

Hazelwood/Mill Park NET Operation Plan
2014

1) Fire Station & Hazelwood/Mill Park Neighborhood Borders

Fire Management Zone (7) includes the area served by the fire station at: SE 122nd Ave & Madison St., roughly from NE Glisan St. South, to just South of Powell Blvd., from I-205 East to 145th Ave.

They serve: Hazelwood, Mill Park & N side of Powellhurst-Gilbert neighborhoods.

Capt. Dave Davies, Station 7 Commander, Liaison w/Hazelwood/Mill Park NET.
Hazelwood/Mill Park Neighborhood starts from:

2) 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

3) Deployment Plan:

- In case of emergency team members will receive a recorded message from PBEM asking them to deploy. If you didn't receive this message within (20) minutes, you should self deploy.
- If you have been asked to deploy or self deployed, you should follow the following communication protocol, and document the results of your call on communication protocol form under (Notes).
- Follow the communication protocol even if you decided that you don't want to deploy.
- Team members must use their cell phones to communicate with each other if possible, to keep the Radio Channels free for emergency authorities to use.
- If for some reason you couldn't use your cell phone, you can use your Radio.
- Make your conversation as brief as possible. Example:
Say: (*Your name, Your Team name, Deploy to Staging Area*). Example: (This is Fayzeh, Hazelwood NET, Deploy to Staging Area). **Reply:** (Copy).

Emergency Communication Protocol

<i>Call From</i>		<i>To</i>	<i>Phone #</i>	<i>Radio Sign</i>
1	Incident Team Leader (ITL)	ETL # 1:		
		ETL # 2:		
		Radio Operator		
		Member in Charge of the Crowd		
2	Emergency Team Leader (ETL) # 1:	TM # 1		
		TM # 2		
		TM # 3:		
		TM # 4:		
	ETL # 2:	TM # 1:		
		TM # 2:		
		TM # 3:		
		TM # 4:		
	ETL # 3:	TM # 1:		
		TM # 2:		
		TM # 3:		
		TM # 4:		

NOTES:

4) On Your Way to Staging Area:

- Document the damage, by filling up (Damage Assessment Form).
- When arriving to staging area, turn in the form(s) to (Incident Team Leader).

5) When Arrive to Staging Area:

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

6) Organizational Structure at the scene:

- Incident Team Leader:
- Alternative Team Leader:
- Radio Operator:
- Member in Charge to Deal with the Crowd:

Team # 1:

- Team Leader:
- Team member # 1:
- Team member # 2:
- Team member # 3:
- Team member # 4:

Team # 2:

- Team Leader:
- Team member # 1:
- Team member # 2:
- Team member # 3:
- Team member # 4:

7) Chain of Command at the Scene:

Incident Team Leader:

- Prioritize Incidents & Assign Tasks.
- Give instructions to Team Leaders.
- Give instructions to Radio Operator to Attempt to reach Multnomah County ARES resource NET & PBEM NET Coordinator.
- Communicate with authorities on the scene.

Team Leaders:

- Assign tasks to team members.
- Rotate tasks between team members every (2) 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.

Team Members:

- Communicate with their Team Leader.
- Up date Team Leader with process, obstacles, results and numbers.
- Fill up and maintain documentation forms.
- Hand the forms to team leader.

ALL NET Members:

- All NET members must follow the orders if they asked to stay around or stand-down, by any emergency personnel, like: Police, Fire, EMS, Military, City of Portland Bureau or staff from PBEM.
- Document all orders and communication.
- Update your chain of command with the status.

The Media:

- Incident team leader, Team leaders, Team members and Radio operators **are NOT ALLOWED** to talk to the Media.
- Refer them to PBEM member.

8) **Relief Plan:**

- Members shouldn't work more than (12) hours shift in (24) hrs.
- **Assign a Relief Team:**
- They may exchange shifts every (6) hours,

Incident Team Leader:

- Can alternate (10) minutes brakes every (4) hours with the alternative Incident Team Leader or the Radio Operator.

Team Leaders:

- Can take (10) minutes brakes every (3) hours. The relief team leader may take his place while he is on brake.

Team Members:

- 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.
- Team members must take (10) minutes brake every (2) hours. (2) Members at the time.
- The relief team members may take their place while on brake.

Relief Schedule

Name	Brake		Relief Member	Shift Exchange	
	From	To		Start	End
ITL					
Radio Operator					
ETL # 1					
ETL # 2					
TM # 1 + 2					
TM # 3 + 4					
<u>NOTES:</u>					

9) Dealing With The Crowd:

- The assigned person should take them aside, far away from the scene.
- Introduce himself 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.
- Talk to them about NET program, and encourage them to enroll and get the proper training so they become more skilled and safe in such situations in the future.
- Interview them; write their names & the special skills they have.
- Don't take their phone #s, and don't promise them any thing.
- Use the skilled ones, at their own risk and responsibility, like: Drs., Nurses, Engineers, Construction workers, Carpenters, Blacksmith, Mechanics, Landscapers.. etc. to help in the rescue and triage process.
- Have them to sign a paper that clears you from any liability or responsibility in case they injured or died.
- Ask the rest to stay where they are, away from the scene, for their safety, and to (help) in facilitating the team work.
- Try to brake them by find something for them to do, like: remove debris from the way, build bathrooms, build tents for triage area .. etc.
- Ask them to get back to you if they have any questions.

Release Form

Date: / /

Emergency Location: _____

I the undersigned: _____ certify that I willingly volunteered in the rescue efforts at the up mentioned Emergency Location, and I release PBEM, NET Members, Fire Dept., Police Dept. and all authorized people at the up mentioned Emergency Location from any responsibility and liability in case of death or injury.

Signature: _____

Witness: _____ Signature: _____

Crowd Interview & Assignments Form

	Name	Skills	Assignment	Notes
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				

10) Tools Team Must Have:

Member Kit:

- | | | |
|----|-----|-----|
| 1) | 6) | 11) |
| 2) | 7) | 12) |
| 3) | 8) | 13) |
| 4) | 9) | 14) |
| 5) | 10) | 15) |

Team Kit:

- | | | |
|----|-----|-----|
| 1) | 6) | 11) |
| 2) | 7) | 12) |
| 3) | 8) | 13) |
| 4) | 9) | 14) |
| 5) | 10) | 15) |

BEECN Cache:

- | | | |
|----|-----|-----|
| 1) | 6) | 11) |
| 2) | 7) | 12) |
| 3) | 8) | 13) |
| 4) | 9) | 14) |
| 5) | 10) | 15) |

Radios:

