

### **Incident Commander**

- Open cache and direct setup of Center (ICC)
- Assign jobs: Communications specialists; team captains: fire, search, med, shelter, communications
- As situations are reported, see that reports are reaching the Incident Status Board and appropriate teams
- Discuss response with team captains and prioritize personnel and equipment as needed
- Report neighborhood's needs and give periodic briefings to the City of Berkeley Fire Department

### **Communications Captain**

- Go to ICC (cache) and appoint specialist to monitor/log reports on walkie-talkie channel 17/17
- Establish a bulletin board, post information about who needs help, who was sent to do what, and what happened. Note the time and date.
- Monitor AM radio 1610 and 16/10, post conditions
- Send written assessment by hand to the local fire station or use walkie-talkie channel 16/10
- Identify people who can serve as runners to deliver these messages.

### **Division Captain**

- Meet neighbors at Division Assembly Point
- Get Division Emergency Packet of maps and member lists from permanent Div. Cap, Vice-Cap or the cache
- Designate Block Captains and give Block Packet
- Get Block Captains doing reconnaissance
- Receive situations and prioritize for response
- Dispatch response teams using available volunteers and/or call to ICC for support
- Send unneeded volunteers to ICC
- Report situations and resource status to ICC

### **Block Captain**

- Meet neighbors at Division Assembly Point
- Get Block Packet from Division Captain
- Locate Block on map and member list
- Check all properties in block for any situations [white cloth = all clear]
- Report any situations to the Division Captain
- When entire block has been checked, assist response teams as needed

### **Captain: Damage Assessment/Light Search & Rescue**

- Recruit Search & Rescue team(s) from those at ICC
- Send Search & Rescue team after receiving notice of an incident
- Provide team with appropriate equipment from cache or direct to appropriate equipment (e.g. cribbing, ladders) in neighborhood
- Monitor Search & Rescue team(s) by walkie-talkie and dispatch additional personnel or equipment if necessary
- Report status to Incident Commander for posting

### **Captain: Fire Suppression**

- Go to ICC (cache) and form teams from volunteers
- Send fire team after receiving report of an incident
- Turn off utilities as needed, cordon off power lines that are down
- In case of fire, evacuate people
- Put out small fires (smaller than a door)
- In case of large fires, move vehicles away
- Do not to block access for emergency vehicles
- Turn off utilities. Wet area. Close windows of surrounding homes. Take down curtains. Board up windows.

### **Captain: First Aid/Medical**

- Go to ICC (the cache) and form first aid teams
- If possible, move injured people from unsafe homes
- Tag everyone assisted. Keep records of problem, what you did, changes in condition, and meds administered.
- If the person is sent to a First Aid station record who accompanies the patient.
- Provide encouragement and support to those traumatized by the event.
- Establish safe sanitary conditions, such as latrines or port-a-potty placement, maintenance, and use

### **Captain Shelter Logistics**

- Go to ICC (cache) and form team from volunteers
- Confirm condition of homes that offer shelter
- Monitor communication channel for shelter assistance
- Ensure that each child and elder has caretaker.
- Organize transfer to shelters as required
- Track shelter assignments (who is where) and maintain status of available shelter spots
- Recruit and train staff for shelter operations
- Procure, store, distribute supplies and equipment as needed