Multnomah Village NET

OPERATIONS PLAN

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TEAM LEADER

Multnomah Village NET Team
Operations Plan
Revised January 2019

General Purpose:
This document will serve as a general guide and starting point for the Multnomah Village NET team when it is activated by PBEM or self-activates per the NET guidelines.

CONTENTS

SUMMARY

PRIMARY STAGING AREA

    Multnomah Art Center (MAC) – Basketball Court
    7688 SW Capitol Hwy, Portland, OR 97219 (cross 31st St)

SECONDARY STAGING AREA

    Multnomah Post Office Parking Lot
    7805 SW 40th Ave Portland, OR (cross 40th St)

PRIMARY FIRE STATION

    Portland Fire & Rescue – STATION 18 – Multnomah
    Capt. Gerard Pahissa
    8720 SW 30th Avenue (cross SW Dolph St)
    Portland, OR 97219
    ████████████████████

SECONDARY FIRE STATION

    Portland Fire & Rescue – Station 05 – Hillsdale
    1505 SW Dewitt Street
    Portland, Oregon 97201
    Phone: 503-823-3700 – Ask for Station 5

PRIMARY BEECN

    Location Gabriel Park SW 37th & Vermont

Multnomah Village lies between SW 45th Ave. to the west, SW Capitol Hill Rd. to the east, SW Vermont St. to the north, and I-5 to the south. The neighborhood is bordered by Maplewood, Crestview, and Ash Creek on the west, Hayhurst and Hillsdale to the north, and South Burlingame, Markham, and West Portland Park to the south.

MAP OF MLT VILLAGE AREA & KEY LOCATIONS (STAGING AREAS & FIRE STATION)
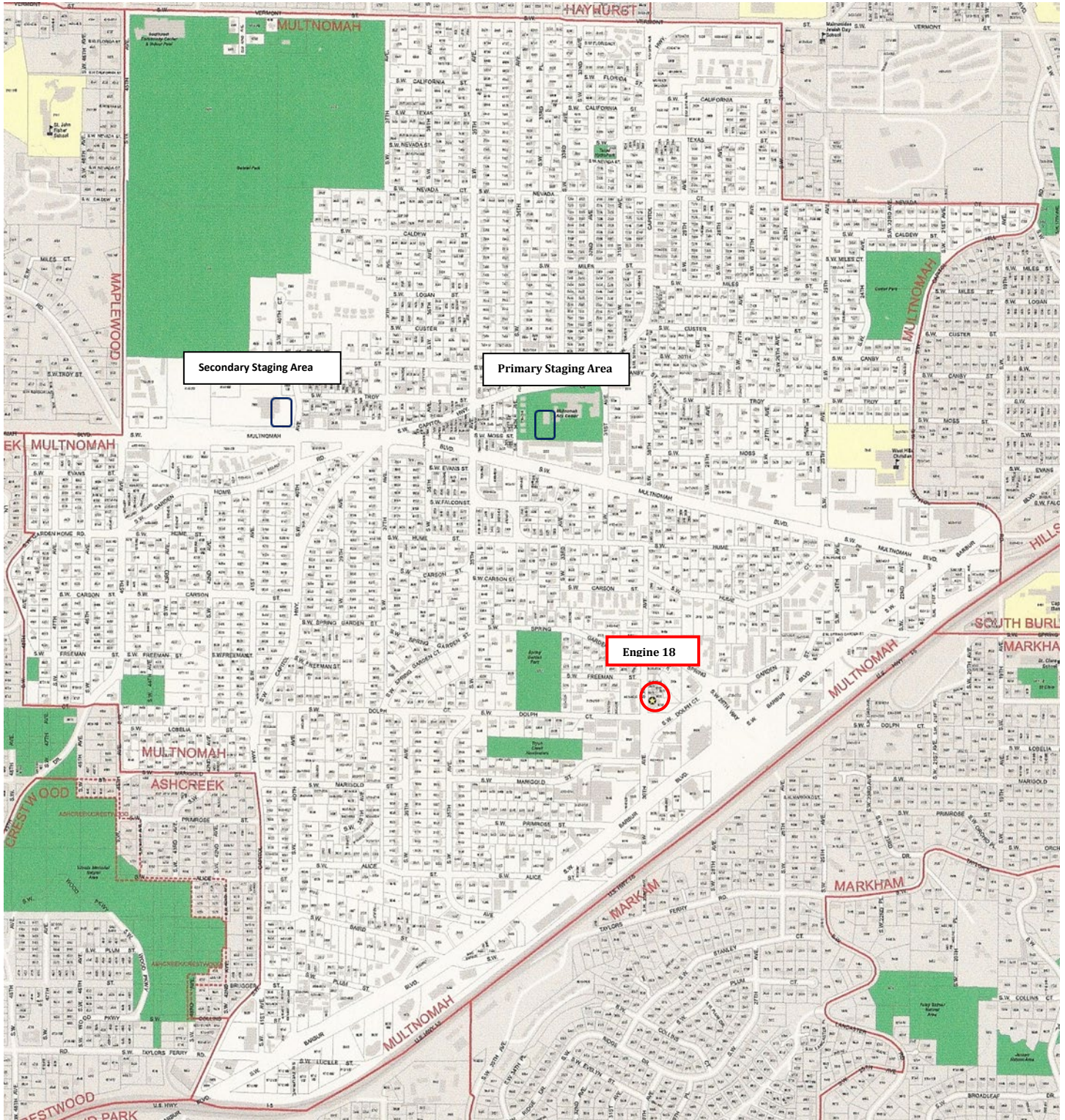
NET DEPLOYMENT PROTOCOLS & RESPONSIBILITIES

IMMEDIATE RESPONSIBILITIES BEFORE DEPLOYMENT
    a. Check yourself and persons in your household for injuries.
    b. Mitigate any hazards and secure your home.
    c. Attempt to contact your emergency out-of-state contact.

PBEM INITIATED DEPLOYMENTS (Communications systems functioning)

NET team members (TM) should follow the protocols listed in the NET Guidelines (section 800.05-800.30 Appendix A) regarding activation and the steps to take before reporting to the staging area.

PBEM notifications are sent to NET members in affected area with authorization and instructions. Additional details can also be found on prerecorded line: 503-823-1410, updates made @ 0800 and 2000 hrs.

SELF-DEPLOYMENT PROTOCOL (Communications systems are down)

1. NET TMs may self-deploy ONLY if the following three conditions are true:

    a. A major, city-wide disaster has taken place
    b. Cell phones and land lines are non-operational
    c. You have received no message from PBEM or the Team Leader (TL)

2. If all three of the above conditions are **NOT** met, you may **NOT** deploy.

NET ROLE AND RESPONSIBILITIES

1. Your decision to deploy is entirely optional and is at your own discretion, based on your evaluation of personal safety and family needs AND related to factors including:
    a. The time of day
    b. The weather
    c. The severity of the disaster
    d. The presence or absence of other unaffiliated people

2. When deploying, collect your NET gear bag, PPE & ID.

3. Ensure throughout a deployment that you abide by the NET principles that follow:

    a. **Safety First**. Your own personal safety and that of your team is primary to any assistance you render.
    b. **Do the greatest good for the greatest number of people in the shortest possible time.**
    c. **Understand your role:** Respond within the scope of your NET training with any actions you take. NETs are a volunteer extension of first responder services offering immediate help until professional services are available.
    d. **Respect the chain of command** within and outside of NET.
    e. **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.

DEPLOYMENT PROTOCOL STEPS

COMMUNICATIONS PROTOCOL

1. Utilize whatever means you have to connect with your home group per your group plan: phone, text, GMRS radio, sending a runner or going to your predesignated meet up location.

2. If you have a FRS/GMRS radio tune it to MV Team **Channel 4, Privacy code ZERO.**

   a. State your name and listen for other team members to confirm they read your transmission.
   b. Give your status, & any immediate needs. Be brief, use radio protocols.
      (Other NET teams also using channel 4: Maplewood, Hayhurst)
   c. Maintain communication lines throughout deployment until the situation concludes.

3. Home Group Lead (HGL) will attempt to contact the Team Leader, or if unable, contact the closest other home group and give a status report for your group, to be relayed to TL.

4. If and when the Team Leader can contact other TMs, he or she will:

   a. Commence a roster check and record status reports on each home group and TM, Home group needs, availability to deploy, and ETA
   b. Size up Team needs, availability, acquire information and consider the facts.
   c. Issue a decision for the team to either give assistance to home groups, deploy to staging area or to stand by.

STAGING AREA PROTOCOL

1. **ESTABLISH SAFETY** If markings are not present, you are likely the first to arrive.

   a. **Ensure the staging area is safe to approach**: size up the area for immediate hazards such as downed power line, gas leaks, fire, etc. Mitigate if possible.
      1) Assess the staging area for immediate and long-term use. Check the integrity of any available shelters.
   b. If site is OK, POST "SITE OK" (green sign) marking at obvious location and establish the staging area; act as *de facto* commander (ITL) until other team members arrive.
   c. When 2nd team member arrives: Affirm together that the site is still safe.
   d. If site is clearly unsafe, or not usable, make a "SITE BAD" marking along with your name and date/time, and indicate back-up staging area and proceed there.

   If you arrive and find SITE BAD markings are present:

   a. Add your initials and date/time, and proceed to the indicated back-up staging area.
   b. Contact other TMs and update them on the staging area status.

ON-SITE MANAGEMENT PROTOCOL   Once a secure staging area is established. The first member at the staging area will assume the role of Incident Team Leader (ITL) and follow Onsite Management Protocols per NET Guidelines until other TMs arrive.

1. **Establish Incident Team Leader (ITL) by TM consensus**

   ROLES & RESPONSIBILITIES: Incident Team Leader (ITL)

   a. Directs all activities and maintains the Incident Command (IC) dashboard and contact with the ARO.
   b. Assigns Assistant Team Leaders (ATL) based on need and span of control (Operations, Planning, Logistics, Safety).
   c. ITL maintains all functions until delegated to ATLs.
   d. ITL interfaces with Emergency responders.
   e. **Maintains awareness of team function and provides relief as needed**

2. **Set up Team's Incident Command Center.**

   a. Retrieve the IC materials from the cache. Inventory your supplies and follow set up instructions
   b. Set up sign in sheet FORM 2A *"personnel resource intake"*
   c. Set up IC dashboard, and Team clipboard with forms, Map
   d. Prepare to enhance shelter with tarp walls utilizing the established eyebolts and cordage.
   e. Designate a Medical triage area. Inventory medical supplies
   f. Interface with ARO after arrival, designate Coms area, Utilize FORM 6 *Communications Log*

3. **Evaluate Resources and Prioritize Needs after command center setup**

4. **Direct or designate OPERATIONAL FUNCTIONS**

5. **Direct or designate LOGISTICAL FUNCTIONS**

OPERATIONAL FUNCTIONS

ROLES & RESPONSIBILITIES: Operations Chief (Ops ATL)

1. Search & Rescue, Damage Assessment
2. Medical Triage, Treatment

S&R FUNCTIONS:

1. ITL receives FORM 1 – Damage Assessment reports from arriving TMs.
2. Immediately report any incidents ITL can't handle to ARO- to be reported to ECC
3. Ops ATL establishes priorities and creates Functional Teams - TMs/SUVs
4. Delegate assignments to teams of 2 or more.
5. Give briefings to functional team lead using FORM 4 (*Assignment briefing*). Perform team and Ops ATL radio check.
6. Document assignment on FORM 3 *Assignment tracking log* which is added to IC DASHBOARD for tracking

NET FUNCTIONAL TEAMS: NET TM acts as lead
   a. Receive assignments and perform team and Ops ATL radio check
   b. Dispatch to scene

c. Mitigate/assist per their role.
d. Maintain coms with OPS ATL with regular status reports
e. Radio coms to Ops ATL for any emergent issues for direction or for ARO to relate to ECC.
f. Return to IC and debrief: assessments, actions, needs. complete Form 4 (*Assignment Briefing)* to OPS ATL.

MEDICAL FUNCTIONS: OPS ATL

1. Designate Medical TL to receive incoming injured

ROLES & RESPONSIBILITIES OF MEDICAL TL

a. Set up a Medical triage area
b. *Sign in and Triage patients*
c. Assign patients into the designated treatment area on FORM 5A (*Patient treatment area record).*
d. Provide and document individual care on FORM 5B (*Individual Patient record).*

LOGISTICAL FUNCTIONS

ROLES & RESPONSIBILITIES: ITL until designated to Logistics Chief (Logistics ATL)

1. To receive/track manage incoming personnel /resources, supplies.
2. Interface with Radio Coms

Personnel Functions:

1. Manages incoming NETs- sign in Form 2A (*Personnel check in).*
2. Manage arriving SUVs. Sign in and evaluate skills of SUVs on FORM 2B (*Spontaneous Volunteer Intake).*
3. Appoints SUV coordinator as needed
4. Manages & signs in arriving Affiliated Trained Volunteers (ATV) on FORM 2B (*Spontaneous Volunteer Intake*).
5. Maintains security at the Command Center
6. Assists ITL with staff relief and handoff

Equipment/Supply Functions:

1. Manage requests for supplies and tracks equipment on FORM 3 (*Equipment tracking form)*
2. Sets up and maintains IC shelter area; Manages Food & Water, Sanitation/wash center

COMMUNICATION FUNCTIONS

ROLES & RESPONSIBILITIES: Amateur Radio Operator (ARO)

1. Takes direction from and supports ITL.
2. Relays messages from ITL and ECC using established protocols.
3. Documents on Form 6 (*Communications log).*

Command Structure MV NET

Incident Team Leader

ARO

Operations Chief

Logistics Chief

Functional Team

Functional Team

Functional Team

Functional Team
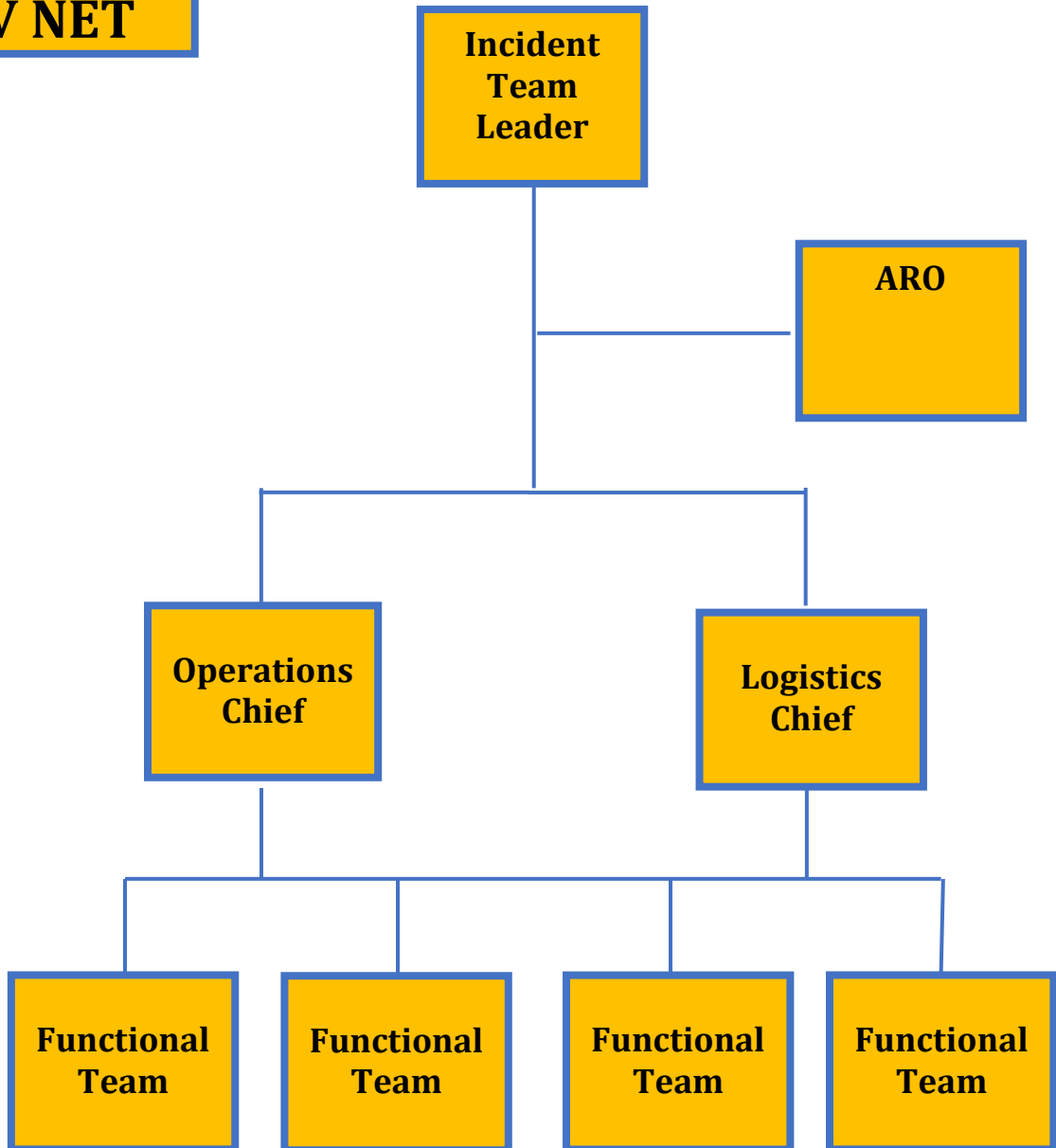
Appendix A: 800 .05 – 800.25 Operations: Guiding Principles

In the course of any emergency deployment, NET Members must ensure that all chosen actions conform to the following guiding principles:

a. **Safety**. A NET Member must never place themselves in an unsafe situation for any reason. Moreover, a NET Member must never be expected to place her or himself in a dangerous situation or ask other volunteers to do so. NETs will never deploy without personal protective equipment.

b. **Do the greatest good for the greatest number of people in the shortest possible time**. NETs are a limited resource. If deployed to an emergency, they must carefully and thoughtfully perform the tasks they are assigned. In the event of self-deployment and limited guidance is available, NETs must prioritize where they respond based on considerations for their personal safety, as well as what decisions will preserve the greatest number of lives.

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 trained for endangers the personal safety of that Member and others. Furthermore, the City's indemnification policy only protects Members when they respond inside the parameters of PBEM approved training.

d. **Understand the role of NET in an emergency or disaster**. NETs are not teams of professional first responders. NETs act as a volunteer extension of first responder services offering immediate help to victims until professional services arrive.

e. **Respect the chain of command**. A recognized chain of command – both inside and outside of NET – helps ensure accountability and efficiency during a response.

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, and saves time (and therefore, lives) for professional emergency responders.

Responsibilities Prior to Deployment Immediately following a citywide disaster or emergency,
NET Members:
a. Check themselves for injuries and ensure personal safety.
b. Check in with household Members, ensure their safety, and treat any injuries.
c. Follow team communication protocols if established.
d. Put on PPE and retrieve NET kit.
e. Follow appropriate deployment protocols as designated by the NET Operations Plan. Members should not call in to PBEM to inquire if they are being activated, but instead should follow the protocols in the sections that follow.

Self Determination to Deploy Individual Members maintain personal discretion to deploy when requested by PBEM or under self-deployment protocols. The decision to deploy following a disaster is a Member's own, and a Member may never be coerced into deploying. A Member who chooses not to deploy will not be subject to any consequences related to his or her standing in the NET program.

Activation Protocols: PBEM Initiated Deployments. A NET deployment may only be authorized by PBEM, except for highly unusual circumstances.

Self-Deployment – Standing Orders.
a. NETs may not deploy under any other circumstances.
b. The assumptions preceding a PBEM initiated deployment are that:
      (1) an emergency or planned event is taking place,
      (2) NET assistance is needed, and
      (3) usual communication systems (phone and internet) are still functional.
ONLY if communication systems are down should NETs consider the self-deployment protocols described in Self Deployment

c. PBEM will use contact information in the NET database to send a deployment authorization message via any means available including phone call, text message (see text box on next page), email, or amateur radio. This message will be addressed to all NET Members or to a specific geographic area based on the nature of the incident. This message will include specific deployment authorization and instructions, or it may contain a request to stand by or stand down.

d. If PBEM initiates a deployment, PBEM will also update a recorded status message accessible by calling the NET Emergency Activation telephone number (503-823-1410). The message will convey mission instructions, and may include: team(s) assigned, description of specific tasks, time of assignment and estimated completion, specific location or boundaries, how a task is to be accomplished (if appropriate), the purpose of the mission or desired end date. Over the course of the activation, the message will be updated twice daily at 0800 and 2000 hours.

e. Standard Deployment Protocol: Unless instructed differently by the deployment authorization issued by PBEM, Members: Proceed to their NET Staging Area; While in route to the NET Staging Area, Members should note damage in the neighborhood and record assessments by using NET Form 1: Damage Assessment (ICS Forms). This form will be turned in to the Incident Team Leader present at the NET Staging Area. Once at the NET Staging Area, Member should follow protocols described in Onsite Management Protocols.

Activation Protocols: Self Deployment

a.   A key factor for NET Members is the ability to spontaneously organize and activate themselves in the event of a major disaster. If there is a significant earthquake, phones and other communications channels may be interrupted. NET Members will know where to go, how to organize their efforts, and will get to work without any specific order being issued.
b.   The assumption preceding a NET self-deployment is that:
   (1) a large citywide emergency is taking place,
   (2) communication systems (such as landlines and cell phones) are inoperative, and
   (3) Members have not received instructions from PBEM and cannot reach the NET
      Emergency Activation recording. NETs do not self-deploy unless all three conditions are met.
c. After addressing the responsibilities indicated in Responsibilities Prior to Deployment, Member self-deploy to the NET Staging Area following - Standard Deployment Protocol

Activation Protocols: Standing Orders a PBEM may, in rare circumstances, authorize an outside agency or organization to directly contact and deploy NETs or NET Members. This is called a standing order. Standing orders are used when PBEM is not involved in the emergency incident; however, there is a clear and pre-approved mission for NET assistance.   When issued, the NET Coordinator will inform all Team Leaders of new standing orders and will include a list of Members who are approved to deploy under the order.   All requests for NET assistance via standing order will take place as follows: By phone, the requesting agency notifies the PBEM NET Coordinator of their intent to initiate a standing order. Requesting agency then sends an email to NETs with information about where and when NETs should gather to provide assistance, and the NET Coordinator must be copied. This email MUST have a PDF copy of the valid and pre-approved standing order attached, or the request is not valid. Requesting agency may then follow-up with volunteers by phone; but, not before the request is emailed as described in the above step.

Amateur Radio Communications

In the event of a deployment, the official team Amateur Radio Operator will support and take direction from the Incident Team Leader (ITL) and relay messages to and from team members and the Emergency Command Center (ECC). The ARO will use Ham or FRS radios as appropriate according to the NET Guidelines and use the following protocols:

1. The ITL will determine the means of communication between the ITL and the ARO – this role may be filled by the IC's scribe, a runner, and/or FRS radio.

2. The ARO, in coordination with the ITL, will establish communications with PBEM – directly or through regional "sub-net" radio operations.

3. The ITL will develop and pass to the ARO three basic categories of traffic, including:

    a. Initial team check-in information
    b. Urgent life safety reports, such as life-treat victims and/or high threat-level damage to infrastructure such as fires or major landslides.
    c. Situation reports

4. The ARO, directly or with a designated team member, will keep a record of critical communications, including situation reports, and any communications involving personnel or equipment.

5. The ARO, time and equipment permitting, will attempt to establish contact with neighboring NET AROs.

Scribes

1. Ideally, both the ITL and the ARO should have scribes.

2. The ITL scribe will capture damage assessment, and other critical information, for an initial situation report, which the ARO will transmit to the city.

3. If there are two scribes, the ITL will determine if the ITL and scribe are the FRS point of contact with team members or if the ARO and scribe fill this role.

4. If there is only one scribe, she/he should be assigned to the ARO and the ARO should handle both FRS and ham radio traffic. The scribe may need to be prepared to be back-up for receiving FRS traffic from team members.

NOTE: ARO communications may be conducted from the ARO's home, from the NET staging area with a portable radio set, or from the ham kit and antenna located at Fire Station 18, as long as above functions can be met. Multnomah may also use an FRS relay from the staging site to the Fire Station 18 radio.

Ham Radio Protocols During Deployment

1. Once the team is assembled at the NET Staging Area, the ARO will check in with Multnomah County Amateur Radio Emergency Service (MCARES) Resource Net Controller on the Multnomah County Secondary Repeater MC-2 (147.280, + 0.600). Checking in with MC-2, the ARO gives his or her FCC call sign and waits for acknowledgement from the net control operator. Once recognized, the ARO then provides the following information:

      a.   Name
      b.   Location (park or nearest cross streets)
      c.   Available equipment, including communications and transportation resources
      d.   NET affiliation
      e.   Any other information deemed necessary by the Incident Team Leader, the ARO or requested by NET Control.

2. If no contact is possible on the Multnomah County ARES Resource Net via the Multnomah County Secondary Repeater (MC2), AROs should attempt to make contact with a Multnomah County ARES Net Controller via the following channels in this order:

      a. Multnomah Secondary Simplex (MC 5, 146.460)
      b. Multnomah Primary Simplex (MC-4, 146.180)

3. The ARO declares that she or he has an assignment to support Multnomah NET and is switching to the PBEM tactical net.
        NET Tac 1- (MC 8) 147.580 MHz, simplex or
        NET Tac-2- (MC 9) 147.540 MHz, simplex

4. After checking in with the Resource Net Controller (or attempting to check in) the ARO switches over to the **tactical net reserved for PBEM at MC 6, (146.040, +0.600) followed by MC 7 (147.560) if there is no answer at MC 6.**The ARO will check in with the PBEM Tactical Net Controller, sited at the ECC, and repeat the same information given for the Multnomah County Resource Net check in.

5. Regular radio traffic and monitoring commences. The NET Tactical Net Controller will contact each team periodically for status reports and issue deployment authorization messages or assignments as necessary. AROs should use the NET Tactical Net also to request resources and information.

Appendix C

FRS RADIO VOICE PROCEDURE

1. **BASICS**

    a. Think before you speak. Then, be brief.
    b. Use no one's personal information (name, health status, address, etc.).
    c. To make a call, say the tactical call sign of the receiving station, followed by **THIS IS** and then your tactical call sign, and then **OVER.**
       EXAMPLE: "Command Post, this is Rover One, Over"

2. **ACCURACY**

    Use the **RSVP** system to ensure accuracy.

R	RHYTHM	Make adequate pauses.
S	SPEED	Speak more slowly than usual. Use "air writing" when spelling phonetically.
V	VOLUME	Speak directly into the microphone.
P	PITCH	Pitch your voice higher than for normal conversation

3. **DISCIPLINE**

    a. Listen before you speak
    b. Wait 3 seconds before using the PTT switch to avoid talking over someone else.
    c. Answer all calls promptly.
    d. Keep the airways free of unnecessary talk.
    e. Be brief and to the point

4. **PROWORDS** have specific meanings that replace sentences or phrases.

Word or Phrase	Meaning
Affirmative	Normally used when a question is asked and the reply is YES
Break, Break,	Interruption to a transmission
Disregard	This transmission has been made in error – ignore
EMERGENCY EMERGENCY	Use only when there is **'grave or imminent danger to life'**. Immediate assistance is required
Figures	Numbers to follow
Go ahead	I am ready to copy your message
I spell	Next word will be spelt out using the phonetic alphabet
I say again	I am repeating my transmission or portion requested
Negative	Normally used when a question is asked and the reply is NO.
Out	End of transmission, no answer is required or expected
Over	Invitation to transmit
Roger	Message was received and understood. Can be used with the words over or out

Say again	Repeat all of your last transmission
Say all after	Repeat all after a certain word or key phrase
Say all before	Repeat all before a certain word or key phrase
Standby	Wait for a short period and I will get back to you.
Sitrep	Means a situation report at your location

5. PHONETIC ALPHABET

Use the Phonetic Alphabet when your message contains difficult words or abbreviations.

	Phonetic	Spoken As		Phonetic	Spoken As
A	Alpha	AL FAH	N	November	NO VEM BER
B	Bravo	BRAH VOH	O	Oscar	OSS CAH
C	Charlie	CHAR LEE	P	Papa	PAH PAH
D	Delta	DELL TAH	Q	Quebec	KEH BECK
E	Echo	ECK OH	R	Romeo	ROW ME OH
F	Foxtrot	FOXS TROT	S	Sierra	SEE AIR RAH
G	Golf	GOLF	T	Tango	TANG GO
H	Hotel	HOH TELL	U	Uniform	YOU NEE FORM
I	India	IN DEE AH	V	Victor	VIC TAH
J	Juliet	JEW LEE ETT	W	Whiskey	WISS KEY
K	Kilo	KEY LOH	X	X-ray	ECKS RAY
L	Lima	LEE MAH	Y	Yankee	YANK KEY
M	Mike	MIKE	Z	Zulu	ZOO LOO

6. INITIATING A CALL

Whenever you are using a radio for the first time, or there is doubt about the performance of your radio, the simplest check that can be done is what is known as a **"RADIO CHECK"**.
The call should consist of the following:

   a. The call sign of the station being called.
   b. The words **"THIS IS."**
   c. The call sign of the station calling. The words **"RADIO CHECK."**
   d. The proword **"OVER"**

Appendix D

NEIGHBORHOOD & RESOURCES

The numerous bridges, overpasses, and under crossings that will make travel more difficult after a large earthquake. One or more roads for travel may be blocked if the Capitol Highway Viaduct fails. The topography is a known challenge for communications reception.

PARKS & OPEN AREAS
Gabriel Park – 45th & Vermont/ SW 41st & Canby
Spring Garden Park – 3332 SW Spring Garden

SCHOOLS
West Hills Learning Center - 7339 SW Capitol Highway
Children's View Montessori – 4729 SW Taylors Ferry Rd
Montessori Pathways – 4920 SW Vermont
Maplewood Elementary – 7452 SW 42nd Ave
Gray Middle School – 5505 SW 23rd St
Markham Elementary – 10531 SW Capitol Hwy

CHURCHES & COMMUNITY CENTERS
SW Community Center & Pool – SW 45th & Vermont
Multnomah Arts/Senior Center (MAC) – 7688 SW Capital Hwy
Riversgate Church – 7634 SW Capitol Hwy
Greater Portland Bible Church – 2374 SW Vermont St
West Hills Christian Church – 3824 SW Troy

TOOLS & EQUIPMENT
Multnomah Tree Service
Barbur Tool Rental
A-Boy Plumbing

FOOD AND SUPPLIES
Neighborhood House – 7780 SW Capitol Highway
      Emergency Food Box Program: 3445 SW Moss St and MAC
Safeway - 8145 SW Barbur Blvd
John's Market Place – 3535 SW Multnomah Blvd
Grand Central Bakery – 3425 SW Multnomah Blvd
Barbur World Foods – 9845 SW Barbur

MEDICAL TREATMENT OR SUPPLIES
Zoom Care – 7855 SW Capital Highway
Multnomah Village Family Dental Care – 7717 Southwest 34th Avenue
Village Family Dental – 7615 SW Capital Highway
The Healing Arts Clinic – 3644 SW Troy St
Libbi Hawkins Vet – 4421 SW Vermont St
Walgreens 9855 SW Capitol Hwy
OREV Vet care 7637 SW 33rd Ave

ADJACENT ACTIVE NET TEAMS:

Hillsdale: Team Leader: Bill Hasan   hillsdaleornet@gmail.com
Staging Area: Dewitt Park
BEECN SITE: Wilson High

Markham: Co-Team Leader: Donna Herron, Michael Rueter
Markham.President@gmail.com rueter.michael@gmail.com
Staging Area: Capitol Hill United Methodist Church –
2401 SW Taylors Ferry Rd.
BEECN SITE: Holly Farm Park – SW Capitol Highway

Maplewood: Team Leader: Kandy Scott
maplewoodpdxnet@gmail.com
Staging Area: Maplewood Elementary School
7452 SW 52nd Ave
BEECN SITE: Gabriel Park

Ashcrest: Co-Team Leaders: Dave Manville & Chuck Quarterman
AshCrest.net@outlook.com
Staging Area: (Primary) In front of Smith School 8935 SW 52nd Ave
(Secondary) Dickinson Park play structure 10601 SW 55th Ave
BEECN SITE: United Methodist Church (UMC) 4799 SW Taylors Ferry Rd

Appendix F: FREQUENTLY USED ACRONYMS IN PORTLAND NET

AED Automated External Defibrillator.
  It is a portable electronic device that automatically   diagnoses potentially threatening cardiac arrhythmias and can treat them through defibrillation (the application of electrical therapy which stops arrhythmia and allows the heart to reestablish and effective rhythm). Though not customarily included in a First Aid kit, the use of an AED is frequently taught in First Aid classes and are often found available in public places where many people congregate.

ARES Amateur Radio Emergency Services.
  ARES organizations are corps of trained amateur radio operators who will activate to assist with communications in the event of a disaster. There are many ARES organizations across the United States and Canada. In the Portland area, the local ARES organization is Multnomah County ARES

ARO Amateur Radio Operator.
  This is a position in a NET and, optimally, every NET has at least one trained ARO

ATL Assistant Team Leader.
  If a NET is larger than seven members or so, a Team Leader may assign an ATL or ATLs to maintain span of control during operations.

BEECN Basic Earthquake Emergency Communications Node.
  The BEECN program is a volunteer program administered by the Portland Bureau of Emergency Management, though some elements of it overlap with the NET program.

ECC Emergency Coordination Center.
  A multi-agency coordination hub supporting on-scene response to an emergency. In the event of a disaster, PBEM will active the ECC and responding agencies will use ECC facilities to ensure that their response is effectively coordinated.

EMS Emergency medical services.
  First responders (usually paramedics or emergency medical technicians (EMTs)) responsible for providing urgent medical care and transport to a medical facility.

FEMA Federal Emergency Management Agency.
   An agency of the United States Department of Homeland Security. FEMA's primary purpose is to coordinate disaster response that overwhelms the resources of state and local authorities.

4-in-1 tool
  A specialized tool, made from a non-sparking alloy, used by NET and CERT volunteers to shut off gas and water, dig trenches, and breach.

FRS Family Radio Service.
  A personal radio option that functions well for team support communications, though the range is limited (see Analysis: FRS and GMRS Radio).

GMRS General Mobile Radio Service.
  A personal radio option that is ideal for team support communications, though radio users must obtain an FCC license to talk on GMRS channels (see Analysis: FRS and GMRS Radio).

IC Incident Commander.

> In conformity with NIMS (see below), a person responsible for all aspects of an emergency response. NETs do not have ICs but will have an ITL during operations (see below).

ICS Incident Command System.

> A standardized, on-scene, all-hazards incident management approach. PBEM recommends that NET members learn ICS by taking IS-100

ITL Incident Team Leader.

> The on-scene operations leader for a NET. This person is usually the same person as the NET's TL, but not necessarily.

NIMS National Incident Management System.

> Concepts and principles that answer how to manage emergencies from preparedness to recovery regardless of their cause, size, location, or complexity. ICS is a subcomponent of NIMS.

NSA NET Staging Area.

PARC Portland Amateur Radio Club.

> PARC can help amateur radio operators learn more about radio communication and equipment.

PBEM Portland Bureau of Emergency Management.

> An internal services bureau whose primary mission is to work with other Portland city services and bureaus to mitigate and prepare for disasters and emergencies.

PF&R Portland Fire & Rescue. Portland's professional fire and rescue agency.

PIO Public Information Officer.

> A PIO is a position appointed by PBEM and this person is responsible for talking with the press and providing public messaging.

POD Point of Distribution.

> PODs are generally stood up during the course of a pandemic event. Multnomah County periodically sets up POD training for NET members.

PPE Personal Protective Equipment.

> PPE constitutes the minimum equipment that NET members must wear when deployed to an emergency operation. See Guidelines section 600 .05.

RACES Radio Amateur Civil Emergency Service.

> A standby radio service that is activated in the event of the President of the United States invoking the War Powers Act. RACES members generally have a higher level of radio training and expertise than typical amateur radio operators.

SUV Spontaneous Untrained Volunteer or Spontaneous Unaffiliated Volunteer.

> Definitions differ, but generally: a volunteer who arrives on-scene during emergency operations to contribute resources to assist with response.

TL NET Team Leader.
TM Team Member.
TS Comms Team Support Communications.

Appendix G

Multnomah Village OPS Plan Check Off Sheets

1. ON-SITE Management Protocol

2. Operational Functions

3. Medical Functions

4. Logistical Functions

5. Communication Protocol

1. ON-SITE MANAGEMENT PROTOCOL - MV OPS PLAN

Once a secure staging area is established. The first member at the staging area will assume the role of Incident Team Leader (ITL) and follow Onsite Management Protocols per NET Guidelines until other TMs arrive.

1. ☐ **Establish Incident Team Leader (ITL) by TM consensus**

   ROLES & RESPONSIBILITIES: Incident Team Leader (ITL)

   1. Directs all activities and maintains the Incident Command (IC) dashboard and contact with the ARO.
   2. Assigns Assistant Team Leaders (ATL) based on need and span of control (Operations, Planning, Logistics, Safety).
   3. ITL maintains all functions until delegated to ATLs.
   4. ITL interfaces with Emergency responders.
   5. **Maintains awareness of team function and provides relief as needed**

2. **Set up Team's Incident Command Center.**

   ☐ Retrieve the IC materials from the cache. Inventory your supplies and follow set up instructions

   ☐ Set up sign in sheet FORM 2A *"personnel resource intake"*

   ☐ Set up IC dashboard, and Team clipboard with forms, Map

   ☐ Prepare to enhance shelter with tarp walls utilizing the established eyebolts and cordage.

   ☐ Designate a Medical triage area. Inventory medical supplies

   ☐ Interface with ARO after arrival, designate Coms area, Utilize FORM 6 *Communications Log*

   ☐ ARO will run a radio check prior to team members deployment.

3. **Evaluate Resources and Prioritize Needs after command center setup**

4. **Direct or designate OPERATIONAL FUNCTIONS**

5. **Direct or designate LOGISTICAL FUNCTIONS**

2. OPERATIONAL FUNCTIONS - MV OPS PLAN

ROLES & RESPONSIBILITIES: Operations Chief (Ops ATL)

1. Search & Rescue, Damage Assessment

2. Medical Triage, Treatment

S&R FUNCTIONS:

☐ 1. ITL receives FORM 1 – Damage Assessment reports from arriving TMs.

☐ 2. Immediately report any incidents ITL can't handle to ARO- to be reported to ECC

☐ 3. Ops ATL establishes priorities and creates Functional Teams - TMs/SUVs

☐ 4. Delegate assignments to teams of 2 or more.

☐ 5. Give briefings to functional team lead using FORM 4 (*Assignment briefing)* and perform team and Ops ATL radio check

☐ 6. Document assignment on FORM 3 *Assignment tracking log* which is added to IC

☐ 7. DASHBOARD for tracking

NET FUNCTIONAL TEAMS: NET TM acts as lead

☐ a. Receive assignments and perform team and Ops ATL radio check

☐ b. Dispatch to scene

☐ c. Mitigate/assist per their role

☐ d. Maintain coms with OPS ATL with regular status reports

☐ e. Radio coms to Ops ATL for any emergent issues for direction or for ARO to relate to ECC.

☐ f. Return to IC and debrief: assessments, actions, needs. complete Form 4 (*Assignment Briefing)* to OPS ATL.

3. MEDICAL FUNCTIONS: OPS ATL - MV OPS PLAN

☐ 1. Designate Medical TL to receive incoming injured

ROLES & RESPONSIBILITIES OF MEDICAL TL

☐ a. Set up a Medical triage area

☐ b. Sign in and Triage patients

☐ c. Assign patients into the designated treatment area on FORM 5A *(Patient treatment area record).*

☐ d. Provide and document individual care on FORM 5B (*Individual Patient record).*

4. LOGISTICAL FUNCTIONS - MV OPS PLAN

ROLES & RESPONSIBILITIES: ITL until designated to Logistics Chief (Logistics ATL)

1. To receive/track manage incoming personnel /resources, supplies.

2. Interface with Radio Coms

Personnel Functions:

☐ 1. Manages incoming NETs- sign in Form 2A (*Personnel check in).*

☐ 2. Manage arriving SUVs. Sign in and evaluate skills of SUVs on FORM 2B (*Spontaneous Volunteer Intake).*

☐ 3. Appoints SUV coordinator as needed

☐ 4. Manages & signs in arriving Affiliated Trained Volunteers (ATV) on FORM 2B (*Spontaneous Volunteer Intake*).

☐ 5. Maintains security at the Command Center

☐ 6. Assists ITL with staff relief and handoff

Equipment/Supply Functions:

☐ 1. Manage requests for supplies and tracks equipment on FORM 3 (*Equipment tracking form)*

☐ 2. Sets up and maintains IC shelter area; Manages Food & Water, Sanitation/wash center

5. COMMUNICATIONS PROTOCOL -   MV OPS PLAN

☐ 1. **Contact Home group -** Utilize whatever means you have to connect with your home group per your group plan: phone, text, FRS radio, sending a runner or going to your predesignated meet up location.

☐ 2. If you have a FRS radio tune it to MV Team **Channel 4, Privacy code ZERO.**

    ☐ a. **State your name** and listen for other team members to confirm they read your transmission.

    ☐ b. **Give your status, & any immediate needs**. Be brief, use radio protocols.
         (Other NET teams also using channel 4: Maplewood, Hayhurst)

    ☐ c. **Maintain communication lines** throughout deployment until the situation concludes.

☐ 3. **Home Group Lead (HGL)** will attempt to **contact the Team Leader**, or if unable, contact the closest other home group and give a status report for your group, to be relayed to TL.

☐ 4. **If and when the Team Leader can contact other TMs**, he or she will:

    ☐ a. **Commence a roster check** and record status reports on each home group and TM, Home group needs, availability to deploy, and ETA

    ☐ b. **Size up Team needs**, availability, acquire information and consider the facts.

    ☐ c. **Issue a decision for the team** to either give assistance to home groups, deploy to staging area or to stand by.

☐ 5. **Team Leader should check in with the PBEM NET Coordinator** or Emergency Coordination Center (ECC) via mobile phone as detailed in the deployment authorization message.

    ☐ a. To keep lines of communication open, teams and Team Leaders should avoid contacting the PBEM NET Coordinator or Emergency Coordination Center (ECC) unless specifically requested in the deployment authorization Message.

    ☐ b. In the event of a mobile phone disruption, teams should rely on information provided in the deployment authorization message (*800.20*) and proceed with operations as indicated in their Team Operations Plan.