Downtown NET Operations Plan

NET Functional Roles

Team Leader	
Assistant Team Leader	
Amateur Radio Operator	
Docs Coord. / Scribe	
Operations Coordinator	
Assistant Ops. Coord.	
Medical Director	
Triage	
Treatment	
Search & Rescue	
Damage Assessment	
Logistics Coordinator	
Personnel Accountability	
Equipment & Supply	
Transportation	
Facilities	
Food & Water	
Sanitation	
SUV Coordinator	
Assistant SUV Coord.	

Communications

- Always communicate using the chain of command.
- It is important to document and communicate information about the disaster situation and resource status.
- Check in and maintain regular communications with Staging Area:
  - Cell/text contacts (on back panel) or
  - FRS/GMRS radio (channel 3)
  - Back-up FRS radio (channel 13)
- ARO establishes communications with:
  - Staging Area
  - PF&R Station #4
  - Multnomah County Amateur Radio Service (ARES)
  - Portland Emergency Coordination Center (ECC)

Contacts

Team Leader	Anne ONeill (503) 503-200-9318 aoneillo@outlook.com
Assistant Team Leader	Name nnn-nnn-nnnn email
Amateur Radio Operator	Name nnn-nnn-nnnn KF7XXX
Operations Coordinator	Robert Worlock (971) 570-5874 robert.worlock@comcast.net
Logistics Coordinator	Marion McNamara (541) 740-2190 marion.mcnamara86@gmail.com
SUV Coordinator	Name nnn-nnn-nnnn email

Locations

Staging Area	S Park Blocks @ Teddy R between Main & Madison
BEECN & Back Up Staging Area	PSU Blumel Hall Garage 1705 SW 11th & Mill St.
Goose Hollow BEECN	Lincoln High School 1600 SW Salmon
PF&R Station 4	SW 5th & College Ave.
PF&R Station 1	SW Ash St. & Naito Pkwy.

Incident Command System (ICS) Forms

# 1 -white	Damage Assessment
# 2.a -blue	Personnel Resources Intake
# 2.b -blue	Personnel Resources Check-in
# 3 -blue	Assignment Tracking Log
# 4 -blue	Assignment Briefing
# 5 -pink	Victim Treatment Area Record
# 6 -yellow	Communications Log
# 7 -green	Equipment Inventory
# 8 -yellow	General Message

Guiding Principals

- Rescuer Safety and Accountability are top priority.
- Chain of Command – NET members report to, and are accountable to, one NET member.
- Buddy System – always work in teams of no less than two.
- Greatest Good for the Greatest Number.

Pre-Deployment Responsibilities

- Secure your own home/apartment/ condo and family.
- Check in with NET team members via cell/text or FRS/GMRS radio channel #3.
- Check on neighbors, do triage and turn off utilities, if appropriate.
- Meet at the Staging Area, ASAP.

Deployment

- No self-deployment (unless major disaster where communications are disabled).
- Unauthorized deployment may result in loss of indemnification by the City of Portland.
- Proceed to Staging Area or, if unsafe, to Backup Staging Area.
- En route to Staging Area, observe and record damage/injuries using Damage Assessment Form (#1).
- Ask SUVs to accompany you to Staging Area for processing.

Onsite Management

- The first NET member arriving at the Staging Area assumes incident command.
- When the Team Leader arrives, incident command is transferred to Team Leader.
- **Team Leader / Incident Commander** responsibilities include:
  - Ensuring incident safety
  - Establishing incident objectives
  - Delegating authority to others
  - Providing information to internal and external parties
  - Establishing and maintaining liaison with other responders
  - Taking direction from government agencies

  Incident Commander assigns functional roles to NET members and establishes incident command structure, maintaining appropriate chain of command and span of control.
- **Operations Coordinator** directs and coordinates incident tactical operations.
- **Logistics Coordinator** assures there are adequate resources to meet incident objectives.
- **SUV Coordinator** processes, orients, and assigns SUVs, under oversight of a NET member.
- **NET members:**
  - Turn in Damage Assessment Forms (#1) at Staging Area.
  - Are signed in using Intake Form (#2.a), and are given assignments using Check-In Form (#2.b).
  - Assignments are tracked using Assignment Tracking Log (#3).
  - Before going on assignments, receive and review Assignment Briefing (#4) with Operations Coordinator.
  - On assignment completion, Team Members return to Staging Area to debrief/receive further instructions.

Incident Size-up

Think
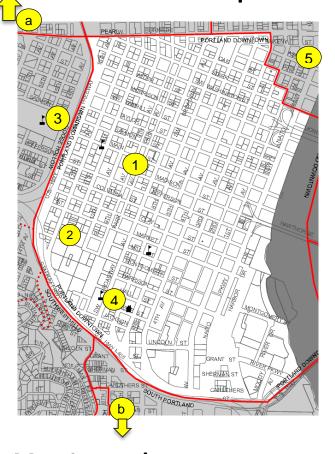- Gather facts
- Assess damage
- Consider probabilities
- Assess situation

Size-up is a Continuous Process

Act
- Take action
- Evaluate progress

Plan
- Establish priorities
- Make decisions
- Develop plan of action

- Remember that evaluation of overall progress is an important step before changing the plan of action.
- It is important to document and communicate information about the disaster situation and resource status.
- Team Leader / Incident Commander works closely with Operations Coordinator, to assign teams to the incidents with the highest priority.

Transferring Command or Assignments

- When transferring command or assignments, it is important to always get a briefing from the outgoing Incident Commander or NET member to share information and avoid confusion or delays.
- Never leave an assignment or incident without approval from the Operations Coordinator.

Downtown Map

Map Legend

1. Staging Area (S Park Blocks @ Art Museum)
2. BU Staging Area & BEECN (SW 11th & Mill)
3. Back-Up BEECN (Lincoln H 1600 Salmon)
4. PF&R Station 4 (SW 5th & College Ave)
5. PF&R Station 1 (SW Ash & Naito Pkwy)

Medical Care Points: for hospital admits

a. Couch Park, for Legacy Good Sam, (NW 19th and Glisan)

b. Duniway Park), for OHSU, (SW Terwilliger and SW Sheridan