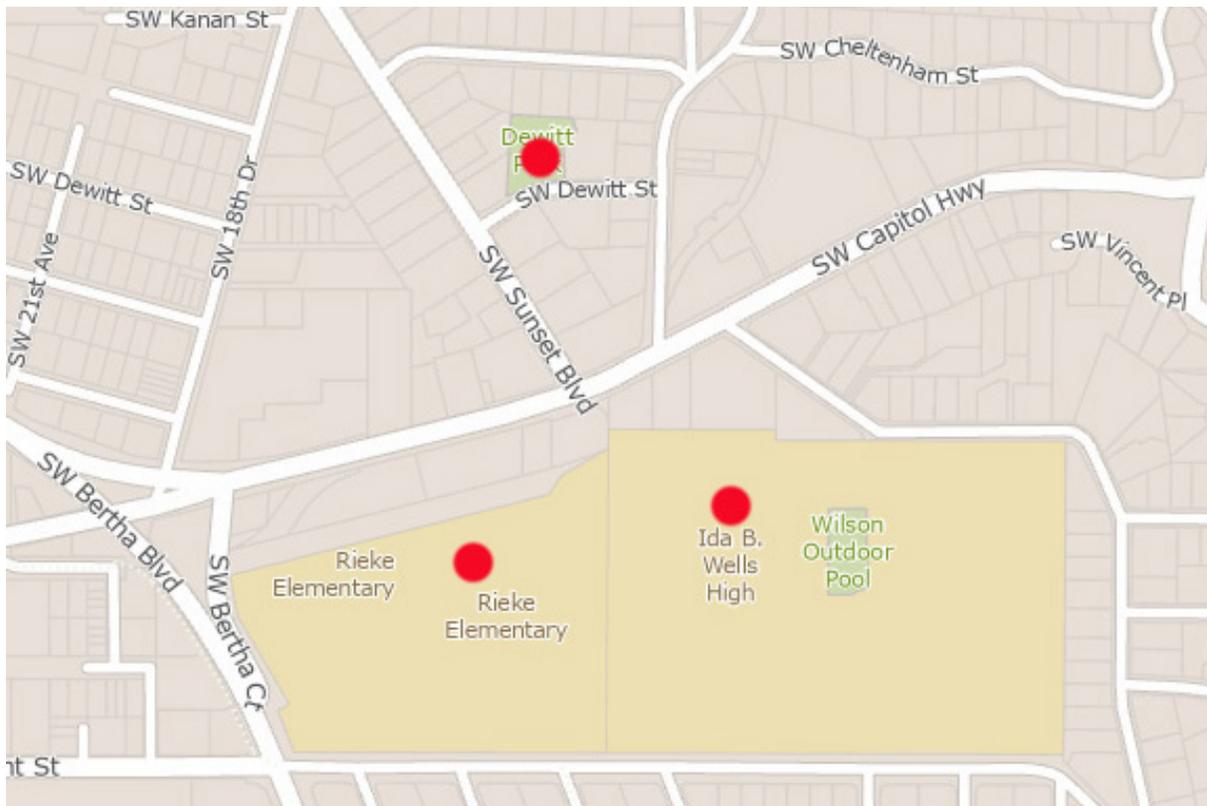


Hillsdale NET: keep this Ops Plan in your NET backpack!

QUICK FACTS ABOUT OUR TEAM

Co-Team Lead, ARO	Jesse Engum, [REDACTED] KI7RQE
Co-Team Lead, ARO	Patrick Pangburn, [REDACTED] KJ7ODI
Asst Team Lead, Community Resilience	Liz Safran, [REDACTED]
Asst Team Lead, Member Engagement	Robin Jensen, [REDACTED]
Asst Team Lead, Logistics	Liina Teose, [REDACTED]
Finance Controller	John Kaib
Fire Management Area	FMA5 (map area our fire station overs)
Fire Station 5	1505 SW DeWitt Street, 503 823-3700 GPS lat 45.480192, long -122.693631
Staging Area/Primary	DeWitt Park 1805 SW DeWitt Street (across from library)
Staging Area/Secondary	Ida B Wells High School field (#1) Rieke Elementary School field (#2)
BEECN Cache Location	Ida B Wells High School
Radio	UHF/BEECN channel 1 (secondary channel 4) FRS/GMRS channel 3 (secondary channel 5)
Team Meeting Location	Virtual -- Zoom

MAP OF CENTRAL HILLSDALE SHOWING OUR DEWITT PARK STAGING AREA (secondary areas at IDA B Wells or Rieke Elementary School)



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SECTION 1: INTRODUCTION

Purpose of this document

The purpose of this Ops Plan is to instruct Neighborhood Emergency Team (NET) members on the procedures of deployment specific to the Hillsdale neighborhood. These guidelines are in addition to any guides published by the Portland Bureau of Emergency Management (PBEM), including NET Guidelines.

This Ops Plan provides information about the Hillsdale neighborhood, team, and resources that can be used in coordination with basic NET field training to provide baseline knowledge for handling an emergency. In the spirit of NET training, not all contingencies or disasters are specifically addressed.

When using this Ops Plan, NET members are reminded of the essential NET creed: First, secure yourself and your household; then, do the most good for the greatest number of people in the least amount of time.

About the Hillsdale NET

Regular team communication, not occurring in a deployment or disaster scenario, is primarily handled by email: hillsdaleornet@gmail.com.

For meeting dates and times go to our website.

<https://portlandprepares.org/net-teams/southwest/hillsdale/>

Hillsdale hazards and vulnerabilities

Our neighborhood terrain is steep and hilly, as our name indicates. Hillsdale contains overpasses, underpasses, and viaducts. We anticipate that in a large emergency, such as a significant earthquake, many of these structures will fail, making major roads impassable. The terrain also makes radio contact spotty in some areas (see below for more detail on using radios in incident response).

Hillsdale schools -- Chabad, Hilltop Preschool and Kindergarten, Neighborhood House Head Start, Neveh Shalom Foundation, Portland Jewish Academy, Rieke Elementary, Robert Gray Middle and Ida B High (with onsite preschool) -- may need to deal with large numbers of children and parents who may be attempting to contact one another, and who may be emotionally distraught. The school grounds may not be usable to the Hillsdale NET due to their use by the Portland School District, Red Cross, VOAD (voluntary orgs active in disaster), or other emergency responders.

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Hazardous materials exist nearby, including those transported on the I-5 freeway, and ammonia tanks at Alpenrose Dairy, which if spilled or leaked could cause dangerous air quality issues in Hillsdale. Other vulnerabilities include a hospice facility, and numerous apartment buildings that may have challenges related to safe evacuation.

Related resources

This document is not meant to be a comprehensive description of the NET program or NET guidelines. Please see the official online PBEM documents for current, detailed information and protocols:

- PBEM NET Guidelines (800.70)

<http://www.portlandoregon.gov/pbem/article/475612>

- NET ICS Forms

<http://www.portlandoregon.gov/pbem/article/453433>

SECTION 2: DEPLOYMENT PROTOCOLS

General guidelines

Immediately following a disaster, take these steps:

- Check yourself and the people in your household for injuries.
- Check whether your home and property are secure.
- Try to reach your emergency out-of-state contact.

Once these responsibilities are met, and if a deployment appears possible, NET members should assemble their deployment supplies. Put on appropriate clothing and gather your NET backpack and Personal Protective Equipment (PPE), including helmet, vest, eye protection, and gloves. Stand by for deployment, per the protocols below.

How do I know when to deploy?

There are two deployment scenarios:

1) You receive instructions to deploy from PBEM.

You will receive deployment instructions from PBEM if all these are true:

- an emergency or planned event is taking place
- NET assistance is needed, and
- usual communication systems (phone and internet) are still functional. ONLY if communication systems are not functional should NETs consider the self-deployment protocols described in the next section.

PBEM will use contact information in the NET database to send a deployment authorization message via any means available, including phone call, text message, email, or amateur radio. Depending on the incident, the message will be addressed to all NET Members or to a specific geographic area, such as our neighborhood. The message may include specific deployment authorization and instructions, or it may contain a request to stand by or stand down.

If PBEM initiates a deployment, PBEM will also update a recorded status message that you can hear by calling the NET Emergency Activation telephone number, 503-823-1410. The message will contain mission instructions and may include these elements: team(s) assigned, description of specific tasks, time of assignment and estimated completion, specific location or boundaries, how a task is to be accomplished, the purpose of the mission or desired end date. Over the course of the activation, the message will be updated twice daily, at 0800 and 2000 hours. [Note: the number is only updated when needed for active deployments, so if you call it for any other reason you will come across outdated information. That's normal for the way PBEM uses this number.]

2) You make your own decision to deploy.

Members may self-deploy ONLY if all of the following three conditions are true:

- a major, city-wide disaster has taken place
- cell phones and land lines are non-operational
- you have received no message from PBEM or the Incident Team Lead

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If all three of the above conditions are NOT true, you may not deploy unless you or another team member has received instruction from PBEM or the Incident Team Lead or designated TL assistant.

Before you deploy, remember these key NET principles:

1. Your decision to deploy is entirely optional and is at your own discretion.
2. Ensuring your own personal safety comes first, and takes priority over any other actions you are considering.
3. Ensure throughout a deployment that you abide by the NET principles that follow:
 - Do the greatest good for the greatest number of people in the shortest possible time.
 - Remain within the scope of your NET training in any actions you take.
 - Remember that you are not a professional first responder. You are a volunteer extension of first responder services, offering immediate help until professional services are available.
 - Respect the chain of command within and outside the NET organization.
 - Document all your activities, to protect against liability, improve accountability, and save time for the professional emergency responders who will pick up what you started.

When you deploy, do this:

- Put on your NET equipment. This includes your helmet, vest, ID badge, backpack with supplies and radio. Remember your Field Operating Guide and Assessment Forms.
- Follow our team's Communication Protocols (see next section).
- Proceed to the Hillsdale NET Staging Area using the safest and most direct route. The team will meet at the Primary Staging Area, DeWitt Park, across the street from the Hillsdale Library. If the Incident Team Lead determines this is not a suitable location, a note will be posted at DeWitt Park directing team members to the Secondary Staging Area (first choice is field at Wilson, second choice is field at Rieke).
- Document damage on your way. As you make your way, use the ICS Form 1: Damage Assessment (see Appendix) to note damage in the neighborhood. This information will later be used by the ITL to determine and delegate assignments for volunteers.

If you encounter people who want to help – spontaneous unaffiliated volunteers, or SUVs – bring them with you so that the NET member assigned to manage SUVs can check them in and assign them tasks.

SECTION 3: COMMUNICATION PROTOCOLS

How to get information about the disaster

Hillsdale NET team members will first attempt to get information about the incident via normal communications – TV, radio (OPB 91.5), landline, mobile phone, email, or text message (texts sometimes work when cell phone voice calls do not).

Using any working communication method, the Incident Team Lead will instruct team members to report to the Primary Staging Area, the Secondary Staging Area, or to stand by. More information can be found in Section 2 of this Ops Plan and in Emergency Radio Communications, below.

Emergency radio communications

Radio will likely be the main way we stay informed during a disaster that knocks out normal communications.

The types of emergency radios

There are two basic types of emergency radios:

1. FRS/GMRS, which anyone can use (the latter requires a purchased license, but no class or test, see below). Everyone on the Hillsdale NET must have a GMRS radio, see more detail below.

- a. Register to get an [FCC Registration Number \(FRN\)](#)

- b. Register and pay for a 10 year GMRS license

- 2) Amateur or ham radio, which requires passing a test to receive an FCC license.

Everyone is encouraged to get a ham radio license. See below for more information.

NET radio equipment recommendations

We recommend that all team members purchasing new radios choose the higher-powered GMRS-type radio, rather than the FRS-only radio. The greater transmit power of GMRS is especially useful in Hillsdale, where the terrain makes reception more difficult. The Midland GTX series is a good choice. An FCC license is required to use GMRS, and team members are responsible for purchasing this license. Once licensed, family members of the licensee are permitted to use GMRS radios to communicate with the licensee, so one per family is generally adequate. Licenses must be renewed every ten years.

Amateur (ham) radio

Amateur radio is the most reliable communications tool in a disaster situation. In a disaster scenario, an amateur radio is likely to be one of the few tools that can transmit outside the neighborhood to other areas of the city, state, or country.

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By FCC rules, amateur radios can only be used by an FCC licensed operator. All Hillsdale NET team members are encouraged to become licensed. Portland NET teams should have at least one designated amateur radio operator (ARO). See Team Roster for a list of licensed AROs on our team and their call signs.

Radio coverage in Hillsdale

We have mapped our Hillsdale neighborhood and found that, from our Staging Area in DeWitt Park, we can reach much of our neighborhood via FRS/GMRS radio. Our HAM VHF coverage is higher. Depending on many variables such as terrain, weather, battery life, atmosphere and other radio traffic, you may be able to reach other surrounding neighborhoods. If you find yourself in a dead zone with no radio coverage, walk to a different area and try again.

What to say when you check in via radio

In the case of a citywide disaster that could trigger PBEM or self-deployment, all team members should check in by any working communication methods. When normal communications are not working, all Hillsdale NET communications will take place on FRS/GMRS radio.

We will use Channel 3 with no privacy code. Turn on your radio, tune it to Channel 3 and monitor the channel. Emergency communication protocol strives to keep all messages as concise as possible, using this message structure: call-sign/name of person you are trying to contact, your call sign/name, short message. For example: "DeWitt Park -- Bill Hasan -- checking in -- over."

Keep in mind you may be the first person to check in, so be patient and keep repeating your message once every few minutes. Listen for transmissions from other team members. Keep checking in until you are confirmed. Once you reach our ARO or Team Lead, you want to minimize chatter between folks walking to DeWitt as the radio channels are going to fill up rapidly. State your status, your availability to deploy, and your estimated time to arrive at the Staging Area. Follow Deployment and Operation Protocols as described here. If you cannot reach anyone by radio and you are able to deploy, simply go to the staging area to meet up with the team. If you are unable to deploy for whatever reason, shelter in place where you are safe.

The Incident Team Lead will maintain a roster to determine who is available to deploy.

The Amateur Radio Operator (ARO) has these responsibilities

An Amateur Radio Operator (ARO) will support and take direction from the Incident Team Lead, and relay messages between team members and the PBEM Emergency Communication Center (ECC). The ARO may use amateur and FRS/GMRS radios as needed.

The ARO will perform the following tasks:

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- Maintain documentation of all critical incoming and outgoing transmissions using the ICS 309 / PBEM Form 6 Communications Log.
- Maintain a reference list (preferably programmed into personal radios) of all Multnomah County ARES and PBEM tactical frequencies (noted below).
- Contact adjoining neighborhoods via cell, FRS/GMRS, or amateur radio. Current nearby channel allocations include:
 - Bridlemile – FRS 4
 - Hayhurst – FRS 4
 - Homestead – FRS 3
 - Multnomah – FRS 4
 - South Burlingame – FRS 5
 - South Portland – FRS 5
 - Southwest Hills - FRS 2

- Relocate from Staging Area to Fire Station (or other effective position) if radio contact is unsuccessful from the Staging Area.
- Coordinate or delegate communication with operators at the Hillsdale or neighboring BEECN sites.

In an emergency, the ARO should briefly check in on the **147.280 repeater** (+ 167.9 PLT), which is the Multnomah County Resource Net 2/ARES (MC2). If this does not work, turn off the radio's offset and try **147.280 simplex**. Let MC2 know that you are already assigned as the Hillsdale NET ARO.

Whether or not you achieve the above, move to PBEM Tactical 1 at **147.580** to pass radio traffic. If no one is on PBEM Tactical 1, switch to **147.540**, to pass radio traffic. If possible, monitor both PBEM Tactical 1 and 2.

NOTE: ARO communications may be conducted from the ARO's home, from a car, from the NET staging area with a portable radio set, from the amateur kit and antenna (Orange Go Kits) located at Fire Station 5, or another effective position as long as above functions can be met.

As the ARO begins monitoring regular radio traffic, the PBEM Tactical NET Controller will contact each team periodically for status reports and issue deployment authorization messages or assignments as necessary. AROs should use the Tactical NET also to request resources and information. This is to say, that the Tactical NET frequencies will likely be our NET Team's primary or exclusive connection to the PBEM Emergency Coordination Center. We can use the frequencies to provide and receive information.

The table below shows the main frequencies currently used by PBEM and Multnomah County ARES. There is a packet radio channel and a separate designator for programming in talkaround (simplex on repeater output in case the repeater goes down) channels for the repeaters. MC 2, MC 8, and MC 9 are the ones of primary interest for NET operations, but they should all be programmed in as repeaters go down and interference causes people to move around.

Amateur radio VHF frequencies

Channel Name	Transmit Frequency	Tx PL	Receive Frequency	Description
MC 1	146.24		146.84	Command Repeater
MC 2	147.88	+ 167.9	147.28	Resource NET
MC 3	146.34		146.94	Tactical
MC 4	146.48		146.48	Command Simplex
MC 5	146.46		146.46	Tactical Simplex
MC 6	147.64	+ 100	147.04	Life Safety
MC 7	147.56		147.56	Gresham Simplex
MC 8	147.58		147.58	NET TAC 1
MC 9	147.54		147.54	NET TAC 2
MC 10	145.07		145.07	K7MCE-10 Winlink Gateway
MC 11	146.84		146.84	Command Simplex
MC 12	147.28		147.28	Resource Simplex
MC 13	146.94		146.94	Tactical Simplex
MC 14	147.04		147.04	Life Safety Simplex

BEECN staging area: temporary location

A BEECN (Basic Earthquake Emergency Communications Node) is a staging area in Portland equipped with emergency medical and communications resources. These are designed for use when communications and transportation infrastructure is down, and can be used to report severe damage or injury. Note that after a disaster, it may take a few days for the BEECN staging area to be operational, depending on citywide prioritization of emergency needs.

Our BEECN cache is stored at Ida B Wells High School.

SECTION 4: OPERATIONS DURING DEPLOYMENT

Onsite management protocols

Below are the policies and procedures for setting up our staging area and managing our team's response to the disaster.

A note on terminology: NETs in their staging areas use the title "***Incident Team Lead***" or "**ITL**" while Portland Bureau of Emergency Management (PBEM) in their command center use the title "Incident Commander," to indicate the person in charge of the team's disaster response work.

Determine team leadership

The first Hillsdale NET team member to arrive at the primary NET Staging Area in Dewitt Park will assume responsibility in the role of *temporary* Incident Team Lead. But the critical role of *permanent* Incident Team Lead (permanent until handed off to the next shift) properly belongs to the most qualified NET member available at the time, based on training, experience, communication skills, and familiarity with the procedures in this Ops Plan. Training and experience include regular attendance at team meetings and participation in educational opportunities, simulation training, and any other NET-related training, such as FEMA disaster management. If the Hillsdale Team Lead or Assistant Team Lead is on scene, they will assign the Incident Team Lead, drawing on their knowledge of team members' skills and referring, as needed, to a list of qualified members stored in our cache. The designated person must, of course, be able and willing to assume the Incident Team Lead role and make the vital decisions it entails.

Determine site safety and set up the staging area

Determine if the NET Staging Area is safe. Assess for downed power lines, gas leaks, site stability, fire and other hazards or barriers. If the Incident Team Lead decides to move the location of the staging area because of safety concerns, you must report this change immediately using FRS Channel 3 with no privacy code.

- Access our cache of supplies from the shed behind the Hillsdale Fire Station on Dewitt Street. See Appendix C for inventory of supplies.
- If the site is unsafe, visibly mark the area Site Bad (using sign-making supplies stored in our cache) and sign your name, the date and the time.
- Gather cache supplies and proceed to back-up site, either the Ida B Wells High School Sports Field or the Rieke Elementary School Sports Field. At each site, assess for safety and visibly mark the area as Site Bad if needed.
- At the chosen site, establish the Incident Command Center. Erect canopy, tent, chairs and tables. Unpack and set up cache supplies. Establish organizational priorities.

The Incident Team Lead has these responsibilities

- Assign someone to ensure everyone signs in (NET form 2A).
- Gather damage assessment forms (Form 1) as people arrive.
- Prioritize damage assessment forms (Form 1). ITL will work with the team to prioritize and delegate assignments as quickly as possible, with all final decisions coming from the

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Incident Team Lead. Assignments will be delegated to functional teams that are no smaller than two people.

- Remain at Incident Command Center to prioritize, delegate and make decisions.
- Make sure all NETs and SUVs take breaks – at least 15 minutes during every three-hour work period.
- At the end of your shift, hand off your Incident Team Lead role to the next qualified and available person on our list. NET members should not be on duty for more than 12 hours in any 24-hour period. If possible, debrief the person who takes your position for the next shift.

The Incident Team Lead assigns these roles to NET members

Based on the apparent scope and severity of the incident, the Incident Team Lead should assign some or all of these roles to available NET members:

- Safety coordinator
- Spontaneous Untrained Volunteer (SUV) Coordinator. Note, this role cannot be filled by an SUV. Use Form 2B.
- Amateur Radio Operator (ARO). See Radio section.
- Documentation Coordinator/scribes (note: several needed, with one dedicated to work with the ARO).
- Operations Coordinator, with sub coordinators as needed for:
 - medical (triage and treatment)
 - search and rescue (recovery, fire suppression, damage assessment)
 - logistics (equipment and supplies, food, water, sanitation, transport)
- Planning Coordinator

Functional Teams are assigned to carry out specific tasks

The Incident Team Lead or assigned coordinator will assign and direct functional teams, such as Medical Triage or Search and Rescue. Functional Teams will always include at least two individuals who remain in close visual and/or voice contact (not radio). When functional teams are assigned, the Incident Team Lead or assigned coordinator will complete a Team Assignment Tracking Log (NET Form 3) for each team deployed.

Functional teams will carry out their assignments using proper ICS documentation and staying in touch with the Hillsdale NET Staging Area via FRS/GMRS or ham radio. Once assignments are complete, members report back to the Staging Area (or call in via radio) for further instructions. On completion of each deployed team, the Team Leader will complete an Assignment Briefing form.

All teams must document their work

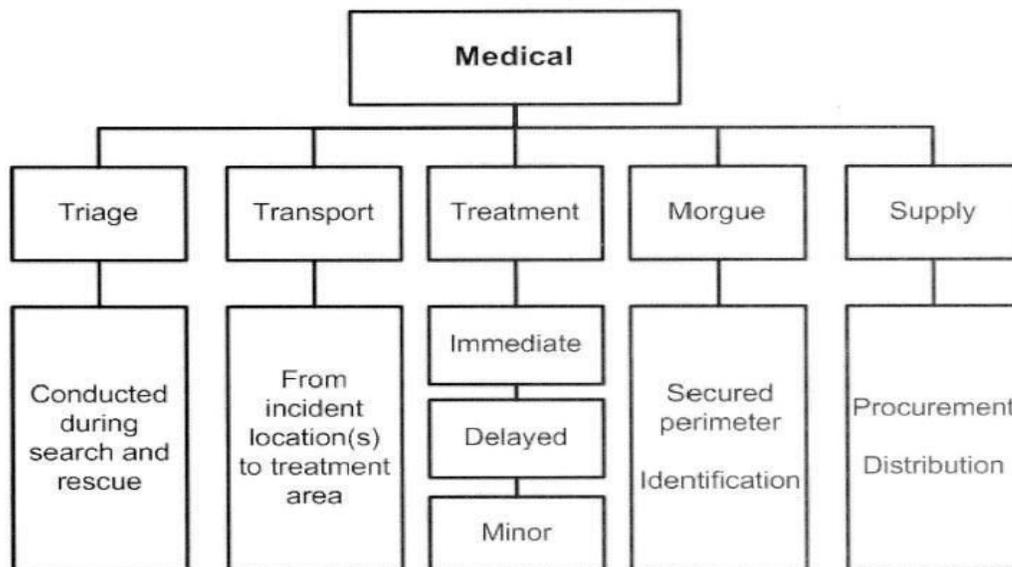
As NET members arrive at the Incident Command Center they will sign in using the Personnel Check-In Form (NET Form 2A). NET members will deliver to the Incident Team Lead or Operations Coordinator any Damage Assessment Forms (NET Form 1) they have filled out, and then await assignment on a functional team or other task. Functional team members will carry out their assignments using proper Incident Command documentation and remain in touch with Incident Command via radio. Once assignments are complete, the functional team will return to Incident Command staging

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area for reassignment or dismissal. When dismissed, NET members will check out using the Personnel Check-In form.

Triage and medical teams

Triage and minor medical treatment may be completed in the field in structures with light damage. In structures with moderate damage team members will triage but if victims require medical care they should be transported to the Medical Treatment Area.



Medical treatment area

Initially the Medical Treatment Area should be located near the Incident Command Center within the selected staging area. The Medical Treatment Area should be upwind of hazards. The Medical Treatment Area should ideally be located adjacent to an open road for access to emergency vehicles and deliveries. Delineated areas for minor, delayed and immediate care will be identified and marked. The morgue should be located downwind and with a visual barrier away from surviving victims.

As each patient is admitted to the Medical Treatment Area they will be added to the Victim Treatment Area Record (NET Form 5A). As each patient is admitted the caregiver will start and maintain an Individual Treatment Record (NET Form 5B). If the patient is transferred to a higher level of care (EMS transport or hospital), the Individual Treatment Record must accompany the patient.

Logistics team

The Logistics Coordinator will create and maintain a list of all available equipment and supplies. Once there is an identified need for additional equipment, the Logistics Coordinator will survey NET members, SUVs, community members and others for availability of that equipment. The Logistics Coordinator will also keep the Incident Team Lead and Amateur Radio Operators informed of these steps. The Logistics Coordinator will maintain the Equipment Inventory form (NET Form 7).

Spontaneous Unaffiliated Volunteers (SUVs)

When SUVs report, the SUV Coordinator will be responsible for them, or designate another team member to be responsible for them and set up a volunteer check-in station. The person responsible for SUVs will welcome and interview them. During the interview, the SUV Coordinator will discuss response safety and the need to not interfere with emergency responders.

Key points related to response safety include:

- Make sure you, your family and home are OK first
- Check in with your out-of-state contact
- Do not become another victim by endangering yourself to rescue someone else
- Always work in pairs
- Tasks will be prioritized to do the greatest good for the greatest number of people

The SUV Coordinator will also learn about each volunteer's relevant response skill sets. Examples include, but are not limited to, the skills listed on NET Form 2B (see Appendix):

- Medical (doctor, nurse, EMT, dentist, psychologist, first aid, scouting)
- Building damage assessment training
- Child care
- Camp management
- Shelter construction

Each Spontaneous Unaffiliated Volunteer will fill out – and sign – NET form 2B. There also is a small section for the SUV Coordinator to fill out as soon as it is practical to do so. The SUV is asked to sign a waiver agreeing to assume all risks, waiving any claim for damages, and indemnifying the City of Portland from all damage claims.

All SUVs who have been checked in by the team will be designated using wristbands. As NET assignments become available, the designated team member will review and delegate appropriate tasks to the SUVs. Besides the tasks related to their specialized skills, SUVs may be assigned to functional teams; but no functional team should consist only of SUVs – each should include at least one NET member. (If a SUV goes off on their own, against instructions, the NET member should tell the Incident Team Lead.) SUVs can also assist with structured assessment of the neighborhood to augment the observations of NET members.

As with NET members, SUVs should not be on duty for more than 12 hours in any 24-hour period. This is really really important for everyone. Leadership must enforce the requirement that personnel have adequate time to rest and recuperate. Though specific circumstances will vary, a 15-minute break should be taken by all NETs and SUVs every three hours for relaxation, recovery, and nourishment.

Appendix A: Forms Used During Deployment

NET Form 1: DAMAGE ASSESSMENT		
Neighborhood Emergency Team	Date (yyyy/mm/dd)	Date/time received by TL
Person Reporting (please print)		Person Receiving (please print)

	Burning	Out	Gas Leak	H2O Leak	Electric	Chemical	Damaged*	Collapsed**	Injured	Trapped	Deceased	Road Access?	Dangerous Animals?
Location	Fires		Hazards				Structures		People #		Y/N	Y/N	

* DAMAGED: Indicate Light (L), Medium (M) or Heavy (H) # PEOPLE: Indicate number of people
 ** COLLAPSED: Indicate as Partial (P), Partial Front (PF), Partial Rear (PR) or Partial Side (PS)

NET Form 2B: SPONTANEOUS VOLUNTEER INTAKE

PRINT Last, first name: _____

With my signature below, I certify that I have not been convicted of a felony since my 18th birthday.

signature or initials: _____

Please identify any limitations that would affect the type of volunteer assignments you can undertake.

Do you take medication and if so, do you have access to it? N/A Not sure Yes No

Have you contacted your family? Yes No

Would you like to be contacted in the future for volunteer training and work? Yes No

Would you like to be contacted again to help with this emergency? Yes No

To volunteer with this emergency response, please complete this form and return it to the person who gave it to you. You will receive a brief interview as soon as possible.

Please answer the questions truthfully and as completely as possible. This information helps us find the most appropriate assignment for you.

Agreement of Understanding

I understand the dangers of participating. Despite the potential dangers and risks, I will participate and I agree to assume all the risks associated with such participation. In consideration for the acceptance of my participation as a volunteer, I hereby waive, release, hold harmless, and discharge any and all claims for damages for personal injury, property damage or death, which I may have or which may hereafter accrue to me, or to my heirs or assigns, as a result of my participation as a volunteer. In addition, I agree to indemnify the City from all claims demands, suits, actions, liabilities, damages, costs or expenses resulting from or arising out of my activities. This release, waiver of liability and indemnity agreement is intended to discharge and release the City of Portland, and its agents and employees from and against any and all liability arising out of, or connected in any way with, my participation as a volunteer. It is further understood and agreed that this release, waiver of liability, and indemnity agreement is to be binding on me and my heirs and assigns.

I have carefully read this agreement and fully understand its content. I am aware that this is a release of liability and a contract between myself and the City of Portland Bureau of Emergency Management, and I sign it voluntarily and of my own free will. I furthermore certify that all information I provide is true and correct.

Signature _____

Date _____

NET Form 2B: SPONTANEOUS VOLUNTEER INTAKE (reverse)

Last, first name _____
 Home address: _____
 City _____ State: _____ Zip code: _____
 Best phone: (____) _____ E-mail: _____
 Age: _____ Gender: _____ Driver's license (state/#) _____
 Fit for physical work? Yes Light No
 Emergency contact name: _____ Relation: _____
 Emergency contact phone (____) _____ - _____

- Skills or Experience (mark all that apply)**
- Medical training
 - First aid/CPR
 - Fire fighting skills
 - Safety and security
 - Search and rescue skills
 - Crisis counseling skills
 - Office/organizational skills
 - Teaching skills
 - Crowd control
 - Carpenter skills
 - Chainsaw skills
 - Electrician skills
 - Amateur radio skills
 - Food prep skills
 - Commercial license
 - non-English languages:

- Equipment/Supplies You Can Provide**
- First aid supplies
 - Spare wheelchair or crutches
 - Spare bed(s)
 - Tarps or tents
 - Chainsaw
 - Bottled water
 - Generator
 - Fire extinguisher
 - Camp stove and fuel
 - Walkie-talkie or other radio
 - Prybar
 - Blanket(s)
 - Flashlight(s)
 - Batteries
 - Rope

FOR OFFICIAL USE ONLY

ID verified (initials)	Accepted?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Issued ID? Yes <input type="checkbox"/> No <input type="checkbox"/>	Badge # _____		
Waiver signed	Yes <input type="checkbox"/> No <input type="checkbox"/>		
NET organization/objectives	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Weapons policy	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Safety awareness	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Search and rescue	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Medical triage	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Assignment 1: _____			
Assignment 2: _____			

White: Operations Manager Yellow: Planning Pink: Volunteer Lead

Appendix B: Hillsdale NET Active Team Roster

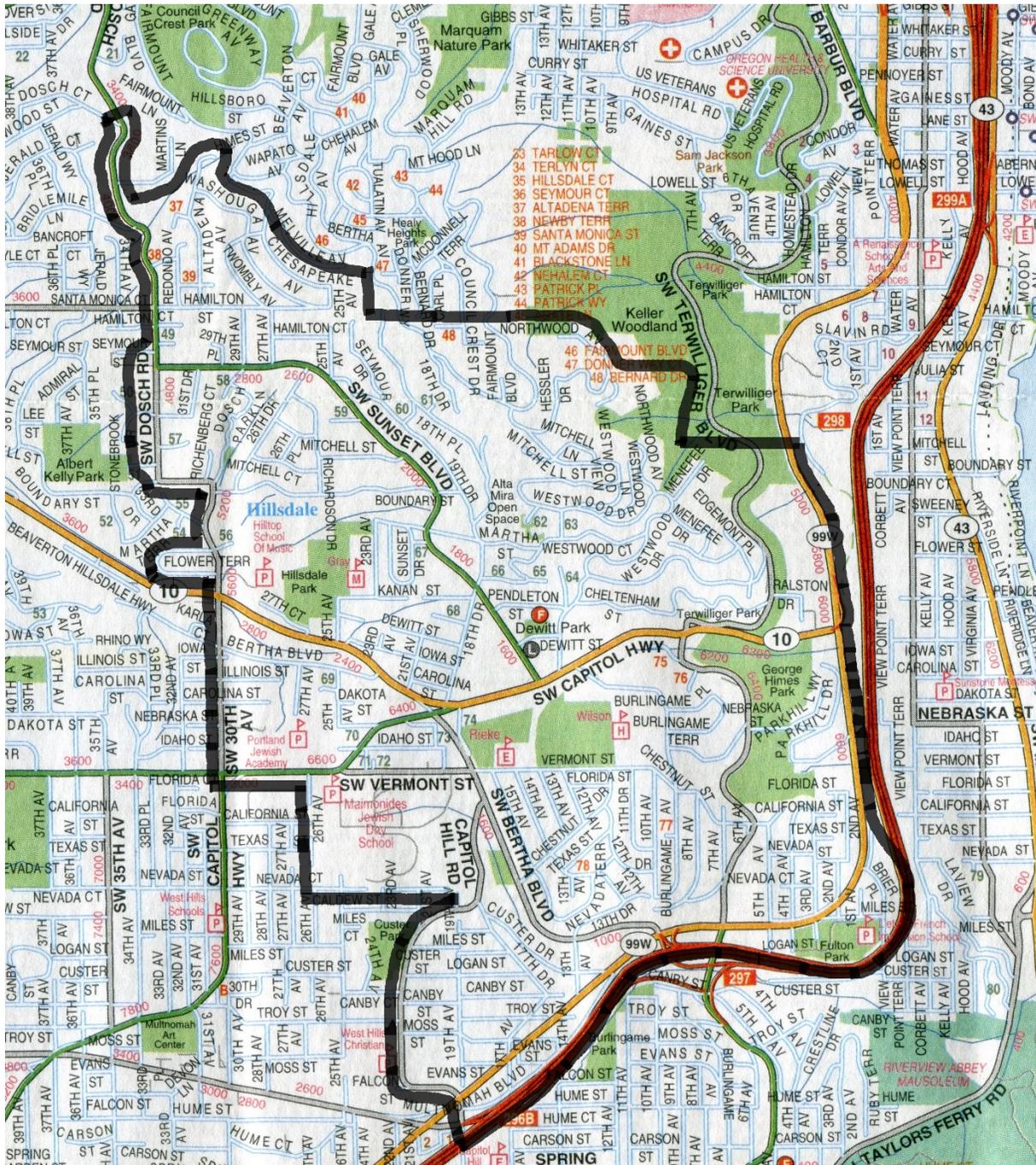
[To be added in future Ops Plan revision.]

Appendix C: Hillsdale NET Cache Inventory

The following items are in our cache at Fire Station 5:

- Open Me First container with ICS forms, Ops Plans and other supplies for Incident Team Lead
- 2 tables and 4 chairs
- 4 older stretcher boards and 2 newer ones
- 1 awning and 4 sand bags
- 1 large tent and 1 small tent
- 2 containers of medical supplies
- 1 container of cribbing materials
- 1 container of radio gear
- NET signage and sign-making materials
- Container of NET outreach materials

Appendix D: Map of the Hillsdale Neighborhood



[Document change log](#)

- Update December 2021
- Update: September 2019, updated names/roles in Quick Facts section and meeting times/locations.
- Update: September 2018
- Update: April 2018
- Update: June 2017
- Original: March 2014

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