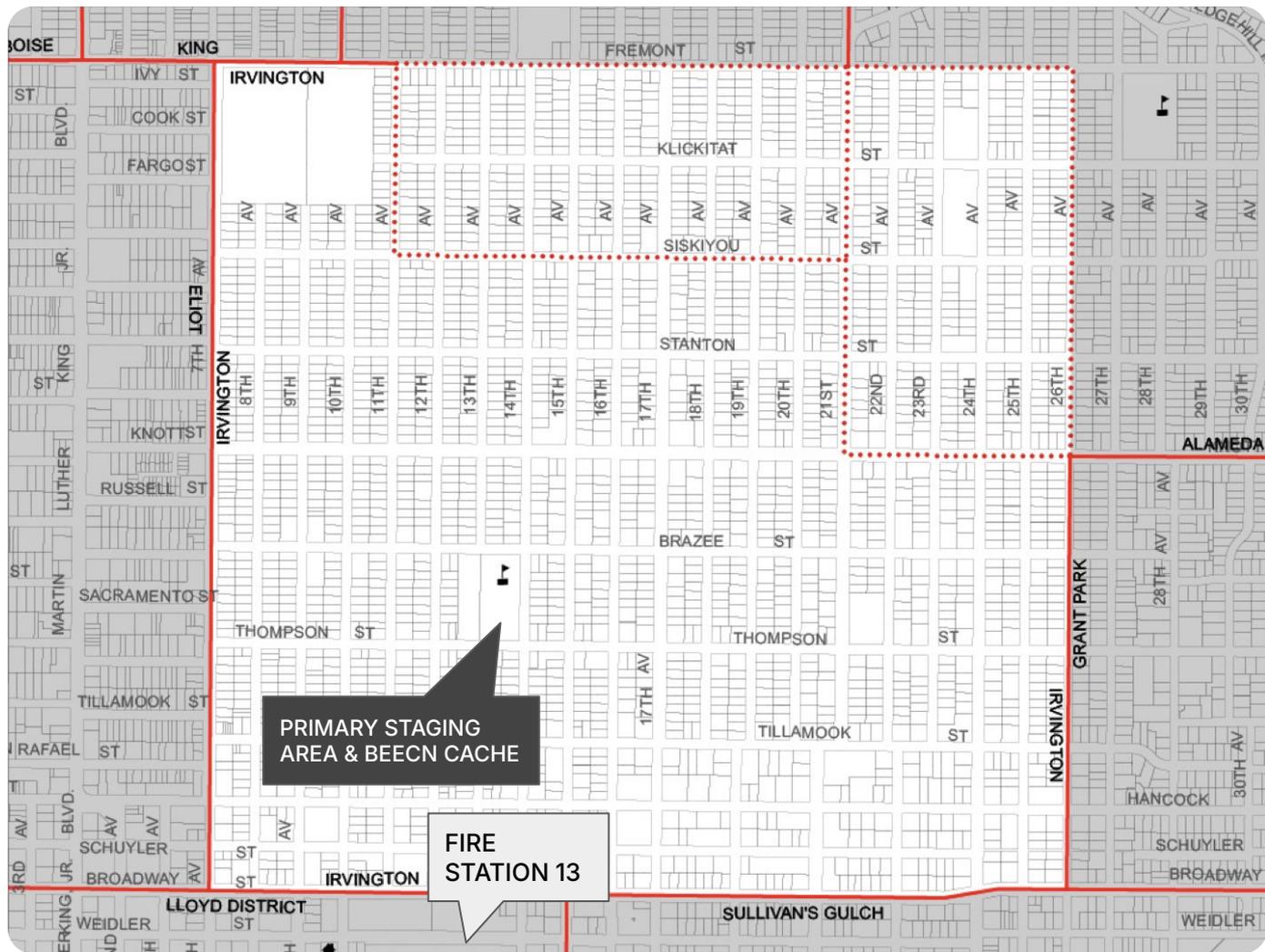




NET OPERATIONS PLAN

Updated Spring 2024

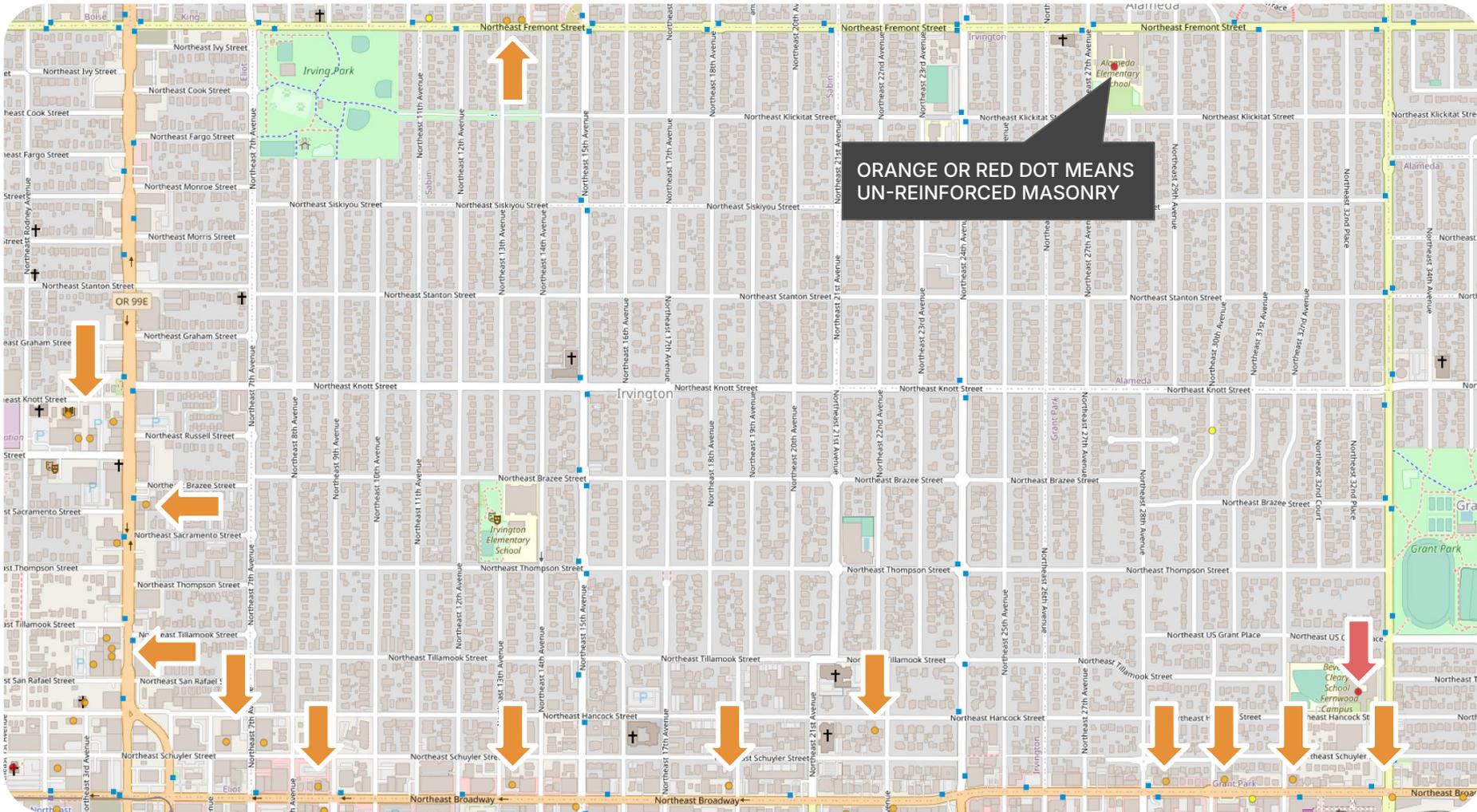


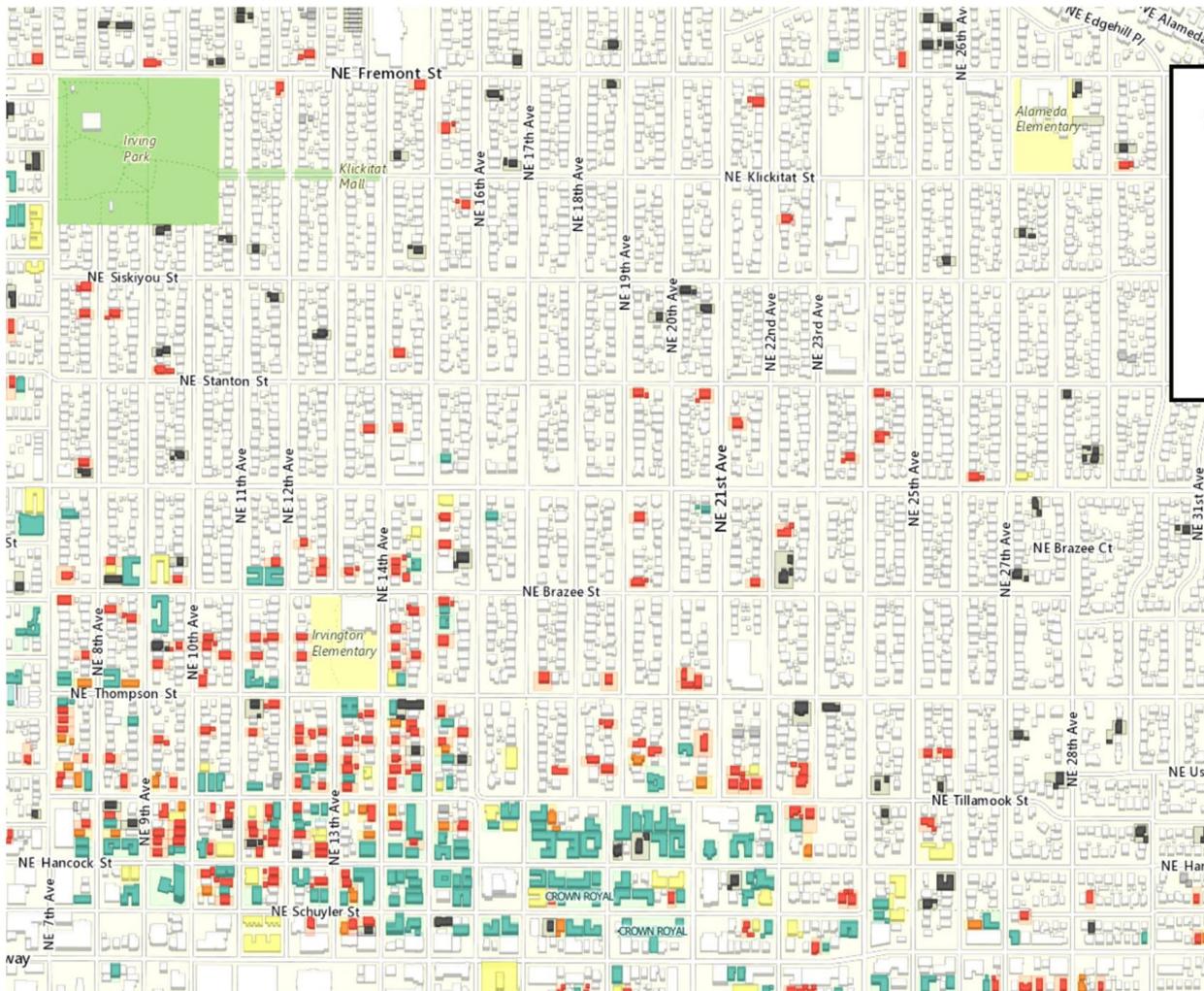
PRIMARY STAGING
AREA & BEECN CACHE

FIRE
STATION 13



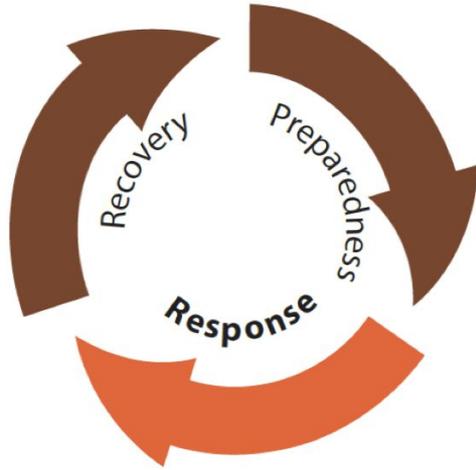
ORANGE OR RED DOT MEANS UN-REINFORCED MASONRY





Multifamily Housing
■ Apartments
■ Condominiums
■ Dormitories
■ Duplexes
■ Manufactured Homes
■ Retirement Facility
■ Townhouses
■ Triplexes
■ Other
 Source: Metro DRC

Guiding principles



1. Your safety and accountability are your top priority
2. Respect the chain of command
3. Always work in teams of two or more
4. The greatest good for the greatest number

The Cache

Access instructions

1. Retrieve access key
2. Access lockbox and enter code
3. Remove Key, close lockbox
4. Open south-facing horizontal door
5. Lock door in open with props



The Cache contents

Command Center

- 2 Shade Structures, 10 × 10 (?), ABC Canopy
- 2 Rolling Carts, Game Haulers
- PBEM "Map Your Neighborhood" laminated Irvington Neighborhood map, Fremont to Broadway, Rodney to 31st, with house addresses
- Aerial view laminated map, Broadway to Fremont, 7th to 27th, shows houses without addresses
- Whiteboard, approx. 24 × 48
- paper Easel Pad, 27 × 34
- Plastic file box with pens, dry erase markers, NET forms, lanyards with Role cards and Role descriptions
- 5 Clipboards, plastic
- Clipboard, metal, box style
- 2 small whiteboards, 8 × 11
- 4 bungee cords
- 100 adhesive Wristbands, variety of colors
- 1 Pair knee pads
- 20 20×20" cardboard pieces
- 5 PBEM "Exercise in Progress" lawn signs, approx. 18 × 24, plastic foam board, blank on backside

Medical First Aid

- 3 Patient Movers / Carriers
- 50 triple-action antibiotic ointment
- 15 instant hot compress packets
- 7 4" bandage dressings

NET Gear

- 5 NET Helmets
- 50 NET vests 2x with tags, with less-reflective tape
- 4 Radios and comms plan

Toilet

- 4 5 gallon orange home depot buckets with lids
- Stansport pop-up privacy shelter
- 2 luggable loo seat covers
- 32 4oz Liquid hand soap
- 70 Vionex disinfectant wipes

Additional items

- Toilet Paper
- 3 tables
- 6 chairs
- Additional shade structure for medical
- Head lamps
- Space blankets
- NET Handbook
- Laminated Ops plan ∞
- 12 pens
- 5 spiral notebooks



Scene Size-up

THINK

- Gather facts
- Assess and communicate the damage
- Consider probabilities

PLAN

- Assess your own situation
- Establish priorities
- Make decisions

ACT

- Develop a plan of action
- Take action
- Evaluate progress



Protocols and Responsibilities

Immediate Responsibilities

1. Check yourself and persons in your household for injuries
2. Ensure that your home and property is secure
3. Check on your immediate neighbors do triage if necessary to secure the situation
4. Attempt to contact your emergency out-of-state contact
5. Retrieve your NET kit
6. Follow Communications Protocol
7. Proceed to the staging area, en route observe and record damage/injuries (damage assessment #1)
8. Bring any SUVs for processing

To Deploy or Not Deploy

A NET deployment may only be authorized by PBEM, except for the highly unusual circumstances. PBEM will send a deployment authorization message via any means available including phone call, text message, email, or amateur radio. This message will be addressed to all NET Members or to a specific geographic area based on the nature of the incident. It will include specific deployment authorization and instructions, or a request to stand by or stand down.

If PBEM initiates a deployment, PBEM will also update a recorded status message accessible by calling the NET Emergency Activation telephone number (503-823-1410).

DO NOT self-deploy except in a city-wide disaster where communications are disabled. Unauthorized deployment may result in loss of indemnification by the City.

Even when a deployment has been authorized, your decision to deploy is entirely optional and is at your own discretion.



Protocols and Responsibilities

Deployment

Unless instructed differently by the PBEM deployment authorization, members should:

- Proceed to the primary NET Staging Area;
- While en route, NET members should note damage in the neighborhood and record what the find using NET Form 1: Damage Assessment (ICS Forms) which will be turned at the NET Staging Area.
- The first to arrive assumes the role of Incident Team Leader until or unless the designated team leader arrives. The Incident Team Leader will develop a chain of command as prescribed in the NET's Operations Plan, and work with Team Members to prioritize incidents and assign tasks.
- Upon arrival at the NET Staging Area, all other team members should integrate with the present chain of command.

Essential Roles

- In Incident Team Leader (ICT)
- ITL Scribe
- FRS Radio Operator (ARO)

As-needed Roles

- Operations Coordinator
- Team & SUV Coordinator
- Logistics Coordinator
- Medical Coordinator
- SUV & STV Coordinators

Entities

- Trained NET Team Member (NET)
- Spontaneous Trained Volunteer (STV)
- Spontaneous Unaffiliated Volunteer (SUV)
- General Public
- Victims

Functional Teams

NET functional teams are created on an as needed basis to perform support functions such as site assessment, search I rescue and carry messages.

- A NET functional team must have a designated leader
- Members are NEVER deployed to assignments alone. At a minimum, Any team must always have at least two members
- Teams deploy to assignments. Once an assignment is completed, Teams will return to the NET Staging Area to debrief and receive further instructions.
- Functional teams can be a combination of trained NETs, STVs and SUVs



Protocols and Responsibilities

Incident Team Leader (ITL)

Reports to ECC, oversees all response operations for specific neighborhood team

Responsibilities

- Team Safety PIC
- Strike Teams
- Logistics and Procurement PIC
- Planning and Personnel
- Public Information PIC
- Amateur Radio Operator (ARO)
- Scribe & Documentation

Duties

1. Identify the site for team operations and mark staging areas
2. Choose team members to be PIC for above (1-7) functions
3. Prioritize needs requests and assign tasks
4. Continuous monitoring of situations and reassess priorities
5. Communicate needs/situation to ECC as appropriate
6. Ensure that all areas of operation have complete documentation

Logistic & Procurement PIC

Reports to ITL

Responsibilities

- Organize and manage supplies, equipment
- Provide wood, water, and medical support to team members
- Oversee team members assigned to assist
- Document activity; keeps records of supplies and equipment regarding need, location and availability
- Oversee volunteers assigned to procurement

Duties

1. Establishes a record keeping system for all equipment, supplies; track status of supplies and equipment
2. Anticipate needs of the team as response unfolds
3. Orient volunteers regarding the parameters of the assignment
4. Establish a self care area for team members to get food, water, medical attention and rest
5. Assist areas of operations in getting needed supplies and equipment

Planning & Personnel PIC

Reports to ITL or is the ITL

Responsibilities .

- Track status of personnel (needs, assignments, status of strike teams)
- Develop action plans and alternative strategies
- Track situation

Duties

1. Oversee personnel assigned to Strike Teams, First Aid Area, Morgue, Volunteer Coordinator
2. Maintain up to date documentation regarding location and situation status of strike teams,
3. Assign strike team leader, team members, volunteers
4. Detail specific objectives for each strike team including the nature of the assignment, precautions, safety concerns, communication and documentation



Protocols and Responsibilities

Amateur Radio Operator (ARO)

Reports to ECC

Responsibilities

- Respond to messages to or from ECC and/or ITL
- Manage messages according to precedence levels

Duties

1. Contact Resource Net and Regional SubNet to establish communications links
2. Maintain communications log of messaging (ready to hand it off to next shift)
3. Communicate with ITL to keep precedence levels clear and acted on appropriately
4. Substitute for SubNet Controller if requested

FRS Radio Lead

Reports to Operations Chief

Responsibilities

- Enable intra-team radio communication using FRS / GMRS radios

Duties

1. Act as communications hub (net control) between staging area and the field
2. Send and receive messages between Ops Chief and Strike Teams
3. Track open messages (i.e., that expect a response) to ensure appropriate responses are received
4. Ensure team member radios are setup appropriately and that members can hear and be heard
5. Train / refresh team members on basic radio usage
6. Help track the location of all team members
7. Help track the location of team members after they first check-in via radio as they travel to the staging area and inform the Ops Chief if anybody seems to be unaccounted for



Protocols and Responsibilities

Volunteer Coordinator

Reports to ITL or Planning and Personnel PIC

Responsibilities

- Develop systems to coordinate needs of the NET Disaster Response with people willing to volunteer in the effort. Get volunteer requests from ITL or PIC including specific duties, time commitment, strike team leader, safety
- Determine suitability of volunteer to assignment to maintain highest safety standards
- Maintain documentation of all volunteer activities
- Assess, assign ATV's (Affiliated Trained Volunteers)
- Provide task descriptions, expectations, hours, issues
- Develop and maintain a cadre of volunteers to assist NETs in the disaster response
- After disaster or as appropriate, formally recognize volunteers contribution to the disaster response

Duties

1. In coordination with Incident Team Leader, determine areas where volunteers can be of assistance
2. Assess and assign SUV's (spontaneous unaffiliated volunteers)
3. Assess and assign ATV's (affiliated trained volunteers)
4. Spontaneous Unaffiliated Volunteers (SUVs):
 - Obtain volunteer application for each potential volunteer including contact information, skills, interests, previous volunteer experiences, references etc.
 - Assess potential volunteers for suitability for assignment
 - Provide orientation to NET including guidelines and behavioral expectations for all NETS and volunteers, termination for cause
 - Provide assignment descriptions outlining tasks to be performed, safety requirements, PIC, and what to do at completion of assignment
6. Document all steps in the volunteer process (application, orientation, assignment details, hours, issues)
7. Develop and maintain a cadre of volunteers to assist NET's in Disaster Response
8. Follow up volunteer assignment with PIC (person in charge) for evaluation
5. Affiliated Trained Volunteers (ATVs)
 - Using ATV list: greet, assess and assign volunteer
 - Review NET guidelines, procedures
 - Follow up volunteer assignment with PIC (person in charge) for evaluation



Protocols and Responsibilities

Scribe

Reports to ITL

Responsibilities

- Provides assistance to ITL to maintain all records of situations and team activities and data. May also provide assistance to First Aid Unit; Volunteer Coordinator; strike teams, ARO, others as identified.

Duties

1. Develops and maintains a record of date and time of activities of Irvington NET using ICS forms
2. Assists in recording strike team assignments and actions. Knows where each strike team is located
3. Assists ITL in making team assignments
4. Prepares data important to or requested by ECC to help form a complete picture of the Portland emergency response

First Aid Operations Coordinator

Reports to ITL

Responsibilities

- Organizes first aid operations and affairs
- Establish a morgue area apart from high activity areas
- Establish with NET members a protocol for release of information to family members, friends, public, press etc.

Duties

1. Establish a treatment area that provides optimum patient first care for patient comfort and privacy
2. May manage the care of unaccompanied minors, and frail elderly
3. Maintains records of individual patient treatment (what was done, when it was done, outcome and the disposition of patient)
4. Reports aggregate data to ITL at agreed upon time intervals
5. Supervises NETs, ATV's and SUV's in the provision of first aid

6. Requests supplies as needed
7. Maintains record of supplies donated by neighbors (who donated, contact information, tag items that may be returned after the emergency)
8. Maintain records of the deceased (identity, if known, or complete description (physical characteristics, clothing etc.) any information regarding circumstances of demise, personal effects deceased may have had etc. Put written identification with deceased.
9. Maintain dignity and respect for the deceased
10. Only release information as established by NET protocol



Protocols and Responsibilities

Strike Team Leader

Reports to ITL

Responsibilities

- Responsible for team safety at all times
- Responsible for knowing the assignment and communicating it to team members

Duties

1. Maintain situational awareness at all times (know what is above, ahead, behind, below; know or surmise the possibilities, probabilities of various conditions)
2. Communicate plan to team members and volunteers and make sure it is understood
3. Provide a brief orientation to non-NET volunteers outlining expectations (non-NET volunteers should have had an orientation with the Volunteer Coordinator; your orientation will be with regard to strike team mission and expected behaviors)
4. Establish communication protocols for any operations the strike team may conduct.
5. Assign appropriate number of team members to safely complete the mission. (Minimum of 3 for search and rescue; 2 to search and one to stay outside building to receive radio reports and call for team member accounting (PAR))
6. Document activities including team members, situation, assignment, outcome and other findings that may be useful to disaster response

Strike Team Member

Reports to Strike Team Leader

Responsibilities

- Participating in the planning of team operations
- Looking out for other team members
- Understand and follow the directions of the Strike Team Leader prior to beginning task
- Confirm that personal equipment is appropriate and sufficient for assignment

Duties

1. Maintain situational awareness at all times (This means in all directions)
2. Triage injuries before providing treatment or evacuation
3. Always work with a "buddy" (do not work alone)
4. Know/clarify the procedures before executing them
5. Understand communication protocols
6. Give situational reports (Sit Reps) as directed



Protocols and Responsibilities

Team Behavior

- Buddy up with another NET member. As practicable, form functional teams in preparation of receiving assignments
- Receive assignments from the Chain of Command via the Assignment Briefing
- Perform assignments and document actions taken
- Maintain communication as directed and as needed (ie., following an initial assessment, development of new damage, injuries, etc.) with the Staging Area
- Report back to the Staging Area upon completion of assignments, submitting the completed Assignment Briefing and to wait for further instructions

Protocols

- Check in with the Operations Coordinator and/or Team/SUV Coordinator upon arriving at the staging area
- No NET Member or volunteer should work more than a 12 hour shift in a 24 hour period
 - The Incident Team Leader (or designee) should develop a relief plan to insure this
- Transferring Operations
 - The outgoing Team Leader (TL) should always fully brief the incoming TL before standing down
 - Every team member and volunteer should debrief and check out with the Operations Coordinator and/or Team/SUV Coordinator before ending their shift and leaving the staging area.
 - If appropriate, schedule your next shift before leaving
- Closing an incident
 - NET Teams may receive, and must abide by, a “stand-down” order from any emergency response personnel (such as police, fire, or EMS personnel) regardless of their jurisdiction of origin; Members of the military; emergency managers associated with a City of Portland bureau (e.g. the Portland Water Bureau); or staff from PBEM.
 - After stand down turn over all relevant forms to the emergency response personnel
 - Prepare an incident report
 - Breakdown and restore all staging area materials
 - Review and catalog cache contents for replenishment
 - Thank everyone



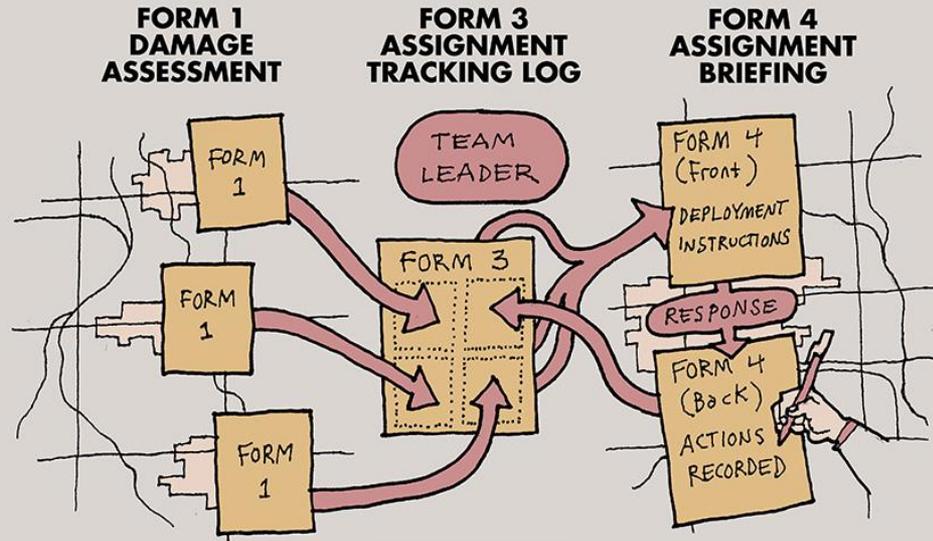
Protocols and Responsibilities

Deployment Checklist

1. As you approach the Staging Area, check for the presence of other team members
2. If at least one other team member is present, skip to the On-Site Management Protocol
3. If no other team members are present, check for a marking on the cache
4. If no marking exists, assume that you are the first team member to arrive and will be the initial TL
5. If a note exists stating SITE OK
 - o Add your initials and the date and time
6. If a note exists stating SITE BAD - SECONDARY STAGING AREA AT ----- (initials, date, time):
 - o Add your initials and the date and time
 - o Contact other team members via phone/radio and update them on the status of the Staging Area
 - o Proceed to the Backup Staging Area
7. If you are still the only team member on site
 - o Wait for another team member to arrive
 - o Consider the following to help you decide how long you stay before returning to your home or another safe location: time, weather, severity of disaster, presence or absence of other UAP, personal safety
8. When another team member arrives:
 - o Affirm together that the site is still safe
 - o Begin to set up the staging area using equipment from the cache



FLOW OF NET FORMS 1, 3 & 4



FORM 1 TURNED INTO ITL, ITL COPIES INFO TO FORM 3

ASSIGNMENT INFO TRANSFERRED TO FORM 4, GIVEN TO FUNCTIONAL TEAM

MISSION RESULTS PROVIDED TO ITL, TRANSFERRED TO FORM 3



Comms and Radio

Irvington NET internal comms run on FRS/GMRS

- Primary channel: **6**
- Backup channel: **16**

ARO teams check in to one of those to start, learning if there are regional subnets running

1. Resource NET:
147.28 + offset tone 167.9 MC2
2. Simplex resource NET:
147.28, or simplex MC12 if repeater is down

Subnets

- Alameda North/ New NorthEast subnet: 146.42 Simplex
- River North subnet: 146.56 Simplex

Resource NET might inform of different frequencies, and there are several other subnets with different frequencies

Resource NET might inform of different frequencies, and there are several other subnets with different frequencies

Irvington ARO might want to contact another teams ARO (with subnet guidance): 431.5 Simplex is Irvington's preferred frequency, other team would have a different one, subnet would guide the choice

ARO might need EOC contact (which would normally not happen), subnet would guide this to NET Tactical1 on :147.58 Simplex MC8













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