

NET Operations Plan

Argay/Parkrose NET Team

Rev. 3, Monday, April 18, 2016

The purpose of this document (our *Ops Plan*) is to provide deployment instructions for the Argay/Parkrose NET Team members. This document has been prepared according to the *Neighborhood Emergency Team (NET) Guidelines*, maintained by The Portland Neighborhood Emergency Team (NET) program under the City of Portland Bureau of Emergency Management (PBEM). In the following, we will use *Guidelines* to refer to the preceding document.

This *Ops Plan* is supplemental to the *Guidelines* and will not reproduce or replace information found in the *Guidelines*. Team members must become familiar with the *Guidelines*. The latest version of the *Guidelines* may be found at <http://www.portlandoregon.gov/pbem/article/475612>. Specifically, members must understand section 800 of the *Guidelines*, which covers the following.

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SECTION 800 - OPERATIONS: EMERGENCY DEPLOYMENT
800.05 Operations: Guiding Principles
800.10 Responsibilities Prior to Deployment
800.15 Self Determination to Deploy
800.20 Activation Protocols: PBEM Initiated Deployments
800.25 Activation Protocols: Self Deployment
800.30 Activation Protocols: Standing Orders
800.35 Onsite Management Protocols - General
800.40 Chain of Command
800.45 Indemnification
800.50 Media Requests
800.55 Spontaneous Unaffiliated Volunteers (SUVs)
800.60 Member Deployment Outside of Service Area
800.65 NET Call-up and Deployment Outside of Portland
800.70 NET Communication Protocols
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In particular, Section 800 describes what responsibilities NETs have after an event but before deploying, how NETs are notified for deployment, and what activities NETs should undertake *en route* to their staging area.

This *Ops Plan* addresses the following, which is based on Appendix A of the *Guidelines*.

- How will NET members communicate with each other immediately following a disaster?
- Where is the NET Staging Area that members will deploy to? If the Staging Area is not accessible, is there a backup Staging Area and where is that?
- Is there a Basic Earthquake Emergency Communication Node (BEECN) in the neighborhood?

- Who will act as the Incident Team Leader at the NET Staging Area and begin delegating tasks? Who is next in line to act as Incident Team Leader if that person is not available?
- How will the NET intake and manage Spontaneous Unaffiliated Volunteers (SUVs)?
- Are there locations in the neighborhood that pose particular problems or hazards in the event of an emergency, and what is the most appropriate way for the NET to manage or work around these hazards?
- How will the NET Amateur Radio Operator (ARO) communicate with the Portland Bureau of Emergency Management's Emergency Coordination Center (ECC)?

There are endnote references throughout this document. They appear as raised numbers at the end of sentences, like this ¹. The endnotes are listed at the end of this document. These notes provide the reasons why certain decisions have been made. Such a record provides continuity and contributes to on-going NET Team learning.

Where is the NET Staging Area to which members will deploy? Is there a backup Staging Area and where is that?

1. The primary NET Staging Area is the home of Michael Schilmoeller and Katie Larsell ¹

13831 NE Klickitat CT
503-256-3263(h)
503-880-2590 (c)

2. If it has been necessary to relocate, the backup staging area will be stipulated on the front door or façade of the home of Michael Schilmoeller and Katie Larsell.
3. If the home of Michael Schilmoeller and Katie Larsell is inaccessible or has been vacated without any such posted stipulation, the secondary NET Staging Area is the home of David Given²

2450 NE 139th AVE
(503) 256-0947 (h)

4. If members are cut off from the primary and secondary locations and do not have communications with the NET Staging Area, they should agree among themselves on a team member home that is safe and comfortable and notify others in similar circumstances. They should continue to try to contact the NET Staging Area either directly or through the PBEM Emergency Coordinator or the Multnomah County Emergency Coordinator. Amateur radio frequencies for the purpose of contacting the two latter agencies appear in Section 900 the *Guidelines*.

Who will act as the Incident Team Leader at the NET Staging Area and begin delegating tasks? What is the order of succession if that person is not available?

The Incident Team Leader at the NET Staging Area will be the first team member arriving at the NET Staging Area who is willing and able to assume the tasks of the Incident Team Leader. This protocol will hold at members' homes if the member home owner is unable and unwilling to assume those duties. Consistent with Incident Command Structure procedures, the Incident Team Leader will remain in charge under he or she agrees to relinquish that responsibility to another member or to a person with more experience or greater authority.

How will NET members communicate with each other immediately following a disaster?

1. Conventional means of communication (telephone, internet) will be the first choice, if they are available.
2. If conventional means are not available, members will use General Mobile Radio Service (GMRS) radios, provided they have required license, or Family Radio Service (FRS) radios, which do not require a license. Several neighborhoods are currently associated with the NET. They include Parkrose Heights, Russell, Wilks, Sumner, and Madison South neighborhoods. Members of the Parkrose, Sumner, Madison South, and Parkrose Heights neighborhoods will use channel 2; members of Argay, Russell, and Wilkes neighborhoods will use channel 3. Both channels are shared between GMRS and FRS radios. No privacy tone will be used.³ These choices conform to PBEM NET recommendations for GMRS/FRS radio use.⁴

The NET has completed a map for FRS propagation within the neighbors associated with the Argay-Parkrose NET. One of the primary constraints on propagation is the I-84 freeway that runs through these neighborhoods. The following map indicates in red the locations where communication from south of the freeway to the staging area has been verified.

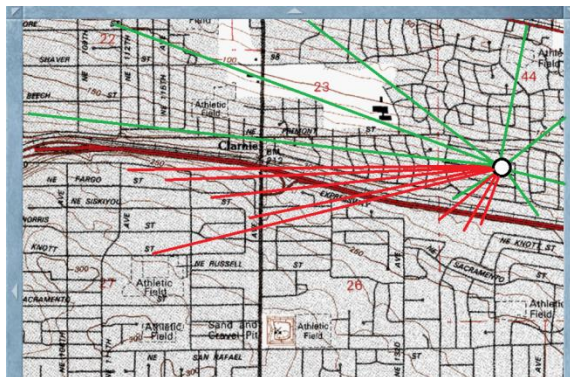


Figure 1: Map of propagation

Where are the nearest BEECN stations?

There are three nearby BEECN locations

1. Parkrose High School (NE 19)
2. Wilks Park (NE 20)
3. Knott City Park (NE 18)

Deployment to BEECN stations will be a NET Team decision made only after team NETs have reported to the NET Staging Area and the Incident Team Leader has concluded the team has sufficient resources to staff the BEECN.

As of this writing, the BEECN equipment cache locations are known to the Team Leaders.

How will the NET intake and manage Spontaneous Unaffiliated Volunteers (SUVs)?

The Argay/Parkrose NET Team will prepare a detailed plan for the intake and management of SUVs in 2015, based on resources such as the [PBEM SUV Guide](#) and the work of New Zealand Ministry of Civil Defense and Emergency Management. Key elements of this plan will include

1. Volunteer coordinator job description
2. Volunteer coordinator task checklist to facilitate
 - a. Summarizing volunteer skills and capability
 - b. Identifying skill needs not filled by available SUVs
 - c. Tracking individual SUVs for the purpose of maintaining their safety, support, and deployment status
3. SUV tasks and job descriptions
 - a. Desk-based tasks
 - b. Active tasks
4. Key messages for SUVs
 - a. Training
 - b. Oversight
5. An outline of the SUV intake center, which would likely be located at or near each BEECN site
 - a. Reception
 - b. Screening
 - c. Training, deployment, and tracking
6. Logistical support for SUVs, including health, safety, fuel, feeding, and limited shelter

It is anticipated that staffing of the SUV intake center from selected SUVs will be among the first tasks of a small cadre of NET team members assigned to a BEECN.

Are there locations in the neighborhood that pose particular problems or hazards in the event of an emergency, and what is the most appropriate way for the NET to manage or work around these hazards?

The principal hazards that have been identified are

1. the Northwest Natural Gas transmission pipeline that follows Sandy Boulevard
2. materials carried by the railway systems that follow Interstate 84 and Sandy Boulevard, including anhydrous ammonia, fuel oil, and liquefied natural gas;
3. industrial materials, primarily north of Sandy Boulevard, including acid for storage batteries used by cell phone towers and automotive shops; fuels, including propane and liquefied natural gas; smaller amounts of corrosive or toxic substances
4. flooding that may occur north of Sandy Boulevard in the event of Mt Hood's eruption or uncontrolled river flows

The Argay/Parkrose NET Team will prepare a detailed plan for the mitigation and management of these risks in 2016.

How will the NET ARO communicate with the ECC?

The NET ARO will

1. follow the procedures identified in Section 900 of the *Guidelines*,
2. familiarize themselves with the frequencies and protocols followed by the Multnomah County Amateur Radio Emergency Services (ARES),
3. train in the use of the Fire Station #2 VHF radios and BEECN handheld transceivers

Direct communications with the ECC is anticipated by the procedures in Section 900 of the *Guidelines*. If direct communication fails, a well-vetted alternative is contact with the Multnomah County Emergency Communications Center, which has ARES operators trained and assigned to the PBEM ECC.

Background and Strategy

It is useful to record the reasons why certain decisions have been made. Such a record provides continuity and contributes to NET Team learning. This should be helpful to those who wish to modify this plan in the future. The following are endnotes to statements and choices appearing in the *Ops Plan*.

¹ It may be hours or days before all NET members can assemble at the Staging Area. The location must therefore be provisioned with food, water, heat, a place to rest, and means of communication. The location must be readily available, rather than locked and accessible only by persons with certain credentials or keys. The homes of team members are the most obvious alternatives. The home of Schilmoeller and Larsell, in particular, has been seismically reinforced and has amateur radio equipment with backup power.

² David Given's home has also been seismically reinforced.

³ FRS radios are limited to ½ Watt of transmission power but do not require a license; GMRS radios typically have several available power levels up to 5 Watts. GMRS radios, however, require a license for any non-life threatening emergency use above ½ Watt.

While the name suggests that a privacy tone affords some privacy or encryption, this is not the case. All communication on a channel carrying a privacy tone can be heard by any receiver on that channel without privacy tone capability or with its privacy tone turned off. The purpose of the privacy code is to eliminate reception *at the receiver* from multiple transmissions using the same channel.

Use of the privacy code is not considered best practice for emergency communications. FM radios will suppress the weaker of two signals ("FM capture"), irrespective of whether the privacy tone is used. Consequently, simultaneous transmissions will interfere with each other and must be avoided. In particular, this means any user of a channel must be able to hear any other transmissions in order to avoid mutual interference. Use of privacy tones would defeat an effort to hear others using the channel.

⁴ The PBEM [Team Leader Meeting: August 12, 2014 Meeting Minutes](#) contain information about radio channel selection, including a map of frequencies for all Portland neighborhoods.