

## NOTES

## PIEDMONT NET OPERATIONS MANUAL – Detailed

(v1.6 - 03/05/17)

### ESTABLISHING COMMUNICATION

1. Attempt to contact the NET Emergency Activation Telephone Number by dialing ☎(503) 823-1410. If PBEM initiates a deployment, PBEM will update a recorded status message twice a day at this number.
2. If you have a FRS/GMRS or amateur radio handheld:
  - Attempt to contact other team members
    - channel 4 (alternate channel 11)
    - 2M Amateur Radio simplex frequency 147.46Mhz
    - 70cm simplex frequency 431.40MHz
  - On the radio, state your name and listen for other team members to confirm that they read your transmission.
  - Maintain communication until a deployment occurs or the situation concludes.
3. If you have no FRS/GMRS or amateur radio, or if radio contact is unsuccessful:
  - Attempt to contact other team members via phone using FireChat
  - Maintain communication until a deployment occurs or the situation concludes.
4. If neither radio nor phone contact can be made, assess conditions for self deployment.
  - You may self deploy *only* if the following three conditions are met:
    - A major, city-wide disaster is occurring or has occurred.
    - Cell phones and landline telephones are non-operational.
    - You have not been able to establish communication with PBEM either on your own or via your team.
  - *If any of the three conditions for self-deploy are not met, **do not** self deploy.*
  - Under self deployment protocol, if/when the Incident Team Leader (or their backup) can make contact with team members, they will:
    - Commence a roster check to determine who is available for potential deployment.
    - Acquire information and consider the facts.

- Issue a decision for the team to either deploy or to stand by.
- If deployment is initiated by the Incident Team Leader, follow Standard Deployment Protocol.

## STANDARD DEPLOYMENT PROTOCOL

1. Your decision to deploy is entirely optional and is at your own discretion. Ensuring your own personal safety is paramount to any actions you take.
2. Ensure throughout a deployment that you abide by the following NET guidelines:
  - Do the greatest good for the greatest number of people in the shortest possible time.
  - Remain within the scope of your NET training with any actions you take.
  - Remember that you are not a professional first responder. You are a volunteer extension of first responder services offering immediate help until professional services are available.
  - Respect the chain of command within and outside of NET.
  - Document all activities. Doing so protects against liability, improves accountability, and saves time for the professional emergency when they arrive.
3. Put on your NET equipment (helmet, vest, ID badge, and pack).
4. Proceed to the Staging Area using the safest and most direct route.
5. As you make your way, use the Damage Assessment form (Form 1) to note damage in the neighborhood. (Remember: Do **not** engage in rescue operations at this point.)
6. If you encounter people wanting to help but who are unaffiliated with NET, bring them with you to be processed by the ATV/SUV Coordinator.

## STAGING AREA PROTOCOLS

1. As you approach the Staging Area, check for the presence of other team members.
  - If another team member is present, skip to Onsite Management Protocols.
  - If no other team members are present, check for a marking at the Primary Staging Area (the tennis courts).
    - i. If no marking exists, assume that you are the first to arrive and skip to Step 2.

## Schools

- Holy Redeemer School: 127 N Rosa Parks Way
- Ockley Green School: 6031 N Montana Ave.
- Trinity Academy: 7424 N Mississippi Ave.
- De La Salle North Catholic High School: 7528 N Fenwick Ave.
- Jefferson High School: 5210 N Kerby Ave.
- Trillium Charter School: 5420 N Interstate Ave.
- Rosemary Anderson High School: 717 N Killingsworth Ct.
- Woodlawn School: 7200 NE 11th Ave.
- King Pre-K-8 School: 4906 NE 6th Ave.
- St Andrew Nativity School: 4925 NE 9th Ave.
- Beach Elementary School: 1710 N Humboldt St.
- Chief Joseph School: 2409 N Saratoga St.
- Shining Star Waldorf School: 2120 NE Tillamook St.
- Peninsula Elementary School: 8125 N. Emerald
- Applegate School: 7650 N. Commercial
- Albina Head Start: 6930 N Kerby Ave.

## Medical Care & Supplies

- Legacy Emanuel Hospital: 2801 N Gantenbein Ave
- Zoom+Care: 1400 NE Alberta St
- Zoom+Care: 3872 N Mississippi Ave
- Walgreens Pharmacy: 6116 NE MLK Blvd
- Walgreens Pharmacy: 2829 N Lombard St
- Rite-Aid Pharmacy: 7440 N Denver

## Tools and Equipment

- North Portland Tool Library, Old Kenton Firehouse (basement): 2209 N Schofield St
- Hankins Hardware: 3942 NE Martin Luther King Blvd
- Parr Lumber: 6250 NE MLK Blvd
- Interstate Rentals: 1130 N. Schmeer Road
- Northeast Portland Tool Library in LEAVEN/Salt & Light Community Center: 5431 NE 20<sup>th</sup> Ave.
- Fred Meyer: 7404 N Interstate Ave.

## Food and Supplies

- New Seasons Market: N Rosa Parks & Interstate Ave
- Cherry Sprout: 722 N Sumner St, Portland, OR 97217
- Safeway: 5920 N MLK Blvd & Ainsworth
- Fred Meyer: 7404 N Interstate Ave
- Vieng Lao Oriental Food Center: 1032 N Killingsworth St.

6. Sets up a second general purpose VHF/UHF radio connected to the second J-Pole antenna from the cache.
7. Contacts Humboldt, Woodlawn, Arbor Lodge/Kenton, King and Boise neighborhoods via cell, FRS/GMRS, or amateur radio.
8. Additional AROs will be assigned to assist the lead ARO and to accompany S & R teams.

**The Spontaneous (Trained or Unaffiliated) Volunteer (ATV/SUV) Coordinator:**

1. Working with a team of 2 or 3 other NET members, sets up a volunteer check-in area and begins screening process based on PBEM SUV/ATV application and guidelines.
2. Trains and assigns volunteers individually or in groups to tasks and assignments designated by the Incident Team Leader.
3. Monitors and encourages the volunteers, and is aware of stress and fatigue issues of ALL NET staff and volunteers. Makes sure that volunteers get frequent breaks for rest and food.

## RESOURCES

### Emergency Response Sites

- Portland Fire Station # 14 (Alberta Park), 1905 NE Killingsworth Street, Portland OR 97211
- Portland Fire Station # 8 (Kenton), 7134 N. Maryland Avenue, Portland OR 97217
- BEECN N-9 Jefferson High School field, N Alberta Street and N Kerby Avenue
- BEECN NE-11 Woodlawn Park, NE Dekum Street and NE Bellevue Avenue
- BEECN NE-12 Alberta Park, NE Ainsworth Street and NE 19th Avenue
- Adjacent NET Staging Areas:
  - The Arbor Lodge/Kenton NET team will operate under a combined primary staging area in Arbor Lodge Park (N Bryant and N Delaware Ave). Their backup staging area is Kenton Park (N Kilpatrick and N. Brandon Ave).
  - Woodlawn NET team: no public Ops Plan; no public contact information
  - NO NET TEAM in Humboldt neighborhood, though PCC-Cascade has a team.

### Parks and Open Areas, Sheltered Areas

- Delta Park
- Farragut Park: N Kerby Ave & Farragut S
- Peninsula Park: N Rosa Parks & Albina
- Irving Park: NE 7th Ave & Fremont St
- Grant Park: NE 33rd Ave & Knott
- Woodlawn Park: NE Dekum St & NE 9th

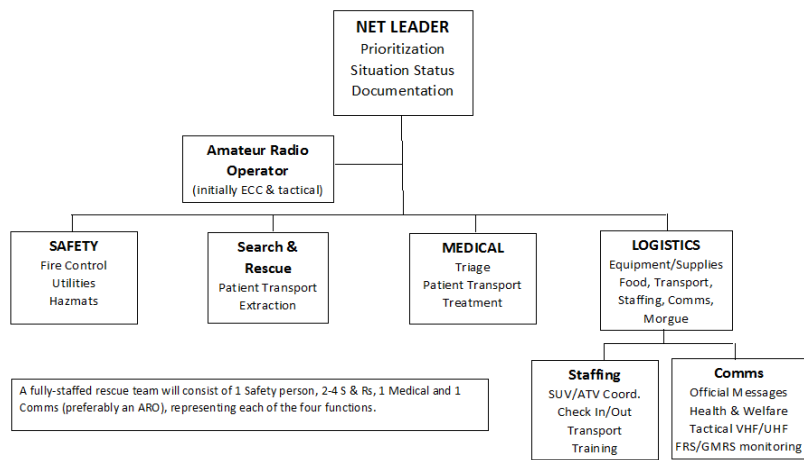
- ii. If a note exists stating SITE OK:
    - a. Add your initials and the date and time.
    - b. Proceed to Step 3.
  - iii. If a note exists stating SITE BAD:
    - a. Add your initials and the date and time.
    - b. Contact other team members via phone/radio and update them on the status of the Staging Area.
    - c. Proceed to the Backup Staging Area (the area between Ainsworth St. & the southern edge of Peninsula Park Rose Garden)
  - iv. If the Backup Staging Area site is bad, follow the above procedure and then proceed the secondary backup location (location not yet determined).
2. Assess the safety of the Staging Area for team operations.
  - If you determine that the site is not safe for NET operations:
    - i. Contact other team members via phone/radio and update them on the status of the Staging Area.
    - ii. In a highly visible location, post a sign reading "SITE BAD, [YOUR INITIALS], [DATE and TIME]."
    - iii. Proceed to the Backup Staging Area and then begin at Step 1, but replace the phrase "Primary Staging Area" with "Backup Staging Area."
    - iv. If the Backup Staging Area is also not safe, repeat the above procedure (i., ii.) at the Tertiary Staging Area.
    - v. If you determine that the site is safe for NET operations:
      - a. In a highly visible location, post a sign reading "SITE OK, [YOUR INITIALS], [DATE and TIME]."
      - b. Proceed to Step 3.
3. If you are still the only team member on site:
  - Wait for another team member to arrive.
  - When waiting, consider the following and let the combination of each factor help you independently determine how long to stay before returning to your home or another safe location:
    - i. The time of day
    - ii. The weather
    - iii. The severity of the disaster
    - iv. The presence or absence of other unaffiliated people
    - v. Personal assessment of your own safety
  - If/when another team member arrives:
    - i. If the marking "SITE OK" has been made:
      - a. Affirm together that the site is still safe.

- b. Follow the On-Site Management Protocols.

## ONSITE MANAGEMENT PROTOCOLS

1. When you arrive at an established Staging Area, or once there are two or more team members present, integrate into the existing chain of command.
2. If an Incident Team Leader has not been designated, work together to do so:
  - Usually, the first to arrive assumes the role of Incident Team Leader unless otherwise agreed upon by a majority of the team members present.
  - If either of the previously designated Incident Team Leaders arrive, they will likely—depending on the circumstances—assume the role of Incident Team Leader.
3. Submit Damage Assessment forms to the Incident Team Leader.

Piedmont NET Command Structure



4. Stand by until delegated to a specific role within the chain of command. (See figure below.)

## ROLES AND RESPONSIBILITIES

### The Incident Team Leader:

1. Ascertains all onsite safety risks and determines the safest area to operate.
2. Assesses resources available through the use of the Personnel Resources Intake form (Form 2.a).
3. Delegates members as available and as needed to maintain span of control.

- Assign team members to functional teams of at least two team members.
- Assign Assistant Team Leader to oversee:
  - i. Operations (Search-and-Rescue, Fire Suppression, Medical, etc.)
  - ii. Planning (Information Management, Documentation, Resource Acquisition, etc.)
  - iii. Logistics (Communication, Resource Deployment, Facilities, etc.)
- 4. Prioritizes responsibilities based on incoming reports of damage.
- 5. Delegates assignments by providing the Assignment Briefing (Form 4) to Functional Teams; documents the assignments with Assignment Tracking Log (Form 3); tracks the assigned team members with the Personnel Resources Check-In (Form 2.b).
- 6. Document victims brought to the treatment area with the Victim Treatment Area Record (Form 5).
- 7. Document equipment available and being checked in/out via the Equipment Inventory (Form 7).
- 8. Communicates between command levels and with groups using the General Message form (Form 8).

### Rescue Teams:

1. Receive assignments from the Incident Team Leader via the Assignment Briefing form (Form 4).
2. Perform assignments and document actions taken via the Assignment Briefing form.
3. Maintain communication as needed with the Staging Area.
4. Report back to the Staging Area upon completion of assignments, submit the completed Assignment Briefing form and to wait for further instructions.

### The Amateur Radio Operator (ARO):

1. Initially works with Team Leader to establish basic communications with team and EEOC.
2. Maintains documentation of all incoming and outgoing transmissions via the Communication Log (Form 6).
3. Establishes radio communication with the NET Coordinator (Jeremy van Keuren) on channel MC1 to report team status and receive instructions.
4. Contacts Multnomah County resource frequency (147.28, PL tone 167.9) to acquire the appropriate frequency to communicate directly with PBEM.
5. Sets up J-pole antenna from the cache at the highest point possible, and connects it to a cross-band repeating radio (Baofeng UV-5R) for tactical use by S&R teams.