

# Hazelwood/Mill Park NET Operation Plan

2019 – updated 10/04/19

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## Hazelwood/Mill Park Neighborhood Borders

The area runs roughly from the south of NE Halsey St. to just north of Division St., from I-205 East to 148th Ave north of Stark St, then 142<sup>nd</sup> south to Division.

## Fire Station

Fire Station #7: 1500 SE 122nd Ave ---  
They serve: Hazelwood, Mill Park & N side of Powellhurst-Gilbert neighborhoods.

## Staging Area:

Staging area #1: Sunnyside Adventist Church  
Address: 10501 SE Market St Portland, OR 97216

Staging area #2: East Portland Community Center  
Address: 740 SE 106th Ave, Portland, OR 97216

## BEECN Area

SE-44: Ventura Park  
Address: SE Stark Street & SE 117th Avenue

SE-45: Mill Park  
Address: SE Mill Court west of 122nd Avenue

## Emergency Communication Protocol

Radio Usage: FRS / GMRS

FRS/GMRS Channel	Ham UHF Simplex Frequency	Neighborhood	Direction
2	431.200 MHz	Parkrose	NW
3	431.300 MHz	Argay	NE
4	431.400 MHz	Montavilla	W
5	<b>431.500 MHz</b>	<b>Hazelwood/Mill Park</b>	-
2	431.200 MHz	Centennial	E
6	431.600 MHz	Powellhurst-Gilbert	S
7	431.700 MHz	Pleasant Valley	SE

## Multnomah County Emergency Ham Radio Settings

Channel Name	Transmit Frequency	Tx PL	Receive Frequency	Description
MC 1	146.24	146.84		Primary Repeater
MC 2	147.28	+ 167.9	147.28	Secondary Repeater (Resource Net)
MC 3	146.34	146.94		Tertiary Repeater
MC 4	146.48	146.48		Primary Simplex
MC 5	146.46	146.46		Secondary Simplex
MC 6	147.04	+ 100	147.04	Delta Repeater
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 11	146.84	146.84		Simplex
MC 12	147.28	167.9	147.28	Simplex
MC 13	146.94	146.94		Simplex
MC 14	147.04	100	147.04	Simplex

### Pre-Deployment Plan: responsibilities?

Deployment Protocols - Immediate Responsibilities Following a Disaster:

- **Your safety comes first.**
- Protect yourself from further danger by putting on long pants, a long-sleeved shirt, sturdy shoes or work boots, and work gloves.
- If in a high-rise building, expect the fire alarms and sprinklers to go off during an earthquake. Check for and extinguish small fires. **Do not use the elevators.** Fire is the most common hazard following earthquakes.
- Clean up spills.
- Inspect the home for damage. Aftershocks can cause additional damage to unstable buildings. If there are major cracks in the chimney or foundation or if the home or utilities have been moved by the earthquake, get everyone out of the home. When safe take photographs of your home and its contents to document insurance claims.
- Put the **OK/Help** sign in your window.
- Tune to the Emergency Alert System (EAS) on your TV or radio for emergency information and instructions.
- You (or a member of your household) should attempt to contact your emergency out-of-state contact.
- Expect aftershocks!

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Remember that NET members should self-deploy only if:

- A disaster is taking place;
  - Communications systems are down; and
  - You have received no message from PBEM or Interim Team Lead (ITL).
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## Onsite Positions / Chain of Command

Incident Commander / Team Leader (ITL)	
>	Communications / Amateur Radio Operator
>	Scribe / Documents Coordinator / Planning Lead
>	Operations Coordinator
	Damage Assessment
	Search & Rescue
	Medical Director
	Triage / Treatment
>	Logistics Coordinator
>	Equipment / Supplies / Transportation / Food & Water / Sanitation for NET Members and SUV's
	SUV Coordinator

## NET Forms - DOCUMENT EVERYTHING ... even if you only have notepads!

- 1 Damage Assessment
- 2A Personnel Check-In
- 2B SUV - Spontaneous Unaffiliated Volunteer Intake
- 3 Team Leader's Assignment Tracking Form
- 4 Assignment Briefing
- 5A Victim Treatment Area Record
- 5B Individual Treatment Record
- 6 Communications Log
- 7 Equipment Inventory
- 8 General Messages

## Deployment Plan:

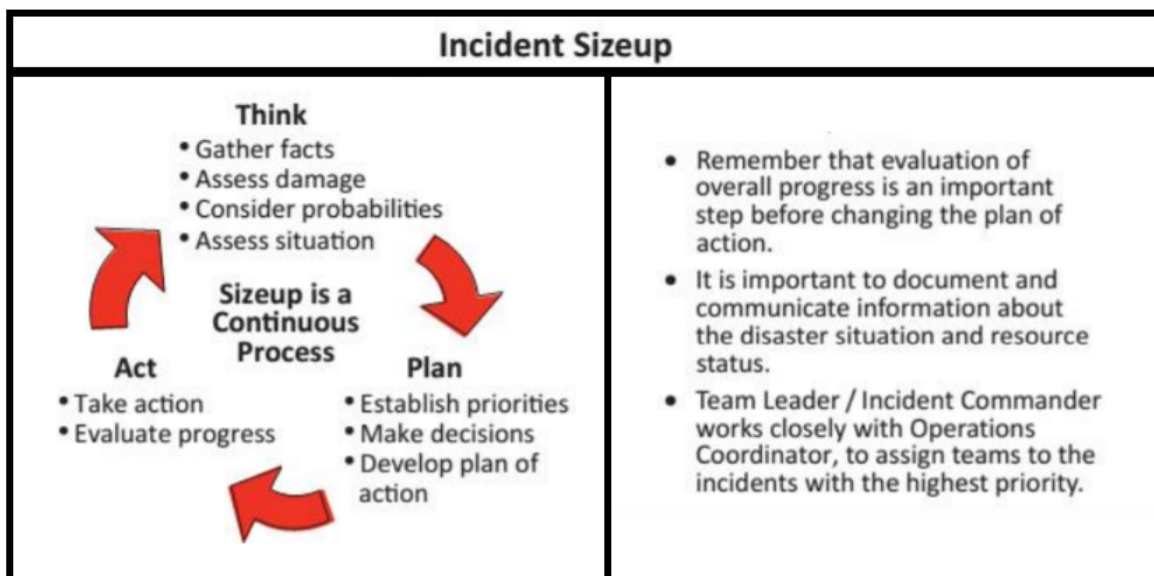
- **Do the greatest good, for the greatest number of people, your safety is the first priority.**
- **Your decision to deploy is entirely optional and is at your own discretion.**
- Retrieve your NET kit, put on your NET Badge and personal protective equipment and get your copy of the NET Operations Plan. Include snack items and water.
- Check your neighborhood. Help immediate neighbors who may require immediate assistance.
- In case of emergency team members should receive a recorded message from PBEM asking them to deploy. If you didn't receive this message within twenty-minuets, you may self-deploy.
- If you deploy, you should follow all radio/communication protocols and document the results.
  - Use phones if possible, keep radio communications short & succinct, using pro-words & phonetics.
- On Your Way to Staging Area:
  - Document the damage, by filling up (Damage Assessment Form #1).
  - When arriving to staging area, turn in the form(s) to (Incident Team Leader).

For deployment updates 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

- The first NET member arriving at the Staging Area assumes Incident Command.
- When the Team Leader arrives, incident command can be 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 Personnel Check-In form (#2.A), and are given assignments using Assignment Briefing form. (#4)
  - Assignments are tracked by the Team Leader using Assignment Tracking Log (#3).
- ARO / Radio Operator:
  - Establish communications between NET Team and EMC (Emergency Coordination Center). All communications are documented on the Communications Log (#6)



## When Arriving at the Staging Area:

Determine whether the Staging Area is safe. - If NET Staging Area 1 is not safe and secure for NET Operations, or volunteers cannot reach NET Staging Area 1, radio other members, if possible, and proceed to NET Staging Area 2. Leave a visible message, with your initials, time/date and “Site Bad”. At Staging Area 2, leave a visible message as “Site Good” with your initials and the date/time – in case you need to leave.

- If the (Incident Team Leader) is not available, designate an alternative (Incident Team Leader) until the (ITL) arrive.
- Provide him/her with (Damage Assessment Forms), discuss the situation with them.
- (ITL) distributes assignments.
- If you are the only arrival to staging area, or few members made it to the scene:
  - You may join other teams on the scene.
  - If no other teams at the scene, you may form a team with the few members available and the SUVs.
  - If you are the only member present, you have the choice to work alone or go back home.
  - But no matter what choice you made, you must follow the documentation procedure and fill in the required forms.

### Chain of Command at the Scene:

#### Incident Team Leader:

- Prioritize Incidents & Assign Tasks.
- Give instructions to Team Leaders. ITL should have no more than 5 to 7 members reporting to them.
- Give instructions to Radio Operator to attempt to reach Multnomah County ARES resource NET & PBEM NET Coordinator.
- Communicate with authorities on the scene.
- Assign tasks to team members.

#### Team Leaders:

- Rotate tasks between team members every two hours to avoid exhaustion.
- Communicates with Incident Team Leader.
- Update Incident Team Leader with results & numbers.
- Provide Incident Team leader with documentation forms.
- Develop and follow the Relief Plan as needed.
- Communicate with their Team Leader.

#### Team Members:

- Update Team Leader with process, obstacles, results and numbers.
- Fill in and maintain documentation forms.
- Hand the forms to team leader.
- All NET members must follow the orders if they are asked to stay around or stand-down, by any emergency personnel, like: Police, Fire, EMS, Military, City of Portland Bureau or staff from PBEM.

#### ALL NET Members:

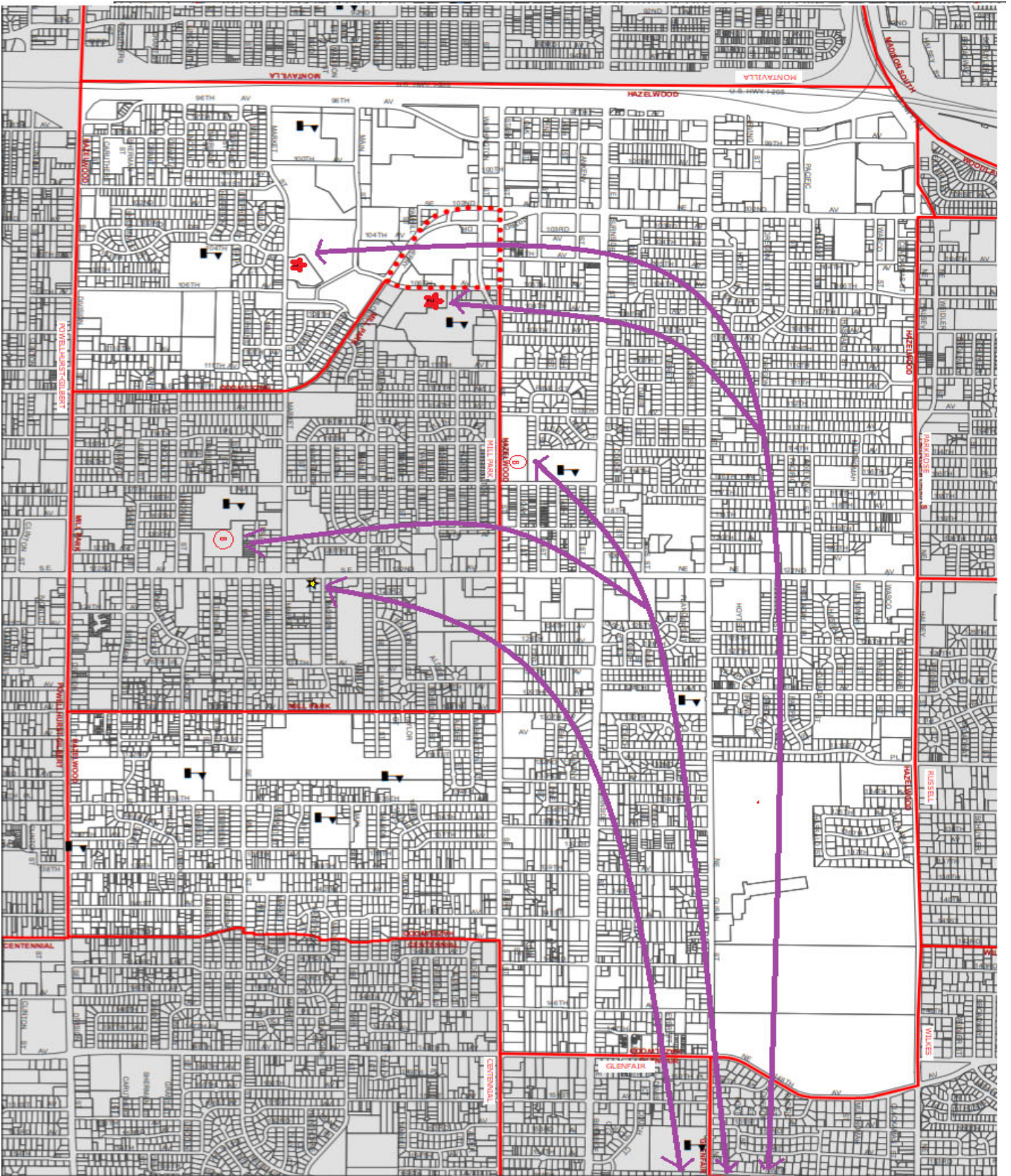
- Document all orders and communication.
- Update your chain of command with the status.

## Shift Times & Breaks

- Members should not work more than a 12-hour shift in 24 hours.
- Assign Relief Teams if you have the personnel; they may exchange shifts every 6 hours as needed.
- The relief team members may take the members place while on they are on break.
- Alternate 10-minute breaks every 2 hours with the alternate.
- Team leaders must be kind to team members. Don't push them; don't overwork them because errors, poor performance and less productivity are most likely to occur when they are tired and overwhelmed. Always show appreciation for their efforts.

## Dealing with The Crowd:

- The assigned person should take them aside, far away from the scene and introduce themselves as the person in charge; thank them for their willingness to help and show appreciation.
  - Show concern about their safety, and the risk that they may face because they are not trained.
  - Interview them; write down their names & any special skills they have.
  - If you feel that will not be beneficial to the team ask them to stay where they are, away from the scene, for their safety, and to (help) in facilitating the team work.
- Use the skilled ones, at their own risk and responsibility, like: Drs., Nurses, Engineers, Construction workers, Carpenters, Blacksmiths, Mechanics, Landscapers... etc. to help in the rescue and triage process.
- Use the unskilled ones as Scribes, Runners, removing debris, building bathrooms, building tents for the triage area, etc.
- Spontaneous unaffiliated volunteers (SUV's) need to be checked in on the Personnel Check-In form (#2.A) along with NET members.
- Have them sign the Spontaneous Volunteer Intake form (#2.B) that clears you from any liability or responsibility in case of injury or death. This will also list any skills or limitations which they may have.
- Don't take their phone numbers, and don't promise them anything.
- Ask the rest to stay where they are, away from the scene, for their safety, and to (help) in facilitating the team work.
- Do not talk to the Media, but refer them to PBEM.



City of Portland  
 Office of Community  
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 and Sustainability

**Hazelwood**

- ★ Staging Areas 1 & 2
- ★ BECCN Locations
- ★ Fire Station #7
- Neighborhood Boundary
- Overlapping Boundary
- ★ Fire Stations
- 🏫 Schools
- - - City Boundary



**INSPIRATION SOURCES**  
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 Sustainability. Updated by Bureau of Planning and Sustainability  
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