Incident Commander Duties

- Open cache; direct set up as in photos on cache door
- Assign jobs: Radio Operator; Communications Coord.; Division Captains (if not already in place); team captains: Fire, Search, Med, Shelter; team members
- See that reports are reaching the Incident Status Board and appropriate teams
- Discuss response with team captains and prioritize personnel and equipment. Deploy them as needed.
- Keep Division Captains informed of relevant actions.
 Report needs and status to Fire Station 2, Berkeley Way west of Shattuck, via the Communications Coordinator

Radio Operator Duties

- Handle all radio communications between the members in the field and Incident Command
- Establish contact with 3 Division Captains and convey status of Division teams to the Incident Commander
- Record emergency situations and their status as radioed by Division Captains or Response Teams. Fill out form noting Address, Type of situation, Urgency, and Time.
- Radio IC communications to field units of any relevant actions or changes in status.

Communications Coordinator Duties

- Post status of emergency situations, response teams and equipment on Incident Status Board
- Issue walkie-talkies to people needing them. Help them insert batteries and set channel 17/17
- 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.

Database and Volunteer Coordinator Duties

- Receive emergency situation paper from Communications Coordinator, log it, and stack it on a clip board by the Radio Operator
- Log and monitor allocation of volunteers with computer or login sheet of paper
- Direct volunteers where to stand
- Receive requests for communication to field, transcribe them to paper/computer for Radio Operator to send

Division Captain Duties

- Go to 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
- Send Block Captains to do reconnaissance
- Receive situation reports and prioritize for response
- Dispatch response teams using locally available volunteers and/or call to ICC for support
- Send unneeded volunteers to ICC
- Report situations and resource status to ICC

Block Captain Duties

- Go to 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

Fire, Search & Rescue, and First Aid Captain Duties

- Form and deploy teams based on Incident Status Board
- Provide team with appropriate equipment from cache or direct them to appropriate equipment (e.g. cribbing, ladders) in neighborhood
- Log status of teams, members and equipment on Incident Status Board
- Monitor teams by walkie-talkie
- Dispatch additional personnel or equipment if necessary
- Report status to Incident Commander for posting

Light Search & Rescue Team Member Duties

- Maintain a list of unaccounted for residents
- Turn off main gas valve if you smell gas
- Assess safety of the structure you are entering
- Enter structure only after fires have been suppressed
- Search for unaccounted residents (right hand rule) checking hiding areas for children and pets.

Fire Suppression Team Member Duties

- Cordon off power lines that are down
- In case of any fire, evacuate people
- Attempt to put out small fires (smaller than a door)
- Turn off utilities if gas is smelled
- In case of large fires, evacuate people, move vehicles away, wet area, close windows of surrounding homes, take down curtains and/or board up windows
- Do not block access for emergency vehicles

First Aid Team Member Duties

- Move injured people from unsafe homes, if possible
- Tag everyone assisted. (1) Keep records of problems, (2) what you did, (3) changes in condition, (4) meds administered, and (5) personnel involved
- Encourage and support those traumatized by the event
- Establish safe sanitary conditions, such as latrines or port-a-potty placement, maintenance, and use

Shelter and Logistics Captain Duties

- Form teams as needed from volunteers
- Confirm conditions of shelters via Block Captains and log conditions on Incident Status Board
- Monitor Incident Status Board for shelter needs
- Track shelter assignments (who is where) and maintain status of available shelter spots
- Recruit and train staff for shelter operations

Shelter and Logistics Team Member Duties

- Ensure that each child and elder has caretaker
- Assist in the transfer to shelters
- Procure, store, distribute supplies and equipment as needed