

Hollywood – Rose City Park NET Operations Plan

8/26/2014

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1) Hollywood - Rose City Park NET Roster:

5/15/2014

Ian Timm <istimm@pacifier.com>, [REDACTED]
Team Leader (Hollywood NET)

Jo Schaefer [REDACTED]
Asst. Team Leader, Planning & Records Leader (Hollywood NET)

Peter Willis [REDACTED]
Asst. Team Leader, Operations Leader (Hollywood NET)

Sally Timm [REDACTED]
First Aid Area Leader Group

Jones, Ruth [REDACTED]
Volunteer Registration & Training Co-Leader and/or Logistics & Communications Co-Leader

Susie Lomax [REDACTED]
Volunteer Registration & Training Co-Leader and/or Logistics & Communications Co-Leader

Ronda Johnson [REDACTED]

Dajah Beck [REDACTED]

Rose City Park NET:

Kevin McMenamin [REDACTED]
Search & Rescue Leader

Licensed HAM Operators:**CPR/First Aid Certified Members:**

Dajah Beck

Liaison Officers: Portland Bureau of Emergency Management (PBEM)

Emergency Communications Center Phone: [REDACTED] 9911 SE Bush St. Portland OR 97266

Jeremy Van Keuren, NET Program Specialist <jeremy.vankeuren@portlandoregon.gov>,

Portland Fire & Rescue liaison to PBEM and the NET Program:

Lt. Joe Trancoso [REDACTED] SW Ash St., Portland OR 97204

Fire Station #28

Capt. Eric Oatfield "A" shift leader [REDACTED] 5540 NE Sandy Blvd. 97213

Lt. Erica Nelson "B" shift leader

Lt. Jim Clark "C" shift leader shifts are 24 Hours, starting at 8AM

Portland Bureau of Transportation PBOT dispatch # 503-823-1700

Portland Sewer Emergencies # 503-823-1700

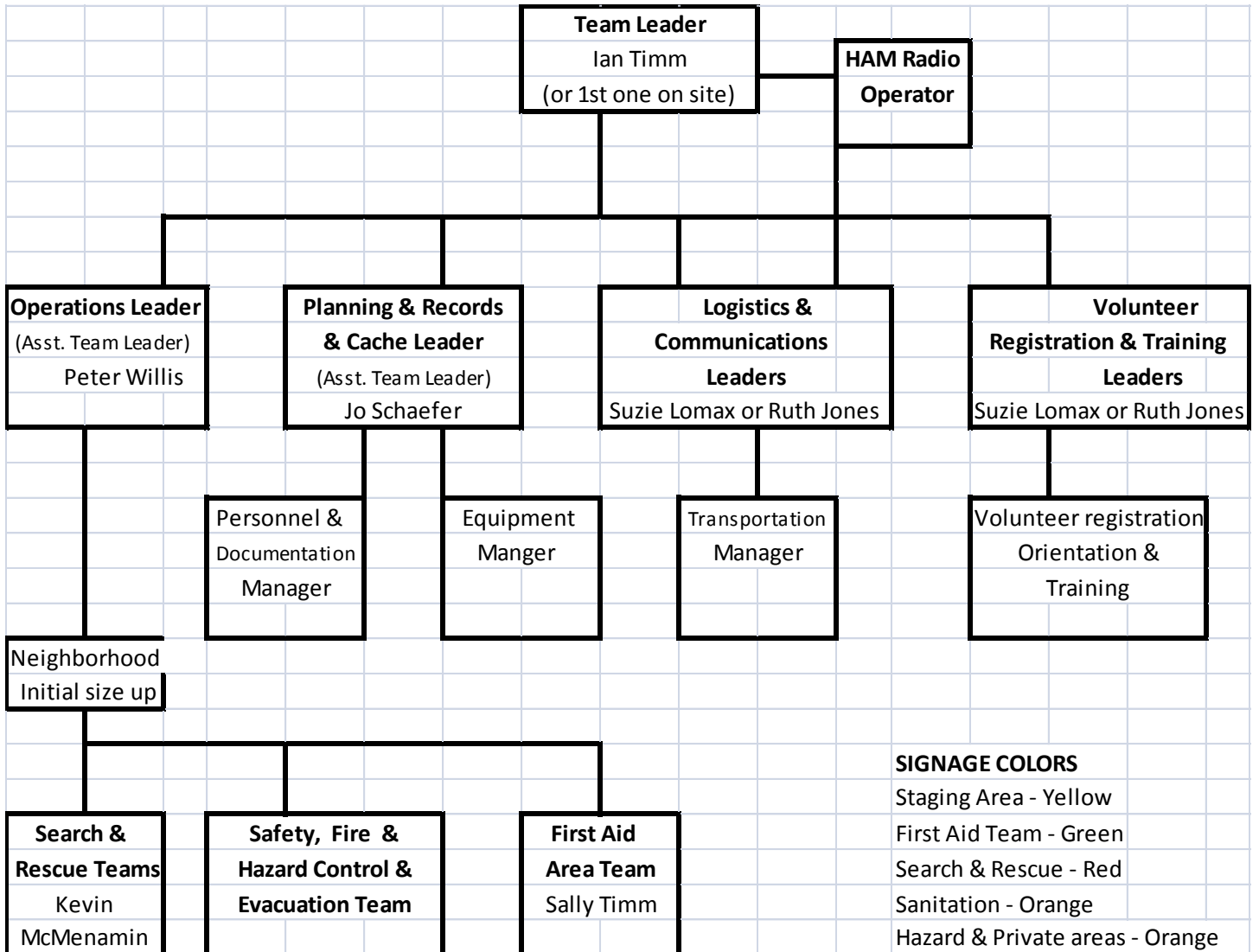
Portland Water Bureau Emergency Calls # 503-823-4874

NW Natural – Gas Odor Emergencies # 800-882-3377

Pacific Power – Outages & Emergencies # 877-508-5088

Portland General Electric – Emergency Response # 503-464-7777

2) HOLLYWOOD-ROSE CITY PARK - NET ORGANIZATIONAL CHART



3) HOLLYWOOD-ROSE CITY PARK - POSITION DESCRIPTIONS

5/14

Team Leader – Provides leadership for ongoing NET activities and for the NET Staging Center activities, including:

- Makes assignments of NET members to key organizational positions as needed.
- Documents objectives and overall strategy for emergency response activities in the written Hollywood – Rose City Park (H-RCP) NET Operations Plan.
- Establishes and Maintains Safety Awareness in all activities by NET members and volunteers.
- Writes or approves information to be sent to the Portland Emergency Communication Center (ECC).
- Establishes and Maintains security for staging area and first aid area Operations, Logistics and Communication, Planning and Registration activities.
- Maintains PBEM NET Program expectations as published in current NET Guidelines Section 5 generally and specifically Sections 500.25 & 500.30, Maintains a current inventory of the H-RCP NET in a secure location.
- Uses NET/CERT Forms 2.b. 6, 7, 8 & receives H-RCP VI form (white sheets) for Team Leader Volunteers.
- Retains H-RCP NET documents (from each H-RCP NET emergency deployment) for a period of one year from the date the staging area was closed, unless PBEM requests a specific extension of the retention time.
- Issues receipts for donations of equipment, supplies or money made to the H-RCP NET and assures that donated resources are safeguarded and used for NET purposes as identified in the H-RCP NET Operations Plan.
- Makes an annual report in January to the following partners and supporters of H-RCP NET: The President of the Hollywood Neighborhood Assn., CNN, FMA 28 Captain, Providence.

Operations Leader – Directs and coordinates and prioritizes all response operations including

- Organizes initial and ongoing size-up activities.
- Organizing and overseeing all Search & Rescue activities & priorities and forming teams (includes volunteers).
- Oversees availability of equipment and material needed by Search & Rescue teams.
- Initiating and designating a first aid station location and medical response group if feasible.
- Oversees availability of equipment and material needed for first aid and medical response.
- Oversees training of operational activity volunteers, monitors the safety and effectiveness of operational activities & enforces position rotations & rest periods to maintain NET member and volunteer effectiveness.
- Emphasizes the maintenance of Safety Awareness in all activities.
- Uses NET/CERT Forms 1, 2.b, 3, 4, 7 & 8 for record keeping & receives H-RCP VI (white sheet) forms for S & R volunteers.
- Uses Form 2.b. for volunteers assisting with Size UP and Hazard Mitigation & Search & Rescue activities.
- Maintains public information on a white board for public operational information.

Search & Rescue Teams Leader – Directs and coordinates Search and Rescue and related hazard control activities.

- Search and Rescue Teams must have a minimum of 4 people, with an identified leader.
- Designates a Safety Officer to maintain safety standards among S & R team members, i.e. proper use of safety equipment, carry a whistle and teach evacuation code and hazard awareness..
- Uses designated forms for reporting/documenting damage and injuries.
- Return damage and injury (Form 1) to the Operations Leader.
- Defines search and rescue team expectations and maintains communications & safety standards among team members.
- Report incidents the Search & Rescue Team can't handle to the Operations Leader. (use memo form 8)
- Fire, hazard control and evacuations Teams must be staffed to assure volunteer safety for the situations assigned.
- Uses NET/CERT Forms 1, 2.b, 3, 4, 7 & 8 for record keeping & receives H-RCP VI (white sheet) forms for S & R volunteers.
- Provides search and rescue training for volunteers assigned to Search and Rescue, Size-up and Fire, Hazard Control and evacuation activities.

HOLLYWOOD-ROSE CITY PARK - POSITION DESCRIPTIONS, cont.

First Aid Area Team Leader

- Identifies potential first aid staging areas & gives recommendations to the Operations Leader & Team Leader.
- Identifies other resources available in the nearby area, e.g. primary or urgent care clinics that are open.
- Identifies volunteers with first aid experience, clinical experience or triage experience and organizes teams to meet the needs of people with injuries that come or are transported to the staging area.
- Maintains safety and sanitation standards at the triage and treatment areas.
- Keeps the Operations Leader, Logistics Leader & Planning Leader informed of needs.
- Keeps the Communications and Team Leaders periodically informed of patient census. Requests for information from unaffiliated individuals or media representatives should be referred to the H-RCP NET Team Leader.
- Uses NET/CERT Forms 2.b., 5, 5.a, 7, 8 and receives H-RCP VI form (white sheets) for First Aid Team Volunteers.

Planning and Records Leader – Plans details necessary to meet objectives including:

- Checks-in all NET Trained Volunteers using Form 2.a.
- Coordinates with the Volunteer Registration and Training Leader to check-in all Trained Volunteers (who have completed initial orientation and training) using Form 2.a.
- Receives the White and Yellow Volunteer Information pages (from Volunteer Registration Leader) and Interviews volunteers who have completed forms and prepares name badges for accepted volunteers.
- Uses Form 2.a. to record all volunteers who have been accepted for assignment, makes a name badge, assigns a unique badge number to each volunteer and issues them an ID Badge at that time.
- Verifies the identity of volunteers at the time of ID badge making.
- Makes an assignment of accepted volunteers to one of the following Implementation Teams:
 - Operations / Search and Rescue Teams
 - First Aid Area Team
 - Planning and Records Team
 - Logistics and Communications Team
 - Volunteer Registration & Training Team
- Fills out assignment Tracking forms (Form 2.b.) to record the team assignments made above and writes in the date and time on the form.
- Tracks NET Team progress and information by monitoring or collecting Team activity reports.
- Organizing information into summary reports for review & communication to Team Leadership.
- Maintains inventory records of supplies in the cache, cache supplies used, and donated materials received (and used if applicable).
- Maintains a supply of ID labels for use on NET tool and equipment and labels to mark things temporarily loaned for H-RCP NET emergency response activities and maintains a list of loaned equipment.
- Monitors the staging area work and traffic flows for needs and improvements.
- Assesses the need for additional services, e.g. morgue, child care / day care.
- Uses NET/CERT Forms 2.a, 2.b, 6, 7, 8 and receives H-RCP VI forms from the Registration Team.
- Maintains and collects all used forms which are to be provided to the Planning and Records Leader as required by this operations plan.
- Gathers all H-RCP NET supplies/equipment used after a deployment is over. Gathers and returns all labeled that was loaned to the H-RCP NET for use in the emergency response.
- Requests for information from unaffiliated individuals or media representatives should be referred to the H-RCP NET Team Leader.

HOLLYWOOD-ROSE CITY PARK - POSITION DESCRIPTIONS, cont.

Logistics & Communications Leader – Provides support to the leaders and teams, including:

- Maintains communication with the HAM Operator if available, or creates an alternative communication method for communicating with the Emergency Communication Center (ECC).
- Maintains communication with Operations and Cache leaders to facilitate logistical support for NET operations and communications.
- Oversees logistics to support the First Aid Area as needed.
- Maintains Staging Area and First Aid Area sanitation including toilets and hand-washing stations.
- Maintains cleanliness of the staging area including garbage clean-up.
- Organizes hydration stations for volunteers at the Staging Area and First Aid Area as needed.
- Uses NET/CERT Forms 2.b., 3, 6, 7, 8 & receives H-RCP VI forms for Logistics Team Volunteers.
- Maintains public information on a white board at both the Staging Area and the First Aid Station.
- Requests for information from unaffiliated individuals or media representatives should be referred to the H-RCP NET Team Leader.

Volunteer Registration & Training Team Leader – Manages spontaneous volunteers who come to the staging area to help.

- Hands out, collects and reviews (for completion) all Volunteer Information Forms and verifies ID of all who want to volunteer to help the neighborhood emergency response activities.
- Receives completed H-RCP VI forms, reviews each one for completeness and discusses the form with the individual to assure completeness & clarity and to assess their readiness for Orientation and Training. This includes discussing if their home is safe and secure? If they have an adequate supply of Rx medications for a reasonable time? And if they have they contacted relatives?
- Oversees on site orientation & training of potential volunteers and records their completion in the training on their individual Volunteer Information Form.
- Accompanies volunteers who have completed the Orientation Training to the Planning and Records Leader who will check in all Volunteers who have completed initial orientation and training using Form 2.a.
- Develops or collects and oversees the content of the Orientation and Training to be delivered to volunteers, e.g, nature of the emergency, structure of the H-RCP NET emergency response activities, responsibility to work in safely and in teams, potential volunteer positions, including staging area administrative positions.
- Uses Form 2.b. to record volunteers who become volunteers at the Registration Area, supervised by the Registration Area Leader. Form 2.b. is used to track the volunteer hours contributed. This can only be done if each team logs in the volunteers they supervise on Form 2.b. and logs-out the volunteer, on the same form, when the volunteer leaves the staging area or returns home.
- Uses NET/CERT Forms 2.a, 2.b, 7, 8 and Form H-RCP VI for record keeping and maintains all used forms which are to be provided to the Planning and Records Leader as required by this operations plan.
- Requests for information from unaffiliated individuals or media representatives should be referred to the H-RCP NET Team Leader.

4) HOLLYWOOD - ROSE CITY PARK NET - IMPORTANT LOCATIONS

Hollywood Staging Area: 42nd St Station Parking Lot - 2016 NE 41st Ave (600.30)
(1.5 blocks North of Sandy Blvd., Between Hancock and Tillamook Streets)

Hollywood First-Aid Station:

US West Coast Taekwando – On the SE Corner of 42nd and Sandy Blvd.

Hollywood Back-up Staging Areas:

If roads are blocked and Tri-Met busses are not running, We should consider using the Hollywood Transit area as a staging area or perhaps a Providence office parking lot.

Rose City Park Staging Area:

Archbishop Howard School, 5309 NE Alameda St. - the paved playground area behind the School.

Rose City Park Back-up Staging Area:

Nearest BEECNs: (see map at www.publicalerts.org/earthquake) (600.45)

NE 14) All Saints School parking lot, 3847 NE Glisan St. (may be inaccessible if I-84 bridges collapse)

NE 13) Irvington Elementary School field, 1320 NE Brazee Street

NE 16) Roseway Heights Field, NE Alameda Street and 72nd Ave.

Nearest Fire Stations:

Portland Fire Station # 28	5540 NE Sandy Blvd. (Rose City)
Portland Fire Station # 9	1706 SE Cesar Chavez/ 39 th (Hawthorne)
Portland Fire Station # 14	1905 NE Killingsworth St. (Alberta Park)
Portland Fire Station # 13	926 SE Weidler St. (Lloyd Center)
Portland Fire Station # 12	8645 NE Sandy Blvd. (Sumner)

Emergency Communication Center (ECC) 9911 SE Bush Street, Portland, OR 97266-2562

See Appendix A (below) for current HAM Radio Emergency Communication Frequencies.

HAM Channel	Alias	Freq	Offset	Tone	Description
64	MC 2	147.280	+ 0.600	167.9	Multnomah Secondary Repeater
64	MC 5	146.460	--	--	Multnomah Secondary Simplex
66	MC 4	146.480	--	--	Multnomah Primary Simplex
68	MC 6	147.580			PBEM NET-Tac 1
69	MC 7	147.540			PBEM NET-Tac 2

H-RCP NET FRS Channel 7 Hollywood & Rose City Park & Grant Park (& Lloyd & Eliot)

Potential Neighborhood Hazards:

Potential hazards associated with railroad train derailments on the tracks along the South side of the Hollywood and Rose City Park Neighborhoods. The primary hazards from derailment are leaking from punctured tank cars of flammable or toxic materials. Fire hazards and requiring rapid spontaneous evacuation of residents will be obvious. Less obvious will be the potential of explosions associated with the fires. **All train derailments should be regarded as an extreme hazard for explosions and rapidly spreading fires and residents should evacuate immediately, unless notified to shelter in place due to toxic fumes.**

Toxic fumes from a train derailment may not be obvious, unless you see clouds of gases (i.e. clouds from the track area that are white or colored) or see dead animals. If you receive a warning that includes the words "Shelter In Place," this means stay inside and use an industrial strength tape (e.g. Gorilla Tape) to seal doorways, old windows and vents and other places where toxic air might enter your home.

I-84 along the South edge of Hollywood and Rose City Park Neighborhoods has the same above potential **hazards associated with accidents of trucks** on that are carrying flammable or toxic materials on I-84. All truck accidents that smash or tip over the truck should be regarded as a potential hazard.

NET members are not trained to respond to train or truck accidents but may be requested by Portland Firefighters to assist with their response activities.

HOLLYWOOD POTENTIALLY HAZARDOUS SITES/ADDRESSES FOLLOWING AN EARTHQUAKE

Very tall older buildings:

Hollywood Town House	4265 NE Halsey St.
Hollywood East Apartments (PHA)	4400 NE Broadway

Potential spontaneous fire hazards:

Chevron Gas Station	4719 NE Sandy Blvd.
76 Gas Station	1510 NE 42nd Ave.
Miller Paint Co.	4425 NE Sandy Blvd.
Macklin's Auto Body & Annex	3737 NE Broadway & 3695 NE Broadway St.
Beaumont Hardware	4303 NE Fremont St.– not in Hollywood Neighborhood
A Boy Plumbing	4010 NE Broadway St.
PPL Electricity Sub-Station	46th & Tillamook St.

Tire and Auto Service shops

Sandy Tire & Auto/Firestone	4547 N Sandy Blvd.
Firestone Auto Care Store	5010 NE Sandy Blvd.

Cleaners:

Majestic Cleaners	3801 NE Sandy Blvd.
Tie's One Hour Dry Cleaning	4300 NE Sandy Blvd.
The Cleaning Bar	3624 NE Sandy Blvd.
The Cleanery	1925 NE Halsey St.

ROSE CITY PARK POTENTIALLY HAZARDOUS SITES/ADDRESSES FOLLOWING AN EARTHQUAKE

To be identified by Rose City Park NET members

5) Hollywood - Rose City Park NET - Guiding Principles

A. NET members and NSA volunteers must ensure that their chosen actions conform to the following guiding principles:

a. Safety: A NET volunteer or NSA volunteer must never place her or himself in an unsafe situation for any reason. Moreover, a NET member or NSA volunteer must never be expected to place her or himself in a dangerous situation, or ask other volunteers to do so.

b. Do the greatest good for the greatest number of people in the shortest possible time:

How a NET member assesses and prioritizes activities during a response is just as critical, if not more so, than the quality of their response.

c. Respond inside the scope of NET training: A NET member must never undertake, or be asked or expected to undertake, any endeavor for which he or she has not received PBEM approved training. Engaging in activities that a NET member has not been trained for endangers the personal safety of that member and others; and subjects that member to potential personal liability. (200.30)

d. Understand the role of NET in an emergency or disaster: NETs are not professional first responders. A NET member acts as an extension of first responder services offering immediate help to victims until professional services arrive. (100.05 thru 100.25)

e. Respect the chain of command: A recognized chain of command – both inside and outside of NET activities – helps ensure accountability and efficiency during a response. (800.40)

f. Document all activities: Documenting activities in an emergency may seem cumbersome and of relatively low priority compared to other responsibilities NETs have during a response. However, proper documentation helps protect NET members against liability, improves accountability, saves time (and therefore, lives) for professional emergency responders enables the ECC and city to allocate resources more effectively, and will facilitate recovery efforts and assistance. Forms are in Appendixes B & C of this plan.

g. Use of the Hollywood - Rose City Park NET Operations Plan: Much of the content of this plan is taken from the PBEM published **Neighborhood Emergency Team (NET) Guidelines – Complete**, available at www.portlandoregon.gov/pbem/64107. A number in (parentheses) next to a part of this plan is a reference to a section of these Guidelines, where one can find more detailed guidance and explanation of our Plan's content. NET members should especially study these numbered sections in the Guidelines referenced in our Plan so that you are familiar with the protocols and expectations of all NET members. Our safety and effectiveness depends on working together using this plan and referenced protocols.

Hollywood - Rose City Park NET PRIORITIES:

When responding, NET members and volunteers should keep in mind the following NET standards:

- **Rescuer safety is always the number one priority.**
- **Therefore, NET members and volunteers, when in the community, always work with a buddy**
- **Wear safety equipment (see list below for mission appropriate clothing and equipment)**
- **The NET goal is to safely do the greatest good for the greatest number.**

6) Deployment Protocols

Immediate Responsibilities Following a Disaster:

- Check yourself for injuries! Often, people tend to check on others without checking themselves. You will be better able to help yourself, your family and others if you are not injured or if you have received first aid for your injuries.
- 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.

After you have taken care of yourself, you should make your home and property secure:

- Look for and extinguish small fires. Fire is the most common hazard following earthquakes. Extinguishing small fires and eliminating fire hazards will minimize the risk of a fire getting out of control.
- Clean up spills. By cleaning up medicines, bleaches, flammables, and other spills, it is possible to prevent many small but potentially dangerous hazardous materials emergencies.
- 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. Take photographs of the home and its contents to document insurance claims. **Put the OK Sign in your Window**
- Tune to the Emergency Alert System (EAS) for emergency information and instructions.
- You (or a member of your household) should attempt to contact your emergency out-of-state contact.
- Expect aftershocks. Aftershocks often occur minutes, days, or weeks following an earthquake. When aftershocks occur, drop, cover, and hold. Remember that there is a 20% chance of an equal or larger quake within a few hours.
- Retrieve your NET Kit, put on your NET Badge and personal protective equipment and get your copy of the NET Operations Plan. Familiarize yourself with the organization and content of the Operations Plan. Take special note of Sections 3.B., 3.C., 3.D. and 3.E.
- Help immediate neighbors who may require immediate assistance.

Before leaving for the NET Staging Area:

Call the Team Leader or the Asst. Team Leaders to determine if NET members have been activated, or call the ECC NET Ph. **503-823-1410** for updates on NET activation/deployment.

If you have had no NET contact, review the Deployment Protocols: Guidelines 800.15 - 800.30)

- ***Remember that members may self deploy only if 1.) a disaster is taking place; and 2.) communications systems are down; and 3.) you have received no message from PBEM or Hollywood-Rose City Park NET Leadership.***
- En route to the NSA, (NET Staging Area), members will use NET Damage Assessment Form (**NET Form #1 in the Operations Plan, Appendix B**) to record damage in the neighborhood.
- If, while coming to the Staging Area, you meet neighbors willing and able to help, bring them with you so that the NET member assigned to manage volunteers can check them in & assess their skills, training & protective clothing needs. If you have copies of the Volunteer Information Form (Appendix C) or the "Spontaneous Volunteer Training and Management Activities" information (Appendix E.g.), you can give these to the neighbors who approach you to help. (They may want to return home to better prepare themselves.)
- If the Neighborhood Staging Area (NSA) is not safe and secure for NET Operations, or volunteers cannot reach NSA # 1, contact other members if possible and proceed to NSA # 2.

Follow our Communications Protocols: (Appendix B & Guidelines 800.70)

- Members will attempt to contact each other and check in via FRS radio (**use channel 7**). The Team Leader and Asst. Team Leaders are expected to attempt to contact all members on the roster and to notify the TL or ITL of the location and ability to deploy for the members successfully contacted. Due to the small number of active team members in 2014, the “call tree” is the roster of H-RCP NET Members as listed in the Operations Plan.
- On the radio, state your name and listen for other team members to confirm that they read your transmission. Team Leaders will get on the air and initiate a general check-in, and then confirm the order to deploy to the NSA, or will ask members to stand by. Log off the radio when done.
- Members who do not have an FRS radio will attempt to check in via phone with other members. If phone service is unavailable, NET members with no FRS radio should self-deploy to the NSA and follow Deployment and Onsite Management Protocols.
- NET members should refer to Appendix A for additional details of NET communication protocols and expectations.

Proceed to implement our Onsite Management Protocols:

- The first Hollywood – Rose City Park NET member at the NET Staging Area will serve as Interim Team Leader (ITL) until Hollywood Team Leaders arrive on scene.
- Members will turn in any damage assessment forms to the ITL/TL.
- The ARO on scene will attempt to establish radio communication with the PBEM NET Coordinator, or closest ARO, to report team status and request instructions.
- Once the forms are turned in, the ITL/TL will work with the trained NETs to prioritize and delegate assignments as quickly as possible.
- Functional teams will carry out their assigned activities using proper forms for documentation (found in Appendix L of this plan) and staying in touch with the NSA via FRS radio (see Hollywood Radio Coverage Map, Appendix D). Priority Activity Categories are outlined below:

Summary of the above: Immediate Responsibilities Following a Disaster:

- **After you have taken care of yourself, you should make your home and property secure!**
- **Before leaving for the NET Staging Area - Follow our Communications Protocols!**
- **Proceed to implement our Operations Plan!**

The H-RCP NET work is organized into areas:

Operations: including: Situation Size Up activities
 Safety, Fire & Hazard Control Activities
 Search and Rescue Activities
 First Aid Area Activities
 Planning and Records Activities
 Logistics and Communications Activities
 Volunteer Registration & Training Activities
 Team Leadership Activities

We need volunteers to join our teams!

Volunteers (w/training) work in these teams:
 Operations Teams
 e.g. Search and Rescue Teams
 First Aid Area Team
 Planning and Records Team
 Logistics and Communications Team
 Volunteer Registration & Training Team

The NET goal is to safely do the greatest good for the greatest number.

SAFETY in H-RCP NET Operations:

When responding, NET members should keep in mind the following NET standards:

- Rescuer **safety is always the number one priority.**
- Therefore, NET members and volunteers, when in the community, **always work with a buddy**
- **Wear safety equipment** (gloves, helmet, goggles, N95 mask, and sturdy shoes or boots)
- **The NET goal is to safely do the greatest good for the greatest number.**

DON'T BECOME A VICTIM! ALWAYS BE ALERT FOR HAZARDS!

Types of Hazards:

Fires, burning toxic materials, lack of oxygen, accumulated natural gas, propane cylinders, explosions,

Utility Hazards: leaking gas, damaged electrical wires, leaking water or sewage,

Structural damage: leaning buildings, walls, chimneys, utility poles, overhanging signs, broken glass, fallen panels or bricks, collapsing stairways, unreinforced masonry or brick buildings, large cracks, liquefaction around building foundations, rising or moving water,

Electrocution, lines fallen of their poles, or in trees, includes water leaks in inside buildings,

Exposure to toxic spills or leakage.

The following four disaster response activities are listed in the sequence that they should be implemented because each subsequent activity is based in-part on the information and activities of the preceding activity. These are:

- Appendix C. Situation Size Up Activities**
- Appendix D. Safety, Fire & Hazard Control Activities**
- Appendix E. Search and Rescue Activities**
- Appendix F. First Aid Area Activities**

Educational materials used by the H-RCP NET members and used for Volunteer orientation and training should include parts or all of the materials used for the preceding activities. This sequence helps to assure that the limited H-RCP NET resources can best **achieve the goal of doing safely the greatest good for the greatest number.**

Hollywood – Rose City Park NET Operations Plan Record of Plan Changes:

The Hollywood – Rose City Park NET Operations Plan will be reviewed annually or as needed after an actual incident or a practice exercise of the plan. Between the dates of adoption, updates and revisions to the plan will be tracked and recorded in the following table. This process is to ensure the most recent version of the plan will include these changes.

Record of Operation Plan changes for Hollywood – Rose City Park NET		
Date	Change Number	Summary of Changes
May 18, 2014	Original Operations Plan	Operations Plan submitted to PBEM with appendixes A, B, C & E
August 29, 2014	Revised Operations Plan	Simplified w/ implementation & PBEM guidance in appendixes

7) Summary of Appendixes content:

A. Initial deployment

This is a two page check list from the PBEM NET Guidelines.

B. Communications

This includes: Team Communications with the Emergency Coordination Center; Fire Station and BEECN Go-Kits, The meaningful difference between FRS and GMRS, and Abbreviations used in this document.

C. Situation Size Up Activities

Completion of a NET area damage assessment survey is essential for prioritizing and formulating emergency response action plans. **NET Form #1** is used for recording damage assessment information. A complete neighborhood assessment done by the assigned teams surveying the 20 numbered size-up areas that have been designated for this activity. A block-by-block report on situations and hazards (Form 1) is the required work during the Initial Size Up Period so that **Safety, Fire & Hazard Control** and **Search and Rescue** and **First Aid Area activities** can be organized to address the neighborhood needs as efficiently as possible.

D. Safety, Fire & Hazard Control Activities

The Operations Leader and Search and Rescue Leader and Planning Leader will use the damage assessment size up information prioritize **Safety, Fire & Hazard Control plans**, including immediately communicating the existence of uncontrolled fires and large or area safety hazards to the Emergency Control Center (ECC). This information will also be used to orient and brief approved volunteers on safety procedures and on the fire and hazard control plans. Because of the inherent dangers of the fire and hazards needing control, each **Safety, Fire & Hazard Control Team** must have a **minimum of 4 members** with both a designated leader and a safety officer appointed by the Operations Team Leader or the Search and Rescue Team Leader before the Hazard Control Team leaves the Staging Area on their control mission.

E. Search and Rescue Activities

The goals of search and rescue operations are to:

- Rescue the greatest number of people in the shortest amount of time
- Get the walking wounded and ambulatory victims out first
- Rescue lightly trapped victims next and Keep the rescuer safe.

Effective search and rescue operations depend on: Effective size up, Rescuer safety and Victim safety. The NET mission is to locate; treat airway, major bleeding, and shock; evacuate; warn others; continue search & rescue while minimizing the number of rescuers and time spent inside the structure.

F. First Aid Area Activities

The size of the first aid/medical treatment area, and the abilities and restrictions of the volunteers who come to assist, will vary according to circumstances. A paper copy that briefly describes, in a practical way, all the First Aid Area volunteer roles and functions, will be given to each volunteer during orientation

to increase understanding of how the various members of the First Aid Area Team work together in order to carry out their tasks for the best outcomes. Volunteer training materials are included in this appendix.

G. Planning and Records Activities

The role of this section as being managing resources, services and supplies, divided into five sections as follows:

- Tracks resource status (e. g., # of NET members & Volunteers “reported for duty”)
- Provides documentation services
- Tracks situation status
- Prepares the Team’s action plan
- Develops alternative strategies

H. Logistics and Communications Activities

The role of this section as being managing resources, services and supplies, divided into three sections as follows:

- Provides communications
- Provides food and medical support to Team members
- Manages supplies and facilities, including water and sanitation

I. Volunteer Registration and Training Activities

The Volunteer Registration and Training Leader organizes general information to be given to potential volunteers. For example, this material might be carried by the Initial Size Up Teams and could be given to neighbors who ask the Size Up Damage Assessment Team what they are doing. The following pages are intended to help potential volunteers to successfully help the emergency response and resilience of our neighborhoods. Volunteer training materials are included in this appendix.

J. Team Leader Activities

Identifies expectations for the leadership of the of the neighborhood’s disaster response.

K. Maps

Hollywood – Rose City Park NET volunteers plan to develop an electronic map of the neighborhood area for use during an emergency, has been waiting for selection of back-up staging areas. A map of the FRS Radio reception coverage in our neighborhood areas, when it is available as a PDF file, it will be added to our Operations Plan as a separate PDF file. At the present time neither of these maps does exist in an electronic format, therefore “Appendix K” is a place holder for future documents. Paper maps for use during deployment are available.

L. Required NET Operations Forms

It is extremely important to document and communicate information about the disaster situation and resource status. Efficient flow of information makes it possible for resources to be deployed effectively and for professional emergency services to be applied appropriately. **We have adopted the PBEM NET Documentation Guide** for use in documenting our NET operations during deployment.

The PBEM NET Forms that our NET will use when deployed are Appendix L. The content of **Appendix L Forms NET Forms** are as received from PBEM as a single PDF document and include use instructions.

An additional **H-RCP Appendix L form, 5.a.**, a separate PDF file, is an individual patient record form for use at the First Aid Station. This PDF File is titled, "**Appendix L Form 5.a. H-RCP**".

Appendix L also includes "**H-RCP Appdx L Volunteer Info form,**" a form created by the Hollywood – Rose City Park NET to facilitate registration and efficient utilization of volunteer skills. This Volunteer Information Form is a separate PDF file. Paper forms have been printed for use during a deployment.

M. PBEM NET Guidelines - Operations Section 800

This is included for easy reference by NET Team Members if necessary to refresh ones memory or to clarify expectations. It is assumed that NET Members have read and be somewhat familiar with these PBEM Guidelines. The PBEM NET Guidelines provide the structure and authority for our emergency planning and deployment activities.

N. Field Operations Guide (cited for reference only)

Team members who did not receive a Field Operations Guide at the time of graduating from NET Training, or who have lost their copy, should ask the Team Leader for a copy of this field operations guide.

END