

# Northside EmPrep Emergency Response Plan

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## Overview of Organization and Roles

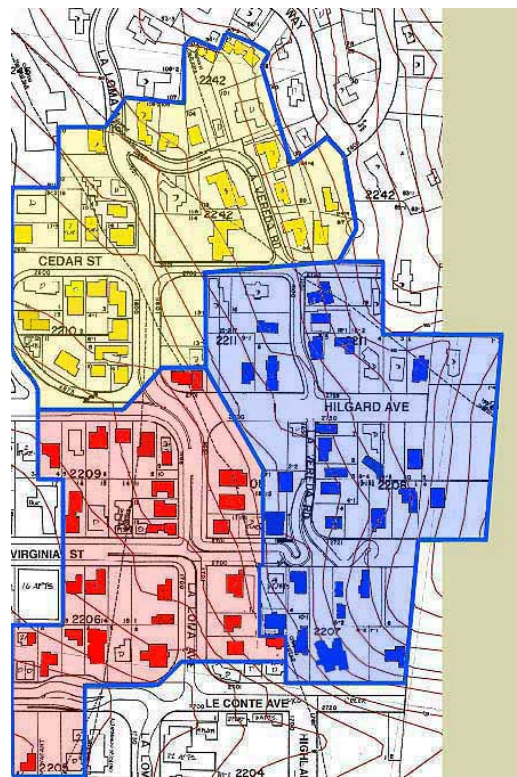
### Geographic Organization: Divisions and Blocks

Our neighborhood comprises approximately 105 households as shown on map

<http://northside-emprep.org/divisions.html>.

The neighborhood is organized in three divisions: A (North), B (East) and C (West), each with 40-45 households.

- Each division has a central assembly point, which is shown on the division maps (accessible from the main map, link above).
- Each division is led by a Division Captain who serves in an emergency as the primary communication link for their division.
- The divisions are further organized into three “blocks”, each having 10-15 households.
- Each block has a Block Captain who knows their block well and is the first to assess the area’s situation in an emergency.



#### Division Assembly Points

- Division A (North) meets at the La Loma and Cedar (base of Cedar Steps),
- Division B (East) meets at Hilgard and La Vereda,
- Division C (West) meets at the steps at La Loma and Virginia.

# Northside EmPrep Emergency Response Plan

## Standing Teams

In addition to the geographical organization, we have also formed four standing teams based on the special skills useful in a disaster situation. These are:

- Damage Assessment/Light Search and Rescue (DALSR),
- Fire Suppression,
- First Aid/Medical, and
- Shelter Operations/Logistics.

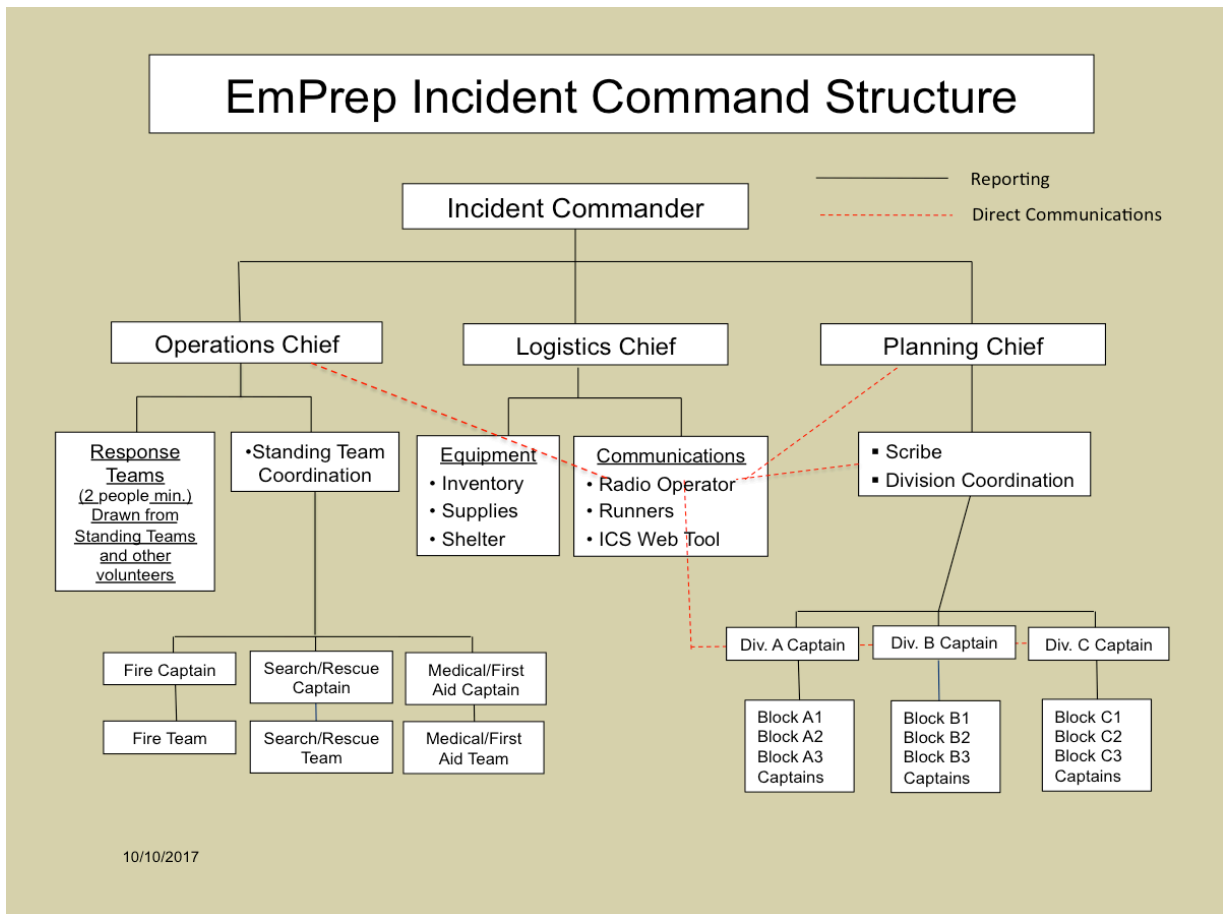
One additional standing teams provide critical support to the response teams:

- Communications Team.

These teams are headed by Team Captains. Each person who serves on a standing team is relied upon to be familiar with the job of the team, to have taken relevant training programs and to have practiced to be familiar with the equipment and supplies which the team uses.

Divisions, Blocks and Teams should designate a Vice Captain who assists the Captain with team coordination and serves as the key contact when the Captain is unavailable.

A person may be designated to fill only one Team Captain/Vice Captain role. During an incident, anyone may be assigned to supplement a team that needs personnel. For this reason, it behooves all of us to be both familiar with the standing team structure and as fully cross-trained in the various functions as possible.



# Northside EmPrep Emergency Response Plan

## During an Incident

### PRIORITY 1: Get Together and In Touch

NOTE: Everyone's *first* responsibility is to check their own family and home. Then, *before* proceeding to your meeting point, put out a white cloth that is visible from the street letting Block Captains know the residents and property do not need help.

All Standing Team Captains and members should immediately report to the Incident Command Center (defaults to the primary cache, alternate is Division A Assembly Point).

Division and Block Captains and anyone else should meet at their respective Division Assembly Point. Unneeded volunteers should be sent immediately to the command post.

### PRIORITY 2: Create the Incident Command and Response Teams

Ideally, during an incident, our Incident Commander (IC) would be the person who has been serving as the Team Captain of our standing Administration/Coordination Team, and ideally, our Team Captains would be chosen from those of the standing teams. However, in an emergency situation, we can't ensure those people will be available.

Accordingly, our process is this: Critical roles are filled as people become available. As additional qualified personnel become available they may, at the direction of the IC, relieve ad hoc team members.

This means that when an incident begins, the first person to arrive at the command post steps in as IC *and* also serves as leader for all teams, until passing those responsibilities to others as they arrive. The next person who shows up becomes our Radio Operator, since that is the next critical role to be filled at the command post. As others arrive or check in via radio, the IC designates them as Captains for whatever team needs leadership at the time and sheds that responsibility. Once the Team Captains are established, then people are put on teams as needed, considering their capabilities and the status of the incident at the time.

At the Division level, if the designated Division or Block Captains are not available, then the first person to arrive steps in as Division Captain *and* also

covers the Block Captains' responsibilities, until passing those responsibilities to others as they arrive.

#### Priority for Filling Positions & Teams from central command

At the Division Assembly Points:

1. Division Captain
2. Block Captains
3. Response Team volunteers, as needed

At the Incident Command Center:

1. Incident Commander
2. Communications Specialist
3. Standing Team Captains, as needed:
  - a. Damage Assessment/Light Search & Rescue (DALSR)
  - b. Fire Suppression
  - c. First Aid/Medical
  - d. Shelter Operations/Logistics
4. Response Team members, as needed

# Northside EmPrep Emergency Response Plan

## **PRIORITY 3: Establish Communication and Get the Job Done**

### 1. Report:

INITIAL REPORT: Division Captains report to the command post the status of Block Captains and availability of additional people.

SITUATION REPORTS: In an emergency, awareness of problems will probably start among neighbors, who should immediately relay this information to their Block Captain. Block Captains are responsible to report problems through their Division Captain and onto the command post, accomplished either by radio or runner.

2. Respond: Based on the character of the situation, if the resources needed are not available at the Division level, Division Captains may request special skills, equipment or support from the command post. The IC prioritizes all requests and assigns situations to a Response Team Captain. The Response Team Captain may communicate with a Division Captain, pull together and deploy a Response Team, and stays in communication as they deal with the problem.
3. Record: Response Team Captain is responsible to keep track of the status of all assigned situations and report the resolution back to the command post when the situation is handled. Our Communication Network includes a) radio channel 17-17, b) in person communications, c) the Incident Status Board located at the cache, and d) any local records maintained at the Division level.

## **Response Plans**

The details of each group's general emergency response activities are as follows.

### **Division Response Plan**

- In an emergency, Block Captains check on each house in their block. They may mobilize a team of available neighbors to help do so.
- Block Captains report problems to their Division Captain by calling or going to their Division Assembly Point.
  - Division A (North) meets at La Loma and Cedar (base of Cedar Steps),
  - Division B (East) meets at Hilgard and La Vereda,
  - Division C (West) meets at steps at La Loma and Virginia.
- Block Captains and Division Captains keep printed maps of their area and membership lists with a record of houses checked and problems noted.
- Division Captains report problems via walkie-talkie on channel 17-17 or via a runner to the Incident Command Center. Division Captains also monitor the communication channel to stay up to date on the status of planned response to their situation reports.

# Northside EmPrep Emergency Response Plan

## Incident Command Center (ICC) Response Plan

- The Incident Command Center is located at the Northside EmPrep cache location (currently near the northwest corner of Cedar and La Loma at 1546 La Loma, on the southwest corner of Phil Colella and Sue Londerville's property).
- In an emergency, **all Team Captains and members go immediately to the Incident Command Center.**
- Whoever gets there first takes on the role of the Incident Commander; second to arrive steps in as the Radio Operator.
- Radio Operator receives situation reports from Division Captains and Response Teams via our Communications Network (see diagram on page 4).
- As situations are reported, response teams are deployed and situation status is updated, the Scribe maintains the incident status on the Incident Status Board.
- Incident Commander is responsible to prioritize personnel and equipment, and may discuss situations with the Operations Chief, Logistics Chief, Planning Chief or Team Captains to plan the response.
- Response Team Captain informs the Division Captain of the planned response.
- Incident Commander, or if needed, Communications Captain, reports our neighborhood's needs and gives periodic briefings to the City of Berkeley Fire Department Communications person via walkie-talkie, runner, or other means.

# Northside EmPrep Emergency Response Plan

## Team Response Plan

### All Teams

- Operations Chief identifies requirements of Response Team.
- Team Captain orients self to situation with answers to these questions: who is IC, who is Radio Operator, who is Operations Chief, who are the other Team Captains active and what is the current situation status?
- Team Captain locates personnel and other specialty resources (packs, documentation, radios, etc.) for the team and orients them to the situation, assesses capability of the team members and assigns team roles as needed.
- Team Captain listens for calls coming into the ICC and tracks potential problems to which the team may be called upon to respond.

### Standing Teams

- Team Captain is available to IC when called upon to confer on a situation report or respond.
- Team Captains report to the IC any significant change in status or availability of their team (e.g. equipment broke, team member died, added 3 more helpers, cribbing all burned up, etc.)
- Team Captain deploys a team leader and other member(s) to respond to the situations per the IC's direction.
- Operations Chief communicates with response teams via walkie-talkie: directly to the response team leader if he/she has a walkie-talkie, or if not, then indirectly via the Division Captain of the division in which the response team is working.

### Response Teams

- Team members may carry equipment packs relevant to their task as well as other needed supplies to the emergency situation to which they are responding.
- Team members complete the planned response.
- Team members may garner support from and direct the response activities of other able neighbors who might be available in the area.
- Team members report results to team leader.
- Team leader reports results to the Operations Chief directly via walkie-talkie, or via the Division Captain for the area in which they are working, by runner to the Incident Command Center, or by returning to the ICC themselves.

### Communication Team

Communications Team Captain supervises the distribution of communication assets (radios, runners), assignment of Radio Operator and offers instruction in radio operation as needed. The Communications Team uses the Planning Chief's Scribe to maintain the Incident Status Board or communicate with divisions or city officials.