



**Maplewood
Neighborhood Emergency Team (NET)
Operations Plan**

January 20, 2022

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Introduction

About our neighborhood: Maplewood has 1,129 households and a population of 2,557. Information is from PortlandMaps.com and will be updated when new information is available.

This document contains the operations plan for the Maplewood Neighborhood Emergency Team (NET) outlining the organization, actions, and deployment procedures of the team in case of a wide-area emergency in the Portland, Oregon area. The Maplewood NET is part of the [NET program](#) organized by the [Portland Bureau of Emergency Management](#) (PBEM).

Guiding Principles:

- Do the Greatest Good for the Greatest Number of People
- Safety and Accountability are top priority
- Chain of Command (report to and be accountable to one NET member.)
- Always work in teams of at least two

Pre-deployment Responsibilities:

- Secure your own home and family
- Check in with NET team members via cell/text or FRS/GMRS radio
- Check on neighbors, do triage, and turn off utilities as appropriate

Deployment:

- No self-deployment (unless a major disaster in which communications are disabled)
- Put on personal protection equipment ¹ and retrieve NET kit including radios, NET ID badge
- Proceed to Staging Area
- Enroute to Staging Area, observe and record damage/injuries using the Damage Assessment Form (Form 1)
- Ask unaffiliated volunteers to accompany you to the Staging Area for processing

¹ NET vest, hardhat, safety glasses, work gloves

Team Organization

Membership

It is the responsibility of each member to keep their contact information current.

Roles and Responsibilities

Team Leader (TL)

Schedule meetings, develop agendas, circulate meeting notes, identify issues, recruit assistance, manage grant(s).

Assistant Team Leader (ATL)

- When needed help the TL maintain an appropriate span of control.
- Schedule and conduct team meetings in the absence of the Team Leader
- Manage and perform the Team Leader's responsibilities as delegated or when Team Leader is unable to fulfill his/her role.

Incident Team Leader (ITL)

The first NET member at the NET Staging Area will act as Incident Team Leader until the member most qualified to act as Incident Team Leader arrives on stage.

- Lead team's work during exercises and actual emergencies.
- Delegate to others according to size of emergency and available volunteers.
- NET members will turn in their damage assessment form to the Incident Team Leader. The Incident Team Leader will work with team members to prioritize incidents.

Communications

Team amateur radio operators

- must be licensed to operate an amateur radio
- should become certified as NET Amateur Radio Operators (AROs)
- maintain own amateur radio and FRS/GMRS radio equipment
- understand and practice amateur radio operations
- create communications plan for team
- organize FRS/GMRS communication drills for team

Also see Communications Plan on page 8.

Team Readiness Lead

Ensure that team and individual members are ready for deployment.

Equipment Resources Specialist

- organize, inventory, and maintain NET cache
- make sure all equipment is in good working condition (e.g., batteries are fresh)
- rotate perishable items (e.g., water)
- alert TL and team when equipment needs to be replaced; no expectation to replace items him/herself

Note: The location of the team cache is NOT to be documented to prevent theft.

Team Member Kits

Each member should prepare and maintain their own NET kit.

School Readiness

Assist schools in our neighborhood with disaster preparedness. This may include assisting schools with hazard hunts, reunification drills, earthquake drills, supply storage, outreach, and fundraising.

Secretary

Record minutes of meetings. Maintain records of NET.

Treasurer

Maintain financial records of NET.

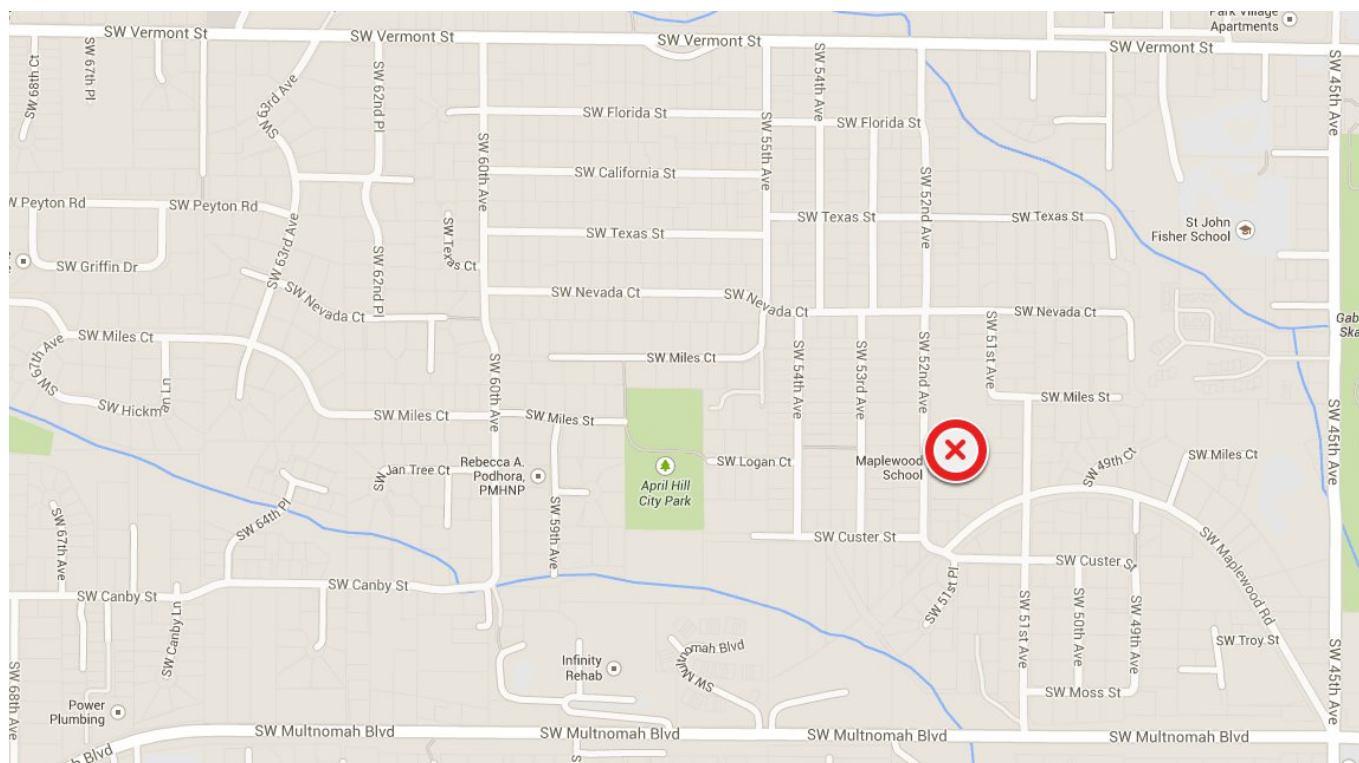


Community Outreach Specialist

Staging Areas

Latitude: 45.471060, Longitude: -122.730358

The main staging area for the Maplewood NET is Maplewood Elementary School located at [7452 SW 52nd Ave, Portland, OR 97219](#). We expect that the Friends Church across the street will also be available.



Backup Staging Area – April Hill Park.

Latitude: 45.471, Longitude: -122.735

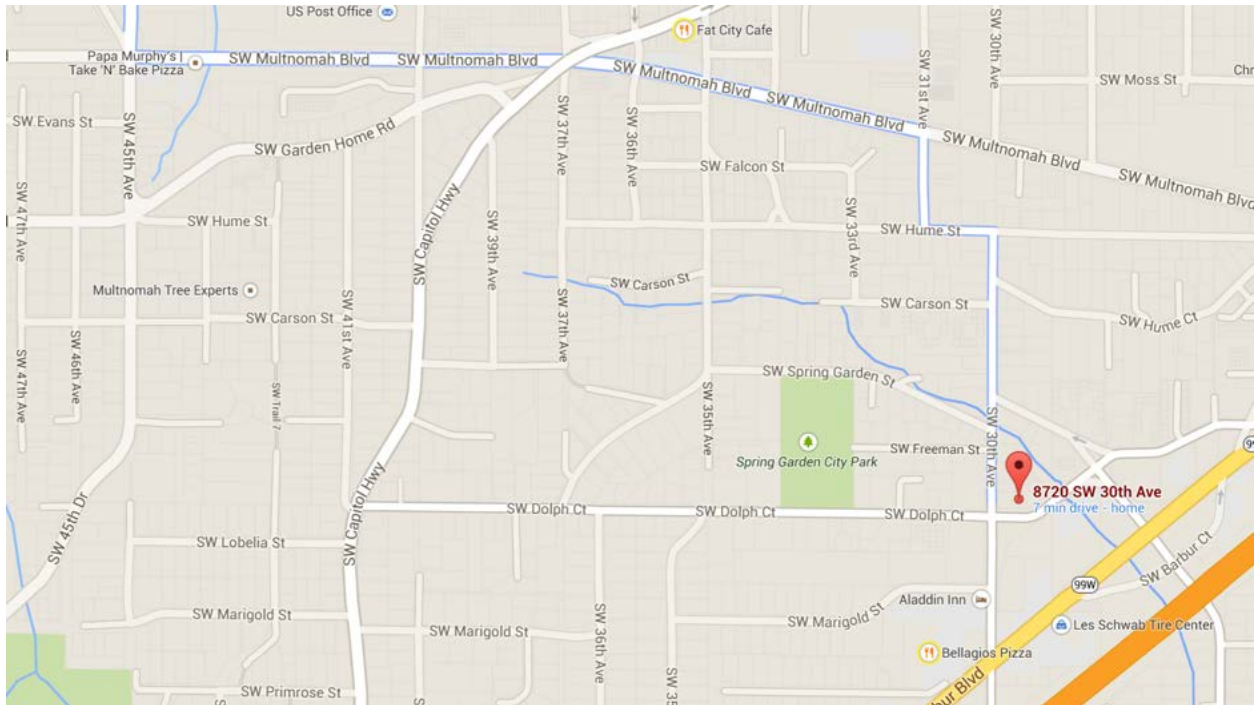
Between Miles and Logan streets at 55th and 58th

Nearest Fire Station – Multnomah, Station 18

45.461902, -122.707273

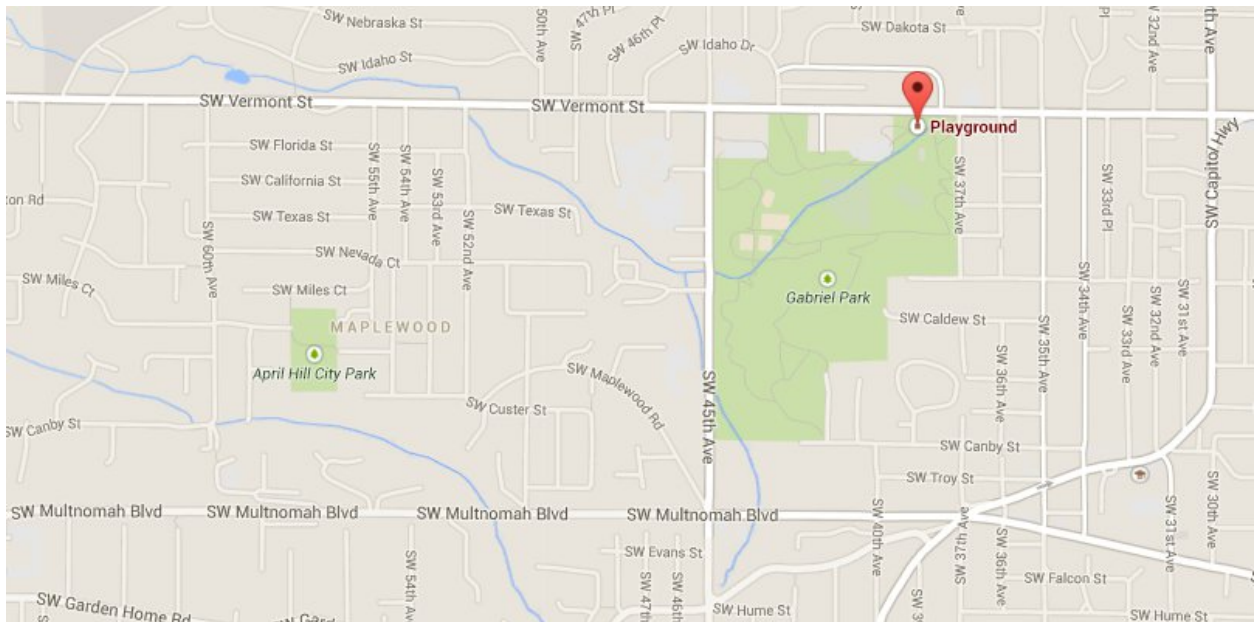
[8720 SW 30th Avenue, Portland, OR 97219](#)





Nearest BEECN Locations

SW-27 Gabriel Park Northeast Corner of Gabriel Park near the Playground and Basketball Court directly off Vermont Street



Secondary Locations – **SW-30 West Portland United Methodist Church** and **SW-28 Ida B. Wells High School Field**

Deployment and Operations Narrative

Immediate Responsibilities Following Disaster

Communications

Conventional means of communication (telephone, internet) will be the first choice if they are available.

Maplewood FRS/GMRS Channel: 18 or 5 No Privacy Code



Example

Initial Team Communication by FRS/GMRS radios

1. **Turn On:** Turn on radio to channel 18 and turn off any privacy codes. The backup channel (GMRS) is channel 5. The repeater for channel 18 might not be on.
2. **Check In:** When the channel is clear, transmit and clearly state your team, first name, then follow with your GMRS call sign if you have one.

3. **Organize:** If you are first on the air, assume the role of Team Radio Lead. Put the name and time of each check-in in a written log. (If a more experienced radio operator becomes available then hand off the Radio Lead to that person.)

Team Radio Lead procedures and duties:

- If another member was on air first and assumed the Team Radio Lead role, formally take over that role and receive the current network status, either physically or over the air.
 - Maintain a written record of when members check in and out of the network
 - Periodically check in on all active members and request a status update
4. **Listen:** Listen for your name or tactical call sign (if given one) and respond promptly.
 5. **Check-Out:** If needing to be out of radio contact for any reason, check out with the Team Radio Lead.

Communication Tips

- **Transmit clearly** - Press the PTT button and pause for a moment before you start talking so transmissions are not cut off. Speak clearly and distinctly.
- **Be brief and clear** - Time on the air is a precious shared resource, use only essential words to communicate the message and leave everything else out. Be sure to say exactly what you mean. Do not use jargon, just plain English. Use ITU phonetics (Alpha, Bravo, Charlie, etc.) if you are not being understood when saying proper nouns (street names, locations).
- **Be Prepared to Relay** - With the hilly topography of Maplewood, all team members may not be in range of the Team Radio Lead. If you hear a member attempt to check in and the Team Radio Lead does not respond after two attempts, relay the information.

Amateur Radio Operator (ARO)

Requirements

- At a minimum, the ARO must have an amateur radio license, FRS/GMRS radio to communicate with team members, and a 2-meter amateur radio to communicate with the ECC.
- Those serving as AROs should complete the NET ARO task list under the guidance of Radio Training Liaison.

Responsibilities

1. Primary: Support the Incident Team Leader and take direction from them.
2. Have the means and knowledge to contact a regional subnet controller.
3. Relay messages between the ITL and the ECC.

Contacting the ECC by Amateur Radio

1. The ARO checks in with the Multnomah County Amateur Radio Emergency Service (ARES) Resource Net Controller on the MC-2 repeater (or simplex MC-12 if the repeater is down). (See Table 1.)
 - a. Checking in with MC-2 (or MC-12), the ARO gives his or her FCC call sign and waits for acknowledgement from the net control operator. Once recognized, the ARO then provides the following information:
 - Name
 - Location (nearest major cross streets)
 - NET affiliation
 - Any other information requested by net control
 - b. The ARO then declares that she or he already has an assignment (which is to support the Maplewood NET) and requests permission to switch to a regional subnet.
2. If no contact is possible on the Multnomah County ARES Resource Net via the MC-2 or MC-12, AROs should attempt to make contact with the regional subnet controller.

Multnomah County Frequencies

Alias	Freq.	Offset	Tone	Description
MC-2	147.280	+0.600	167.9	Resource Net (repeater)
MC-8	147.580	None	None	PBEM NET-Tac 1 (simplex)
MC-9	146.460	None	None	PBEM NET-Tac 2 (simplex)
MC-12	147.280	None	None	Resource Net (simplex)

Table 1

3. After checking in with the Resource Net Controller (or attempting to check in) the ARO switches to a regional subnet using the frequency provided by the resource net.
4. The ARO should check in with the subnet controller, providing his/her tactical call sign, name, and neighborhood and any other information requested. If the subnet controller is a temporary “volunteer” operator, the ARO should participate in determining who the Subnet Controller will be.
5. If no subnets have been established, the ARO will check in with the PBEM Controller on MC-8 (or MC-9), providing his/her call sign, name and neighborhood and any other information requested.
6. Regular radio traffic and monitoring commences. The net controller or subnet controller will contact each team periodically for status reports and issue deployment authorization messages or assignments as necessary. NET Form 8 (ICS 213) should be used for formal communications.
7. Team members who have amateur radio licenses can communicate using UHF frequency 431.800 MHz. This frequency can also be used to communicate with other teams, but you will probably need help from the regional subnet controller to establish such communication.
8. Note, however, any team that encounters a threat to life, safety or property should immediately call 9-1-1.

Pre-deployment Protocol

Immediately following a citywide disaster or emergency, NET Members should (a) Check themselves for injuries and ensure personal safety. (b) Check in with household members, ensure their safety, and treat any injuries. (c) Follow team communication protocols if established. (d) Put on personal protection equipment and retrieve NET kit.

Members should not call in to PBEM to inquire if they are being activated, but instead should follow the protocols in the sections that follow.

Deployment Protocol

If PBEM issues a deployment, the team will deploy accordingly after completing the pre-deployment protocol above and consistent with this deployment. If there is a significant earthquake, phones and other communications channels may be interrupted. NET Members should know where to go, how to organize their efforts, and get to work without any specific order being issued. The assumptions preceding a NET self-deployment are (1) a large citywide emergency is taking place, (2) communication systems (such as landlines and cell phones) are inoperative, and (3) Members have not received instructions from PBEM. NETs may self-deploy if all three conditions are met.

Onsite Management Protocol

The Incident Team Leader (ITL) at the NET staging area will be the first team member arriving at the NET staging area who is willing and able to assume the tasks of the ITL. As soon as one of the designated, trained potential ITLs for Maplewood arrives, control will be turned over to that person.

The ITL and NET team members develop a chain of command using the Incident Command System (ICS), maintaining appropriate span of control.

Typical Onsite Chain of Command in a NET when small number of NETs are available:

1. **Incident Team Leader** (if necessary, initially could also hold the role of **Operations Chief**) – ideally should not be distracted by the details of operations, planning, logistics, or any other function but should concentrate on the running of the overall incident. The ITL will need to keep track of all the pieces of the incident and be free to make executive decisions.
 - Fill key roles from available members, a volunteer may have several roles
 - Review procedures with all members – what kinds of victim marking and documentation (Red or “I”?), what tactical names will teams use (are they

descriptive, such as “NE Quadrant”?), how will teams mark buildings, what will NETs be looking for in 360 degrees assessment, how will buildings be searched (top to bottom? Right to left?) who is recording notes for victims’ status and hazards, who is safety?

- Coordinate with other groups and organizations
- 2. **Amateur Radio Operator (Communication Unit Leader)**
 - Help staff AROs and FRS radio operators
 - Verify that search and rescue teams are clear about radio channels and protocols and have members test radio equipment to verify operation before deploying
 - Review when and what should be communicated
 - Fill position of scribe with someone with understanding of communication duties
- 3. **Planning Section Chief** – helps track details of an incident for ITL (if necessary, could also assume the duties of Situation Unit Leader, Resources Unit Leader, Documentation Unit Leader, and **SUV Manager**.)
 - Situation Unit Leader – tracks injuries, property damage, resources, hazards, situation reports, creates **Common Operating Picture** for planning and prioritizing activities
 - Resources Unit Leader - tracks NETs and SUVs who arrive (manages or appoints an SUV manager) and tracks equipment delivered, distributed, and returned
 - Documentation Unit Leader – helps Resource Leader with documentation and all ICS forms such as messages, and organizes forms
- 4. **Medical Group Supervisor** (part of Operations Section) – the person with the most extensive training and experience with medical emergencies
 - Establish triage area
 - Attend to injured

Functional NET Team Members – if enough NET volunteers are available then other roles to be filled are:

- 5. **Operations Chief** – establishes tactics and directs all operational resources
 - Search & Rescue/ Survey Teams (ideally at least 3 people – radio operator, scribe, and safety person) – record information about a scene and administer whatever lifesaving measures that can be done quickly during the initial survey
 - Medical triage of victims
 - Coordinates response in the field
 - Identify and request resources to achieve team goals
- 6. **Deputies, Assistants, and Scribes** – serve as additional eyes and ears to act as scribe, keep track of maps, deployments, and the overall status of the situation. Not necessary to be NET trained but need to understand the duties of the position
- 7. **SUV Manager** – accountable for coordinating the intake, assessment, and deployment of SUVs.

Create a plan before deploying. The team must develop a shared vision (Common Operating Picture or COP) of hazards and objectives and a shared plan. The ITL will work with team members to prioritize incidents and assign tasks.

- What are the hazards and where are the assets (both human resources and equipment)?
- What is the situation?

NET members arriving at the staging area:

- Turn in Damage Assessment Forms (NET Form 1) [note: Forms 1-B1 and 1-B2 are aggregated into Form 1-C for situational awareness reports for PBEM] at Staging Area.
- Sign in using Personnel Check-in Form (NET Form 2A)
- Assignments and resources are tracked using Assignment Tracking Log (NET Form 3) creating a “dashboard” of active field assignments
- Before going on assignments, receive and review details of Assignment Briefing (NET Form 4) with Operations Chief.

As soon as possible, the team will establish first aid capability at the staging area and begin search and rescue operations. The medical triage areas should be located near the victims, which may not necessarily be near the staging area. Another consideration is the extraction of critical victims. The choice of location of the medical triage area may be a compromise that facilitates a helicopter landing zone for air-evacuation.

Coordinating with nearby Neighboring NETs

Maplewood Net neighborhood is bordered on the north by Hayhurst NET neighborhood, on the east by Multnomah Village NET, and on the south by Ash-Crest NET neighborhood. It is also bordered by Beaverton CERT on the west. FRS/GMRS Radio Frequencies of nearby neighborhoods:

- Ashcreek/Crestwood – Channel 6 Staging area: Smith School
- Hayhurst – Channel 4 Staging Area: Vermont Hills Methodist Church, 6053 SW 55th Drive (W. of Pendleton Park)
- Hillsdale – Channel 3, Staging area: DeWitt Park
- Maplewood – Channel 18, backup channel 5 Staging area: Maplewood Elementary School
- Multnomah – Channel 15 Staging area: Multnomah Arts Center playground
- S. Burlingame – Channel 16, backup channel 5, Staging Area: Capital Hill Elementary School

- Beaverton CERT Red Team: Channel 5, Staging area: Garden Home Recreation Center

Organizing Spontaneous Unaffiliated Volunteers (SUV)

Outreach to neighbors during non-disaster times is integral to establishing a corps of reliable/resourceful SUVs that will assist the NET team in a disaster. SUVs and ATVs (Affiliated Trained Volunteer or Already Trained Volunteer) will be managed in accordance with Section 800 of the NET guidelines and under the following outline.

The SUV/ATV Coordinators will be appointed by the ITL (Incident Team Leader) and will oversee the documentation, safety, task assignments, and support structures for SUVs and ATVs. The Coordinator (and Deputy Coordinator, if any) will focus on internal planning based on needs of the ITL or subordinate teams that can be supported with volunteers.

Coordinators may decide to set up teams for intake and tracking, assignment and training, and support (including emotional/counseling) given the availability of volunteers after the initial search and rescue operations.

- Set up Check in area to receive and document SUV/ATVs using Volunteer Information Forms, Consent Forms and Waivers. *If possible, forms should be completed electronically on a laptop computer.* Unit 800 of the NET Guidelines recommends that SUVs/ATVs be issued a wristband (if feasible) to indicate they passed the check-in process. Additionally, SUVs/ATVs should have a helmet, safety vest, and flashlight if assisting with search and rescue or other hazardous assignment.
- Communicate to SUVs/ATVs the priority for safety of all individuals, basic NET structure/protocols, procedures for signing in/out and other documentation requirements, task assignment priorities, noninterference with emergency responders, etc. Through brief interview process determine the best task assignments (based on skill set, training, resources, emotional and physical suitability, and time availability)
- Coordinate with ITL, and, if appropriate, operations and logistics teams to identify needed tasks and promptly delegate best SUVs and ATVs to the deployment teams. Put SUVs and/or ATVs on standby or ask them to

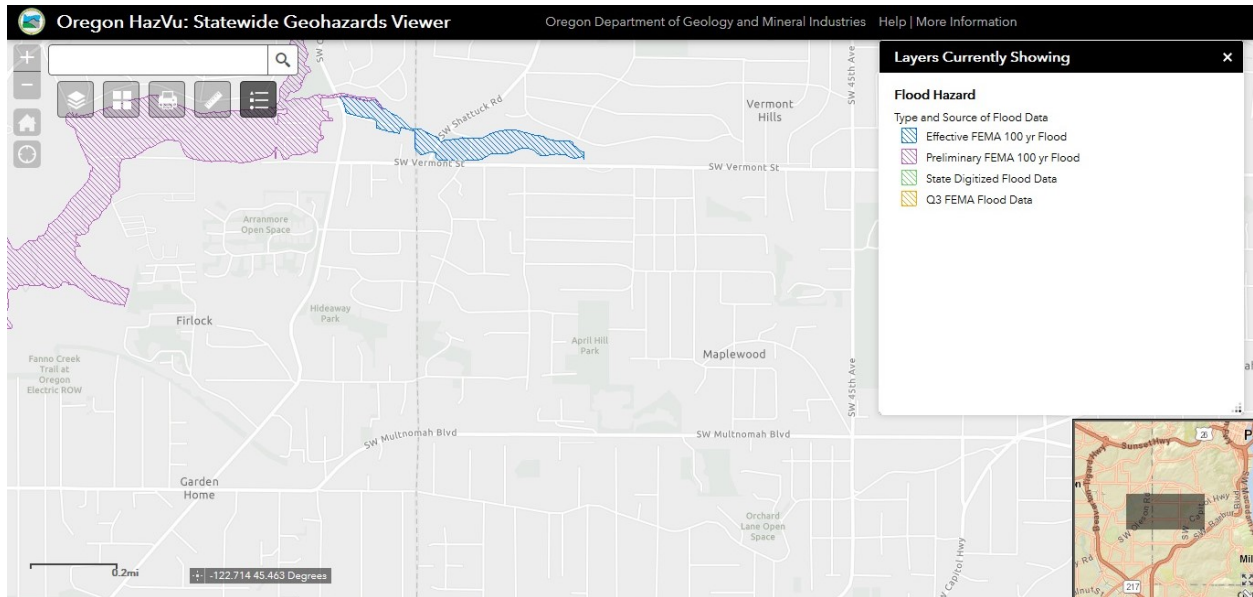
come back at certain times if there are no immediate needs or others will need to be relieved.

- Appropriate immediate SUV roles may be acting as scribe, physical support of Mobilization Units helping carry victims; walking damage assessments; collecting blankets, first aid or other supplies; going to homes of those we have identified with specific needed skills to determine availability; clearing debris; setting up caution tape around dangerous areas (especially downed wires); comforting and supporting non-priority treatment victims; and the like. *Affiliated Trained Volunteers* who have not undergone full NET training, but have received basic training in NET safety and protocols may be assigned to assist NETs in certain search-and-rescue functions under NET guidance (handheld radio operations, checking on people in seemingly undamaged homes, assisting with documentation, carrying or comforting priority treatment victims, relaying/transporting information, messages or supplies, etc.
- Track and communicate activities of volunteers, job assignments, number of hours worked, concerns. Work assignments should be clear and concise and include: task to be accomplished, reporting time and location, level of effort required to accomplish the task; special equipment required; logistical support needs; contact(s) information; constraints and limitations.
- Assess well-being of SUVs and take appropriate action to ensure safety and effectiveness for all. Redirect or dismiss volunteers based on ongoing assessments and feedback from teams.

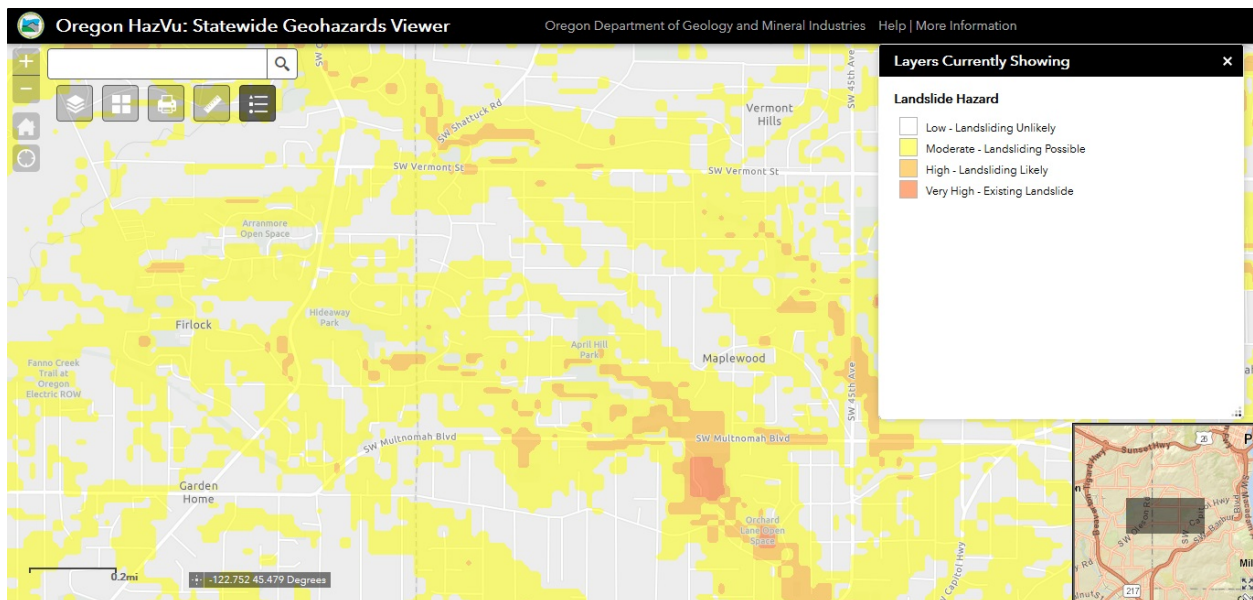
Potential Neighborhood Hazards and Vulnerabilities

Several types of hazards are illustrated in the maps below, which were generated in September 2018 using the Oregon HazVu: Statewide Geohazards Viewer at www.oregongeology.org/hazvu. The flood risk in Maplewood is very low. The landslide risk is significant, however – varying from Low to High but not Very High. There are possible radon hazards in parts of Maplewood but they don't seem to be relevant to NET activities so we have not included that map. There are no volcano or building hazards

that are specific to Maplewood. The potential impact from a major Cascadia fault earthquake vary from very strong to severe. There are also possible hazards from local earthquake faults that vary in impact from strong to very strong to severe. Not illustrated is the potential impact of earthquakes from faults identified in the area of Mount Hood.²

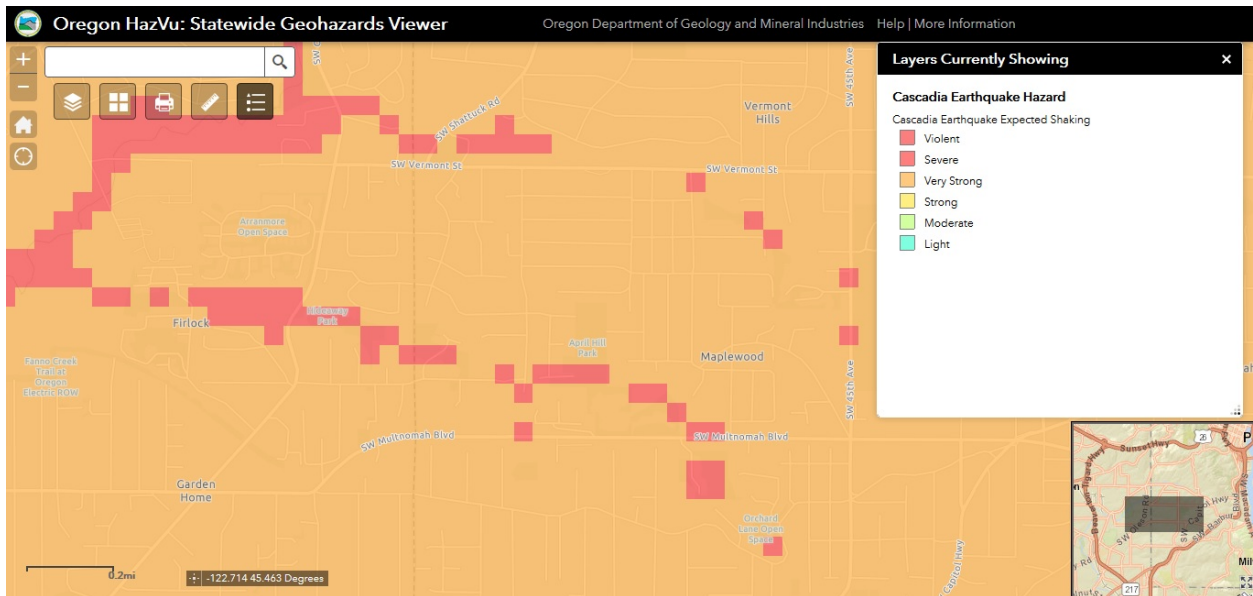


Flood Risk

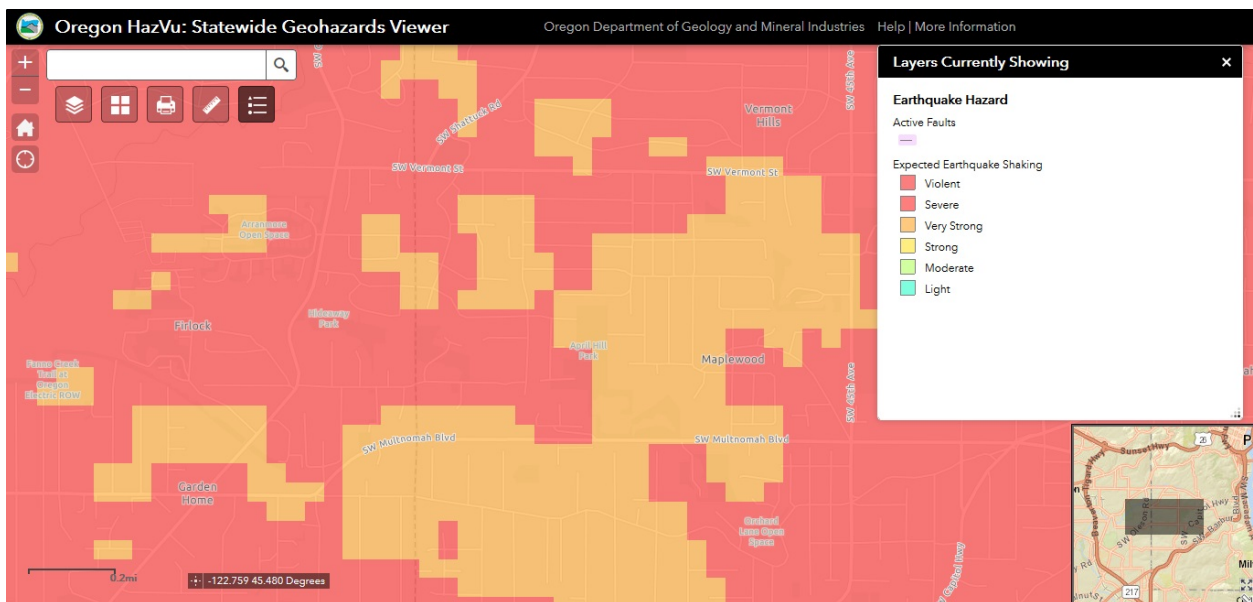


² Faults discovered on Mt. Hood pose danger of a serious earthquake, Portland State researcher says. www.pdx.edu/news/faults-discovered-mt-hood-pose-danger-serious-earthquake-portland-state-researcher-says

Landslide Risk



Cascade Earthquake Risk



Local Earthquake Risk

Appendices to this Plan

Maplewood NET Leadership Assignments



