

CORE Citywide Emergency Response Functional Exercise

Saturday, April 25, 2009, 9:00am – 11:30am



Exercise Support Packet

Table of Contents

| | |
|--|----|
| Introduction | 3 |
| Frequently Asked Questions | 4 |
| Preparation Guidelines..... | 5 |
| Participation Guidelines..... | 7 |
| Exercise Preparation Hints & Recommendations from Prior Exercises..... | 9 |
| Neighborhood Incident Command Center Supply List..... | 10 |
| Disaster First Aid Station Supply List | 11 |
| Online Resources..... | 12 |
| Neighborhood Emergency Supply Pack Criteria & Application | 13 |
| CORE Group Leader Roster Opt-In Form | 15 |
| Neighborhood Exercise Flyer | 17 |

Introduction

Thank you for confirming your CORE Group's intent to participate in the **CORE Citywide Emergency Response Functional Exercise on Saturday, April 25, 2009 from 9:00am to 11:30am.**

The CORE Citywide Exercise Planning Team, consisting of Office of Emergency Services staff and CORE Advisory Task Force members, has put together this Exercise Support Packet designed to assist you in your neighborhood's planning efforts and help ensure favorable outcomes for all involved. Please utilize this packet with your group as you find appropriate and let us know if we can be of further assistance as you prepare to participate in the April 2009 Exercise.

NEW FEATURE: In addition to the Exercise Support Packet, the CORE Coordinator will send four emails to participating CORE Group Leaders between February and April, 2009 (2/9, 3/2, 3/23, 4/13). Each email will contain helpful hints focused on one of the four main exercise objectives to make sure you receive adequate support to successfully achieve each objective on April 25, 2009.

Furthermore, we strongly encourage you and other members of your CORE Group to participate in the following advanced training workshop:

Neighborhood Incident Command Center Workshop
Saturday, April 11, 2009, 9:00am – 3:00pm
Audience: CORE III Graduates

Please note that the **Exercise Orientation** will be held on **Thursday, April 16, 2009, from 6:30pm to 8:00pm.** All participating CORE Groups should send their CORE Group Leader, Neighborhood Incident Commander and Disaster First Aid Response Team Leader. Additionally, an **Exercise Debriefing** will be held immediately after the Exercise, **from 12:30pm – 2:00pm at Mills College.** The Debriefing is for CORE Group Neighborhood Incident Commanders, Disaster First Aid Team Leaders and the Exercise Monitors only.

Finally, to the extent that you can, encourage neighbors to take CORE training. The more trained neighbors you have, the more resources you'll have for emergency response and the better organized you'll become as a neighborhood. Our class schedule is available online at <http://www.oaklandnet.com/fire/core/schedule.html>.

Thank you for your commitment to emergency preparedness and response. We look forward to a great learning experience in the April 2009 Exercise.

Sincerely,
CORE Citywide Exercise Planning Team 2009

Frequently Asked Questions

What is the purpose of the Exercise?

Provide practice for all exercise participants in responding to a simulated 6.7 magnitude earthquake on the Hayward Fault centered near Mills College.

What is the goal?

The goal of the 2009 CORE Citywide Emergency Response Functional Exercise is for participating CORE Groups to successfully operate a Disaster First Aid Station within the Neighborhood Incident Command structure.

What are the objectives for the CORE Groups?

1. Manage a Neighborhood Incident Command Center.
2. Run a Disaster First Aid Station and treat victims with various injuries.
3. Integrate untrained neighbors as Spontaneous Volunteers.
4. Identify evacuation plans and practice using evacuation routes.

Who can participate?

- Organized CORE Groups
- Independent CORE Volunteers
- City of Oakland Staff
- Oakland Firefighters
- Amateur Radio Operators
- Other Oakland Community Members

What is the difference between the three categories of CORE Groups?

- New or Small CORE Groups may have never participated in a Citywide Exercise before, or may have less than 10 members.
- Average to Advanced CORE Groups have participated in at least one Citywide Exercise in the past, have several members who completed CORE III training, and have 10 or more members.
- Multi-Unit Building CORE Groups are based in large residential buildings with at least three floors.

Who do I contact for additional information?

CORE Coordinator
Oakland Fire Department, Office of Emergency Services
510-238-6351
core@oaklandnet.com
www.oaklandcore.org

Preparation Guidelines *(Before April 25, 2009)*

ALL Groups

1. Clarify the goal and objectives of your neighborhood's participation. Use the general goal and objectives identified by the Office of Emergency Services for this exercise, but adjust them if necessary to fit your needs and capabilities.
2. Determine exactly what you want to exercise/practice/test in your neighborhood on Saturday, April 25, between 9:00am and 11:30am. Be specific.
3. Establish or confirm the location of your Neighborhood Incident Command Center.
4. Confirm a strategy and timetable to obtain any supplies for the Neighborhood Incident Command Center and Disaster First Aid Station that have not yet been acquired. See recommended supply lists included on pages 10 -11 of this packet.
5. Create or update your neighborhood rosters, family rosters and equipment lists. If any neighbors have special needs, specify that information and ensure each has a buddy. The neighborhood should also have a plan in place to check on neighbors with special needs, in case their buddy is ever unavailable during an emergency.
6. Identify at least two Fire Stations nearest your neighborhood. Consider routes from your neighborhood to these stations, and how they might be affected by a major earthquake. Does a freeway overpass stand between you and a fire station? Keep in mind that the freeway could collapse and your route could be made impassable. You may be able to send a runner on foot or bicycle instead of car, or it may be completely inaccessible from your direction. Identify other Fire Stations you may be able to access, accounting for anticipated damage or debris.
7. Identify publicity strategies to promote participation in the Saturday, April 25, 2009 Exercise and the Exercise Planning Meetings within your neighborhood. A neighborhood version of the Citywide Exercise flyer is located on page 17 of this packet and online at <http://www.oaklandnet.com/fire/core/citywide.html>. Share the flyers with your friends and neighbors, either in hard copy or electronic form.
8. Confirm members of your neighborhood's Exercise Planning Team, and determine the date, time and location of at least two Exercise Planning meetings in your neighborhood. Remember that the CORE Coordinator will send supporting emails to participating CORE Group Leaders on 2/9, 3/2, 3/23 and 4/13. You may want to schedule your meetings just after these emails are received, as they contain helpful hints for planning your exercise with your neighbors.
9. Work with your neighbors to develop a neighborhood or building evacuation plan. Identify all possible evacuation routes and practice using them.

Average to Advanced CORE Groups

1. Identify a prospective Neighborhood Incident Commander (NIC) and alternates.
2. Identify a Communications Team Leader and alternates.
3. Identify several Disaster First Aid Team members and alternates.
4. If you have enough people participating in the exercise to activate several Response Teams, identify the other Response Team Leaders (Damage Assessment, Hazard Reduction, Search and Rescue, Sheltering & Special Needs).
5. Develop specific 'simulated' incidents for your neighborhood to augment incidents that will be provided by the Office of Emergency Services. Consider unique situations or hazards your neighborhood may have, such as living near a reservoir, freeway overpass, hospital, chemical laboratory, etc.

New or Small CORE Groups

1. Organize a pot-luck and get to know your neighbors (including those who have not yet participated in CORE activities) and lay out a display of emergency supplies to encourage conversation about preparedness. Neighbors who know each other are more likely to look out for each other in every day emergencies and major disasters.
2. Encourage neighbors who are not yet CORE-trained to enroll in CORE classes. The online schedule can be found at <http://www.oaklandnet.com/fire/core/schedule.html>.

Groups in Multi-Unit Buildings

1. Ensure building evacuation routes are clearly posted on every floor of the building.
2. If any emergency exits are inaccessible or locked, contact building management.
3. Make sure all fire alarms, smoke detectors and carbon monoxide detectors work.
4. Request that building management endorse conducting the exercise in your building.
5. Every floor of the building should have a designated leader, or Floor Warden, as well as a back up. (If there are relatively few units per floor, each Floor Warden may be responsible for more than one floor.) This person will be in charge of notifying everyone on the floor if they need to evacuate or shelter in place in an emergency.
6. Check with building management about establishing an on-site storage space for shared water, food and basic emergency supplies for all residents and staff.

Participation Guidelines

(On April 25, 2009)

During your Exercise Planning Meetings you will tailor your CORE Group's participation in the exercise based on the level of your neighbors' training and the level of your neighborhood's organizing efforts. Listed below are several activities you may wish to engage in on April 25th, either in addition to or in place of a basic Neighborhood Incident Command Center activation. Identify which category (or categories) best describes your CORE Group, then read on for suggestions specific to your level of organizing.

CORE Groups that have participated in the past are encouraged to challenge themselves by practicing additional elements of the Neighborhood Incident Command structure. CORE Groups that are very new or small are encouraged to try a full exercise, but if there are not enough people to staff all the positions, we have provided you with an alternate list of activities that require a minimal level of participation.

This year we are also supporting the activities of CORE Groups in multi-unit buildings (apartments, condominiums, etc.), and we recognize that your activities may look significantly different compared with a neighborhood comprised of single-family homes. Again, we encourage you to practice full activation of your Neighborhood Incident Command Center and Response Teams, but if that is not feasible, we have suggested other activities you may find helpful as alternatives.

Average to Advanced CORE Groups

1. Activate all Neighborhood Incident Command Center roles and every Response Team during the exercise (Neighborhood Incident Commander, Communications Team Leader, Communications Team Scribe, Damage Assessment Response Team, Hazard Mitigation Response Team, Search & Rescue Response Team, Disaster First Aid Response Team, Sheltering & Special Needs Response Team).
2. Practice a shift change, particularly for the Neighborhood Incident Commander, Communications Team Leader & Scribe, and Disaster First Aid Team Leader.
3. Have your Sheltering & Special Needs Response Team establish an emergency shelter, childcare center and pet care area. Remember that some types of people will need separate respite areas, such as the general neighborhood population, CORE volunteers, individuals with serious but stable injuries, and others.
4. Activate the role of Assistant Neighborhood Incident Commander (after all other roles and teams are activated) if you have a very large group of CORE volunteers participating in the exercise.

Very New or Small CORE Groups

1. Scale back your neighborhood exercise to focus on NICC operations, Disaster First Aid Station functions, **or** Response Team duties, rather than **all** of the above.
2. If you haven't already done so, create your Neighborhood Utilities Map. Select a partner and walk around your neighborhood with a plot map and identify where utilities meters and shut-off valves are for each home or building (gas, water, electricity), and where fire hydrants, walking trails, etc. are located within the perimeter of your neighborhood.
3. While creating the Neighborhood Utilities Map, get basic contact information from each neighbor using the CORE Family Questionnaire in the CORE II manual. You may wish to create and use a modified version of the questionnaire to better suit your needs.
4. Conduct Tabletop Exercises with your group members using the tabletop incidents located on the CORE website, or create your own. This activity gives each group member a chance to think about and discuss how you may respond to given emergencies in your neighborhood.
5. Conduct the "Bridge Exercise". Describe the ideal organized neighborhood, then describe your own neighborhood. Next you'll identify what needs to be done to bridge the gap between your neighborhood and the one you want to emulate.
6. Set up your Neighborhood Incident Command Center and stock with supplies.
7. Function as Exercise Monitors or Volunteer Victims for another participating CORE Group. Monitors observe the exercise and provide feedback to participants. Let the CORE Coordinator know so you can be paired with another neighborhood.
8. Join with a more experienced CORE Group and participate with them as "Spontaneous Volunteers". Spontaneous Volunteers are any individuals who show up ready to help a CORE Group, although they are not previously affiliated with that neighborhood.

Groups in Multi-Unit Buildings

1. Conduct a fire drill and encourage all building residents to participate.
2. Go to each residence checking with tenants to see if each unit has the following:
 - a. Working Smoke Detectors in every sleeping room
 - b. A-B-C fire extinguisher
 - c. Basic First Aid kit
 - d. Food & Water for each resident of the unit for 7-10 days
 - e. A flashlight with extra batteries

Exercise Preparation Hints & Recommendations from Prior Exercises

1. Review your CORE II Manual, particularly setting up your Command Center and the roles of response teams.
2. Conduct tabletop exercises with all interested neighbors to stimulate awareness of emergency preparedness and importance of taking CORE training. See CORE Website: www.oaklandcore.org to download generic scenario incident forms.
3. Complete your Neighborhood Utilities Map. Enlarge it and post it in the Neighborhood Incident Command Center (NICC) and make individual copies for all CORE members.
4. Wear safety gear at all times, including helmets, gloves, long pants, closed-toe shoes.
5. If your group has not already done so, apply for a Neighborhood Emergency Supply Pack (NESP). Less than ten are still available! This is a large container of supplies to be used in your NICC. The criteria and application are at the end of the packet.
6. Ensure that you have pre-identified special needs residents and those with pets.
7. Ensure that you have extra radio batteries individually and stored at the NICC.
8. Be sure that you utilize the sign-in sheets and distribute Status Cards to each Response Team to document their findings.
9. Use a log to document all communications. A sample Communications form can be found in your CORE II manual.
10. Practice communication relays using runners and by operating two-way radios.
11. Complete or refresh your CORE training. The Spring Semester Schedule of CORE Training can be found online at <http://www.oaklandnet.com/fire/core/schedule.html>.
12. Obtain and organize needed resources in advance, including Response Team backpacks, stretchers, bottled water, CORE forms, medical supplies, and maps.
13. Wear t-shirts or tags to identify CORE leaders and volunteers by role.
14. Post caution signs to encourage passing cars to slow down during the exercise.
15. Notify all neighbors about the exercise in advance.
16. Identify alternate locations for your NICC and Disaster First Aid Station. A disaster may make your regular locations inaccessible.

Neighborhood Incident Command Center Supply List

To receive information:

- Battery-operated radio and extra batteries or solar-powered radio
- Two-way radios

To record information:

- Butcher paper, flipchart and easel, foam boards or poster boards
- Pens, markers

To post information:

- Bulletin board & pins
- Masking tape, duct tape

Lists and Forms for NICC:

- *Resource Table Sign-In*
- *Status Board*
- *Communications Log*
- *Tools and Equipment*
- *Response Team List*
- *CORE Family Roster*
- *Out-of-State Emergency Contacts*
- *Medical Release Form for Minors*
- *Neighborhood Utilities Map*
- *Preliminary Damage Assessment*
- *Disaster Information Summary: Property Damage*
- *Disaster Information Summary: Injuries/Deaths*
- *Special Needs: Medical and Other*
- *Displaced Neighbors*

Other materials:

- Identifying signs for the “Neighborhood Incident Command Center,” “Disaster First Aid Station,” “Child Care Center,” “Shelter,” “Morgue” and “Pet Shelter” locations
- CORE I, II and III manuals
- Tables, chairs
- Flashlights, extra batteries
- Food, water
- Sanitation, first aid supplies
- Generator
- Extra copies of all CORE forms
- Waste bags
- Plot map of neighborhood

Disaster First Aid Station Supply List

- First aid manual
- Latex or non-latex disposable gloves (to be worn at all times)
- Sterile water to flush wounds and cool burns (check expiration dates)
- Antiseptic solution to cleanse abrasions (do not use on deep wounds or punctures)
- Gauze pads to cover lacerations, burns and abrasions
- Sanitary napkins to control excessive bleeding
- Bandages in assorted sizes: specialized (e.g., eye, knuckle) and triangular bandages to secure a broken arm, shoulder dislocation or use as a tie splint
- Roller bandages to wrap over dressings and secure splints
- Ace bandages for wrapping sprains
- Materials for splints
- Scissors and adhesive tape to secure dressings and bandages (restock once a year to ensure adhesive quality)
- “Chemical” ice packs to reduce swelling of strains and sprains
- Tweezers, magnifying glass, sterile needles to remove splinters/foreign matter
- Aspirin and aspirin substitute to relieve pain (check for allergies)
- Digital thermometer and rubbing alcohol to clean it
- Mobility aids (e.g., crutches, canes, stretchers, wheelchair)
- Regular blankets or Mylar space blankets to protect against cold
- Flashlights
- Generator
- Plastic bags for waste disposal (trash compactor bags are especially strong)
- Moist towelettes/baby wipes
- Safety pins
- Tape
- Small pillows
- Foam pads or air mattresses
- Body bags

Online Resources

Additional resources will be uploaded to the CORE website in the coming months for your reference. Visit <http://www.oaklandnet.com/fire/core/citywide.html> to view or download files that will help you in your Citywide Exercise preparations, including:

2009 Citywide Exercise Information

2009 CORE Citywide Exercise Flyer
2009 CORE Citywide Exercise Flyer (Neighborhood Version)
Exercise Support Packet
Helpful Hints to Support Objective 1: NICC Management
Helpful Hints to Support Objective 2: Disaster First Aid
Helpful Hints to Support Objective 3: Spontaneous Volunteers
Helpful Hints to Support Objective 4: Evacuation
CORE Role Responsibility Tags

Sample Documents

Neighborhood Roster
Master Roster List
Neighborhood Utilities Map
Tools and Equipment List
Response Team List

Miscellaneous

Tabletop Exercise Scenarios
Response Team Quick Field Team Reminders
2007 Citywide Exercise After Action Report
2008 Citywide Exercise After Action Report

Neighborhood Emergency Supply Pack

With a portion of the generous grant from the Fireman's Fund Insurance Company we are purchasing Emergency Supply Packs for Neighborhood Incident Command Centers. These Neighborhood Emergency Supply Packs (NESP's) insure that organized CORE groups have essential equipment and supplies to manage their response to a major emergency.

Contents include:

- crescent wrench
- crow bar
- ABC Extinguisher
- Flashlight with batteries
- 1 dozen light sticks
- rubber mallet
- solar/battery-operated portable radio
- first aid kit
- 6 pair goggles
- 2 blankets
- 1 dozen 5-yr life water pouches
- tarp
- duct tape
- caution tape
- 3 dozen non-latex gloves
- rope
- 6 reflective vests
- flip chart
- sharpie markers
- plastic container with lid/wheels for storage

NESP's will be made available to a cross-section of active CORE groups who meet the following criteria:

1. Reside in low to moderate-income neighborhood
2. Have minimum of 10 -15 active CORE members who have completed CORE I & II.
At least 3 members must have completed CORE III
3. Have a secure Neighborhood Incident Command Center site identified
4. Have a system for approved access to NESP and replacement of expired contents
5. Conducted exercise within last 18 months or have one scheduled within 6 months of application date
6. Complete application form

Neighborhood Emergency Supply Pack Application

See application on next page. Return application to:

CORE Coordinator
Fire Department Office of Emergency Services
1605 Martin Luther King Jr. Way
Oakland, CA 94612

510 238- 6351
core@oaklandnet.com



CORE Group Leader Roster Opt-In Form

The CORE Program regularly receives requests from community members who want to connect with other CORE-trained individuals in their area. In response to these frequent inquiries, we have initiated a new system that will allow interested individuals and groups access to a roster of CORE Group Leaders throughout the City of Oakland.

Information included in the roster will be the names of CORE Group Leaders, whatever personal contact information they wish to share, along with the name of his or her CORE Group and its geographic location or neighborhood (i.e., Chinatown, Fruitvale, Montclair, etc.).

The purpose of this form is to allow you as a Group Leader to let us know what information you want shared. You are not required to participate in this roster, but by sharing at least your name, one form of contact information, and your group name and location, it will allow people who live in your area to make contact with you and potentially join your CORE Group. Our hope is that this system will drastically improve the ability of those with CORE training to network with each other, strengthen CORE Groups, and enhance the CORE experience for all.

We request that you share all of the information requested in the box below, but at the very minimum we would like your name, group name & location, and an email address. If your CORE Group has more than one leader, please complete a separate form for each individual.

This information will be available to anyone who requests it from our office, but we will not publish your contact information on the CORE website or in any mailings.

Please complete this form at your earliest convenience and return to the CORE Program via email to core@oaklandnet.com, fax to 510-238-7761, or mail a hard copy to 1605 Martin Luther King, Jr. Way, Oakland, CA 94612.

Group Name (if applicable) _____

Neighborhood/Geographical Region _____

Leader Name _____

Email Address _____

Phone Number _____

Address _____

The Oakland Fire Department, Office of Emergency Services proudly presents the 4th annual

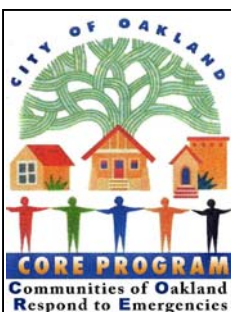
CORE Citywide Emergency Response Functional Exercise

Saturday, April 25, 2009, 9:00am - 11:30am

Taking place in multiple neighborhoods throughout Oakland!



- CORE is Communities of Oakland Respond to Emergencies, a free emergency preparedness training program run by the Oakland Fire Department, Office of Emergency Services. We teach Oakland community members how to effectively prepare for and respond to disasters before professional emergency responders can arrive.
- Participants of the April 25, 2009 Citywide Exercise will include CORE volunteers, City staff, Oakland Firefighters, Ham Radio operators, and any others who would like to be involved. All organized CORE Groups are invited to host the exercise in their neighborhoods, and individuals without organized neighborhoods will be matched with hosting groups.
- The purpose of this exercise is to provide Oakland residents practice in responding to a disaster - specifically a simulated 6.7 magnitude earthquake on the Hayward Fault centered near Mills College (by Highway 13 in East Oakland).
- The goal of this exercise is for participating CORE Groups to successfully operate a Disaster First Aid Station within the Neighborhood Incident Command structure.



Our neighborhood is participating in this drill to practice our emergency preparedness and response skills. To participate or get more information, please contact:

Citywide Exercise resources are also available online at <http://www.oaklandnet.com/fire/core/citywide.html>.

