Sabin NET Operations Plan

April 22, 2016

Sabin NET

- Prepared to be self-sufficient for two weeks during any emergency.
- Able to provide emergency assistance to their family and immediate neighbors.
- Able to work within an emergency response team and with professional emergency responders to save lives and property in their neighborhood.
- Able to guide untrained volunteers who want to help others during a disaster.

Team Leader:

Tom Braibish, sabin.netpdx@gmail.com, xxx-xxx-xxxx

Assistant Team Leaders:

Deborah Pleva, xxx-xxx-xxxx

Nathan White, xxx-xxx-xxxx

Staging Area

Sabin School, North playground

Backup Staging Area

Albina Library Parking Lot

Supply Cache

None

Nearest Fire Station

Fire Station 14 at 1905 NE Killingsworth

Nearest BEECN

NE-12, Alberta Park

FRS Channel

4

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Sabin NET Contacts

Team Leader	
Assistant Team Leader	
Amateur Radio Operator	
Operations Coordinator	
Logistics Coordinator	
SUV Coordinator	

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.	

Incident Sizeup

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

Sizeup is a Continuous Process

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

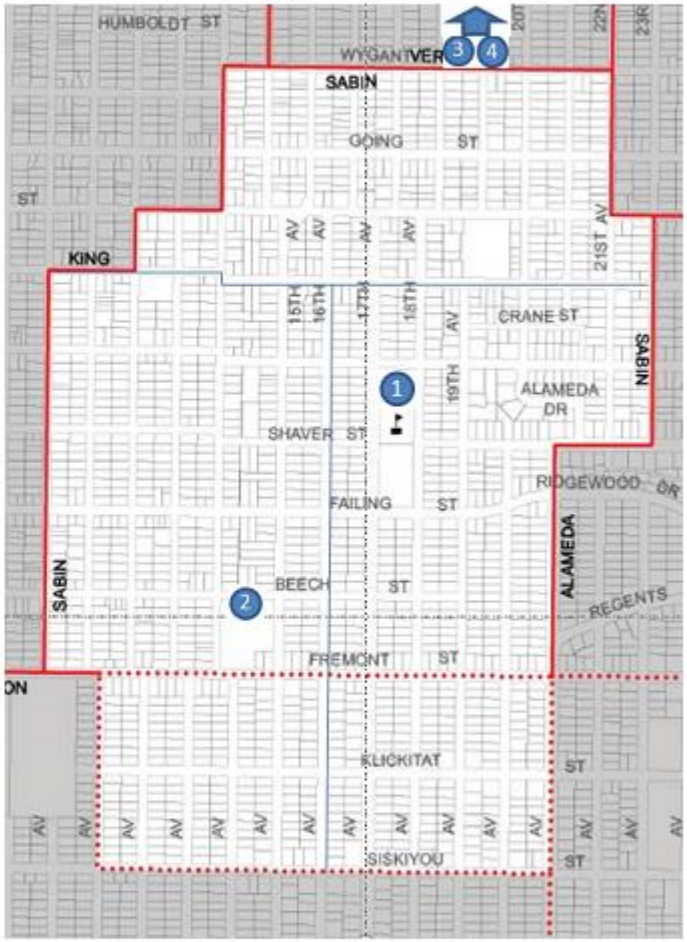
Act
- Take action
- Evaluate progress

- 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.

PORTLAND NET

Sabin NET Operations Plan

Sabin Neighborhood Map



1	Staging Area 1	Sabin School - South Field NE 17th Ave & NE Failing St
2	Staging Area 2	Albina Library NE 15th Ave & NE Beech St
3	BEECN	Alberta Park NE 19th Ave & NE Ainsworth St
4	Fire Station	PF&R Station 14 NE 19th Ave & NE Killingsworth

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.
- 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.

sabin Community Association

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, using Incident Command System (ICS), 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.

Transferring 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.

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 4)
- ARO establishes communications with:
  - Staging Area
  - Portland Fire & Rescue Station 14
  - Multnomah County Amateur Radio Service (ARES)
  - Portland Emergency Coordination Center (ECC)

Documentation Forms

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

RESOURCES

* Denotes resources outside neighborhood boundaries

Contacts for adjoining, active NETS:

Irvington NET
Team Leader – Erik Hovmiller 111-222-3333

Concordia/Vernon NET
Team Leader – Amy Gard 444-555-6666

Alameda NET
Team Leader – Constantine Bricca 111-222-3333

King/Woodlawn NET
Team Leader – Dawn Jones-Redstone 444-555-6666

Potential Staging Areas:

Sabin School – Primary Staging, north end of campus
4013 NE 18th Ave, Portland, OR 97212

Multnomah County Library - Albina – Parking Lot – Secondary
3605 NE 15th Ave, Portland, OR 97212

Sabin HydroPark
1907 NE Skidmore St, Portland, OR 97211

Maranatha Church
4222 NE 12th Ave, Portland, OR 97211

Fire Stations

Portland Fire and Rescue - Station 14*
1905 NE Killingsworth Portland, OR 97211 (NE 19th Ave & NE Killingsworth Street)

Basic Earthquake Emergency Communication Nodes (BEECNs) & Supply Cache(s)

Cache may not be at this location until 24 hours after disaster

Alberta Park - BEECN NE-12*
(NE 19th Ave & NE Ainsworth St)

Woodlawn Park - BEECN NE-11*
(NE Dekum & NE Bellevue Ave)

Irvington School Field - BEECN NE-13*
(NE 13th Ave & NE Brazee St)

All Saints School Parking Lot - BEECN NE-14*
(NE Cesar Chavez Blvd & NE Glisan St)

Rigler SUN Community School Field - BEECN NE-15*
(NE 55th Ave & NE Going St

Tools, Hardware & Supplies

NE Portland Tool Library*
5431 NE 20th Ave, Portland, OR 97211 (NE 20th Ave & NE Killingsworth St.)

Hankins Hardware*
3942 NE Martin Luther King Jr Blvd, Portland, OR 97212

Beaumont Hardware*
4303 NE Fremont St, Portland, OR 97213

Broadway Ace Hardware*
228 NE Broadway St, Portland, OR 97232

Hospitals & Care Facilities

Legacy Emanuel Medical Center*
2801 N Gantenbein Ave, Portland, OR 97227 (N Vancouver Ave and NE Knott Street)

ZOOM+Care Alberta Street*
1400 NE Alberta St, Portland, OR 97211 (NE 14th Ave & NE Alberta St)

Grocery Stores

Alberta Cooperative Grocery*
1500 NE Alberta St, Portland, OR 97211 (NE 15th Ave & NE Alberta St)

New Seasons Market Concordia*
5320 NE 33rd Ave, Portland, OR 97211 (NE 33rd Ave & NE Killingsworth St)

Whole Foods Market
3535 NE 15th Ave, Portland, OR 97212 (NE 15th Ave & NE Fremont St)

New Seasons Market Williams*
3445 N Williams Ave, Portland, OR 97212 (N Williams Ave & NE Fremont St)

Churches

Sharon Seventh-day Adventist Church*
5209 NE 22nd Ave, Portland, OR 97211

Trinity Full Gospel Pentecostal Church*
4801 NE 19th Ave, Portland, OR 97211

St Andrew Catholic Church*
806 NE Alberta St, Portland, OR 97211

Maranatha Church
4222 NE 12th Ave, Portland, OR 97211

Irvington Covenant Church*
4003 NE Grand Ave, Portland, OR 97212

Door of Hope Northeast*
831 NE Fremont St, Portland, OR 97212

Madeleine Parish*
3123 NE 24th Ave, Portland, OR 97212

NET Deployment Protocols and Responsibilities

Deployments will come either through PBEM via the Team Leader or his or her backup, or through self-deployment in the event of a major city-wide disaster. In the event of a disaster or situation, follow the following protocols unless instructed otherwise by PBEM or the Team Leader.

Immediate Responsibilities:

1. Check yourself and persons in your household for injuries.
2. Ensure that your home and property is secure.
3. Attempt to contact your emergency out-of-state contact.
4. Make the decision to deploy. You are under no obligation to deploy.
5. Retrieve your NET kit.
6. Follow Communications Protocol.

Communications Protocol:

1. Contact the NET Emergency Activation Telephone Number by dialing 503-823-1410. If PBEM initiates a deployment, PBEM will update a recorded status message twice a day at this number.
2. If you have a FRS/GMRS radio:
    a. Attempt to contact other team members via channel 4.
    b. On the radio, state your name and listen for other team members to confirm they read your transmission. See communications section for a sample script.
    c. Maintain communication until a deployment occurs or the situation concludes.
3. If you do not have an FRS/GMRS radio or radio contact is unsuccessful:
    a. Attempt to contact other team members via phone or text.
    b. Maintain communication until a deployment occurs or the situation concludes.
4. If no radio or phone contact is ultimately made, follow the Self-Deployment Protocol.
5. If and when the Incident Team Leader (or his/her backup) can make contact with other team members, s/he will:
    a. Commence a roster check to determine who is available for potential deployment.
    b. Acquire information and consider the facts.
    c. Issue a decision for the team to either deploy or to stand by.
    d. If a deployment is initiated, follow the Deployment Protocol.

Self-Deployment Protocol:

1. Assess the extent of local damage by gathering facts about the event. Listen to a radio for news about the event, particularly whether or not the event has had major, city-wide consequences.
2. You may self-deploy only if all of the following conditions are true:
    a. A major, city-wide disaster is occurring or has occurred.
    b. Cell phones and land line telephones are non-operational.
    c. You have not had communication with PBEM or the Incident Team Leader.

Deployment Principles:

In the course of any deployment, NET Members must ensure that all chosen actions conform to the following guiding principles:

a. Safety. A NET Member must never place themselves in an unsafe situation for any reason. Moreover, a NET Member must never be expected to place her or himself in a dangerous situation, or ask other volunteers to do so. NETs will never deploy without personal protective equipment.

b. Do the greatest good for the greatest number of people in the shortest possible time. NETs are a limited resource. If deployed to an emergency they must carefully and thoughtfully perform the tasks they are assigned. In the event of self-deployment and limited guidance is available, NETs must prioritize where they respond based on considerations for their personal safety, as well as what decisions will preserve the greatest number of lives.

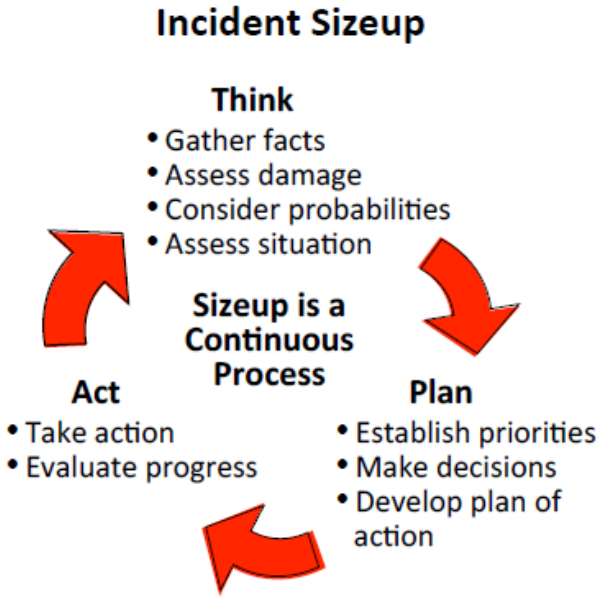
c. Respond inside the scope of NET training. A NET Member must never undertake, or be asked or expected to undertake, any endeavor for which he or she has not received PBEM approved training. Engaging in activities that a NET Member has not trained for endangers the personal safety of that Member and others. Furthermore, the City's indemnification policy only protects Members when they respond inside the parameters of PBEM approved training.

d. Understand the role of NET in an emergency or disaster. NETs are not teams of professional first responders. NETs act as a volunteer extension of first responder services offering immediate help to victims until professional services arrive.

e. Respect the chain of command. A recognized chain of command – both inside and outside of NET – helps ensure accountability and efficiency during a response.

f. Document all activities. Documenting activities in an emergency may seem cumbersome and of relatively low priority compared to other responsibilities NETs have during a response. However, proper documentation helps protect NET Members against liability, improves accountability, and saves time (and therefore, lives) for professional emergency responders.

g. Continuously Size-Up all situations. Maintain a demeanor of calmness, patience, focus, and kindness. Don't let the chaos of a disaster control you. Safety! Don't rush into an action without proper perspective and preparation.



Deployment Protocol:

1. Your decision to deploy is entirely optional and is at your own discretion.
2. Ensuring your own personal safety is paramount to any actions you take.
3. Put on your NET equipment (helmet, vest, ID badge, appropriate personal protective equipment, and pack).
4. If you have been assigned to a mobilization unit, coordinate using phone or radio to assemble and proceed with first hour rescue activities.
5. If you have not been assigned to a mobilization unit, proceed to the Staging Area using the safest route.
    a. If possible, report your status and expected arrival time via radio before departing for Staging Area
    b. As you make your way, use the Damage Assessment to note damage in the neighborhood. If critical help can be safely and rapidly rendered, do so. Otherwise, your main objective is to reach the Staging Area.
    c. If you encounter people wanting to help but who are unaffiliated with NET (Spontaneous Untrained Volunteers (SUVs)), direct them to the SUV Coordinator to be processed and assigned.

Pre-deployment strategy:

a) Continue NET recruitment and training and pre-assignment and planning
b) Map Your Neighborhood organizing block to block and decentralized mobilization units with combinations of trained NET leadership as well as ATVs
c) Set up regular trainings and education about emergency preparedness and mini-ATV trainings; set-up supply caches

Deployment in Mobilization Units - Initial Response

The first hours are critical. In the event of a catastrophic disaster, established and trained Mobilization Units (a mixture of trained NETs, ATVs, and SUVs) will begin search and rescue and damage assessment work in their assigned mobilization areas. Mobilization Units will establish an appropriate command structure per the "NET Team Roles and Responsibilities" section of this operations plan. The Mobilization Unit Team Leader will establish communication with the Sabin NET ARO and through them, the Sabin Team Leader.

After initial operations, the Sabin Team Leader will determine whether units or parts of units should proceed to staging areas for redeployment.

Any NETs not assigned to a mobilization unit should proceed to the staging area for assignment.

Communications

- **Sabin Team Leader Email - sabin.netpdx@gmail.com**
- **NET Emergency Activation Number – 503-823-1410**
- **FRS/GMRS Channel – Channel 4**

Email

Most non-emergency NET communications will be carried out by email. The Sabin NET's contact address is sabin.netpdx@gmail.com. This account is monitored by the Team Leader and Assistant Team Leader and will be used by PBEM for general communications and some deployment orders.

Phone/Text

Landlines and cell phones may still be working in certain deployment situations. If so, calls and texts may be used sparingly for contact between NET members and with PBEM. Telephones may also be used to contact the NET Emergency Activation Number at 503-823-1410. If telephone infrastructure is still in place, the Team Leader will use text and telephone to communicate with team members prior to deployment

In the event of deployment, attempt to contact other team members using calls or text. If this fails, use FRS/GMRS radio.

FRS/GMRS Radio

Sabin's designated FRS Channel is **Channel 4**. All FRS/GMRS operations should take place on this channel.

In the event of cell and landline failure, FRS/GMRS radios will be the primary method of communications. If you have a FRS/GMRS radio, report in as follows before leaving for the staging area:

> "Sabin NET, this is John Doe"
>
> *"John, this is Abby Smith, reading you"*
>
> "Abby, I am departing for the staging area."
>
> *"John, Abby copies, John departing for staging area. Abby out"*
>
> "John out"

Alternatively, mobilization units may use FRS/GMRS radio to coordinate their meetup and to report in to the incident commander during the first hour.

Every group of NETs, ATVs, and SUVs should have at least one radio with them while away from the staging area, and should check in at regular intervals. Radios should remain charged and kits should include extra batteries.

The ARO(s) will have the responsibility to monitor Channel 4 as well as surrounding NET channels and reporting messages to the Incident Commander.

Due to shifting atmospheric conditions, FRS/GMRS radios may not have sufficient range to cover the entire Sabin operating area. NETs should relay messages whenever possible to extend the effective range.

Amateur Radio

Amateur radio will be used to by team AROs to communicate with the Portland Emergency Communication Center as per NET guidelines. Based on operating conditions, the ARO will make the decision whether to operate from their home, from the staging area with a handheld unit or vehicle unit, or one of the nearby fire stations. Due to the long distance to Fire Station 14, that option will be used as a last resort.

Upon reporting to the Incident Commander, the ARO will make contact with Multnomah County ARES Resource Net using MC-2.

Should that fail, the ARO will try other frequencies in this order:

MC-2	147.280	+600	167.9	Multnomah Secondary Repeater
MC-12	147.280			Resource Net Simplex
MC-8	146.580			NET-TAC 1
MC-9	147.540			NET-TAC 2

Upon making contact, the ARO will provide the following information:

- Name
- Location
- Available equipment (communications & transportation)
- NET affiliation
- Any other information deemed necessary or requested by net

Example:

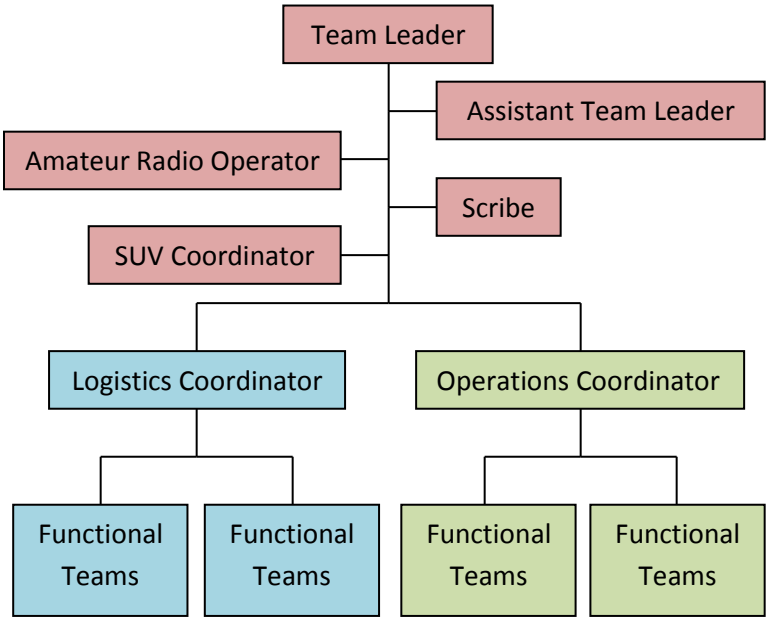
> "MC-2, this is Nathan White with the Sabin NET, located at NE 15th and Fremont. I am operating from a handheld unit. I am on assignment supporting the Sabin NET. Switching to PBEM tactical net. Over."

Upon receiving response, switch to MC-8 or MC-9 and contact the PBEM Resource Net Controller. Report the same information to the Net Controller.

During operations, the ARO should could continue to monitor the Resource Net and FRS/GMRS Channels, as well as remain in in contact with the Incident Commander.

NET Team Roles and Responsibilities

Sabin NET is within the organizational structure of PBEM and follows the Incident Command System (ICS). This section identifies the typical roles NET members might fill during NET operations and describes the responsibilities of those roles. Typical NET functional roles during NET operations include:



The roles needed for successful response during NET operations will be dictated by the size and nature of the operations, the needs of PBEM, and the needs of the community; however a Team Leader will be mobilized for all NET operations.

Team Leader

The NET Team Leader is comparable to the ICS Incident Commander and provides overall leadership for NET operations. The Team Leader assigns functional roles to NET members and is responsible for all functions until delegated. The Team Leader establishes incident command structure and organization while maintaining appropriate chain of command and span of control.

The Team Leader:

- Ensures incident safety
- Prepares incident action plans, objectives strategies, tactics, tasks, and sequences
- Delegates roles, responsibilities, and authority to other trained NETs
- Provides information to internal and external parties
- Establishes and maintains liaison with other responders (e.g. fire and rescue, law enforcement, public works, other NET Teams)
- Takes direction from PBEM
- Reassess, reevaluates, and revise plans based on new changes and new information.
- Upsizes or downsizes the command structure and NET response, as needed, to accomplish NET operations.
- Fully briefs the successor Team Leader when handing off command.

Assistant Team Leaders will be assigned as needed and will take on the roles assigned to them by the Team Leader or PBEM.

The details of the Team Leader's responsibilities are as follows:

- Ensuring incident safety in conjunction with the Safety Officer (SO).
    - Prior procurement of forms, maps, locations of known hazards (hazardous material storage, natural gas pipelines, liquefiable soils, unreinforced/old masonry structures, etc. Study of FEMA ICS action plans and resources. Prepare copies of needed forms. Identify jurisdictional and protection responsibility for the lands involved, including structural protection where relevant.
    - Initially ascertain and constantly reassess safety and risks of staging area and determine safest area to operate
    - Initiate site plan until Operations coordinators are available
    - Identify areas potentially needing security or physical protective measures.
- Establishing incident objectives/sequence
    - Develop full understanding of the situation through communication with Mobilization Units, PBEM and eventually logistics, operations, communications, external affairs/public communications, and volunteer managers. Incident size-up includes gathering facts, assessing damage, considering probabilities and constraints, and establishing priorities.

    - Key role is to clearly convey PBEM priorities and then using information provided by operations and logistics teams to determine primary, secondary, and tertiary objectives and sequences depending on the amount of help available and their level of training as well as initial and ongoing damage assessments. Develop and disseminate an Incident Action Plan (IAP)--even if initially just through verbal briefings. Continually reassess, evaluate and revise these objectives based on important new information and PBEM expectations. Issue reports.
    - Determine and establish the level of organization needed and continuously monitor the operation and effectiveness of that organization. Approve requests and release of resources, and release of information to the news media. Approve the use of volunteers and auxiliary personnel.
    - Set-up information management and documentation systems with ICS team (external affairs and documentation manager) to aid in planning. Utilize best practices and forms available through FEMA's ICS resource center or PBEM. Define information and media relations expectations.
    - Regularly schedule assignment briefing sessions to continually evaluate and reassess incident objectives and directives.
    - Good strategies: are specific (precise and unambiguous), make sense (feasible, realistic, practical, suitable), and likely to achieve the desired outcome; meet acceptable safety norms; are cost effective; reflect sound environmental practices; consider moral and political issues; are time-sensitive, and address core capabilities.
- Delegating authority to others
    - Checking- in and out of NETS using Personnel Resources form until Volunteer team can assume that function
    - In absence of prior-designated team leaders, assign roles to available NETS.
- Taking direction and receiving support from government agencies
    - Establish connection with PBEM and first responders
    - Define the requirements and expectations for interagency involvement.
- Establishing and maintaining liaison with other responders and communications team
    - Establish connection with Communications team
    - Provide information to internal and external parties on a timely basis
    - Regularly meet with Coordinators of Logistics, Operations, and Volunteer team leader to reassess incident objectives and progress and communicate these up the chain of command. Establish Coordination Group.
    - Arrange to follow procedures for the transfer of ICS command including documenting time and date. Hold briefing to cover incident history, priorities and objectives, current plan, resource assignments, incident organization resources ordered/needed, facilities of communications, any constraints or limitations, organizational framework, and incident potentials. Notice of change incident command should be made to PBEM, AROs, General and Command Staff members and management briefing team as well as to mobilization units/areas.

The Team Leader is assisted by the safety officer, amateur radio operators, administration/finance managers and external affairs/public information officer(s) as well as the Operations Coordinator(s), Logistics Coordinator(s), and Volunteer Coordinator.

Safety Officer

The safety officer is responsible for overseeing the safety for all NET members and volunteers. They should coordinate with Operations Coordinators, Logistics Coordinators, Volunteer Coordinators, and the Team Leader in order to ensure safety for all concerned. Specific concerns include:

- Buddy system is being followed and that on-duty NETs operate in teams of at least 2 at all times.
- Staging and other operating areas are free of hazards.
- Tracking known and potential hazards in neighborhood
- All volunteers are receiving necessary rest, nourishment, etc.

Amateur Radio Operator (ARO)

The ARO is responsible for maintaining contact with the ECC during deployment. They act as the direct line between the Team Leader and ECC, communicating needs and coordinating response throughout the city. The ARO may operate from the staging area, mobile, or from their own residence, depending on equipment available and atmospheric conditions.

Additionally, the ARO is responsible for coordinating communications over FRS/GMRS among team members as documented in the communications section. The ARO may delegate this responsibility to assistant if needed.

BEECN operations will also be conducted by the ARO or their assistant(s).

Scribe

The scribe is responsible for ensuring proper documentation is being maintained during the response. The scribe should be preparing ICS documents for all response activities as well as cataloging and storing reports from NETs, messages from the ARO, and plans from the Team Leader.

Forms to be used or cataloged by scribe:

- Damage Assessment [Net Form 1] – Reports from NET members during neighborhood canvas
- Personnel Resources Intake [Net Form 2.a] – Used to check in NET volunteers and SUVs on arrival
- Personnel Resources Check-In [Net Form 2.b] – Used to check in volunteers before deployment
- Assignment Tracking Log [Net Form 3] – Used to track assignment situation status
- Assignment Briefing [Net Form 4] – Used to provide instructions to functional teams and by teams to log actions
- Victim Treatment Area Record [NET Form 5] – Used to track medical treatment activities

- Communications Log [NET Form 6] – Completed by ARO, logs incoming & outgoing transmissions
- Equipment Inventory [NET Form 7] – Tracks equipment
- General Message [NET Form 8] – Used for sending messages between groups

Public Information Officer (PIO)

The (PIO) is responsible for interfacing with the both the public and media as well with other agencies with incident-related information requirements, however the Team Leader in conjunction with the ECC must approve the release of all incident-related information.

Administrative Managers

The administrative managers organize data and document information for decision-making, obligation documents, and resource request purposes while the finance manager provides financial and cost analysis information and sets up compensation and claims functions. Will work closely with Scribe.

Operations Coordinators

- Direct and coordinate “tactical” operations as prioritized by Incident Command/ Team Leader. Request additional resources to support safe tactical operations.
- Oversee , coordinate and report on subteams including ongoing communication with Volunteer Team on number and type of tasks needed;
- Communicate with Incident Command/Team Leader reporting on needs and findings of functional teams and resources needed by the teams;
- Take part in regular briefings and planning.

Large-scale mobilizations might require more than one Operations Coordinator. In that case, a Deputy Operations Coordinator will be appointed to divide tasks (e.g. the Operations Coordinator will focus primarily on internal operations and planning while the Deputy Operations Coordinator focuses on team coordination and communications.

The Operations Coordinator is responsible for overseeing the following units:

- **Search and Rescue Teams**
  - In coordination with leadership, prioritize and assign neighborhood areas for search and rescue (where not already underway).
  - Form mobilization units with mixtures of trained NETS, ATVs, and SUVs for search and rescue.
  - Equip mobilization units with needed equipment in coordination with logistics team
  - In coordination with communications team, receive and evaluate information relay systems.
  - In coordination with logistics team, determine transportation or mobile medical units to ensure treatment for the greatest number of survivors
- **Safety, Damage Assessment and Fire suppression team**
  - Prior damage assessment plans, forms procurements, equipment gathering.
  - Safety officer (SO) will set up systems and procedures necessary to ensure ongoing assessment of hazardous environments, measures to promote emergency responder and NET safety, and coordination of multi-agency safety efforts. The SO has emergency authority to stop and/or prevent unsafe acts during incident operations.
  - Using whatever transportation systems are available, gather block by block damage assessment information and fire suppression needs to map whole neighborhood for incident command
  - Send teams to vulnerable population centers and potential hazard areas for assessment and possible assignment of mobilization units
  - Garner information on stability of Alameda Ridge (landslide hazard) and Water Towers. If during school hours, assess evacuation/rescue needs at Sabin K-8.
  - Gather and compile information from search and rescue signage/teams for incident command

- Utilize tactics to reduce fire hazards such as turning off gas leaks, evacuations, use of extinguishers on small fires, communications to emergency responders and the like.

- **Medical/ Triage/ Treatment team**
  - Prior identification of medically trained resources in area and likelihood of their call-up elsewhere as well as small clinics such as Zoomcare on Alberta St.
  - Encourage walking wounded to gather at safe Triage Area for assessment
  - Mobilize prior-identified skilled medically trained staff to help staff Victim Triage and Treatment Areas
  - Triage and document victims using victim treatment forms
  - Assign highest skilled providers to assist patients who will most benefit from treatment while assigning SUVs or lower skilled providers to comfort and assist minor injuries or those waiting transportation to medical facilities
  - Set-up morgue area if necessary away from victim treatment area

Logistics Coordinators

Assures there are adequate resources to meet incident objectives. Oversee, coordinate, and report on teams including ongoing communication with Volunteer Team on number and type of tasks needed and with Operations team on resources available; communicate with Incident Command reporting needs and findings of sub-teams; take part in regular briefings and planning. Resources permitting, a deputy will be designated. The coordinator will focus primarily on internal logistics planning and the deputy on team communication.

- **Equipment, Resources, & Supplies team**
  - Prior identification of potentially needed equipment and supplies for supply caches or procurement.
  - Identify and inventory existing equipment and supplies
  - Help procure secure search and rescue equipment first and then initial facilities equipment (see below).
  - Document equipment assignments and returns
  - Identify needed equipment and assign procurement teams
  - Oversee resource deployment tracking
- **Transportation team**
  - Prior mapping of nearest medical and other key facilities as well as developing transport ideas
  - Identify potential vehicles for emergency transportation use
  - Inventory and map major routes between treatment areas and closest medical facilities
  - Inventory and map major routes to supply centers
  - Develop traffic plan and directional signage
  - Identify possible areas for air lift support.
- **Facilities team**
  - Prior mapping and coordination with churches, school, and other potential shelter spaces
  - Identify reinforced/undamaged areas and structures for potential shelter
  - Help procure shade tents, folding chairs, tables, tarps, blankets, rope, poles, and boards for transporting injured and check them in with equipment team.
  - Coordinate distribution of tents, blankets, and other emergency supplies as they arrive from equipment team
- **Food & Water team**
  - Prior identification and coordination with Whole Foods, Alberta Food Coop, small stores and water distribution sites, restaurants, community gardens and potential growing areas as well as locations of potential dumpster and wealthy donor sources.
  - Through Map Your Neighborhood information distribution, highlight importance of rotated food and water stockpiles.
  - Identify and inventory sources of food and clean water for centralized or decentralized distribution

    - Initially water for 200 people for treatment center with eventual goal of truckloads for distribution
    - Set up immediate response supplies for treatment center and volunteers
- **Sanitation team**
    - Coordinate with treatment center for sanitation concerns (morgue, bodily fluids, medical waste, etc.)
    - Set-up emergency toilets, trash, and recycling facilities for staging areas/sub-sites
    - Consider vector control issues.

SUV and ATV Coordinators

Oversee the documentation, safety, task assignments, and support structures for NETs, ATVs, and SUVs. The Coordinator and Deputy Coordinator will focus on internal planning based on needs of logistics and operations teams and the other on communications and support 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 document Spontaneous Unaffiliated and Already Training Volunteers using Volunteer Information Forms
- Appropriate immediate SUV roles may be physical support of Mobilization Units helping carry victims; walking damage assessments; collecting blankets, first aid or other supplies; going to homes of those we've identified with specific skills to determine availability; clearing debris; setting up crime scene tape around dangerous areas (especially downed wires); comforting and supporting non-priority treatment victims; and the like. Already 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 (hand radio operations, checking on people in seemingly undamaged homes, assisting with documentation, carrying or comforting priority treatment victims, acting as information or supply relayers, etc.).
- Communicate to SUVs and ATVs the priority for safety of all individuals, basic NET structure/protocols/ procedures for signing in and out/task assignment priorities/non-interference 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 operations and logistics teams to identify needed tasks and promptly delegate best SUVs and ATVs to their subteams.
- 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

Resources, Potential Hazards and Vulnerabilities

Under development

Scope of Operations/Search Priorities

The Sabin NET's primary responsibility will be for the Sabin neighborhood, as demarcated by the map included at the start of this document. Operations in the area overlapping Irvington, south of Fremont, will be coordinated with Irvington NET if possible, but will not receive less of a priority if Irvington NET is unavailable or unreachable.

Operations outside of Sabin will take place as requested by PBEM or surrounding NETs resource and safety permitting, at the discretion of the Incident Team Leader.

NET operations will consist of activities covered by the NET basic training and any additional training that the NET members may possess. Examples include but are not limited to:

- Search & Rescue
- Triage
- Basic First Aid
- Community communications
- Distribution of emergency supplies
- Coordination of SUVs/ATVs

Search Priorities

Search priorities will be determined by the Incident Team Leader at the time of deployment, but should focus on the school during school hours, large concentrations of people, and known vulnerable residents. More details will be available pending neighborhood survey and Map You Neighborhood efforts.

MYN block captains should be looked on as a valuable resource. Contact should be made with any present block captains in order to avoid duplicating any effort already undertaken and to provide liaison.

Stand Down/Demobilization

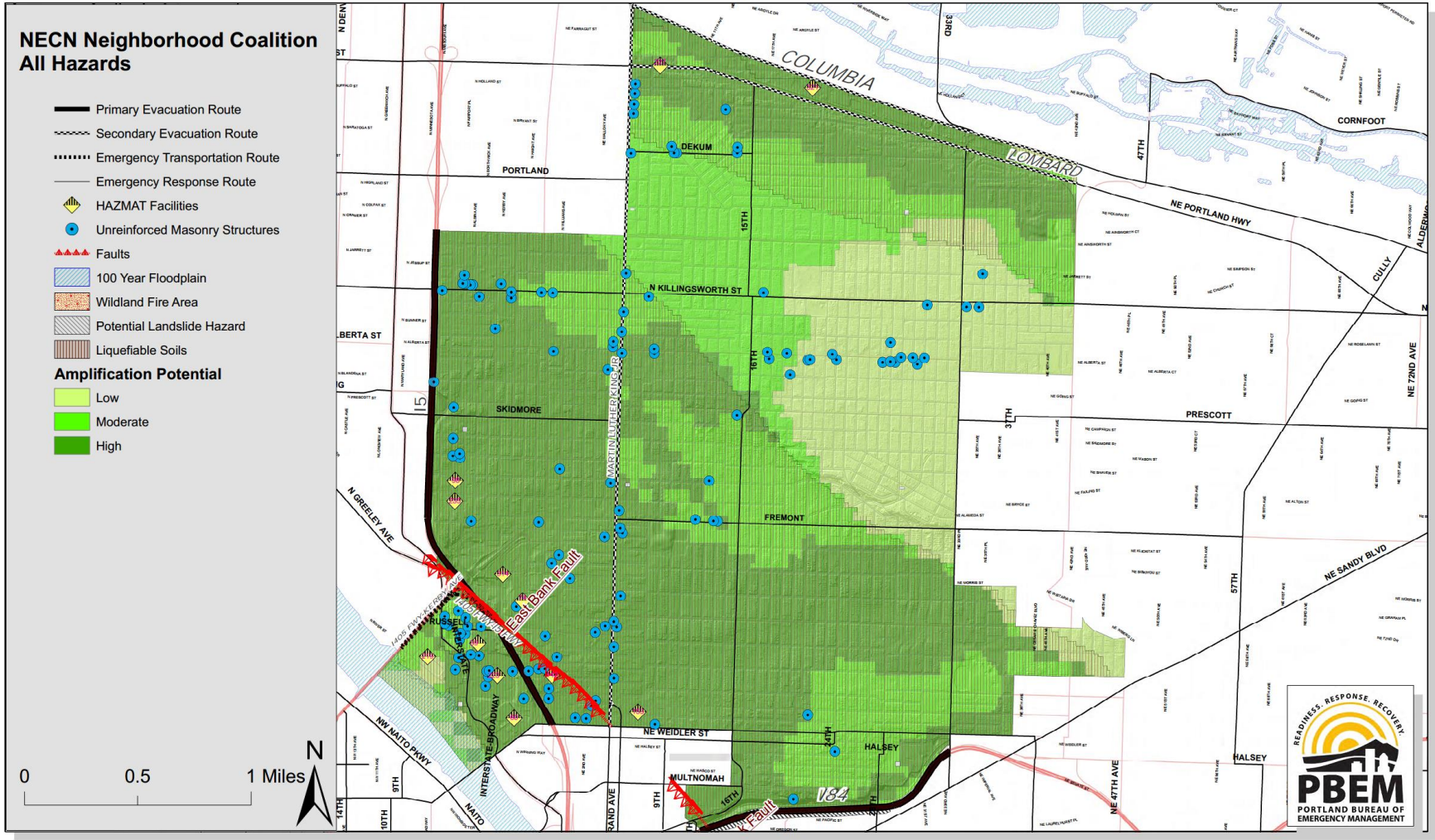
Once the emergency has passed and PBEM has ordered the NET to stand down, the following procedures will govern the demobilization:

- Any equipment should be returned to the cache or its owner.
- The staging area and any other operations areas will be broken down, and any equipment stored.
- SUVs and ATVs will be released as they are no longer needed.
- Once all other NET members have been released, the ARO will report to PBEM via radio, phone, or email that Sabin NET is standing down.
- Following demobilization, the Team Leader, Assistant Team Leaders, and any other officers active during the deployment will complete after action reports, containing a record of actions taken, resources utilized, and any learnings for future deployments. The authors of these

reports should solicit feedback from NETs and SUVs about what went well and what went poorly.

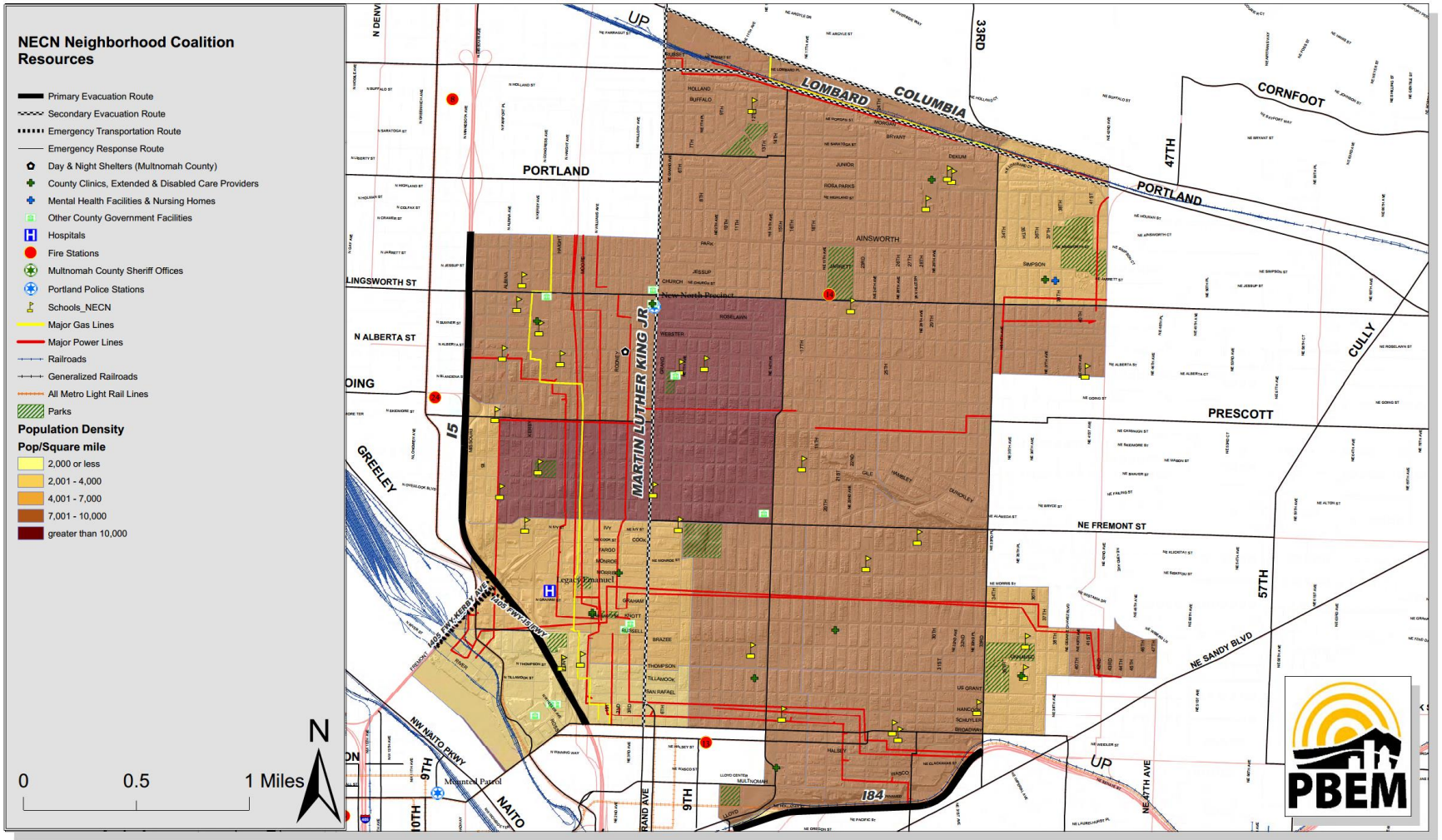
- These reports will be reviewed at the next Sabin NET meeting or at another time scheduled by the Team Leader.

Northeast Coalition of Neighborhoods
All Hazards



October 4, 2011

Northeast Coalition of Neighborhoods Resources



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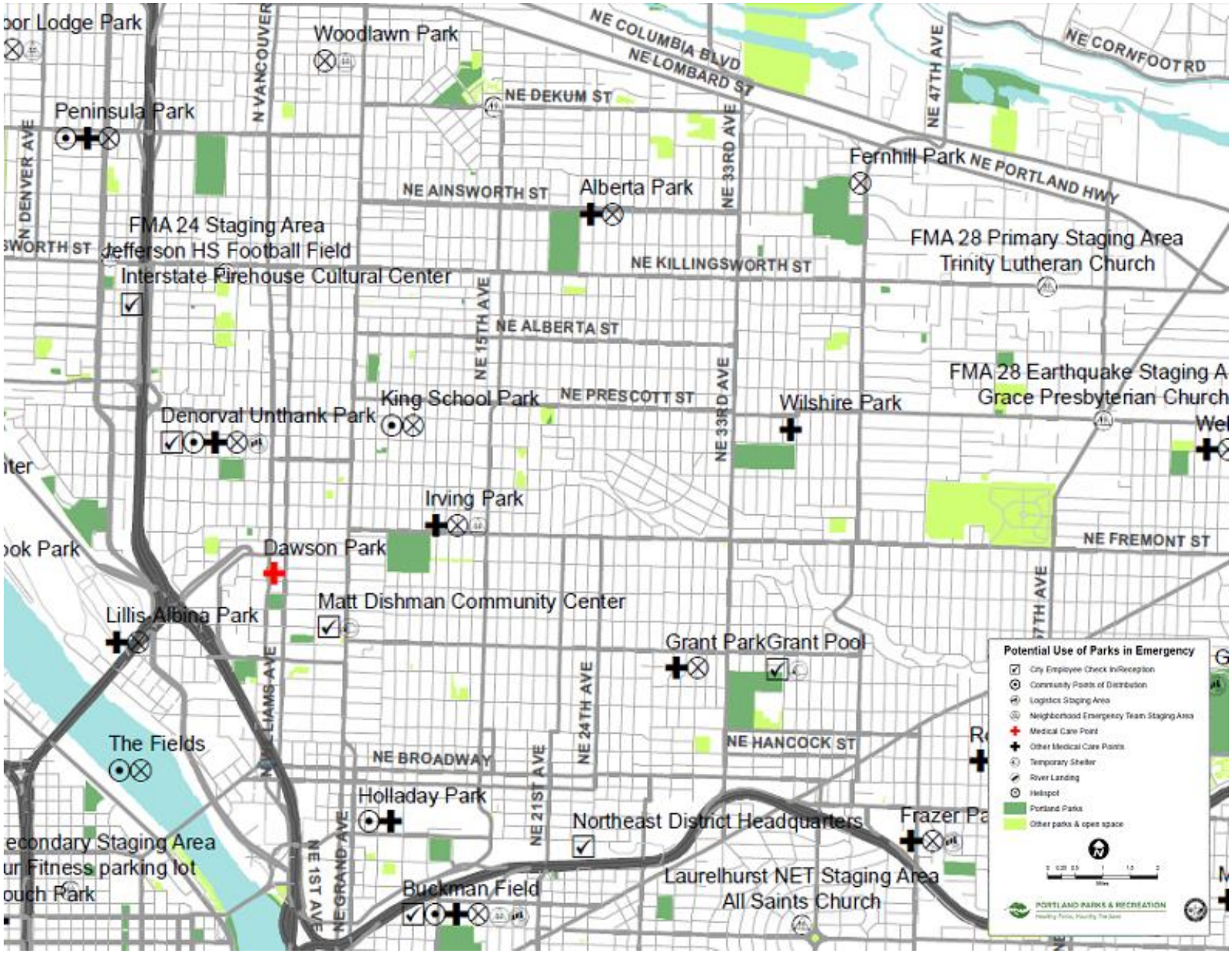
Woodlawn Park
NE COLUMBIA BLVD
NE LOMBARD ST
NE CORNFOOT RD
NE 47TH AVE
NE DEKUM ST
N VANCOUVER
Peninsula Park
N DENVER AVE
NE 33RD AVE
Fernhill Park
NE PORTLAND HWY
NE AINSWORTH ST
Alberta Park
FMA 24 Staging Area
Jefferson HS Football Field
Interstate Firehouse Cultural Center
NE KILLINGSWORTH ST
FMA 28 Primary Staging Area
Trinity Lutheran Church
NE 15TH AVE
NE ALBERTA ST
FMA 28 Earthquake Staging A
Grace Presbyterian Church
King School Park
NE PRESCOTT ST
Wilshire Park
Denorval Unthank Park
Irving Park
NE FREMONT ST
Dawson Park
Matt Dishman Community Center
Lillis-Albina Park
Grant ParkGrant Pool
NE HANCOCK ST
NE 24TH AVE
NE 21ST AVE
The Fields
NE BROADWAY
Holladay Park
Northeast District Headquarters
Frazer Pa
Laurelhurst NET Staging Area
All Saints Church
Buckman Field
NE GRAND AVE
NE 1ST AVE
Potential Use of Parks in Emergency
City Employee Check In/Reception
Community Points of Distribution
Logistics Staging Area
Neighborhood Emergency Team Staging Area
Medical Care Point
Other Medical Care Points
Temporary Shelter
River Landing
Helispot
Portland Parks
Other parks & open space
PORTLAND PARKS & RECREATION