



Irvington Neighborhood Emergency Team (NET)

# Operations Plan

-originally created May 28, 2014  
-updated on October 27, 2015



## ROSTER

### ○ Incident Team Leader:

Erik Hovmiller [REDACTED]

### ○ Backup Incident Team Leader:

Patty Mizutani [REDACTED]

### ○ Amateur Radio Operator:

David Byrnes [REDACTED] KC7MBJ

### ○ Backup Amateur Radio Operators:

Harris Orem [REDACTED] KG7AMN

Richie Rosenhaft [REDACTED] KG7AZQ

Bill Jemison [REDACTED]

Roger Sharp [REDACTED] KG7AZQ

### ○ Spontaneous Unaffiliated Volunteer Coordinator:

Frances Dyke [REDACTED]

### ○ Backup Spontaneous Unaffiliated Volunteer Coordinator:

Kate Davenport [REDACTED]

### ○ Other Active Team Members (have opted into having their names and information included here):

Beth Melnick [REDACTED]

Calvin Smith [REDACTED]

Margaret Oscilia [REDACTED]

Kylie Kallio [REDACTED]

Maddy Ouye [REDACTED]

Woody Mosby [REDACTED]

### ○ Adjoining and Active NETs:

Beaumont-Wilshire/Alameda – Team Leader Con Bricca [REDACTED]

King – Team Leader Dawn Jones Redstone [REDACTED]

Hollywood – Team Leader Ian Timm

## CRITICAL LOCATIONS

### ○ Staging Area:

The parking lot of Westminster Presbyterian Church which is across the street from the address of 1624 NE Hancock St.

### ○ Backup Staging Area if primary is not accessible:

The playground area behind the Irvington School at 1320 NE Brazee St.

### ○ Supply Cache:

One does not currently exist.

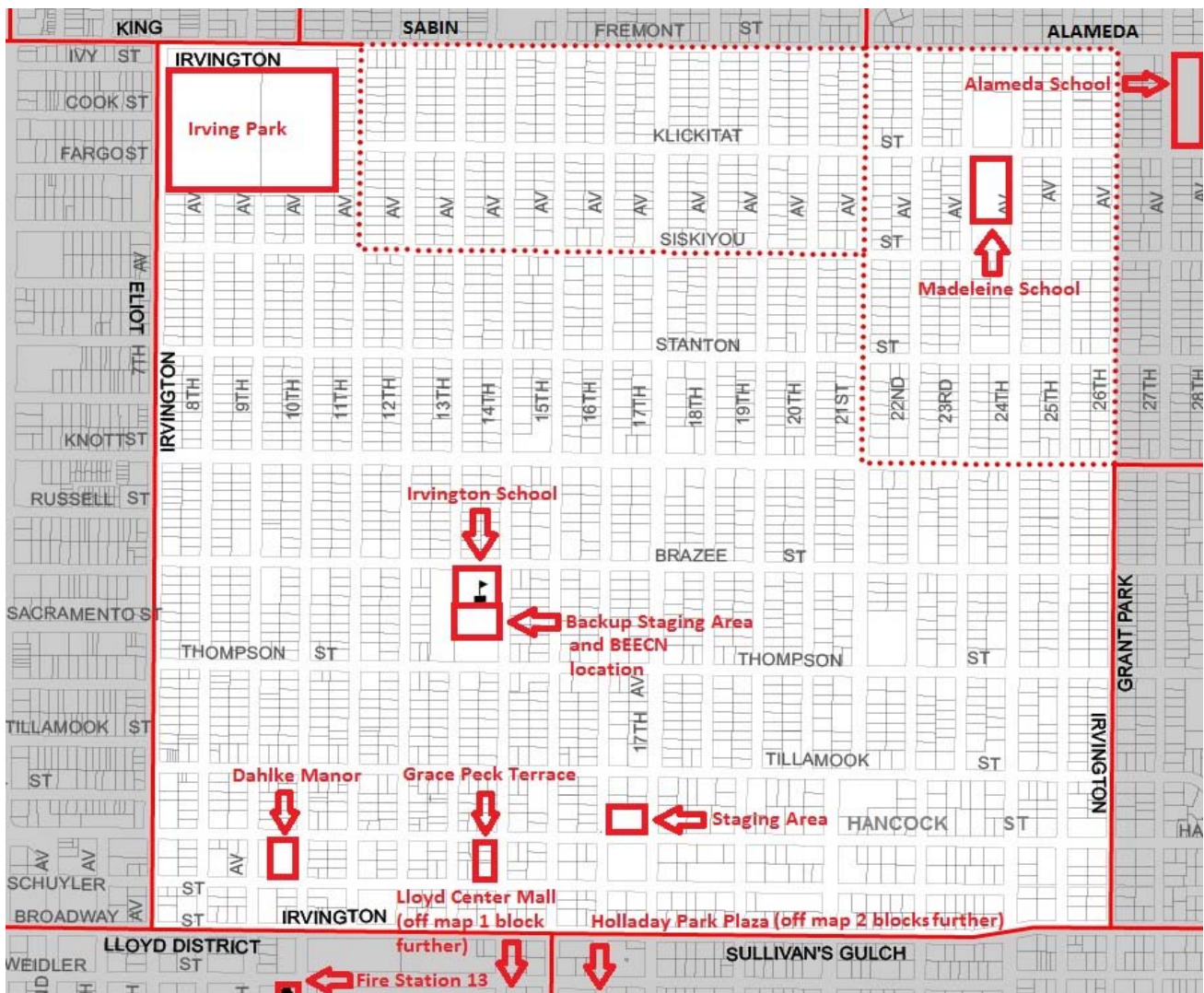
**○ Nearest Fire Station:**

Fire Station 13 at 926 NE Weidler St. The station was built in 1955 and retrofitted in 2003.

**○ Nearest BEECN:**

A BEECN is located at the Irvington School at 1320 NE Braze, which is also the location of the Backup Staging Area. A BEECN roll-cart is not located there due to PBEM concerns about its security.

The closest other BEECNs are located at the All-Saints School at NE Cesar Chavez Blvd. and Glisan St. and at Alberta Park at NE 20<sup>th</sup> and Killingsworth.



**SCOPE OF OPERATIONS**

*Southern border: NE Broadway St. Northern border: NE Fremont St.*

*Western border: NE 7<sup>th</sup> Ave. Eastern border: NE 26<sup>th</sup> Ave.*

**Overlap Areas:**

- The Alameda overlap is bounded by NE 21<sup>st</sup> Ave., NE 26<sup>th</sup> Ave., NE Knott St., and NE Fremont St. It is considered part of Irvington's scope of operations. The Alameda neighborhood is paired up with Beaumont-Wilshire's NET team thus skewing their operations to the east.
- The Sabin overlap is bounded by NE 11<sup>th</sup> Ave., NE 21<sup>st</sup> Ave., NE Siskiyou St., and NE Fremont St. There is no active NET team in Sabin; Irvington thus assumes responsibility for the Sabin overlap area.
- Both the Alameda and the Sabin overlaps are to be considered equal in priority to the non-overlap areas.
- The Alameda neighborhood is part of an active team (see Roster section above) but is chiefly focused on the Beaumont-Wilshire neighborhood. As such, Irvington will assume responsibility for the Alameda overlap area. Beaumont-Wilshire/Alameda's Staging Area is at Wilshire Park at NE 33<sup>rd</sup> Ave. and Skidmore St. with their primary back-up at Beaumont Middle School at NE 41<sup>st</sup> Ave. and Fremont St. and their secondary back-up at the Madeleine School at NE 23<sup>rd</sup> Ave. and Klickitat St.
- Hollywood, while not adjacent or overlapping with Irvington, has an active team, and is close enough to warrant inclusion here. Their Staging Area is between 41<sup>st</sup> and 42<sup>nd</sup> Ave. and Hancock and Tillamook St. (1.5 blocks north of Sandy Blvd.)

## **NET DEPLOYMENT PROTOCOLS AND RESPONSIBILITIES**

If an event occurs that you suspect warrants a NET deployment, follow the relevant steps listed below.

### **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. Retrieve your NET kit.
5. 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**:
  - ⑩ Attempt to contact other team members via **channel 6**.
  - ⑩ On the radio, **state your name** and **listen** for other team members to confirm they read your transmission.
  - ⑩ **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:

- ⑩ Attempt to contact other team members via **phone**.
- ⑩ **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:
  - ⑩ Commence a **roster check** to determine who is available for potential deployment.
  - ⑩ Acquire **information** and consider the **facts**.
  - ⑩ Issue a decision for the team to either **deploy or to stand by**.
  - ⑩ 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 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. Proceed to the **Staging Area** using the most safe and direct route.
5. 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.
6. If you encounter **people wanting to help** but who are unaffiliated with NET, bring them with you to be processed by the SUV Coordinator.

## **DEPLOYMENT PRINCIPLES:**

1. 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 with any actions you take.
  - You are not a professional first responder. You are a volunteer extension of first responder services offering immediate help until professional services are available.
  - Support the chain of command within and outside of NET. Attain clarity as to your assigned role and maintain that role. Respect the unity of command by reporting solely to the person above you in the chain of command.
  - Document all activities. Doing so protects against liability, improves accountability, and

saves time for the professional emergency responders that will pick up what you started.

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

## **STAGING AREA PROTOCOL:**

1. As you approach the Staging Area, check for the presence of **other team members**.
  - A) If at least one other **team member is present**, skip to the On-Site Management Protocol.
  - B) If **no other team members are present**, check for a marking at the center of the parking lot:
    - i. If **no marking exists**, assume that you are the first team member to arrive and skip to Step 2.
    - ii. If a note exists stating **SITE OK**:
      - a) Add your initials and the date and time.
      - b) Proceed to Step 3.
    - iii. If a note exists stating **SITE BAD**:
      - a) Add your initials and the date and time.
      - b) Contact other team members via phone/radio and update them on the status of the Staging Area.
      - c) Proceed to the Backup Staging Area.
      - d) Return to Step 1, replacing the phrase "Staging Area" with "Backup Staging Area" and the phrase "parking lot" with "paved portion of the playground."
  2. **Assess the safety** of the Staging Area for team operations.
    - A) If you determine that the **site is not safe** for NET operations:
      - i. **Contact other team members** via phone/radio and update them on the status of the Staging Area.
      - ii. At the center of the parking lot, **leave the message** "SITE BAD, [YOUR INITIALS], [DATE and TIME]."
      - iii. Proceed to the **Backup Staging Area**.
      - iv. Return to **Step 1**, replacing the phrase "Staging Area" with "Backup Staging Area" and the phrase "parking lot" with "paved portion of the playground."
    - B) If you determine that the **site is safe** for NET operations:
      - i. At the center of the parking lot, **leave the message** "SITE OK, [YOUR INITIALS], [DATE and TIME]."
      - ii. Skip to **Step 3**.
    - C) If you are unable to confidently determine the safety of the site, skip to **Step 3**.
  3. If you are still the **only team member** on site:
    - A) **Wait** for another team member to arrive.
    - B) When waiting, consider the following and let the combination of each factor help you independently **determine how long you stay** before returning to your home or another safe

location:

- i. The time of day
  - ii. The weather
  - iii. The severity of the disaster
  - iv. The presence or absence of other unaffiliated people
  - v. Your personal assessment of your own safety
- C) When another team member arrives:
- i. If the marking “**SITE OK**” has been made:
    - a) Affirm together that the the site is still safe.
    - b) Follow the On-Site Management Protocol.
  - ii. If **no marking** has been made, work together and return to **Step 2**.

## **ON-SITE MANAGEMENT PROTOCOL:**

1. When you arrive at an established Staging Area or once there are two or more team members present, **integrate into the existing chain of command**.
2. If an **Incident Team Leader** has not been designated, work together to do so:
  - Under most circumstances, the **first to arrive** assumes the role of Incident Team Leader unless otherwise agreed upon by a majority of the team members present.
  - If either of the **prior-designated Incident Team Leaders** arrive, they will likely depending on the circumstances—assume the role of Incident Team Leader.
1. **Report damage** by submitting the *Damage Assessments* to the Incident Team Leader.
2. **Stand by** until delegated to a specific role within the chain of command.

## **FRS RADIO PRINCIPLES:**

1. Use face-to-face contact when practicable.
2. Keep messages concise and specific.
3. Talk slowly.
4. Start transmissions with the format of “Hey you, it's me”.

## **ROLES AND RESPONSIBILITIES:**

The Incident Team Leader:

1. Ascertains all **on-site safety risks** and determines the safest area to operate.
2. Commences and continues the **checking in and out of NETs** using the *Personnel Resources* form.
3. Develops a **basic mission sequence** by:
  - Performing an initial assessment through the deployment of strike teams
  - Ordering strike teams to report back to the Staging Area via radio and/or *Damage Assessments*
  - Developing an overarching and flexible plan of action that considers all of the relevant

damage, injuries, and personnel and material resources

- Executing the plan of action
- 1. Collects people that are wanting to help as **Spontaneous Unaffiliated Volunteers** (see SUV Coordinator section below).
- 2. Encourages the **walking wounded** to gather at a Triage Area within the Staging Area.
- 3. **Assesses personnel resources** available through consultation with the *Personnel Resources* form. Develops a plan that leverages those resources to maximum effect.
- 4. **Documents equipment** available and being checked in and out via the *Equipment Inventory*. Develops a plan that leverages those resources to maximum effect.
- 5. **Delegates members** as available and as needed to maintain span of control.
  - A) Assign team members to functional teams of at least two team members, potentially more as the task dictates.
  - B) Assign Chiefs to oversee:
    - i. Operations (Search-and-Rescue, Fire Suppression, Medical, etc.)
    - ii. Planning (Information Management, Documentation, Resource Acquisition, etc.)
    - iii. Logistics (Communication, Resource Deployment, Facilities, etc.)
- 6. **Prioritizes responsibilities** based on incoming reports of damage and injury.
- 7. **Delegates assignments** by providing the *Briefing Assignment* to Functional Teams of appropriate size and constitution; documents the assignments with *Assignment Tracking Log*; tracks the assigned team members with the *Personnel Resources* form.
- 8. **Keeps track of Functional Teams** by establishing expectations for frequent communication either via runners or FRS radio.
- 9. Establishes a **Victim Treatment Area** and documents victims with the *Victim Treatment Area Record*.
- 10. **Communicates** between command levels and with groups using the *General Message* form.
- 11. Collaborates with groups of **other first-responders**: other NET teams, professional first-responders, PBEM, etc.

## Functional Teams:

1. **Buddy up** with another NET member. As practicable, form functional teams in preparation of receiving assignments.
2. **Receive assignments** from the Chain of Command via the *Assignment Briefing*.
3. **Perform assignments** and document actions taken via the *Assignment Briefing*.
4. **Maintain communication** as directed and as needed (ie., following an initial assessment, development of new damage, injuries, etc.) with the Staging Area.
5. **Report back** to the Staging Area upon completion of assignments, submitting the completed *Assignment Briefing* and to wait for further instructions.

## The Amateur Radio Operator:

1. **Maintains documentation** of all incoming and outgoing transmissions via the *Communications Log*.



2. **Support the Incident Team Leader** by fulfilling assigned tasks. Notably, the ARO is responsible for relaying messages between the Incident Team Leader and the ECC via their own home radio equipment, the Staging Area, or Fire Station 13.
3. **Checks in with the Multnomah County ARES Resouce Net Controller** on the Multnomah County Secondary Repeater MC-2 (see table below). The ARO gives his or her FCC call sign and waits for acknowledgment from the net control operator. Once acknowledged, the ARO then provides the following information:

1. Name
2. Location
3. Available equipment, including communications and transportation resources
4. NET affiliation

The ARO declares that she or he already has an assisgnment (to support Irvington NET) and is switching to the PBEM tactical net.

If no contact is possible via MC-2, AROs attempt to make contact with a Multnomah



ARES Controller via the following channels:

4. Establishes HAM radio communication with PBEM's **NET Coordinator** at the city's Emergency Coordination Center to report team status and receive instructions.
5. Contacts **adjoining neighborhoods** listed in the Roster via cell, FRS/GMRS, or HAM radio.

### The Spontaneous Unaffiliated Volunteer (SUV) Coordinator:

1. Sets up a volunteer **check-in area** where each volunteer is documented as a personnel resource.
2. Ensures that each volunteer completes a **completed *Volunteer Information Form***.
3. **Communicates to volunteers:**
  - to stand by and wait to be assigned to a task
  - the procedure for signing in and out
  - the priority for safety of all individuals
  - basic NET info so they understand the context of the larger response effort

- the need to not interfere with emergency responders
- 1. Through **interviews** with volunteers, ascertains:
  - the physical and emotional suitability of each volunteer for the work at hand
  - the duration of time the volunteer is willing to offer
  - the relevant skills of each volunteer
  - the relevant resources each volunteer can provide for themselves and/or others
- 1. As appropriate, **rejects volunteers'** offer of help.
- 2. **Identifies potential tasks** that SUVs can readily carry out and communicates these up the chain of command.
- 3. **Delegates tasks** to SUVs based on the assignments created by the Incident Team Leader.
- 4. **Tracks all activities** of SUVs, their job assignments, total number of hours worked.
- 5. **Assesses the well-being** of SUVs and takes appropriate action to ensure the safety for all.
- 6. As appropriate to ensure safety and effectiveness, **redirects and/or dismisses** SUVs after they have been assigned to a task.

## **POTENTIAL HAZARDS AND VULNERABILITIES**

### **Vulnerable population centers:**

○ Schools

⑩ Irvington School

1320 NE Brazee St.

503.916.6185

Primary priority for search-and-rescue in the event of an earthquake which occurs during a time of day that the school is likely to have many vulnerable people inside. An average school day has around 500 children in the building with 30-40 staff.

Built in 1933.

Unreinforced masonry construction that Portland Fire and Rescue have determined to have a “moderate” earthquake risk. There have been no seismic upgrades made to the structure.

The school's evacuation location is Augustana Lutheran Church at NE 14<sup>th</sup> and Knott St.

The principal, Kathleen Elwood, is aware of this Operations Plan.

⑩ The Madeleine Parish and School

3123 NE 24<sup>th</sup> Ave.

503.281.5777

Secondary priority for search-and-rescue in the event of an earthquake which occurs during a time of day that the school is likely to have many vulnerable people inside. The school generally follows Portland Public Schools' schedule. An average school day has between 250-260 children in the building. There are about 25 staff working in the building.

Built in segments of varying composition including some wood-framed construction but most classrooms are thought to be susceptible to significant damage. Built between the period of 1923 to the 1980s.

There have been no seismic upgrades made to the structures.

The school's evacuation location is the field just to the north of the school, across NE Klickitat St.

Each classroom has an emergency folder with a roster of children in the room.  
Principal Susan Steele is aware of this Operations Plan.

- Public Housing

- ⑩ Grace Peck Terrace

1839 NE 14<sup>th</sup> Ave.

503.281.7094

A six-story public housing building with 95 one-bedroom apartments.

Only houses seniors and persons with disabilities.

- ⑩ Dahlke Manor

915 NE Schuyler St.

503.280.3780

A nine-story public housing building with 115 one-bedroom apartments.

Only houses seniors and persons with disabilities.

### **Influx from other neighborhoods:**

- Lloyd Center Mall

Between NE Halsey St. and NE Multnomah St. from NE 9<sup>th</sup> Ave. to NE 15<sup>th</sup> Ave.

- Holladay Park Plaza

1300 NE 16<sup>th</sup> Ave. (in Sullivan's Gulch neighborhood, south of Irvington)

503.280.2216

A retirement community for people that range from independent living to skilled nursing care.

Built in 1968.

- Only two out of seven adjoining neighborhoods have active NETs.