floor to shelter yourself from radiant heat
- Stay in the vehicle as long as possible
- Wait until the fire front passes and temperature has dropped outside, then get out and into a safe area that has already burned

## GENERAL HOME FIRE SAFETY

Install smoke detectors outside each bedroom and on every level of your home. Test detectors monthly; change batteries at least twice a year. There is no more effective way to protect your family from fire.

Mount portable fire extinguishers in easy-to-find places. Buy only those listed and approved by an independent testing lab. Maintain extinguishers annually. Recharge after each use.

Consider installing a home sprinkler system, which may be a reliable and effective form of protection, presuming that an adequate water supply exists during the emergency. Fire sprinklers are required for all remodels and new construction because they work – they help save lives and property!

Make sure emergency personnel can get to your home (e.g. roads have good access; streets and home addresses are clearly marked). You are required to have 4" (minimum) address numbers, clearly visible from both directions of travel, in a color that contrasts from their background. Faded brass numbers on a weathered fence don't cut it – firefighters may be coming to your home in dark and smoky conditions. Make sure they can find you easily and quickly!

Establish an emergency water supply. Without an on-site water source, firefighters may have little chance of protecting a threatened home or extinguishing a burning one. A minimum water supply of 2,500 gallons is recommended, roughly equal to an above-ground pool that is 10 feet in diameter. Swimming pools are also excellent emergency water supplies.



# EARTHQUAKES

In a serious Earthquake, Sleepy Hollow residents will not be able to rely on help from emergency services. This area could be isolated for perhaps as long as a week, since all regions of the Bay Area will be experiencing emergencies.

Each household would be dependent on its own water, food and medical supplies. There may be no gas or electricity. Residents who are away from the Hollow at the time of the quake might not get home for several days. Are you prepared to be self-sufficient?

Although we are not in the highest risk category for earthquake damage, a large earthquake would still pose a serious threat to lives and property in Sleepy Hollow. For example, if the quake occurred during the dry season and unsecured water heaters toppled, the resultant house fires could spread and consume many homes before an overburdened fire department could reach it.

We must prepare to stand together and function as a community for at least 3 days following a major quake. We need to have on hand emergency medical, food, firefighting and other supplies, both in our homes and within community storage.

## PREPARATION BEFORE THE QUAKE

### Teach Your Family What To Do During An Earthquake

See "What To Do During an Earthquake" section ([page 111](#)).

### Create a Family Reunion Plan (see [Appendix C, pages 120–123](#))

Disasters such as earthquakes have a good chance of occurring when your family is not together. Develop a reunion plan that will help you get back together, or at least communicate that you are okay.

- Review the children's schools' earthquake emergency plans so you will know where your children will be if an earthquake occurs during school hours.
- List 3 places your family could meet after an earthquake. (e.g. your home, a nearby church, school or community center). Be sure everyone in the family knows the plan.
- Choose a friend or relative who lives at least 100 miles away, preferably out of state, as a central telephone contact to whom all family members can report (if they have access to a working phone system) their whereabouts and other information.

## FAMILY EVACUATION PLANS

You should be prepared to evacuate your home quickly and efficiently. By planning and practicing in advance, your family will react in a safe manner if a quake occurs.

- Find 2 ways to exit each room
- Learn where flashlights, fire extinguishers and emergency supplies are kept
- Learn where utility (gas, water and electric) turn-off valves and tools to turn off the valves are located
- Make an Evacuation Priority List that includes your most cherished possessions (see *Appendix C, page 123*).
- Determine an emergency outdoor meeting place
- Store camping equipment (if you have some) in an accessible place, in case you have to camp outside your house
- Loss mitigation items: rolls of plastic, large tarps or plywood sheets, and a wood stapler will be useful in covering broken windows or holes in roof

## PLANS FOR THE ELDERLY AND DISABLED

Please contact the Sleepy Hollow Disaster Committee if you or your family or neighbors may need special help during an emergency. They maintain a list of residents and families with special needs, and share this list with Ross Valley Fire Department.

- Let your neighbors know in advance if you will need help in an emergency, and make arrangements for someone to check on you
- If you are disabled be prepared to deal with scenarios where your service-dog is injured or too frightened to help
- Determine the safest places in each room, such as in a doorway, under a sturdy table, or in the corner of an inside wall
- Figure out how you can get out of each room if the doorway is blocked
- Make a list of important medications and other aids that you will need to take with you in case of an emergency evacuation

## VITAL DOCUMENTS AND IMPORTANT FAMILY INFORMATION

After the quake, you may have to document property loss for insurance and income tax purposes. Having ready access to important documents (or copies) will eliminate undue delay and frustration.

- Record two (2) copies of vital family information (e.g. deeds, wills, tax records, sale receipts, etc. Keep one (1) copy at home (as fire-resistant as possible, e.g. in plastic bags in the freezer), and another off the premises

- Record all belongings on video; put in a Safe Deposit Box or store online in the “cloud”
- Make copies of your favorite photos and videos, and store them outside the home or give them to a friend or relative living outside the Bay Area
- You can use Appendix C (*pages 120–123*) to record this important information

## PREPARING YOUR HOUSE AND PROPERTY FOR A QUAKE

A major earthquake can cause structural damage and break gas pipes, electric and water lines, resulting in devastating fires and extensive water damage. Precautions such as those listed below might lessen the damage during and after a quake. There may be other precautions necessary for your particular home and environmental conditions.

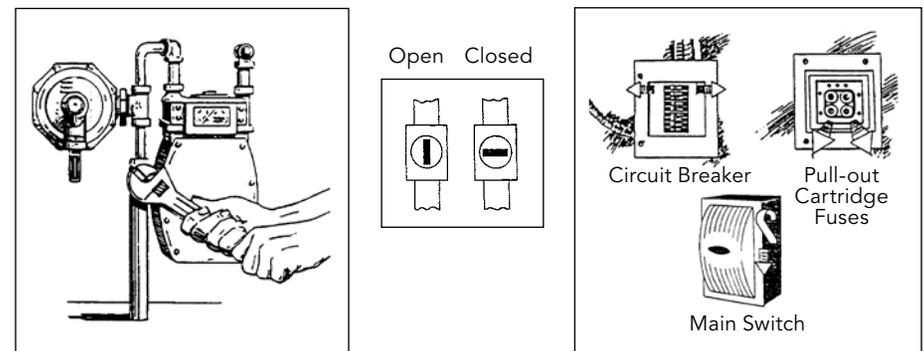
## UTILITIES

Locate your gas, water and electric turn-offs. Teach family members when to shut off utilities, and how to do so.

Make arrangements with neighbors to turn off your utilities if you are not home.

### Gas:

- Keep an adjustable wrench or special gas turn-off bar close to or attached to your gas meter, so you can find it when you need it
- The main shut-off valve is located on the inlet pipe next to the meter. When the knob is aligned vertically, the gas is flowing through the pipe (is “on”). Turn the valve to the horizontal position to cut off gas flow



### Electricity:

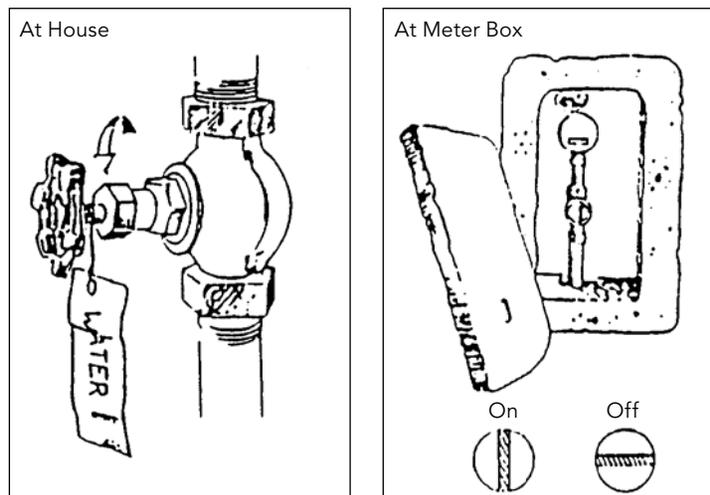
- Turn off the main switch or pull out the cartridge fuses in your main fuse box. This procedure that should not be taught to children, since incorrect handling of electrical circuitry is dangerous!

## Water:

- Locate the water main leading into the house, and attach a label for quick identification
- Learn how to turn off the water at the main meter or at the water main leading into the house

## Finding Safe Drinking Water Sources in Your Home:

- Water drained from the hot water heater may be used if the heater remains upright. If the heater hasn't been drained by a plumber within the last year, add chlorine bleach



- Water dipped from the flush tank of the toilet (unless the tank contains chemical additives). Purify before using
- Melted ice cubes
- Canned fruit, vegetable juice, and liquids from canned goods
- Water from swimming pools, hot tubs. Use this water only after other sources of pure water are exhausted. Add chlorine bleach
- Do not use water from: hot water boilers, home heating systems, radiators, water beds. Use common sense!

## PURIFICATION OF WATER

Strain out sediment and particles from water by pouring through several layers of cheesecloth or coffee filters. Then use one of the following purification methods:

- Boil for 5 minutes or:
- Add liquid chlorine bleach (unscented bleach with 5.25% sodium hypochlorite) following the suggested amounts in the chart below. Let water stand for 30 minutes. There should be a chlorine smell after treating. If no smell, repeat dosage and let stand for another 15 minutes.

Water Amount	Chlorine Bleach if water cloudy	Chlorine bleach if water clear
1 quart	4 drops	2 drops
1 gallon	16 drops	8 drops
5 gallons	1 teaspoon	½ teaspoon

## FIRST AID SUPPLIES (see Appendix E, pages 125–127)

First Aid information may be obtained from a Disaster First Aid course or by buying a first aid book such as the American Red Cross' first aid manual. Some information can also be found in the first aid and survival guide at the front of the phone book.

- Buy a First Aid kit from the American Red Cross or other source, or make up your own kit. (If you do your own, refer to a first aid manual for list of items to include)
- Add one week of your own prescriptive medications and rotate the latter so they stay fresh
- Add an old pair of glasses, useful non-prescription items such as pain relievers, antacids, diarrhea medicine, pepto-bismol, laxatives, allergy medication
- Don't skimp on first aid supplies

## FIRE EXTINGUISHERS

An A-B-C type is effective for all 3 classes of fires (ordinary combustibles, oil/grease/gasoline, electrical equipment/appliances).

- Date your extinguishers and check periodically. Many lose their charge after one year. If in doubt, buy new ones or have the old ones recharged.
- Distribute several extinguishers around the house (kitchen, garage etc.) Several small ones are more efficient than one large one. Make sure everyone knows where they are and are able and comfortable using them!

## LIGHTING

- Flashlights are safe for use immediately after an earthquake
- Matches, open fires etc. are NOT safe until you make sure there are no gas or flammable chemical leaks
- Store flashlights in several places around the house; make sure everyone knows where they are
- Camping lanterns are excellent light sources, but don't use them until you are certain that there are no gas leaks

## OTHER SUPPLIES TO CONSIDER

- Keep an adequate supply of gas in the car
- Shelter: waterproof tarp, tent, sleeping bags, blankets
- Clean up tools: ax, shovel, broom, heavy gloves, goggles, crow bar, saw
- Personal care items: hand wipes, bar soap, tissues, safety pins, etc

## STORAGE SUGGESTIONS

- Locate your supplies with care! They will do little good if you can't get to them or they are destroyed during the disaster
- Place them in a safe, waterproof, rodent, raccoon, and insect-proof place such as a large, covered plastic trash container or tightly covered plastic bin that can be stored outside in a cool, sheltered place
- Put contents in labeled, moisture-proof bags before storing

## CAR/WORK MINI-SURVIVAL KIT

Most people spend many hours each week in their car. If you work, there is a 33% chance you'll be at work when disaster strikes. A major disaster could force you to rely on your car or your work place for short-term shelter and survival. A mini-survival kit could make the hours (or days) until you get home safer and more comfortable.

You can buy survival kits at hardware and camping stores (or check in the Yellow Pages under "Earthquake" or "Safety Supplies"), or make your own.

## Basic items to put in a kit (personalize it with other items):

- Snack-type food
- Extra prescription medications
- Water
- Cell-phone battery and charger cables
- Small first aid kit with essential medications
- Mylar "space" blanket
- Flashlight and extra batteries
- Battery-operated AM radio
- Comfortable shoes; other comfortable clothes if desired (e.g. sweater, jeans, T-shirt)
- Ziplock bags and toilet tissue
- Pair of heavy work gloves
- Pocket knife
- Matches or lighter

## WHAT TO DO DURING AN EARTHQUAKE

You have assembled emergency supplies, and everybody knows where they are. You have checked your house for safety and structural hazards. Your family has learned emergency procedures and agreed upon family reunion plans. Life goes on as normal and you forget about quakes.

Without warning, the earth begins to violently shake. It all is happening too fast. There is no time to observe and make decisions. To survive, you must act quickly and sensibly.

The following are some suggestions on what to do.

**THE BOTTOM LINE: USE YOUR OWN COMMON SENSE TO DETERMINE YOUR BEST COURSE OF ACTION.**

## WHAT TO DO IMMEDIATELY AFTER THE QUAKE

What happens or doesn't happen immediately after a quake may be critical in saving lives and property.

- Check for injuries (check yourself first), then administer first aid to others as needed
- Check for fires. If you smell smoke, or there is any other evidence of fire, call 911 immediately. (Be aware that during a major emergency the 911 response will not be immediately available). You may have to put out small fires yourself. Never use water to put out an electrical fire!
- If you smell gas or if you notice a large consumption of gas being registered on the gas meter, turn the gas off at the meter. Remember, once you turn off the gas only a licensed plumber or PG&E can safely turn it back on, and this may take weeks. Do not attempt to turn the gas back on yourself
- Do not light a fire in your fireplace or wood stove, even if it is cold. To do so before the chimney has been checked by experts for unseen damage means risking starting a fire
- Turn off the electricity if you smell hot insulation or note damaged appliances, or as a safety precaution after a major quake. Also check for fallen electrical wires, and always assume that any that have fallen are hot – do not touch them

**CAUTION:** Do not light a match, or turn on a light switch until you know that there are no gas leaks. Sparks from electrical switches can ignite gas, causing an explosion! Use a flashlight

- After a major quake, turn off the water at the main (street) valve (if you have a turn off tool) or at the water main leading into the house, until you can check that there are no water leaks. Two common places for leaks are the water heater and toilet. If there are leaks, protect your water supply by shutting off the water and plugging the bathtub and sink drains to prevent sewage backups
- Turn on a battery-operated or car radio for emergency bulletins and information
- Check your home for structural damage. We cannot anticipate all types of structural damage here, but if your walls have become badly cracked or bowed, out of plumb, off-set or otherwise seriously altered, if there is a separation between walls and ceiling, or if the house is partially off the foundation, leave the house. If you live on a steep hill, you should check your property for possible landslides, trees that might fall, etc.
- Clean up broken glass, medicines and other hazardous materials

- Take down any unsecured artwork, dishes on shelves, etc. that made it through the first shock. Lay them flat on the floor. Close cabinet doors with rubber bands
- Retrieve your children from school only when you are certain that your home is safe and hazardous conditions have been cleaned up, or when you are certain that you will have to evacuate. They will most likely be safer in school than returning to unsafe conditions at home
- Be prepared for aftershocks!
- If you are trapped inside, make as much noise as possible to attract attention to yourself
- Display the appropriate Sleepy Hollow Status Card in window (*see Appendix F, page 127*)

### If you must evacuate:

- Post one of the Emergency Message Cards (found at back of this manual) on your door or other visible location
- Take vital documents, emergency supplies and equipment, and extra medication with you
- Check to make sure your car has adequate gas
- If you are going to a public shelter, confine pets in the basement, garage or bathroom, with plenty of water and food, since they not allowed in shelters
- Turn off electricity as you leave
- If you are leaving because your house is too damaged to live in, turn off all utilities to prevent further damage during after-shocks

# STORMS & FLOODS

## Preparing for a Storm

A major storm could cause disruption of essential services, significant property damage, and loss of life. In the Hollow, flooding from local creeks has been a serious problem in the past. As for any other potential disaster, being prepared is important.

- Keep emergency supplies on hand.
- See the Earthquake section and Appendices for a suggested list.
- When a major storm is predicted, put plastic bottles of water or picnic cooler packs in your freezer, to extend the time the refrigerator and freezer stay cold during a power outage.
- Learn which stores in your area sell ice or dry ice.
- Store flashlights and battery-powered or propane camping lanterns or other non-electrical light sources in several easily-accessible areas around the house. Store batteries separately. Make sure everyone in the family knows how to find and assemble these light sources.
- Clean debris out of streams and creeks. All property owners are responsible for keeping creeks and streams abutting or on their properties clear of debris. Check for debris during the summer. Contact the Sleepy Hollow Homes Association if your creek needs clearing.
- Clean debris out of storm drains. Storm drains also need to be kept clear by property owners. Check your drains regularly, before and during the storm season. If you suspect they are clogged, call the Marin County Department of Public Works.
- Move log or wood piles and loose personal property away from potential flood areas. These items can float downstream and create unexpected clogging in streams.
- Establish emergency evacuation plans, especially if you are in a flood zone. (See Earthquake section for information on developing a plan).
- Clean out gutters.
- Repair roof leaks and check condition of roof. (If you notice any loose shingles or other problems, consult with a roofing contractor). High winds can loosen shingles.
- Remove dead tree limbs that could fall in high winds, resulting in property damage or maybe even loss of life. Also check for trees that precariously overhang your house or could fall if the ground becomes unstable. It is easier to find expert help from tree specialists before a storm than during or after a big storm when everyone is busy!

- Check your property for potential slide areas, and stabilize as necessary. If the storm dumps a lot of rain in a short period of time, unstable ground could give way. Consult a soil engineer or other specialist if you have questions or your area has a history of slides. A slide on your property could also jeopardize neighbors' property and lives.
- If the power lines near your residence run through the trees, call PG&E to trim them back, so they won't break the wires.
- Develop an emergency plan with your family (see Earthquake section). If a storm cuts off access to the Hollow, you and your family should have plans on where to meet and how to contact each other.
- If you are elderly or disabled, develop an emergency plan with a neighbor so someone will check on you, and come to your aid you if necessary.
- Sandbags: if flooding is predicted or seems likely, you may want to stock up on sandbags in advance – or at least be aware of your local supplier.
- Generators: some people prepare for power outages by installing a standby electric or gas generator. Be sure your generator is installed properly, and, if it has a gas motor, that the motor has been serviced at the suggested intervals. (PG&E has information on standby electric generators and their proper use).

## WHAT TO DO DURING A STORM

The Ross Valley Fire Station at 150 Butterfield Road has a flood watch alarm. If you are concerned about creek status or status of roads, you can contact them at 258-4686

### Flooding:

- Establish a family or neighborhood flood watch if flooding is imminent.
- Tune in to local radio stations for flood information.
- Set out sandbags to divert water.

### Evacuation During a Flood:

- Do not try to cross flooded creeks on foot or by car. The current is often more powerful than it appears. People and cars can be washed away.
- Turn off all electricity
- Close all doors and windows
- Post an appropriate Status Card at a front window or door (*see Appendix, pages 128–130*)
- Evacuate per your emergency plan

**Power Outages:**

If power is off for more than 5 minutes, turn off electric space heaters, electric stoves, washers, dryers, TV sets, microwave ovens and computers. Unplug small kitchen appliances. If several appliances come back on at the same time when the power is restored, they may overload your electrical circuits. If the power is restored in the middle of the night or while you are away, appliances that are on may begin operating at inconvenient or potentially hazardous times. A single lamp left on will alert you at night that power is back on.

Brief outages lasting several seconds may also occur. If power is fully restored after these outages, you don't need to disconnect or turn off appliances.

Continually flickering lights or dimmer light are signs of low-voltage conditions. You should take the precautions listed for outages of over 5 minutes (above). You should also turn off your refrigerator and freezer, because under these low-voltage conditions the motor may cycle on and off again, resulting in compressor damage. If you only have power in a portion of your home, you should first check for tripped circuit breakers or blown fuses in your electrical panel.

Remember to turn your appliances back on when conditions return to normal.

Use your lanterns or flashlights for light. Lit candles should be used very carefully and kept out of drafts, out of reach of children, and away from curtains and other flammables.

**Downed wires:**

Treat all downed wires as if they were "live", i.e. as if they were carrying electric current. Do not touch or try to move them (particularly on cars, since tires act as an insulation and the wires are possibly still energized). Keep children away from the wires! Report downed wires immediately to PG&E and to the police or fire department.

**Food storage:**

Food in a fully loaded freezer will usually stay frozen 36–48 hours if you keep the door closed. If the freezer is only half full, the food generally keeps for 24 hours. A freezer full of meat usually stays frozen longer than a freezer full of baked goods. Food in the freezer compartment of your refrigerator will stay fresh longer if you avoid opening the refrigerator door. Adding ice or dry ice to the refrigerator will help keep the food cold for a longer period of time.

**Heat:**

If the major storm arrives in the winter, your house should stay warm for a while. If your home is well-insulated and free of drafts, it will stay warm longer. You can burn wood or newspaper logs in the fireplace (provided it is in good condition) to warm at least one room. Take all the usual precautions to avoid a house fire.

Do not burn charcoal indoors because it releases carbon monoxide, an odorless and potentially lethal poison.

**Cooking food:**

A propane-powered camp stove can be used, with care.

Turn on the battery-powered or car radio for local storm coverage.

The following stations (among others) report local conditions:  
**KCBS (740 AM); KGO (810 AM) and KNBR (680 AM).**

**WHAT TO DO AFTER THE STORM**

Clean up debris as soon as possible. Another storm may be coming in.

For insurance documentation, photograph or video all damage as you clean up.

## APPENDIX A

### PLANTING FOR FIRE SAFETY

#### General Rules for Reducing Fire Hazard in Your Landscape

- Keep landscape clean. Remove litter under trees and shrubs; prune out deadwood. Remove dead and dried out portions of ground covers and succulents.
- To help prevent fire spread, leave space between shrubs and trees.
- Plant lawns, succulent ground covers, or other low-growing plants around your house and other structures, and water regularly.
- Avoid shredded bark mulches, such as “Gorilla Hair” shredded redwood. This is what the Boy Scouts use to START fires, and you shouldn’t use it anywhere in Sleepy Hollow. Use heavy 1”–2” bark or compost instead.

#### PHYROPHYTIC VS. FIRE RESISTANT PLANTS

“Pyrophytes” are plants that ignite readily and burn intensely. They generally share certain typical characteristics:

- Leaves and wood usually contain volatile waxes, fats, terpenes or oils.
- They are typically aromatic (crushed leaves have strong odors).
- The sap is usually gummy, resinous and has a strong odor.
- They usually contain plentiful twiggy, dry or dead materials.
- The condition of the plant is as important as the species!
- All plants (from grasses to oaks) with excessive (greater than 20%) amounts of fine dead materials must be considered fire hazardous. Fire hazard can be reduced in all plants with proper pruning and maintenance.
- Most water-starved plants are fire hazardous. On windy, hot days with low humidity, plants can become fire hazardous within a few hours. Sprinkler systems can be operated during critical periods to reduce fire hazard.
- In a very hot fire, even plants considered to be relatively fire resistant might burn. However, plants on well-watered and well-maintained landscapes generally do not burn as readily.

#### PART A: FIRE SAFE PLANTS

FIRESafe MARIN provides a selected list of more than 100 common native and non-native fire-safe plant species suitable to the climate of Marin County. These plants were carefully by fire, forestry, and botany experts, for their relative fire resistance. These are preferred species for landscaping around homes in the Wildland Urban Interface. These plants exhibit relatively more

resistance to burning when exposed to fire. To ensure fire-resistance, all plants on this list must be maintained in a living state, irrigated properly, and must be kept free of dead or dry twigs and material at all times. Although they may be fire-resistant, known invasive species and some “water hogs” are excluded.

[www.firesafemarin.org/plants/fire-resistant](http://www.firesafemarin.org/plants/fire-resistant)

#### PART B: FIRE PRONE PLANTS

Common native and non-native fire prone plant species in Marin County are listed online at [www.firesafemarin.org/plants/fire-prone](http://www.firesafemarin.org/plants/fire-prone). FIRESafe MARIN recommends removal of any plants marked “Remove” within 100’ of any structure in the Wildland Urban Interface (WUI). Plants marked “Avoid” should not be planted, should be removed if possible, and require greater maintenance and care if allowed to remain in the Defensible Space Zone. Ross Valley Fire Department and SHFPD may require removal of plants listed as fire prone.

[www.firesafemarin.org/plants/fire-prone](http://www.firesafemarin.org/plants/fire-prone)



## APPENDIX B

### **NEW! IMPORTANT!**

**IN A MAJOR EMERGENCY, ALL SLEEPY HOLLOW RESIDENTS SHOULD EVACUATE BY TRAVELING DOWNHILL TO BUTTERFIELD ROAD TOWARDS SAN ANSELMO.**

Only deviate from this route if instructed to do so by law enforcement or the fire department, or if your path is obstructed or unsafe. Despite what you may have heard in the past, Butterfield Road CAN handle all traffic to evacuate. Fire roads and foot paths are not a viable escape route and should only be considered a last resort.

## APPENDIX C

### FAMILY DISASTER PLAN

The following is just a partial list of items you will want to put into your family's disaster plan. Use the blank pages included here to add more information.

#### PART A: IMPORTANT PHONE NUMBERS

Fire Department: \_\_\_\_\_ 911

Police Department: \_\_\_\_\_ 911

Emergency Medical: \_\_\_\_\_ 911

Physician (adults): \_\_\_\_\_

Physician (children): \_\_\_\_\_

PG&E: \_\_\_\_\_

Marin Municipal Water District: \_\_\_\_\_

AT&T/other carrier: \_\_\_\_\_

#### PART B: LOCATION OF EMERGENCY SUPPLIES AND EQUIPMENT

Fire extinguishers: \_\_\_\_\_

Flashlight: \_\_\_\_\_

Batteries: \_\_\_\_\_

Other light sources: \_\_\_\_\_

Food: \_\_\_\_\_

Sanitation supplies: \_\_\_\_\_

Water: \_\_\_\_\_

# gallons needed: (1 gallon per person per day; 3 days supply)

primary source (bottled, other)

secondary source (water heater, other)

Gas and water turn off tools: \_\_\_\_\_

Other tools: \_\_\_\_\_

Cooking equipment: \_\_\_\_\_

Propane: \_\_\_\_\_

Portable radio: \_\_\_\_\_

Camping Equipment: \_\_\_\_\_

First Aid/medication supplies: \_\_\_\_\_

#### PART C: LOCATION OF UTILITIES AND TURN-OFF VALVES

Location of gas turn-off valve: \_\_\_\_\_

Location of gas turn-off wrench: \_\_\_\_\_

Location of water turn-off valve (specify main or house): \_\_\_\_\_

Location of water turn-off tool : \_\_\_\_\_

Location of main electric circuit panel/breakers: \_\_\_\_\_

Location of other utilities: \_\_\_\_\_

**PART D: FAMILY REUNION PLANS**

Places to meet away from Sleepy Hollow: (#1 is first choice):

Place	Address	Phone
1.		
2.		
3.		

School disaster plans (where will children be?):

---



---



---

Outside contact person (preferably someone 100 miles or more away from Bay Area):

Name	Phone	Relationship

Disabled or Elderly Family Members:

Transportation Plans:

How transport:

Neighbors who will transport if not home:

Medicines/other critical supplies:

Plans for pet(s):

Emergency outdoor meeting place near our home

**PART E: ITEMS TO PACK FOR EVACUATION**

Also see evacuation information under each disaster section of this manual.

Item	Location
------	----------

Photos/videos:

---



---



---

Jewelry

---



---

Vital documents (stocks/bonds, birth certificates, house title, etc.)

---



---



---



---



---

Art:

---



---

Others:

---



---



---



---



---



---

## APPENDIX D

### EARTHQUAKE STRUCTURAL PREPARATION

Diagrams for Adding Anchor (Foundation) Bolts and Sheathing Cripple Walls.

The following offer one method for this earthquake strengthening. You may want to see a structural engineer or contractor for advice on your home.

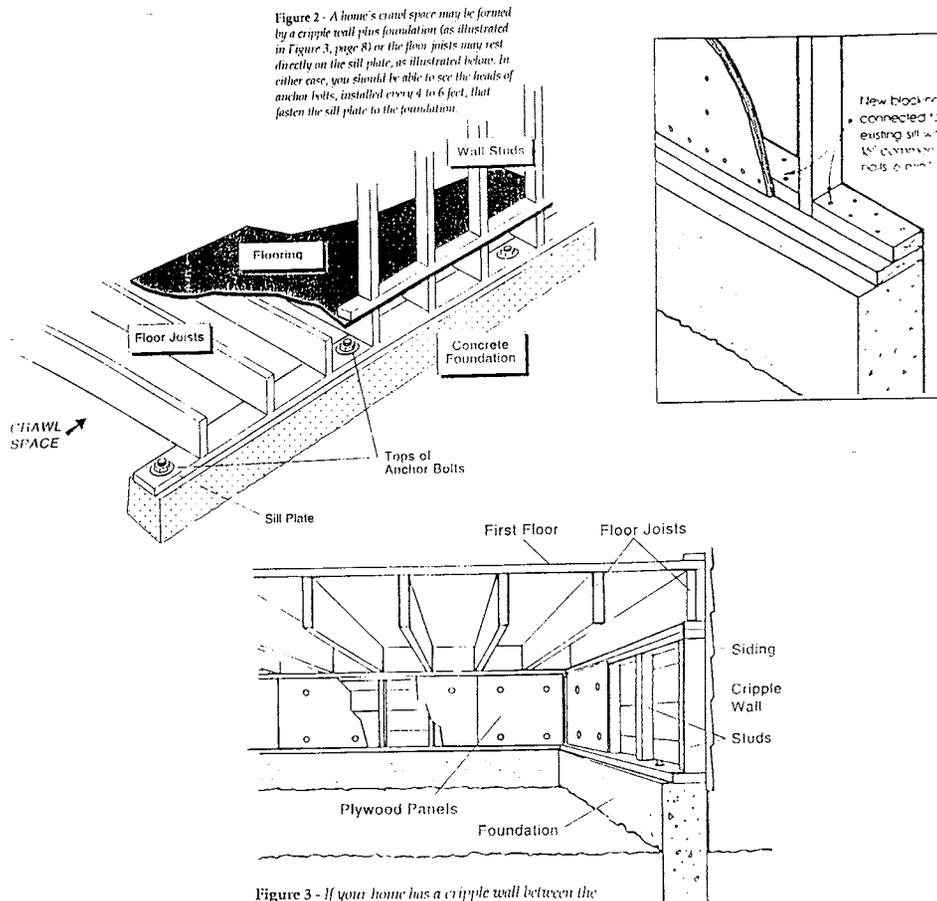


Figure 3 - If your home has a cripple wall between the foundation and the first floor, and it is not braced with plywood sheathing, the house may collapse in an earthquake.

## APPENDIX E

### HOME & CAR EMERGENCY SUPPLIES

The following list should be customized by each household. A 3-day quantity of each item is the minimum – you may want to store more of essential items such as medicines.

These supplies should be stored in a safe place, where you can access them in an earthquake or other emergency. Everyone in the family, babysitters and others who are regularly in your home should know where they are.

#### Survival

Water – 1 gallon per person per day

First Aid Kit – Make sure all supplies are rotated regularly

Food – See “Earthquake” section of this manual (pages 105–113)

Can Opener

Blankets or sleeping bag for each member of family

Radio

Critical Medication

Glasses/Contact lenses & Supplies

Fire extinguisher (in addition to those stored in the house)

Flashlight – fresh and spare batteries and bulb

Watch or clock – battery or spring wound

#### Sanitation Supplies

Large plastic trash bags – for trash, waste, water protection, ground cloth

Large trash cans

Hand soap

Liquid detergent

Shampoo

Toothpaste and toothbrush

Pre-moistened towelettes

Deodorant

Dentures

Feminine supplies

Infant supplies

Toilet paper

Powdered chlorinated lime – add to sewage to deodorize, disinfect and keep away insects

Newspaper – to wrap garbage and waste. Can also be used for warmth

### **SAFETY**

Heavy shoes – for every family member

Heavy gloves – for every person clearing debris

Candles

Matches – dipped in wax and kept in waterproof container

Clothes – complete change

Knife – sharp or razor blades

Garden hose – for siphoning and fire fighting

### **COOKING**

Barbecue – charcoal and lighter or Sterno stove

Plastic bags – various sizes, sealable

Pots – at least 2

Paper plates

Plastic knives, forks, spoons

Paper towels

### **TOOLS**

Axe

Shovel

Broom

Crescent wrench – for turning off gas main

Screwdriver

Pliers

Hammer

Coil of rope

Coil of bailing wire

Plastic tape

Pen and paper

### **CAR MINI-SURVIVAL KIT**

Non-perishable food – store in empty coffee cans

Bottled water

First aid kit

Flares

Fire extinguisher

CO2 blanket

Sealable plastic bags

Flashlight – fresh and spare batteries and bulb

Critical medication

Tools – screwdriver, pliers, wire, knife

Short rubber hose – for siphoning

Small package of tissues

Pre-moistened towelettes

## **APPENDIX F**

### **STATUS CARDS**

PLEASE PUT ONE OF THESE CARDS IN A CLEARLY VISIBLE PLACE SUCH AS A WINDOW, WHERE IT CAN BE SEEN FROM THE STREET OR FROM YOUR FRONT ENTRANCE.

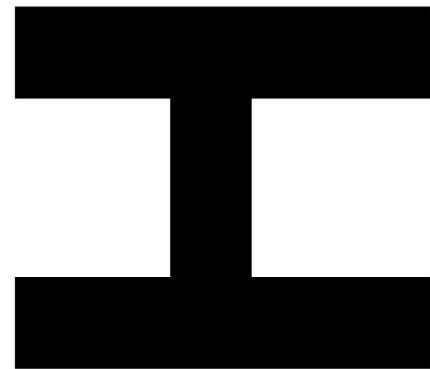
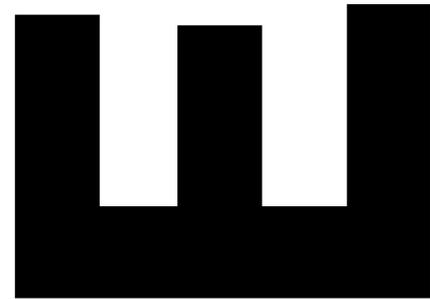
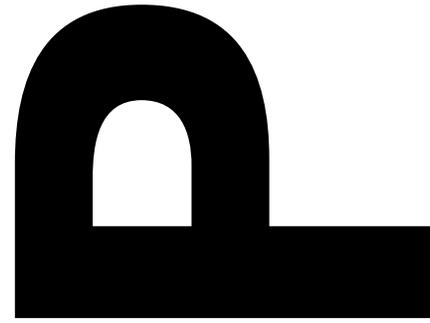
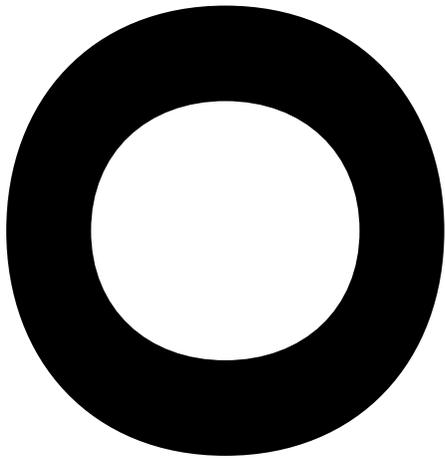
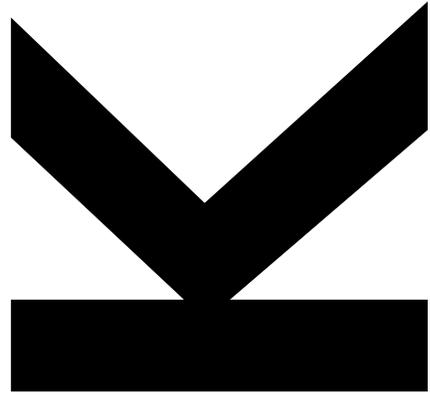
PUT UP THIS CARD AS SOON AS YOU HAVE ASSESSED YOUR PERSONAL SITUATION AND CONDITION OF YOUR PROPERTY.

**Use the OK card if:**

There is no immediate danger to property or life.

**Use the OTHER card if:**

There is a critical medical or structural problem that poses risk to life  
OR You had to evacuate your house because it is structurally unfit for residence.



**CRITICAL**