

Sumner/Madison South Neighborhood Emergency Team Operations Plan Draft (Oct 2023)

Key Information:

FRS Radio frequency - channel 2

Staging area - Dharma Rain at end of driveway near barn. 8500 NE Siskiyou St.,

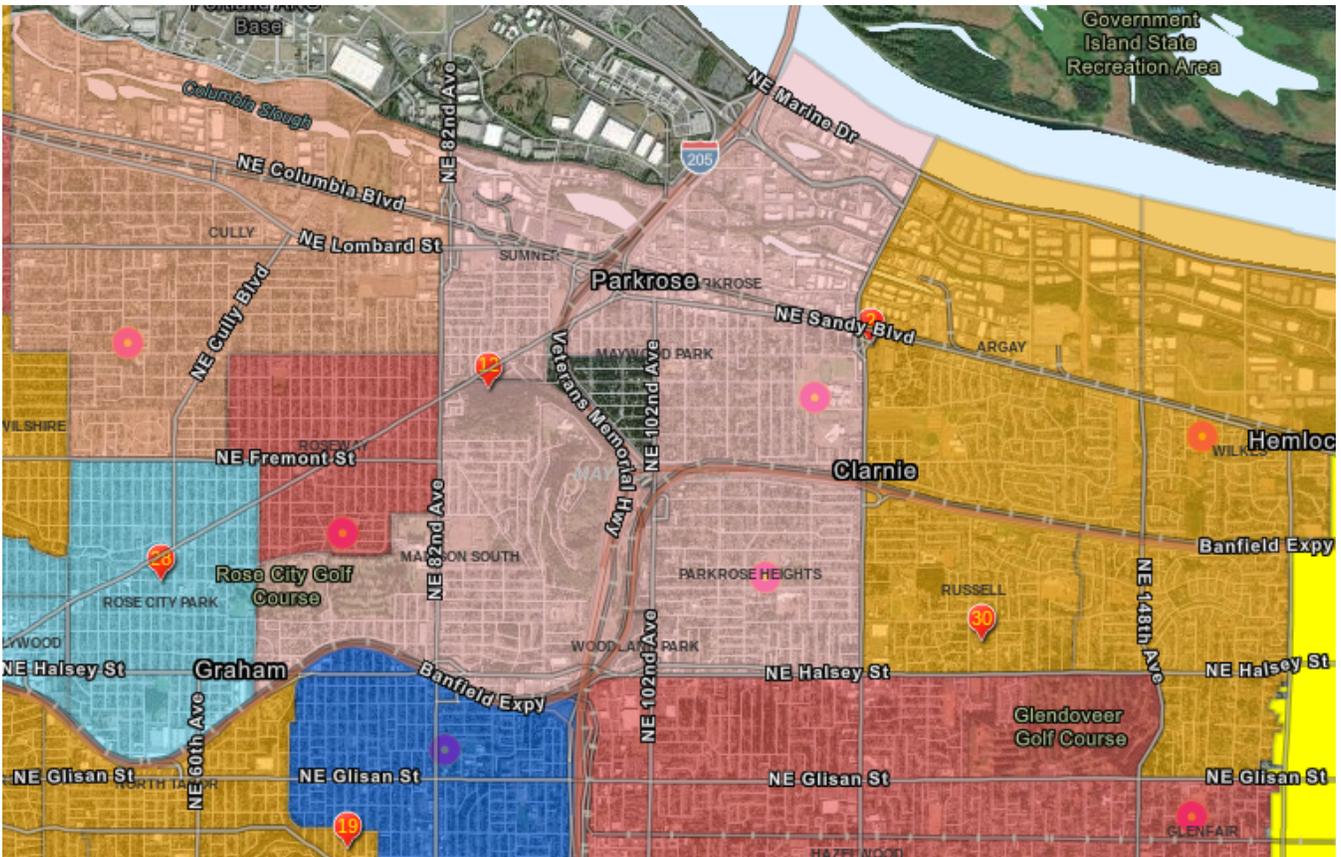
Cache - in conex shipping container next to barn, at Dharma Rain.

Local BEECN sites: #20 - Roseway Heights school off of NE Siskiyou and 72nd

#16 - Montavilla Park off of NE Oregon and 82nd

Backup Staging area - ?? Jason Lee Elementary??

Map: (we are the pink area, each color denotes a different NET)



Deployment Protocols Brief:

If it's an obvious, widespread disaster and either communications are down, or PBEM deploys us, then we have the option to deploy.

If a NET individual does deploy, first ensure home/family situation is acceptable under circumstance, get NET gear, then come to the primary staging area, noticing issues as you travel.

At staging area, we'll set up first aid, communications/command, and sanitation locations with signage and supplies. Staffing these is the first priority. If these are adequately staffed and there are enough NET (&/or ATVs, SUVs), then may deploy teams to respond off-site.

Resources:

- Emergency Communications Center
 - 9911 SE Bush St. Portland OR 97266
 - Phone: 503-823-4357
- PF&R stations - (503) 823-3700
 - Station #12, 8645 NE Sandy Blvd..
 - Station # 28 – 5540 NE Sandy Blvd.
 - (Liaison to NET program) Lt. Joe Trancoso, 55 SW Ash St., Portland OR 97204; Phone: 503-823-7269, joe.trancoso@portlandoregon.gov
- Medical
 - Providence Portland Medical Center, 4805 NE Glisan St Portland, OR 97213. 503-215-1111.
 - Kaiser Gateway Medical, 1700 NE 102nd.
 - Gateway Providence 1320 NE 99th.
 - Vibra Specialty Hospital of Portland (long term acute care). 10300 NE Hancock St, Portland, OR 97220. 971-220-7310.
- Utilities
 - Portland Bureau of Transportation PBOT dispatch: 503-823-1700
 - Portland Sewer Emergencies: 503-823-1700
 - Portland Water Bureau Emergency Calls: 503-823-4874
 - NW Natural – Gas Odor Emergencies: 1 800-882-3377
 - Pacific Power – Outages & Emergencies: 1 877-508-5088
 - Portland General Electric – Emergency Response: 503-464-7777
- Adjoining NET teams

Name	Active/OPS Plan	FRS Channel	Staging Area
Rose City Park	Yes / Draft	7	St. Rose Church and School 2727 NE 54th Ave.

Cully	Yes / Yes	6	Rigler Elementary Field, NE 52nd and Going
Montavilla		4	
Roseway		5	
Parkrose/Argay		2	
Hazelwood		5	
North Tabor		3	
Laurelhurst		3	All Saints School Lot, Cesar Chavez & 39th

- Cultural, community, educational, religious institutions with possible capacity to help:
 - Schools
 - McDaniel High School
 - Jason Lee Elementary
 - Roseway Heights (in Roseway, but has BEECN)
 - Univ of Western States
 - Helensview School
 - Religious/Community
 - Dharma Rain Zen Center
 - Mannahouse/City Bible
 - First Orthodox Presbyterian
 - Social services
 - Mainspring Food Pantry
- Businesses
 - Northwest Scaffolding
 - Schetky Bus and Van
 - United Rentals
 - Mekong Bistro
- Solar
- Water

Risks and Vulnerabilities:

- 12,000 inhabitants of our Su/MaSo area.
 - Youth in school
 - High percentage of non-native English speakers
 - High density apartments, high percentage of renters often with less E-prep capacity.
- Specific Hazards
 - Topographical

- Alameda ridge, high risk of liquefaction for some of area
 - Several areas with steep slopes/embankments along 84, Alameda ridge, rocky butte.
- Chemical
 - BNSF rail line - derailment
 - Trucks on I-84 & 205
 - Industry
- Old buildings URM etc..
- Logistical
 - Few N/S arteries, significant topographic obstacles to transit.
 -

Deployment Protocols Detailed

1. Take care of yourself first:

- Check yourself and household members for injuries.
- Protect yourself from further danger by putting on long pants, a long-sleeved shirt, sturdy shoes or work boots, and work gloves.
- Expect aftershocks. Aftershocks often occur minutes, days, or weeks following an earthquake. When aftershocks occur, drop, cover, and hold. Remember that there is a 20% chance of an equal or larger quake within a few hours.
- Access your family emergency kit or supplies, as needed.
- Help immediate neighbors who may require immediate assistance.
- You (or a member of your household) should attempt to contact your emergency out-of-state contact. Tell them your situation and identify any ways they can help. They may be useful in contacting others in your family network.

2. Make your home and property secure:

- Look for and extinguish small fires. Clean up spills of potentially flammable substances
- Check for gas leaks and turn off gas, if appropriate and safe to do so.
- Inspect the home for damage. If there are major cracks in the chimney or foundation or if the earthquake has moved the home or utilities, get everyone out of the home. Take photographs of the home and its contents to document insurance claims.
- **Put an OK SIGN in your Window once you have assessed yourself, your family, any other occupants, your pets, and the structure.** The **OK SIGN** means your household members are accounted for and do not need immediate assistance.

3. Follow Communications Protocols:

- **Determine whether NET is being deployed by PBEM.** If communications are still operational, you may receive deployment instructions via text message, phone call, or email. If you haven't received deployment instructions, call 503-823-1410 for updates on NET activation.
- **Determine whether self deployment is appropriate:** Remember that members may self-deploy only if 1) a widespread disaster is taking place; and 2) communications systems are down; and 3) you have received no contrary instructions from PBEM or the recording at 503-823-1410.
- **Radio Check In: Prior to deployment RCP NET members will attempt to contact each other and check in via FRS radio (use channel 2).** On the radio, state your name and listen for other team members to confirm that they read your transmission. Team Leaders will get on the air and initiate a general check-in, and then confirm the order to deploy to the Staging Area(s) *or* will ask members to stand by. NET members with no FRS radio should deploy to the Primary Staging Area area and follow Deployment and Onsite Management Protocols.

4. Prepare to deploy:

- **Retrieve your NET Kit:** Put on/access your NET vest, badge and personal protective equipment (e.g., long sleeved shirt, long pants, sturdy shoes/boots, protective eyewear (goggles), gloves (work and non-latex exam), dust mask, hardhat/helmet, headlamp, radio gear. Have a copy of this document in your gear.

5. Proceed to NET Staging Area:

- **Complete Damage Assessment Application Survey/Forms:** En route to the Staging Area, Su/MaSo NET members should **use the Damage Assessment App or Form to record damage in the neighborhood.** If you have not downloaded the application to your phone, or phone communications are down, you should have a few copies of this NET Form #1 attached to a clipboard or similar item in your NET pack.
- **Bring Volunteers:** If, while coming to the Staging Area, you meet **neighbors willing and able to help, bring them with you** so that the NET member assigned to manage volunteers can assess their skills, training & protective clothing needs.
- **Primary Staging Area is Unsafe/Inaccessible:** If you are the only Net Member on site and there are no notes/markings, **assess the safety of the area.** If it is not safe, contact other team members, leave a message "Site Bad" with your initials and time, head to Secondary Staging Area. If Primary Staging Area is inaccessible for any reason, notify other NET Members by text, email, or radio and proceed to Secondary Staging Area.

6. Implement Staging Area Onsite Management Protocols:

- The first Su/MaSo NET Member at the Su/MaSo NET Staging Area will serve as Team Leader (TL) until replaced by others arriving on scene.
- Members will turn in any damage assessment forms to the IC.
- The Amateur Radio Operator (ARO) on scene will attempt to establish radio communication with the ARES Resource Net, the County ECC and/or regional Sub Net to report team status and request instructions. ARO also:

- o Documents all income and outgoing transmission in Communications Log
- o Supports TL by relaying messages between TL and ECC
- The TL will work with the trained NETs to prioritize and delegate assignments as quickly as possible. TL will designate:
 - Operations Leader: Search & Rescue, Fire Suppression, First Aid/Medical
 - Planning Leader: Information Management, Documentation, Resource Acquisition
 - Logistics: Communication, Resourced Deployment, Facilities
 - Volunteer & Registration: Volunteer Assessment, Training, Documentation
- The TL will assign Functional Teams of at least two members each. Functional Teams will carry out their assigned activities using proper forms for documentation (found in Appendix L of this plan) and stay in touch with the NET Staging Area via FRS radio).
- Functional Teams: (1) Buddy up; (2) Receive assignments; (3) Perform assignments; (4) Maintain communication with the Staging Area; and (5) Report back when assignment complete and turn in completed report.

7. Disaster Response Activities – In Priority Order

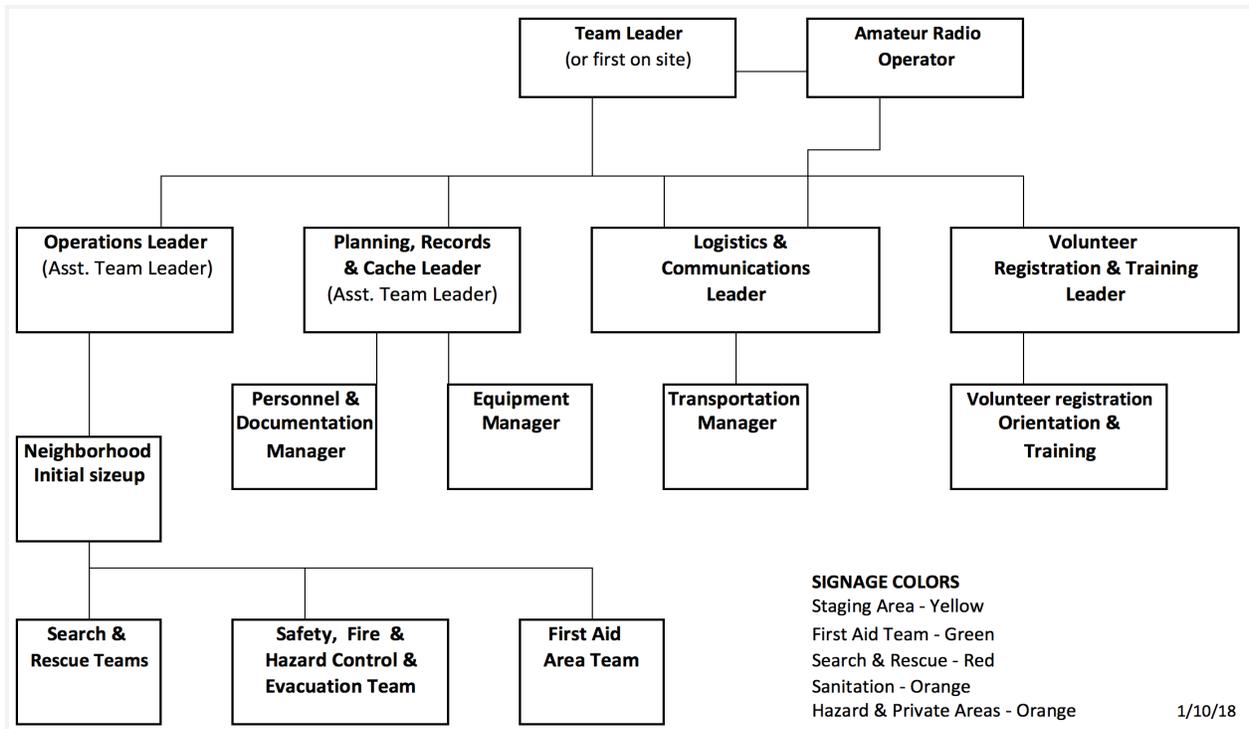
The following four disaster response activities are listed in the sequence that they should be implemented because each subsequent activity is based in part on the information and activities of the preceding activity. These are:

- Size-Up: Situation Size-up Activities
- Safety, Fire & Hazard Control Activities
- Search and Rescue Activities
- First Aid Area Activities

Appendices

Supply Cache Details

Incident Command Structure and Roles



Team Leader(s) – Provides leadership for ongoing NET activities and for the NET Staging Center activities, including:

- Makes assignments of NET members to key organizational positions as needed.
- Documents objectives and overall strategy for emergency response activities in the written Rose City Park (RCP) NET Operations Plan.
- Establishes and Maintains Safety Awareness in all activities by NET members and volunteers.
- Writes or approves information to be sent to the Portland Emergency Communication Center (ECC).
- Establishes and Maintains security for staging area and First Aid Area, Operations, Logistics and Communication, Planning and Registration activities.
- Uses NET/CERT Forms 2.b. 6, 7, 8 and receives RCP VI form (white sheets) for Team Leader Volunteers.

Operations Leader – Directs and coordinates and prioritizes all response operations including:

- Organizes initial and ongoing size-up activities.
- Organizing and overseeing all Search and Rescue activities & priorities and forming teams (includes volunteers).
- Oversees availability of equipment and material needed by Search and Rescue teams.
- Designates a First Aid Station location and medical response group if feasible.
- Oversees equipment and materials for First Aid Station and medical response.
- Oversees training of operational activity volunteers, monitors the safety and effectiveness of operational activities, and enforces position rotations and rest periods to maintain NET member and volunteer effectiveness.
- Emphasizes the maintenance of Safety Awareness in all activities.

- Uses NET/CERT Forms 1, 2.a, 2.b, 3, 4, 7 and 8 for record keeping.
- Uses Form 2.b. for volunteers assisting with Size-up and Hazard Mitigation & Search & Rescue activities.
- Maintains public information on a white board for public operational information.

Search & Rescue Leader – Directs and coordinates Search and Rescue (S&R) and related hazard control activities.

- Search and Rescue Teams must have a minimum of 4 people, with an identified leader.
- Designates a Safety Officer to maintain safety standards among S&R team members, i.e. proper use of safety equipment, carry a whistle and teach evacuation code and hazard awareness.
- Uses designated forms for reporting/documenting damage and injuries.
- Returns damage and injury reports (Form 1) to the Operations Leader.
- Report incidents the S&R Team can't handle to the Operations Leader (use memo form 8).
- Assigns Fire, Hazard Control and Evacuation Teams to assure volunteer safety for the situations assigned.
- Uses NET/CERT Forms 1, 2.b, 3, 4, 7 & 8 for record keeping for S&R volunteers.
- Provides search and rescue training for volunteers assigned to Search and Rescue, Size-up and Fire, Hazard Control and Evacuation activities.

First Aid Area Team Leader

- Identifies potential first aid staging areas and gives recommendations to the Operations Leader and Team Leader.
- Identifies other resources available in the nearby area, e.g. primary or urgent care clinics that are open.
- Identifies volunteers with first aid experience, clinical experience or triage experience and organizes teams to meet the needs of people with injuries that come or are transported to the staging area.
- Maintains safety and sanitation standards at the triage and treatment areas.
- Keeps the Operations Leader, Logistics Leader and Planning Leader informed of needs.
- Keeps the Communications and Team Leaders periodically informed of patient census. Requests for information from unaffiliated individuals or media representatives should be referred to the RCP NET Team Leader.
- Uses NET/CERT Forms 2.b., 5.a, 5.b, 7, and 8.

Planning and Records Leader – Plans details necessary to meet objectives including:

- Checks-in all NET Trained Volunteers using Form 2.a.
- Coordinates with the Volunteer Registration and Training Leader to check-in all Trained Volunteers (who have completed initial orientation and training) using Form 2.b.
- Receives Volunteer Intake form 2.b. (from Volunteer Registration Leader), interviews volunteers who have completed forms, and prepares name badges for accepted volunteers.
- Uses Form 2.a. to record all volunteers who have been accepted for assignment, makes a name badge, assigns a unique badge number to each volunteer and issues him or her an ID Badge at that time.

- Makes an assignment of accepted volunteers to one of the following Implementation Teams:
 - Operations / Search and Rescue Teams
 - First Aid Area Team
 - Planning and Records Team
 - Logistics and Communications Team
 - Volunteer Registration and Training Team
- Fills out assignment Tracking forms (Form 4) to record the team assignments made above and writes in the date and time on the form.
- Tracks NET Team progress and information by monitoring or collecting Team activity reports.
- Organizing information into summary reports for review and communication to Team Leadership.
- Monitors the staging area work and traffic flows for needs and improvements.
- Assesses the need for additional services, e.g. morgue, childcare/day care.
- Uses NET/CERT Forms 2.a, 2.b, 6, 7, and 8.
- Maintains and collects all used forms which are to be provided to the Planning and Records Leader as required by this operations plan.
- Gathers all RCP NET supplies/equipment used after a deployment is over. Gathers and returns all labeled supplies loaned to the RCP NET for use in the emergency response.
- Requests for information from unaffiliated individuals or media representatives should be referred to the RCP NET Team Leader.

Logistics & Communications Leader – Provides support to the leaders and teams, including:

- Maintains communication with the HAM Operator if available, or creates an alternative communication method for communicating with the Emergency Communication Center (ECC).
- Maintains communication with Operations and Cache leaders to facilitate logistical support for NET operations and communications.
- Oversees logistics to support the First Aid Area as needed.
- Maintains Staging Area and First Aid Area sanitation including toilets and hand-washing stations.
- Maintains cleanliness of the staging area including garbage cleanup.
- Organizes hydration stations for volunteers at the Staging Area and First Aid Area as needed.
- Uses NET/CERT Forms 2.b., 3, 6, 7, and 8.
- Maintains public information on a white board at both the Staging Area and the First Aid Station.
- Requests for information from unaffiliated individuals or media representatives should be referred to the RCP NET Team Leader.

Volunteers Registration & Training Team Leader – Manages spontaneous volunteers who come to the staging area to help.

- Hands out, collects and reviews (for completion) all Volunteer Information Forms 2.b and verifies ID of all who want to volunteer to help the neighborhood emergency response activities.

- Receives completed RCP VI forms 2.b, reviews each one for completeness and discusses the form with the individual to assure completeness and clarity and to assess their readiness for Orientation and Training. This includes discussing if their home is safe and secure, and if they have they contacted relatives.
- Accompanies volunteers who have completed the Orientation Training to the Planning and Records Leader who will check in all Volunteers who have completed initial orientation and training using Form 2.a.
- Uses Form 2.b. to record volunteers who become volunteers at the Registration Area, supervised by the Registration Area Leader. Form 2.b. is used to track the volunteer hours contributed.
- Uses NET/CERT Forms 2.a, 2.b, 7, and 8 for record keeping and maintains all used forms which are to be provided to the Planning and Records Leader as required by this operations plan.
- Requests for information from unaffiliated individuals or media representatives should be referred to the RCP NET Team Leader.

Amateur Radio Operator – Has primary responsibility for ongoing communications during incident.

- Maintains documentation of all incoming and outgoing transmissions via Communication Log
- Supports Team Leader by fulfilling assigned tasks, in particular relaying messages between TL and the ECC, the Staging Area, and Fire Station 28.
- Checks in with the Multnomah County ARES Resources Net Controller on the Multnomah County Secondary Repeater MC-2 (see table below). The ARO gives their FCC call sign and awaits acknowledgment from the net control operator. Once acknowledged, the ARO provides: (1) Name, (2) Location, (3) Available equipment and resources, and (4) NET Affiliation.
- If no contact is possible via MC-2, ARO will attempt to make contact with Multnomah County ARES Controller via the following channels:

Volunteer Management

Spontaneous Volunteer Intake Form 2.b

Spontaneous Volunteer Training and Management Activities

Damage Assessment Form 1