

10/17/2017

Role Cards

These 3x5 cards summarize the emergency duties of the positions shown on the chart

EmPrep Incident Command Structure

shown on the Northside EmPrep Teams page

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

Incident Commander Duties

- Open cache; direct setup as in photos on cache door
- Assign jobs: Radio Operator; Scribe; Chiefs: operations, logistics, planning; Team captains: communications, fire, search, med, shelter
- See that situation reports are reaching the Incident Status Board and appropriate teams
- Discuss response with chiefs; 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 Captain

Radio Operator Duties

- Handle all radio communications on channel 17/17 between 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. Convey them to the Scribe for recording on White Board
- Radio IC communications to field units of any relevant actions or changes in status

Scribe Duties

- Maintain all aspects of Incident Status Board and other bulletin boards
- Post incident reports received from the Radio Operator or from messages conveyed by runners
- Post updates from response teams when they have completed their response
- Place colored pins on map to indicate incident locations. Red=Fire, Yellow=Search, Blue=Medical, Green=Shelter.

ICS Web Tool and Volunteer Coordinator

- Receive emergency situation paper from Scribe, 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
- Register all at ICS as time permits
- Receive requests for communication to field, transcribe them to paper/computer for Radio Operator to send

Operations Chief Duties

- Takes direction from and reports to Incident Commander
- Assembles Response Teams appropriate for the emergency situation
- If there are injuries, include the Head-to-Toe exam skill on the team
- Monitors activities/status of deployed Response Teams
- Logs all communications and assignments
- Ensures that Response Teams are properly informed, equipped, and skilled for the situation and that they can operate safely
- Requests equipment needs to Logistics Section Chief

Response Team Duties

- A team of at least two ICS staff deployed to mitigate neighborhood emergency situations: fire, building damage, injured people, or any dangerous situation.
- Include Search & Rescue, Fire Suppression, Medical
- Takes directions from and reports to the Operations Chief
- Ensure you have all necessary equipment for the task and for safety
- Log your communications, actions, and results of your actions

Logistics Chief Duties

- Responsible for all communications, equipment, and supplies
- Takes directions from and reports to the Incident Commander on issues related to communications, equipment, and supplies
- Monitors the status of communications within the ICS and prioritizes ICS communication needs
- Monitors the status of equipment and supplies needed within the ICS and prioritizes the ICS needs for equipment and supplies

Planning Chief Duties

- Tracks ICS personnel and emergency situations
- Works with Incident Commander, Operations Chief, and Logistics Chief to develop strategies and action plans
- Monitors resource status (e. g., volunteers, equipment)
- Monitors and logs emergency situation status
- Ensures the logging of ICS personnel, communications, decisions, and activities
- Provides information to ICS management and City officials

Communications Captain Emergency Duties

- Issue walkie-talkies to people needing them. Help them insert batteries and set channel 17/17
- Monitor that status of emergency situations, response teams and equipment are being posted on Status Board
- Monitor AM radio 1610 and 16/10, post conditions
- For the IC, send written assessment via runner 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 Emergency Duties

- Go to Division Assembly Point
- Bring walkie-talkie and report to ICC on arrival
- Bring Division Emergency Packet (kept by Division Captain, Vice-Captain & cache)
- Designate Block Captains and give each a Block Packet
- Receive Block Cap. reports, prioritize and report to ICC
- Dispatch available volunteers as needed and/or call to ICC for Response Team support
- Send volunteers to ICC if not needed in the Division
- Remain at Assembly Point to direct residents & radio ICC

Block Captain Emergency Duties

- Go to Division Assembly Point
- Get Block Emergency Packet from Division Captain
- Locate Block on map and member list
- Take a partner if available or find one along the way
- Check all properties for situations [injuries, damage, response team needed, white cloth = all clear]. Knock on doors, phone, walk around outside to assess
- Report any situations to the Division Captain
- When finished, see Division Captain for what to do next

Fire, Search & Rescue, and First Aid Captains Emergency 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 Emergency 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 Emergency 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 Emergency 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 Emergency 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 Emergency Duties

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