

Westside Heights NET Operations Plan

Team Roster:

<u>Title</u>	<u>Name, Credentials, Applicable Skills</u>	<u>NET Certified</u>	<u>Address & Phone</u>
Team Leader	Barry Newman	YES	
Incident Commander			
Operations Chief (OC)			
Planning and Logistics Chief (PLC)			
SUV Coordinator (SUVC)			
Amateur Radio Operator (ARO 1)	Matthew Marino, KGZNZW	YES	
Back Up Amateur Radio Operator (ARO 2)	Insert rows below for additional AROs		
Senior Team Leaders			
	Insert rows below for additional members		

Critical Locations:

NET Staging Area (NSA 1)	Forest Park Elementary School/ Forest Heights Park	9935 NW Durrett St. Portland, OR 97229 503-916-5400
Back Up NET Staging Area (NSA 2)[only if necessary]	Terra Nova High School/ Skyline Gardens Cemetery/ Skyline Fire Station 27	NW Thompson Road and NW McDaniel Road
Nearest Fire Station 1 (NFS 1)	Portland Fire & Rescue Station 27 – Forest Heights	3130 NW Skyline Boulevard Portland, OR 97229 503-823-3700 (ask for station 27)
Nearest Fire Station 2 (NFS 2)	TVF&R Station 60 – Cornell Rd.	8585 NW Johnson St. Portland, OR 97229
Nearest BEECN	Forest Park Elementary School	9935 NW Durrett St. Portland, OR 97229 503-916-5400

Remember the CARDINAL RULES of NET:

1. Assure your own personal safety, the safety and security of your family, your home and your neighborhood, and then, and only then will you deploy.
2. Our goal is to do the greatest good for the greatest number.
3. Our goal is to save lives and protect property to the extent of our training and ability.
4. Always Remember: Safety/Teamwork/Responsibility

Immediate Responsibilities Following a Disaster:

Immediately following a disaster, members are expected to check themselves and persons in their household for injuries. They must also ensure that their home and property is secure, and they (or a member of their household) should attempt to contact their emergency out-of-state contact. Once these responsibilities are met and a deployment is possible, members should put on their PPE and follow communications protocols.

Deployment Protocols:

Deployment will occur when the Portland Bureau of Emergency Management issues a specific order to deploy.

The only circumstance when members may self deploy are if 1.) a disaster is taking place; 2.) Communications systems are down; and 3.) You have received no message from PBEM or ITL.

En route to NSA 1, members will use ICS Form 1 – Damage Assessment to note damage in the neighborhood. If there are known areas of vulnerability or potential benefit, attempt to travel past them to be able to report on their status. This information will later be used by the ITL to determine and delegate assignments for volunteers.

Upon arrival at the Staging Area, a formal 9-Step NET Size-Up must be performed to assess safety, conditions, potential hazards, and the status of the entire area.

If members meet SUVs while proceeding to NSA 1, bring them with you so that the NET member assigned to manage SUVs can check them in and process them.

If NSA 1 is not safe and secure for NET Operations or volunteers cannot reach NSA 1, radio other members if possible and proceed to NSA 2. If both NSA 1 and NSA 2 are unsafe, the ITL will attempt to determine a new location and will need to communicate that with the team and incoming members.

Onsite Management Protocols:

Institution of Incident Command System

Incident Command will ensure full utilization of all incident resources by:

Maintaining:

- Manageable span of control- no areas, teams, or divisions of more than 3-5 subordinates/teams
- ALL TEAMS MUST COMPRISE A MINIMUM OF TWO NET MEMBERS AT ANY TIME!!!
- Chain of Command- team members report only to those above them unless specifically instructed
- Unity of Command- All teams communicate and coordinate through channels to ensure safety and non-duplication of effort and resources

Ensure integrated communications.

Communicate in PLAIN ENGLISH

There are five major management functions that are the foundation upon which an incident management organization develops; however as a NET team, Logistics and Finance/Administration should be unnecessary.

- Command- Assignment of **INCIDENT COMMANDER (IC)** and an **INCIDENT COMMAND CENTER**
- Operations- Tactical operations including Search and Rescue, Medical Triage and Treatment, and Fire or Disaster control.
- Planning- What resources are needed, What resources are available, SUV management, What conditions to expect.
- Logistics and Finance & Administration are functions that will usually not be instituted in a NET environment.

INCIDENT COMMANDER (Important):

The first member at the NET Staging Area (NSA) will serve as Incident Commander until a more senior team member or leader arrives on scene. With ANY change of command, a formal sign over will be performed. The Incident Commander is not changed until he/she formally turns over the position.

All members will turn in their damage assessment forms to the Incident Commander.

Once the forms are turned in, the Incident Commander will assign and work with the Operations Chief, the Planning Chief, SUV Coordinator, and ARO to assign teams, and plan, prioritize and delegate assignments as quickly as possible.

Assignments will be delegated to functional teams that are no smaller than two persons, and optimally 3-7.

Functional teams will carry out their assignments with appropriate safety precautions, and using proper ICS documentation. Ongoing communication must be maintained in order to stay in touch with the NSA via FRS radio (see **NW Heights Radio Map**). Once assignments are complete, members report back to the NSA for further instructions.

Safety and Security

After the safety of the staging area is assured, and the safety of the school is determined, security must be arranged for the staging area. Sufficient team resources must be allocated to securing the site, arranging for safety of potentially injured persons brought through the Triage area, and maintaining a perimeter around the SUV holding area. As no security or clearance checks will have been possible for the SUV's, it is **mandatory** that they not be allowed to roam around the staging area with no restrictions. Further, any civilians approaching the area must be kept clear of the staging area.

NOTE: Families may be reunified with adults, however they must stay with their family member at all times. Children who arrive with family members should be kept together as much as feasible. However unaccompanied children must be kept segregated and can only be reunited with family members by appropriate authorities. No unaccompanied children can be allowed to leave the staging area with unauthorized adults under any circumstances.

Accessing the Supplies Cache

The Equipment and Supply Cache is located at the (TBD) corner of the school grounds. As the team arrives at the staging area, the storage cabinet can be unlocked according to the Westside Heights security protocol (TBD). The Incident Command Folder, shelter equipment, Triage bands and Tarps, and other medical, rescue and command equipment should be brought out as the need arises.

Security for the team equipment must be maintained at all times, and a detailed and accurate record must be kept in writing of all supplies used or removed from the container.

Forest Park Elementary School

If school is in session at the time of deployment, coordination should be arranged with school officials to ensure the safety of the students. Search, rescue, or triage at the school should only be performed with the approval and assistance of the school officials and teachers.

The use of the school buildings should be evaluated for safety concerns, and if deemed safe, then can be considered as a source of shelter FIRST- for students, and SECOND, if possible, for use as a triage site, for medical treatment and as a shelter for area residents. Access to the school buildings should be coordinated with representatives of the school district, as much as possible.

Spontaneous Unaffiliated Volunteers (SUVs):

As soon as sufficient manpower is available, a NET team member will be appointed as SUV Coordinator (SUVC), with another team member serving as backup/assist. The SUVC will set up a volunteer check-in area just west of the NSA and put them on standby. The SUVC will talk with them about response safety, not interfering with emergency responders, and will interview them to find relevant response skill sets. The SUVC will work with the IC to assign teams, plan and prioritize assignments. The SUVC will delegate team assignments and appropriate tasks to SUVs.

Ongoing Operations

Care must be taken to ensure the security, the safety and wellbeing of the team members during the deployment. Overwork, exhaustion, and psychological stress must be minimized, and attention must be paid to the occurrence in members. Periods of rest, limiting time working, and opportunities to vent distress, concern, and disorientation must be accommodated.

Demobilization

When the services of the NET Team are no longer needed, paperwork must be collected, contents of the equipment cache must be accounted for and replaced in storage after cleaning, and team members can be allowed to leave after all remaining survivors and injured have been transferred to appropriate levels of care, or a different responsible organization. There must be a formal transfer of authority prior to demobilization. The team members can then be allowed

to leave the scene, or kept in reserve depending on the circumstances. However debriefings or plans for debriefings must be arranged.

COMMUNICATIONS

Initial Communications:

All team members should have an FRS radio and should proceed to the closest location on the communications map with access to one of the base areas in order to check in. Members will attempt to check in or contact each other via FRS radio (use channel 6, Privacy Code 15). On the radio, state your name and listen for other team members to confirm they read your transmission. If cell phone access is still possible, an attempt may be made to contact the TL or other senior team leaders listed on the Operations Plan. If no phone service is available, members with no FRS radios should self-deploy to NSA 1 and follow Deployment and Onsite Management Protocols.

In order to facilitate and establish communication across the area for the team, the first team members arriving at NSA 1 should establish a Base 1 communication team as soon as safe or feasible. As additional resources are safely available, communication teams (of two) should be dispatched to communication Bases 2 and 3.

The below table summarizes the potential means and order of communication:

FRS Radio	Channel 6 Privacy Code 15
Telephone	Follow chain of command phone numbers on roster
HAM Radio	If and when available

COMMUNICATIONS PROTOCOLS:

The ARO on scene will attempt to establish radio communication with the PBEM NET Coordinator, to the EMS system, or to the State, and will report team status and request instructions.

At the soonest opportunity, the ARO should attempt to check-in with the nearest fire stations (NFS 1 & NFS 2), ARES, ECC and if possible the Beaverton CERT command via phone, FRS, or HAM.

Coordination with BEECN Team

Within the first 24 hours of a disaster, the BEECN team should be deployed. The BEECN equipment cache is at the school grounds at the West side of the building facing Miller Road. BEECN Team members alone have access to the cache. The broadcast location for the BEECN can be located anywhere that is determined by the team, however coordination between the teams should be considered a priority, and placement close to the Incident Command Center should be preferable.

Media Relations

Members of the Media may arrive on scene to investigate the proceedings. A special area should be arranged to allow them to do their job. A Liaison Officer can be assigned, as per the ICS protocol, however neither the presence of the media nor the members of the media can be allowed to interfere with the functioning of the team or with the safety or security of the staging area.

Potential Neighborhood Hazards and Vulnerabilities:

Schools:

- Northwest Heights Neighborhood:
 - Forest Park Elementary School (9935 NW Durrett Street)
 - Cedar Mill Elementary School (10265 NW Cornell Road)
 - French American International School (8500 NW Johnson Street)
 - Eduplin Spanish Christian School (9920 NW Cornell Road)
- Bonny Slope Neighborhood:
 - Bonny Slope Elementary School (11775 NW McDaniel Road)
 - Montessori School of Beaverton (11065 NW Crystal Creek Lane)
 - Findley Elementary School (4155 NW Saltzman Road)
 - St. Pius X School (1260 NW Saltzman Road)
 - Stoller Middle School (14141 NW Laidlaw Road)
- Further Afield:
 - *West Tualatin View Elementary School (8800 SW Leahy Road)*
 - *Catlin Gabel School (8825 SW Barnes Road)*
 - *Oregon College of Art & Craft (8245 SW Barnes Road)*

Day Care Centers:

- Northwest Heights Neighborhood:
 - Portland Language Arts Chinese Immersion Home Day-care (10180 NW Brady Lane)
 - Kids Academy (800 NW 107th Avenue)
- Bonny Slope Neighborhood:
 - Goddard Childcare (4086 NW Saltzman Road)
 - Children's Village Day School (1045 NW 123rd Avenue)
 - Blue Frogs Jump Day Care (11865 NW Vaughn Court)
 - A Child's Time 2 Explore Daycare (5200 NW 126th Terrace)
- Further Afield:
 - *Barnes-Miller Child Development Center (7345 SW Barnes Road)*
 - *Kids Klubhouse Drop-in Child Care (7515 SW Barnes Rd, Suite 102)*

Landslides:

- Most Of Skyline Boulevard
- Thompson Road between McDaniel and Miller Roads

Fire Hazards?

- Gas Lines or Chemical pipes?

Seismic Risk Buildings:

- Ventana and Kiana Condominiums structures (3002 and 3034 NW Montara Loop)
- Forest Creek Apts?

Water tanks:

- Greenleaf Drive
- Skyline Crest
- Cornell and Miller

Potential Personal Assets (Map your neighborhood):

- Neighbors with Pickup Truck/ 4 wheel drive / SUV
- Neighbors with medical experience
- Neighbors with Chainsaw
- Neighbors with any other skills

Potential Neighborhood Assets:

Locations for potential resources:

Food and Supplies:

- QFC shopping center – Miller and Barnes Road
- Forest Heights shopping center
- Skyline Restaurant - Skyline and Cornell
- Skyline Diner
- Shopping center - Cornell and Saltzman Road

Medical:

- Providence St Vincent Hospital - Barnes Rd and 217
- Legacy Healthcare medical office @ Forest Heights shopping center

Schools:

- Forest Heights Elementary School
- Former Terra Nova school, now a community center - Thompson and McDaniel
- Cedar Mill Elementary School
- French American School
- Catlin Gabel School - Barnes
- Oregon College of Art and Craft - Barnes and Leahy

EMS Facilities:

- Portland F&R- Station #27 on 3130 Skyline
- TV F&R- Station #60 Cornell by French American school

Fuel:

- 2 gas stations - Sylvan area of Skyline and Hwy 26
- Cornell and Barnes (Shell)
- 2 gas stations - Cornell and NW Trail (Chevron) across from Sunset High School

Potential sources of water:

- Streams, will require water filter
- Two ponds in Forest Heights, will require water filter
- Hot water heaters in local homes
- Water tanks:
 - Greenleaf Drive
 - Skyline Crest
 - Cornell and Miller

ICS / NET Documentation Forms:

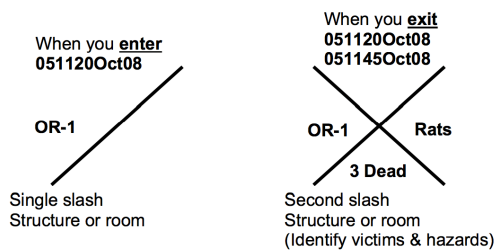
Form 1	Damage Assessment
Form 2.a	Personnel Resources Intake
Form 2.b	Personnel Resources Check In
Form 3	Assignment Tracking Log
Form 4	Assignment Briefing
Form 5	Victim Treatment Area Record
Form 6	Communications Log
Form 7	Equipment Inventory
Form 8	General Message
NW HTs NET	Member and Contact List

CERT SIZE-UP Steps

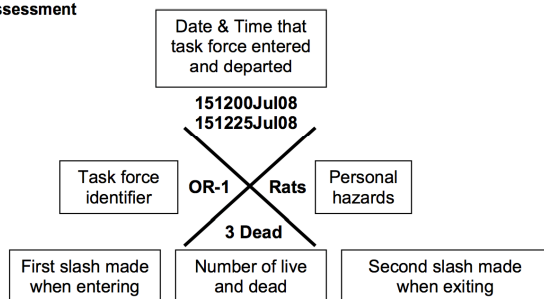
1. Gather facts. What has happened? How many people appear to be involved? What is the current situation?
2. Assess and communicate the damage. Try to determine what has happened, what is happening now, and how bad things can really get.
3. Consider probabilities. What is likely to happen? What could happen through cascading events?
4. Assess your own situation. Are you in immediate danger? Have you been trained to handle the situation? Do you have the equipment that you need?
5. Establish priorities. Are lives at risk? Can you help? Remember, life safety is the first priority!
6. Make decisions. Base your decisions on the answers to Steps 1 through 5 and in accordance with the priorities that you established.
7. Develop a plan of action. Develop a plan that will help you accomplish your priorities. Simple plans may be verbal, but more complex plans should always be written.
8. Take action. Execute your plan, documenting deviations and status changes so that you can report the situation accurately to first responders.
9. Evaluate progress. At intervals, evaluate your progress in accomplishing the objectives in the plan of action to determine what is working and what changes you may have to make to stabilize the situation.

Search Marking Protocol:

III-8.2 Physical Search – Exterior Marking of Searched Areas



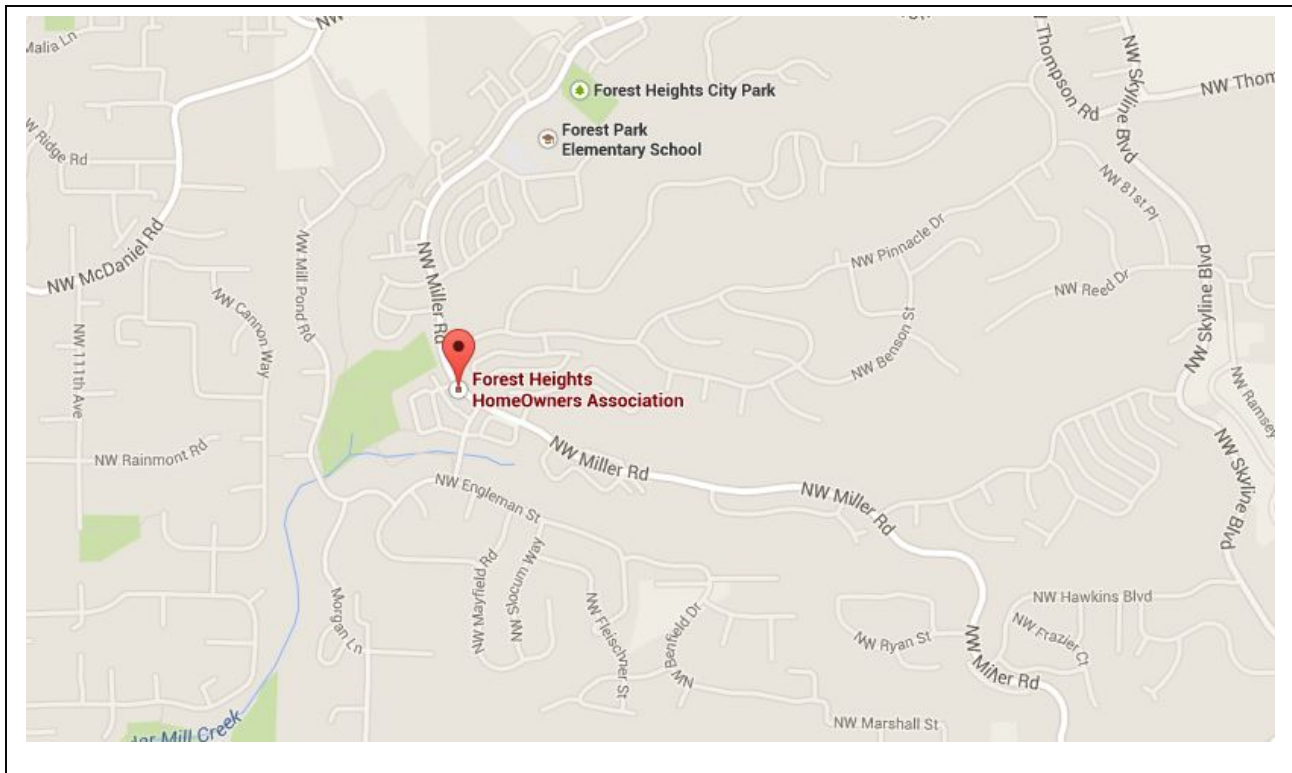
Search Assessment



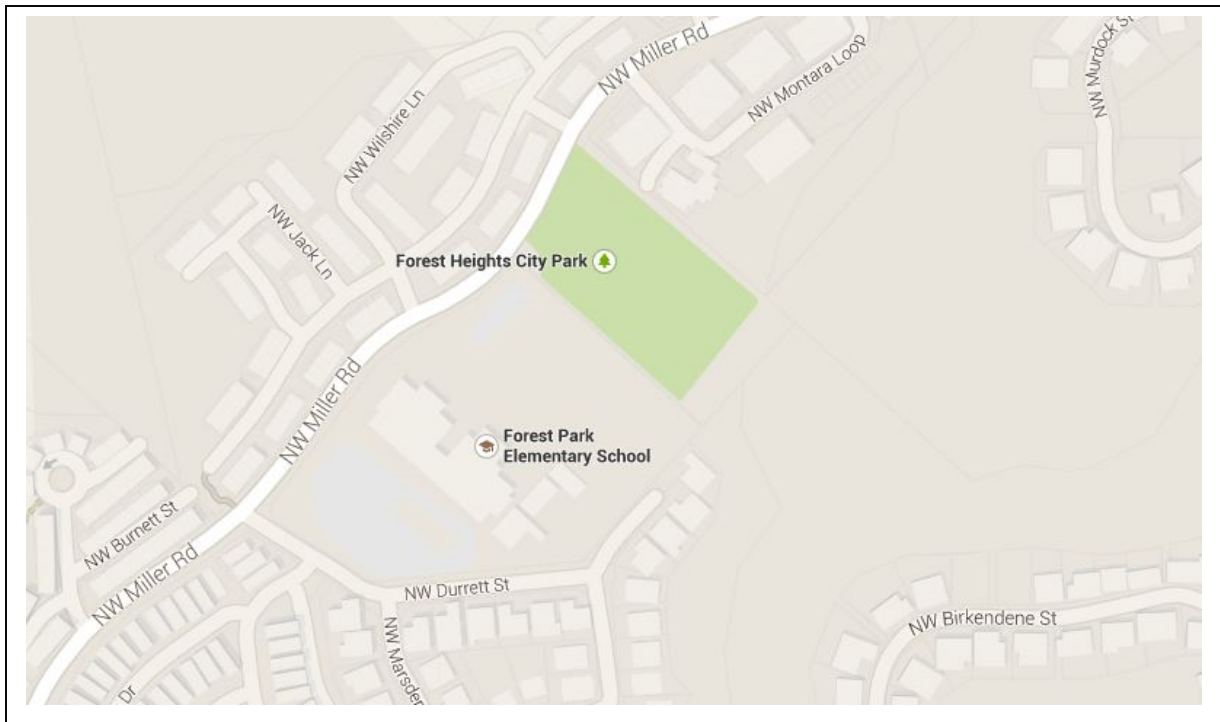
NW Heights Radio Map:



Map 2-Location of Staging Area:



Map 3- Overview of Staging Area:



Map 4 – Map of Staging Area Grounds:

Confidential: To be included later.

Map 5 – Floor Plan of Forest Park Elementary:

Confidential: To be included later.