

NET Operations Plan

Argay/Parkrose NET Team

Rev. 0, Wednesday, May 07, 2014
Friday, May 09, 2014

The purpose of this document (our **Ops Plan**) is to provide deployment instructions for the Argay/Parkrose NET Team members. This document has been prepared according to the **Neighborhood Emergency Team (NET) Guidelines**, maintained by The Portland Neighborhood Emergency Team (NET) program under the City of Portland Bureau of Emergency Management (PBEM). In the following, we will use **Guidelines** to refer to the preceding document.

This **Ops Plan** is supplemental to the **Guidelines** and will not reproduce or replace information found in the **Guidelines**. Team members must become familiar with the **Guidelines**. The latest version of the **Guidelines** may be found at <http://www.portlandoregon.gov/pbem/article/475612>. Specifically, members must understand section 800 of the **Guidelines**, which covers the following.

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SECTION 800 - OPERATIONS: EMERGENCY DEPLOYMENT
800.05 Operations: Guiding Principles
800.10 Responsibilities Prior to Deployment
800.15 Self Determination to Deploy
800.20 Activation Protocols: PBEM Initiated Deployments
800.25 Activation Protocols: Self Deployment
800.30 Activation Protocols: Standing Orders
800.35 Onsite Management Protocols - General
800.40 Chain of Command
800.45 Indemnification
800.50 Media Requests
800.55 Spontaneous Unaffiliated Volunteers (SUVs)
800.60 Member Deployment Outside of Service Area
800.65 NET Call-up and Deployment Outside of Portland
800.70 NET Communication Protocols
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In particular, Section 800 describes what responsibilities NETs have after an event but before deploying, how NETs are notified for deployment, and what activities NETs should undertake *en route* to their staging area.

This **Ops Plan** addresses the following, which is based on Appendix A of the **Guidelines**.

- How will NET members communicate with each other immediately following a disaster?
- Where is the NET Staging Area that members will deploy to? If the Staging Area is not accessible, is there a backup Staging Area and where is that?

- Is there a Basic Earthquake Emergency Communication Node (BEECN) in the neighborhood?
- Who will act as the Incident Team Leader at the NET Staging Area and begin delegating tasks? Who is next in line to act as Incident Team Leader if that person is not available?
- How will the NET intake and manage Spontaneous Unaffiliated Volunteers (SUVs)?
- Are there locations in the neighborhood that pose particular problems or hazards in the event of an emergency, and what is the most appropriate way for the NET to manage or work around these hazards?
- How will the NET Amateur Radio Operator (ARO) communicate with the Portland Bureau of Emergency Management's Emergency Coordination Center (ECC)?

There are endnote references throughout this document. They appear as raised numbers at the end of sentences, like this ¹. The endnotes are listed at the end of this document. These notes provide the reasons why certain decisions have been made. Such a record provides continuity and contributes to on-going NET Team learning.

*Where is the NET Staging Area to which members will deploy?
Is there a backup Staging Area and where is that?*

1. The primary NET Staging Area is [REDACTED] ¹
[REDACTED]
2. If it has been necessary to relocate, the backup staging area will be stipulated on the front door or façade of the home of Michael Schilmoeller and Katie Larsell.
3. If the home of Michael Schilmoeller and Katie Larsell is inaccessible or has been vacated without any such posted stipulation, the secondary NET Staging Area is the [REDACTED]
[REDACTED]
4. If members are cut off from the primary and secondary locations and do not have communications with the NET Staging Area, they should agree among themselves on a team member home that is safe and comfortable and notify others in similar circumstances. They should continue to try to contact the NET Staging Area either directly or through the PBEM Emergency Coordinator or the Multnomah County Emergency Coordinator. Amateur radio frequencies for the purpose of contacting the two latter agencies appear in Appendix A of the *Guidelines*.

Who will act as the Incident Team Leader at the NET Staging Area and begin delegating tasks? What is the order of succession if that person is not available?

The Incident Team Leader at the NET Staging Area will be the first team member arriving at the NET Staging Area who is willing and able to assume the tasks of the Incident Team Leader. This protocol will hold at members' homes if the member home owner is unable and unwilling to assume those duties. Consistent with Incident Command Structure procedures, the Incident Team Leader will remain in charge under he or she agrees to relinquish that responsibility to another member or to a person with more experience or greater authority.

How will NET members communicate with each other immediately following a disaster?

1. Conventional means of communication (telephone, internet) will be the first choice, if they are available.
2. If conventional means are not available, members will use General Mobile Radio Service (GMRS) radios. NET participants will attempt to contact each other on 462.6875 MHz with a privacy tone of 67.0 Hz. This is channel 6 for both Family Radio Service (FRS) and GMRS radios. The privacy tone of 67.0 Hz corresponds to channel one (1) on all commercial handhelds with which we are familiar.³

Where are the nearest BEECN stations?

There are three nearby BEECN locations

1. Parkrose High School (NE 19)
2. Wilks Park (NE 20)
3. Knott City Park (NE 18)

Deployment to BEECN stations will be a NET Team decision made only after team NETs have reported to the NET Staging Area and the Incident Team Leader has concluded the team has sufficient resources to staff the BEECN.

As of this writing, the BEECN equipment cache location is unknown. Until informed otherwise, the plan is that the locations of these BEECN caches will be revealed when an event occurs, by the most effective and expedient means available to the PBEM ECC.

How will the NET intake and manage Spontaneous Unaffiliated Volunteers (SUVs)?

The Argay/Parkrose NET Team will prepare a detailed plan for the intake and management of SUVs in 2014, based on the work of New Zealand Ministry of Civil Defense and Emergency Management. Key elements of this plan will include

1. Volunteer coordinator job description
2. Volunteer coordinator task checklist to facilitate
 - a. Summarizing volunteer skills and capability
 - b. Identifying skill needs not filled by available SUVs
 - c. Tracking individual SUVs for the purpose of maintaining their safety, support, and deployment status
3. SUV tasks and job descriptions
 - a. Desk-based tasks
 - b. Active tasks
4. Key messages for SUVs
 - a. Training
 - b. Oversight
5. An outline of the SUV intake center, which would likely be located at or near each BEECN site
 - a. Reception
 - b. Screening
 - c. Training, deployment, and tracking
6. Logistical support for SUVs, including health, safety, fuel, feeding, and limited shelter

It is anticipated that staffing of the SUV intake center from selected SUVs will be among the first tasks of a small cadre of NET team members assigned to a BEECN.

Are there locations in the neighborhood that pose particular problems or hazards in the event of an emergency, and what is the most appropriate way for the NET to manage or work around these hazards?

The principal hazards that have been identified are

1. the Northwest Natural Gas transmission pipeline that follows Sandy Boulevard
2. materials carried by the railway systems that follow Interstate 84 and Sandy Boulevard, including anhydrous ammonia, fuel oil, and liquefied natural gas;
3. industrial materials, primarily north of Sandy Boulevard, including acid for storage batteries used by cell phone towers and automotive shops; fuels, including propane and liquefied natural gas; smaller amounts of corrosive or toxic substances
4. flooding that may occur north of Sandy Boulevard in the event of Mt Hood's eruption or uncontrolled river flows

The Argay/Parkrose NET Team will prepare a detailed plan for the mitigation and management of these risks in 2015.

How will the NET ARO communicate with the ECC?

The NET ARO will

1. follow the procedures identified in Appendix A of the ***Guidelines***,
2. familiarize themselves with the frequencies and protocols followed by the Multnomah County Amateur Radio Emergency Services (ARES),
3. train in the use of the Fire Station #2 VHF radios and BEECN handheld transceivers

Direct communications with the ECC is anticipated by the procedures in Appendix A of the ***Guidelines***. If direct communication fails, a well-vetted alternative is contact with the Multnomah County Emergency Communications Center, which has ARES operators trained and assigned to the PBEM ECC.

Background and Strategy

It is useful to record the reasons why certain decisions have been made. Such a record provides continuity and contributes to NET Team learning. This should be helpful to those who wish to modify this plan in the future. The following are endnotes to statements and choices appearing in the *Ops Plan*.

¹ It may be hours or days before all NET members can assemble at the Staging Area. The location must therefore be provisioned with food, water, heat, a place to rest, and means of communication. The location must be readily available, rather than locked and accessible only by persons with certain credentials or keys. The homes of team members are the most obvious alternatives. [REDACTED] in particular, has been seismically reinforced and has amateur radio equipment with backup power.

² [REDACTED] has also been seismically reinforced.

³ Channel 6 (462.6875 MHz) may be used either by FRS radios or by GMRS radios. FRS radios are limited to ½ Watt of transmission power but do not require a license; GMRS radios typically have several available power levels up to 5 Watts. GMRS radios, however, require a license for any non-life threatening emergency use above ½ Watt.

The privacy tone number 1 (67 Hz) is the same for Cobra, Cherokee, Midland, Motorola, and Radio Shack units and corresponds to 67.0 Hz. The privacy tone is also referred to as a Privacy Line or “PL” tone and as a Continuous Tone-Coded Squelch System or “CTCSS” tone. Note that there is another form of privacy tone system available on some GMRS radios called Digital-Coded Squelch (DCS). The DCS technology is not compatible with CTCSS technology – radios using DCS will not hear and will not be heard by radios using CTCSS privacy tones.

While the name suggests that a privacy tone affords some privacy or encryption, this is not the case. All communication on a channel carrying a privacy tone can be heard by any receiver on that channel without privacy tone capability or with its privacy tone turned off. *Operators must always exercise discretion when communicating medical or other sensitive information about themselves and others.*

The purpose of the privacy code is to eliminate interference *at the receiver* from multiple, possibly simultaneous transmissions using the same channel. That is, a receiver with a privacy tone activated can hear only transmissions carrying that particular privacy code. Given that there are only a handful of FRS and GMRS channels and that these will be heavily used in an emergency, privacy tone technology can therefore be quite valuable. For more information about CTCSS technology, see <http://en.wikipedia.org/wiki/CTCSS>