

CORE II

Neighborhood Preparedness & Response Manual



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ACKNOWLEDGEMENTS

CORE is a program of the Oakland Fire Department, Office of Emergency Services.

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Special Thanks:

- ◆ Lockwood Design

Disclaimer:

Every reasonable effort has been made to ensure the accuracy of this manual. However, the City of Oakland and City employees assume no responsibility and disclaim any liability for any injury or damage resulting from the use or effect of the information, products or procedures specified in this manual.

INTRODUCTION

An Introduction to Neighborhood Preparedness and Response Training

Congratulations on your decision to participate in the CORE II training, *Neighborhood Preparedness and Response*. This class will give you the basic skills you need to create an emergency response organization in your own area. This will put you and your neighbors in a strong position to help each other until professional help is available.

In CORE I, *Home and Family Preparedness*, participants learned that the first response system — fire fighters, police officer and paramedics — might not be able to handle all of the calls for assistance during a large emergency or disaster. Experience has shown that individuals and neighborhood groups might be on their own for 24 to 72 hours after the emergency. In isolated areas or in neighborhoods where access is limited, people might be without emergency services for even longer than that. The goal of the CORE program is to give Oakland residents some of the skills they will need to stay safe until help arrives.

CORE I participants learned how to:

- ◆ Minimize common hazards around the home and workplace
- ◆ Collect and store emergency supplies
- ◆ Understand what to do during an emergency situation
- ◆ Plan an evacuation route from their homes

CORE II participants will learn how to:

- ◆ Select a neighborhood Incident Commander
- ◆ Identify and prepare an Incident Command Center
- ◆ Create emergency response teams
- ◆ Plan and conduct a neighborhood evacuation

CORE II participants are strongly encouraged to take CORE III, *Emergency Response Hands-On Training*. Urge your CORE Group Leader or Neighborhood Incident Commander to schedule your group for the training by calling the CORE Program at 238-6351.

TABLE OF CONTENTS

| | |
|--|-----------|
| Acknowledgements | i |
| Introduction | iii |
| Chapter One: Neighborhood Preparedness | 1 |
| Why Organize? | 3 |
| Guidelines to Organize a Group | 5 |
| Activities to Generate Interest | 7 |
| Sample Forms for Neighborhood Preparedness | 11 |
| CORE Information Flyer <i>Sample</i> | 12 |
| CORE Family Questionnaire <i>Sample</i> | 13 |
| CORE Family Roster <i>Sample</i> | 15 |
| Medical Release Form for Minors | 16 |
| Response Team List <i>Sample</i> | 17 |
| Tools and Equipment <i>Sample</i> | 19 |
| Out-of-State Emergency Contacts <i>Sample</i> | 21 |
| Neighborhood Utilities Map <i>Sample</i> | 22 |
| Chapter Two: Neighborhood Response | 23 |
| Standardized Emergency Management System/Incident Command System | 25 |
| Incident Command Center | 27 |
| Individual Response Checklist | 29 |
| Incident Command Center Response Checklist | 30 |
| Resource Table Sign-In <i>Sample</i> | 33 |
| Status Board <i>Sample</i> | 34 |
| Communications Team | 35 |
| Communications Team Response Checklist | 38 |
| Communications Log <i>Sample</i> | 39 |
| Damage Assessment Team | 41 |
| Damage Assessment Team Response Checklist | 44 |
| Preliminary Damage Assessment <i>Sample</i> | 45 |
| Disaster Information Summary: Property Damage <i>Sample</i> | 46 |
| Hazard Reduction/Utilities Team | 47 |
| Hazard Reduction/Utilities Team Response Checklist | 49 |
| Status Card <i>Sample</i> | 50 |

| | |
|---|-------------|
| Search and Rescue Team | 51 |
| Search and Rescue Team Response Checklist | 53 |
| Disaster Information Summary: Injuries and Deaths <i>Sample</i> | 55 |
| Search and Rescue: Victims Log <i>Sample</i> | 56 |
| First Aid Team | 57 |
| First Aid Team Response Checklist | 59 |
| First Aid Victim Treatment/Transport Log <i>Sample</i> | 60 |
| Sheltering and Special Needs | 61 |
| Sheltering and Special Needs Response Checklist | 64 |
| Special Needs: Medical and Other <i>Sample</i> | 65 |
| Displaced neighbors <i>Sample</i> | 66 |
| Quick Field Team Reminders | 67 |
| Evacuation Guidelines | 69 |
| Evacuation Response Checklist | 70 |
| Conclusion | 71 |
| | |
| Appendix: Templates of Suggested Lists & Forms | A-73 |
| CORE Information Flyer | A-75 |
| CORE Family Questionnaire | A-77 |
| CORE Family Roster | A-79 |
| Medical Release Form for Minors | A-81 |
| Response Team List | A-83 |
| Tools and Equipment | A-85 |
| Out-of-State Emergency Contacts | A-87 |
| Neighborhood Utilities Map | A-89 |
| Quick Field Team Reminders | A-91 |
| Resource Table Sign In | A-93 |
| Status Board | A-95 |
| Communications Log | A-97 |
| Status Cards | A-99 |
| Preliminary Damage Assessment | A-101 |
| Disaster Information Summary: Property Damage | A-103 |
| Disaster Information Summary: Injuries/Deaths | A-105 |
| Search and Rescue: Victims Log | A-107 |
| Special Needs: Medical and Other | A-109 |
| First Aid Victim Treatment/Transport Log | A-111 |
| Displaced Neighbors | A-113 |

CHAPTER ONE

Neighborhood Preparedness

WHY ORGANIZE?



History

After a major disaster, police, fire and ambulance services may not be immediately accessible. There may be more needs than official resources available. For at least 72 hours after a major earthquake, you will probably have to rely on yourselves and your neighbors for first aid, fire fighting, search and rescue and general support.

While Californians did help each other after the earthquakes of Loma Prieta (1989), Humboldt County (1992) and Northridge (1994), we would have been far more effective if we'd had a neighborhood disaster plan beforehand.

The Citizens of Oakland Respond to Emergencies, Neighborhood Preparedness and Response Program (CORE II) teaches neighborhoods how to organize and respond to emergency situations until outside help arrives. When all of the CORE training is completed, CORE groups will have a coordinated plan and the basic skills to take care of most emergencies. Prepared neighborhoods can mean the difference between life and death for individuals and their families.

Strength in Numbers

The saying, “there is strength in numbers,” definitely applies when a neighborhood experiences major upheaval and devastation from a disaster. One person working alone will not be able to handle all of the problems that can arise. The feeling of self-reliance and knowledge that comes with CORE training can make a significant difference in how we respond and work more easily together to:



- ◆ Find shelter, food and water
- ◆ Free people who are trapped
- ◆ Protect each other's property
- ◆ Offer first aid

By organizing your neighborhood for a disaster response, you will be able to identify human and material resources that can be shared. Which neighbors have construction skills and equipment? Who has first aid training and supplies? It is important to know **before** you need them. One lasting, very positive benefit of establishing a CORE group is cohesiveness — your neighborhood can become a better place in which to live.

GUIDELINES TO ORGANIZE A GROUP



Choosing a CORE Group Leader

The ideal CORE group leader should have these traits:

- ◆ Good organizational and people skills
- ◆ Time and interest to initiate and develop group activities
- ◆ Ability to delegate responsibilities when coordinating events



Some groups choose several individuals to serve simultaneously and rotate their responsibilities annually. This encourages greater participation, fresh ideas and sharing of work. Note that the roles of the CORE group leader and the Incident Commander are different. (See page 30.)

Getting Neighbors Involved

To develop greater participation at your next meeting, start with neighbors who attended CORE I and ask them to contact at least one neighbor who didn't attend. The best way to enhance participation is to make personal contact either by phone or in person. Have them use the following ideas as a kind of script to describe the program:

- ◆ Identify yourself as a neighbor, the street on which you live and indicate that you are part of the City of Oakland's neighborhood CORE program.
- ◆ Give a brief explanation about the program, including the benefits of extra protection and how little time it takes to be involved.
- ◆ Provide them with a brochure about CORE. Put your name and telephone number on it, as well as the date, time and place of your next meeting. Call the CORE Coordinator (238-6351) to obtain copies.
- ◆ If possible, help identify their special needs (e.g., the elderly, children, pet owners, the physically or emotionally challenged). Let them know that someone in the neighborhood might be able to help them in an emergency.



- ◆ Because many people have concerns about a potential fire or earthquake, point out that establishing a CORE group will make your neighborhood safer and better protected as resources and supplies become identified.
- ◆ Follow up with a *CORE Information Flyer* (12, A-75) or phone call reminding them of the next meeting. Have them come with another person or ask them to bring something so they are more likely to show up.
- ◆ Hand out the *CORE Family Questionnaire* (13, A-77) and *Medical Release Form for Minors* (16, A-81). Have people fill them out and return them to you.
- ◆ For more reluctant neighbors, a newsletter is a good way to share information about the program. You can also ask someone who knows them to talk with them about the program and encourage their participation at any level.
- ◆ Ask those individuals who decline to participate in the CORE group if they have any special skills, equipment or special needs the neighborhood should know about if an emergency were to arise.

ACTIVITIES TO GENERATE INTEREST



Skills and Resources Meeting

To effectively respond to a major disaster, there is vital information you need to know about your neighborhood ahead of time. After CORE I you should hold a meeting to identify human and material resources that can be used following an emergency. This meeting should be held annually to keep the information up-to-date.

Here are some lists and forms you will need. They are referred to throughout this manual. Note that page numbers are added in parentheses. Sample forms are at the end of each chapter. Blank forms for duplication and use can be found in the Appendix at the end of the manual.

- ◆ ***CORE Family Questionnaire*** (13, A-77)
This questionnaire will help you gather important information about your neighborhood.
- ◆ ***CORE Family Roster*** (15, A-79)
This roster itemizes vital emergency information such as family and pet names, addresses and phone numbers of your group.
- ◆ ***Medical Release Form for Minors*** (16, A-81)
This form is necessary to authorize medical treatment for minors.
- ◆ ***Response Team List*** (17, A-83)
This is an “ideal” list that identifies skills and reflects who in the neighborhood is best able to accomplish specific responses during a major emergency. Of course, it is best for everyone to know as much as possible because you can’t predict who will be available to help.
- ◆ ***Tools and Equipment*** (19, A-85)
This resource list will help you quickly identify sources of emergency tools, equipment and supplies that are stored either at the Incident Command Center or at individual homes.



◆ ***Out-of-State Emergency Contacts*** (21, A-87)

This is a list of friends or relatives who live at least 200 miles away and can be used as an emergency notification system for individual family members.

◆ ***Neighborhood Utilities Map*** (22, A-89)

This neighborhood map is an essential component in your neighborhood's emergency preparedness because it provides a geographic view of:

- Individual dwellings' utility shut-offs (gas, water and electricity)
- Water sources for fire fighting (e.g., fire hydrants, pools, hot tubs)
- Foot paths or other routes for evacuation

Some groups use the County Surveyor's maps of their area. The maps can be obtained at the Assessor's Office.

CORE III

Plan for your group to take CORE III, *Emergency Response Hands-On Training*. Currently two 3-hour classes and one 6-hour hands-on training class and exercise are offered by firefighters at the Fire Training Center. CORE III provides instruction and hands-on training in:

- ◆ Fire Behavior and Suppression
- ◆ Damage Assessment
- ◆ Light Search and Rescue
- ◆ Disaster First Aid
- ◆ Assisting People with Special Needs
- ◆ Disaster Psychology
- ◆ Neighborhood Emergency Communications

Neighborhood Exercise

After your group has completed CORE III, it is strongly recommended that you organize and conduct a neighborhood exercise on an annual basis. Contact the CORE Coordinator at 238-6351 for a Neighborhood Exercise Packet that includes instructions, scenarios and resources to help you plan the exercise.

To have an effective and well organized exercise, most groups hold several meetings beforehand. You need to determine:

- ◆ Who is ideally suited to be on which specific team and establish team leaders
- ◆ Their basic responsibilities and tasks for the exercise
- ◆ What supplies each team needs
- ◆ The overall exercise guidelines and details



Tabletop Discussions

CORE provides a packet of information with instructions on how to hold a discussion using disaster related questions. It's easy, fun and provides an opportunity for your group to explore various situations that might occur during an emergency. The same questions can be used over and over again for different types of disasters. If your group would like to hold a tabletop discussion, call the CORE Coordinator (238-6351).

Neighborhood Utilities Check

A walk-about is a helpful way to learn the location of your gas, water and electric shut-off valves, as well as those of your neighbors. Many groups spend an afternoon going from house to house.

- ◆ Attach a special, weatherproof shut-off tool to each gas meter. Using fluorescent colored spray paint that can be easily seen at night, spray a spot just above the valve to rapidly locate it.
- ◆ Check the location of your two outside water valves (street and house) and make sure that they are not stuck. Note that most over-the-counter tools are not strong enough to loosen street water meter valves that are rusted shut. Call EBMUD to loosen or replace them.



This activity is a good opportunity to complete the Neighborhood Utilities Map (22, A-89).

Additional CORE Classes and Workshops

See the CORE Website at: <http://www.oaklandnet.com/fire/core/index.html> for the current class and event schedule.

A Neighborhood Evacuation Strategy

Meet with your neighbors and organize a plan for your neighborhood. Review the suggestions for family evacuation in *CORE I* (37-38, 44-45, 50) and the "Evacuation Guidelines" (69-70) discussed in this manual. Walk through your neighborhood and identify footpaths and trails ahead of time. Your plan should include a strategy for spreading warning information (e.g., phone trees, two-way radios, runners, an audible signal) and for posting relevant materials (e.g., maps, evacuation routes, where you've gone). Neighbors who may need special assistance should be identified and a buddy system should be established.



Potluck Meals

Potlucks are a great way to get neighbors together and provide an opportunity to rotate your emergency food. Many groups practice preparing their food without gas or electricity.

Other Ideas Suggested by CORE Groups

- ◆ Create a neighborhood **newsletter**. Consider sending it by email.
- ◆ Practice using your out-of-date **fire extinguishers** and get used to handling them.
- ◆ Organize an emergency **backpack** (29) and go for a walk wearing it. How long can you carry it comfortably? Do you need to add or subtract items?
- ◆ Have a neighborhood **fundraiser** so you can purchase walkie-talkies and other equipment. Practice using your walkie-talkies.
- ◆ Take **amateur radio classes** and get your license. For more information, see the ORCA website, <http://www.gsl.net/orca>.
- ◆ If you have an open space, practice setting up your tents and consider what **alternate shelters** are available.
- ◆ Hold a meeting and talk about how to **personalize** some of the specific recommendations in this book, such as establishing evacuation procedures or a team specifically for pet care.
- ◆ The Police Department's **Home Alert** program offers residents 20 different classes on ways to make your neighborhood safer. Call 777-8621 to schedule.
- ◆ Hold an annual block party and invite either an emergency supply company that can sell provisions to you (ask for **bulk discounts**) or a fire extinguisher company that can help you **recharge old extinguishers** and sell new ones. This is also a good time to collect donations for a neighborhood CORE fund.
- ◆ After a few years, you may have forgotten a few emergency preparedness tips. Consider **rescheduling CORE I, II and III** classes to refresh your group's skills.

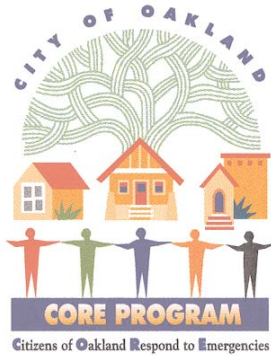
SAMPLE FORMS

Part 1: Neighborhood Preparedness

This section is designed to help you **prepare** for an emergency by gathering vital information that identifies human and material resources in your neighborhood before a major disaster. Most of these lists and forms have been identified in *Chapter One: Neighborhood Preparedness* in the “Skills and Resources Meeting” section (7).

Note that some forms are filled-in “samples” that serve as **examples only** since each neighborhood is unique in its size and requirements. The icons at the top of each page indicate which teams will use them. Modify the lists and forms to meet the needs of your group, except for the *Medical Release Form for Minors*, which is a legal document. The forms should be updated annually.

CORE Information Flyer *Sample*



In seeking opportunities to promote community awareness and service, the mission of CORE is to promote the spirit of neighbor helping neighbor and to provide the highest quality emergency and disaster prevention, preparedness and response training.

Citizens of Oakland Respond to Emergencies (CORE) is a free training program for individuals, neighborhood groups and community-based organizations in Oakland. The underlying premise is that a major disaster will overwhelm first responders and leave many citizens on their own for the first 72 hours after the emergency. CORE teaches self-reliance skills and helps neighborhoods establish response teams to take care of the neighborhood until professional emergency personnel arrive.

Since its inception in 1990, the CORE program has provided training to over 10,000 Oakland residents. CORE set a new standard for emergency preparedness and residential hazard reduction and earned the Outstanding Service Award by the Governor's Office of Emergency Services in 1991. Training includes:

CORE I – Home and Family Preparedness - Learn how to reduce common household hazards, prepare emergency kits, develop evacuation plans and respond to earthquakes, fires, chemical emergencies, flooding and terrorist threats.

CORE II – Neighborhood Preparedness and Response - Learn how to set up a command center and create emergency response teams, (i.e., communications, damage assessment, hazard reduction/utilities, search and rescue, first aid, shelter and special needs).

CORE I and II are conducted at neighborhood sites and require minimum of 10-20 participants.

CORE III – Emergency Response Hands-On Training - Learn beginning response tactics. Get hands-on training in fire suppression, damage assessment, light search and rescue, disaster first aid, disaster psychology and neighborhood emergency communications. Training includes a functional exercise (simulated earthquake). Classroom and hands-on training are conducted at Oakland Fire Training Center.

Block Captain Emergency Preparedness – Review personal preparedness and response skills with emphasis on how to organize your neighborhood emergency response as a CORE Block Captain. Class is taught at the Fire Department Office of Emergency Services.

CORE I, II and III manuals are printed in Chinese and Spanish to facilitate training in culturally diverse communities. Bilingual translators help provide CORE training to other language groups in Oakland.

See CORE website: <http://www.oaklandnet.com/fire/core/index.html> for more information.

CORE is a program of the Oakland Fire Department Office of Emergency Services
1605 Martin Luther King Jr. Way, Oakland, CA. 94612
510.238.6351 ■ core@oaklandnet.com
<http://www.oaklandnet.com/fire/core/index.html>



CORE Family Questionnaire *Sample*

(Please print clearly)



Family Name(s): _____

Address: _____

Home Phone: _____ **Cell Phone:** _____

Email Address: _____

Emergency Contact (out-of-state friend/relative)

Name: _____

Home Phone: _____ **Cell Phone:** _____

Email Address: _____

Adults in Household

Name: _____ **Work Address:** _____

Work Hours: _____ **Work Phone:** _____

Name: _____ **Work Address:** _____

Work Hours: _____ **Work Phone:** _____

Children

Name: _____ **Age:** _____ **School/Child Care:** _____

School Phone: _____ **Address:** _____

Name: _____ **Age:** _____ **School/Child Care:** _____

School Phone: _____ **Address:** _____

Name: _____ **Age:** _____ **School/Child Care:** _____

School Phone: _____ **Address:** _____

Pets

Name: _____ **Breed/Description:** _____ **Indoor/Outdoor**

Name: _____ **Breed/Description:** _____ **Indoor/Outdoor**

Name: _____ **Breed/Description:** _____ **Indoor/Outdoor**

Miscellaneous notes: _____

Members of Household Who May Need Special Assistance in an Emergency

(e.g., elderly, difficulty walking, specific medical conditions)

Name: _____ Assistance Needed: _____

Name: _____ Assistance Needed: _____

Name: _____ Assistance Needed: _____

Emergency Equipment Available

(e.g., ham radio, generator, camping equipment, tools (heavy/light), 4-wheel drive vehicle, dirt bike, firewood)

Emergency Skills/Training

(e.g., first aid/CPR, mechanic, carpentry, electrical, plumbing, child care, firefighting, crisis/psychological)

Name: _____ Skill/Training: _____

Name: _____ Skill/Training: _____

Name: _____ Skill/Training: _____

Profession(s): _____

Do you have a seismically safe, enclosed garage with extra storage space that we could use to store emergency supplies? Yes No

In an emergency, I can house/sleep _____ people.
(number)

We have a potential source of water for firefighting (e.g., pool, hot tub, cistern).
 Yes No

Return this form to: _____

Date: _____

This form should be updated on an annual basis and the information added to the relevant lists.



CORE Family Roster Sample



| Street | Family | Children (Age) | School | Phone Number | Emergency Housing | Pets |
|--------------------|-------------------|------------------------|--------------------------|--------------|-------------------|-----------------------|
| Main Drive | | | | | | |
| 01 | Bell Wether | Sonny (12) | Brighton Academy | xxx-xxxx | 4 | Fido (d) |
| 02 | Marvin Gardins | Rose (10) | Green Leaf Middle School | xxx-xxxx | 1 | Whiskers (c) |
| 03 | Bob, Mary Ham | CB (15) | St. Frances Bacon HS | xxx-xxxx | 2 | Bess (c) Rover (d) |
| South Drive | | | | | | |
| 1001 | Chris Columbus | Amareeka (2) | Bayview Preschool | xxx-xxxx | 2 | |
| 2002 | Bob O'Leenk | | | xxx-xxxx | 2 | Buster (d) |
| 3003 | Ken, Barbie Dawll | China (6) Baybe (8) | Guyson Grammar School | xxx-xxxx | 6 | Copper (c) |
| 4004 | Jack Hammer | Woody (4) | Oaktree Preschool | xxx-xxxx | 1 | Peter, Wendy (birds) |

(d) = dog
(c) = cat

Updated: _____



Medical Release Form for Minors

I, _____, Parent or Legal Guardian of _____, a minor child, hereby authorize any assistance, aid and/or transportation which may be necessary in an emergency, and in my absence, for the well-being of the above-mentioned minor. I release the City, its directors, officers, employees and agents from any and all liability which may arise out of assistance, aid or transportation by volunteers who have successfully completed the City's CORE III program.

_____ has the following allergies:

_____ has the following medical conditions:

Hospitalization Insurance: _____

Name of Carrier: _____

Policy Number: _____

Group Number: _____

Signed: _____ Dated: _____




Return this form to: _____

Updated: _____



Response Team List *Sample*

| Team | Phone | Training/Equipment |
|---|----------|--|
|  Incident Command Center | | |
| Bell Wether's* garage 1 Main Dr. | xxx-xxxx | Primary ICC, fully stocked with emergency supplies |
| Marvin Gardins'* shed 2 Main Dr. | xxx-xxxx | Secondary ICC, partially stocked |
|  Incident Commander | | |
| Ken Dawl* | xxx-xxxx | Combat supervisor |
| Barbie Dawl* | xxx-xxxx | Firefighter |
| Chris Kolumbus | xxx-xxxx | Master lists, maps |
| Clark Kentt | xxx-xxxx | Captain/pilot |
|  Communications | | |
| Jackie Seabee* | xxx-xxxx | Radios, batteries |
| Willem Teller* | xxx-xxxx | Cell phones, list of local payphones, quarters |
| Louise Walkie, Larry Talkie | xxx-xxxx | Walkie-talkies, two-way radio |
| Bob Ham | xxx-xxxx | Ham radio operator, member of ARES/RACES |
|  Damage Assessment/Hazard Reduction/Utilities | | |
| David Carpenter* | xxx-xxxx | Carpentry, plumbing |
| Jack Hammer* | xxx-xxxx | Heavy tools |
| Rick Ranger | xxx-xxxx | Camping equipment |
| Chris N. T. Rench | xxx-xxxx | Light tools |
| Sherman Tank | xxx-xxxx | Utility vehicle |

| Team | Phone | Training/Equipment |
|---|--------------|-----------------------------|
|  Search and Rescue | | |
| Rolin Round* | xxx-xxxx | 8,000 lb winch |
| Tommy Edison* | xxx-xxxx | Electrician, generator |
| Holly Helter, Skip Skelter | xxx-xxxx | Runners |
| S. Kate Bord | xxx-xxxx | Runner |
| Flo Rence | xxx-xxxx | Nurse |
|  First Aid | | |
| Willem Hurt* | xxx-xxxx | Physician |
| Nye Tengale* | xxx-xxxx | Nurse |
| Mary Hart | xxx-xxxx | CPR, first aid |
|  Sheltering/Special Needs | | |
| Marc Hopkins* | xxx-xxxx | Can sleep 10 |
| Cher Aton* | xxx-xxxx | Retired, experienced camper |
| Jan Cancook | xxx-xxxx | Cook |
| Norm, Ann Kusins | xxx-xxxx | Crisis counselors |
| Child Care | | |
| S. S. Amy Streat | xxx-xxxx | Runs child care center |
| Ken, Barbie Dawll | xxx-xxxx | Retired |

** Indicates the team leaders who are primarily responsible for organizing team resources for their group. They can be rotated on an annual basis.*



Tools and Equipment *Sample*



| Tools & Equipment | Name | Address |
|--------------------------|----------------|-----------|
| Communications | | |
| Cellular phone | Mo Bulnet | xxxx Main |
| Batteries | Dora Cell | xxxx Main |
| Radio | C. Bee Hamm | xxxx Main |
| Generator | Tommy Edison | xxxx Main |
| Heavy Tools | | |
| Chain saw | Rick Ranger | xxxx Main |
| Heavy manual saw | Dylan Wood | xxxx Main |
| Light Tools | | |
| Crowbar | Renta Reck | |
| Gas wrench | P. G. Anney | xxxx Main |
| Wheelbarrow, hoe, shovel | Marvin Gardins | xxxx Main |
| Ax, rope, picks | Jennie Vicious | xxxx Main |
| Vehicles | | |
| 4-wheel drive | G. M. Sea | xxxx Main |
| Dirt bike | Martin Rider | xxxx Main |
| 4-wheel drive truck | Mo Tuff | xxxx Main |
| Mini-van | Sue Vanigot | xxxx Main |
| Motorcycle | Hal Hogg | xxxx Main |
| Camping Equipment | | |
| Sleeping bags (2) | Cher Aton | xxxx Main |
| BBQ | Jan Cancook | xxxx Main |
| Firewood | Anthony Arbor | xxxx Main |
| Tent | Marc Hopkins | xxxx Main |
| Stove | Sandy Cooker | xxxx Main |

Tools & Equipment**Name****Address**

First Aid Supplies

| | | |
|----------------------|-------------|-----------|
| Stretchers | Willem Hurt | xxxx Main |
| First aid manual/kit | Nye Tengale | xxxx Main |
| Crutches, wheelchair | Mary Hart | xxxx Main |

Water Supply

| | | |
|---------|---------------|-----------|
| Pool | Jim Swim | xxxx Main |
| Tank | Bob Barrel | xxxx Main |
| Spa | Esther Float | xxxx Main |
| Hot tub | Patty Peacock | xxxx Main |



Out-of-State Emergency Contacts *Sample*

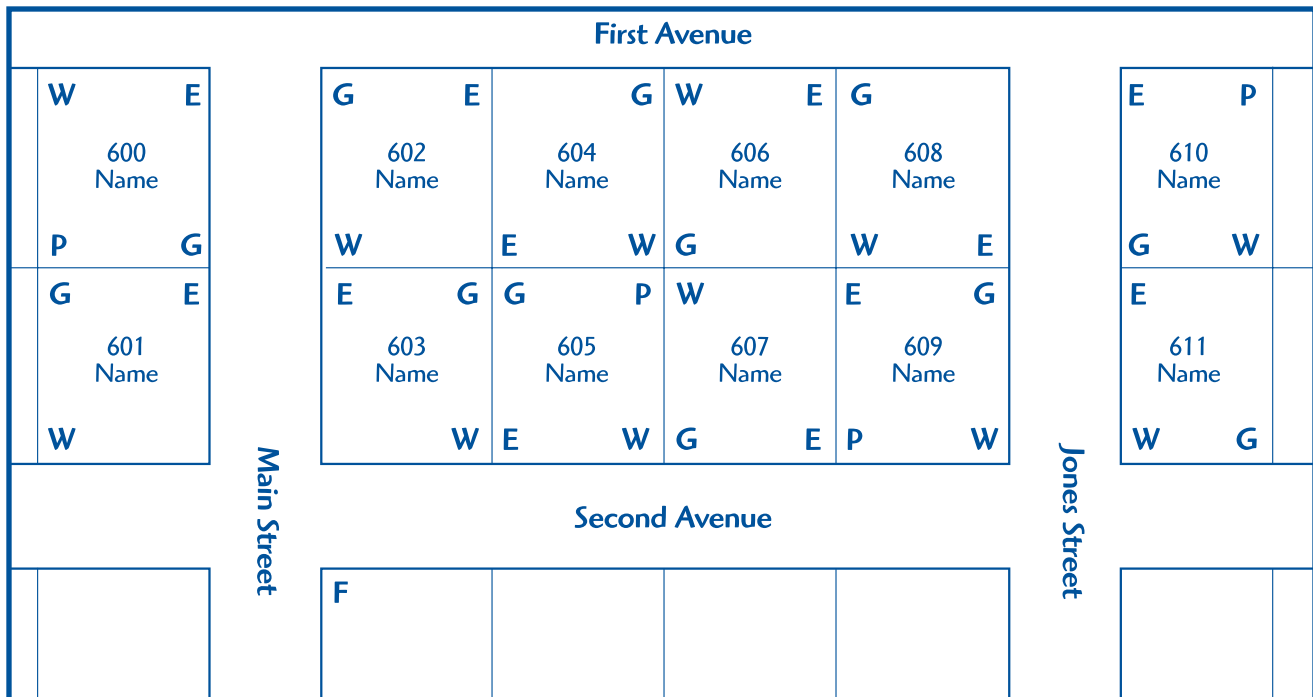
| Family | Contact | Phone |
|----------------------|----------------------|----------------|
| Baker, Ima | Sandy Cooker | (000) xxx-xxxx |
| Bond, Jimmy | Henni Penney | (000) xxx-xxxx |
| Dawl, Barbie and Ken | Ann and Andy Raggedy | (000) xxx-xxxx |
| Hogg, Hal | Sherman Tank | (000) xxx-xxxx |
| Hopkins, Marc | Holden Hilton | (000) xxx-xxxx |
| Kentt, Clark | Louis Lane | (000) xxx-xxxx |
| Rence, Flo | Nye Tengale | (000) xxx-xxxx |
| Starr, Seena | C. Emanuel | (000) xxx-xxxx |



Neighborhood Utilities Map *Sample*

- ◆ **W**ater shut-off valve (color in blue)
- ◆ **E**lectrical power shut-off switch (color in red)
- ◆ **G**as shut-off valve (color in green)
- ◆ **F**ire Hydrant (color in yellow)
- ◆ **P**ets (color in brown)

Updated: _____



Some groups use the County Surveyor's maps of their area that can be obtained at the Assessor's Office. You may contact them in person at: 1221 Oak Street, Room 245, Oakland, CA 94612 or by letter. Include your parcel number or street address along with a \$3.00 check made out to Alameda County. Once you receive the map, you may want to enlarge it, conduct a neighborhood walk-about and then identify utilities, water sources, and potential evacuation paths. Keep the enlarged map in your neighborhood command center and distribute smaller copies to neighbors.

CHAPTER TWO

Neighborhood Response

THE INCIDENT COMMAND CENTER



Primary Responsibilities

One of the first things a CORE group should decide is where people should gather to begin the disaster response. This location is called the Incident Command Center (ICC) and will be your CORE group's emergency operations center.

Preparedness Checklist

Location

Choose a location that provides shelter from the elements, such as a garage or other protected space. It should be:

- Seismically safe
- Centrally located
- Accessible (i.e., keys for locks, ramps for disabled)
- Away from potential hazards such as chimneys, power poles or overpasses

If possible, identify a second location as a back-up. Frequently remind neighbors of both locations.

Supplies

Be sure that stored supplies are easily accessible in this location. The following are suggestions of supplies and equipment needed for an emergency response:



To receive information:

- Battery-operated radio, extra batteries, TV
- Two-way radios

To record information:

- Chalk or dry-erase boards
- Flipchart and easel
- Butcher paper
- Chalk, markers, pens
- Resource Table Sign-In* (33, A-93)



To post information:

- Bulletin board
- Thumb tacks, push pins
- Masking tape, duct tape
- Status Board* (34, A-95)

Other materials:

- Multiple, updated copies of ALL lists and forms (see Appendix).**
- Signs for the “Incident Command Center,” “First Aid Station,” “Child Care Center” and “Main Shelter” locations
- Extra CORE II and III books
- Table, chairs
- Flashlights, extra batteries
- Food, water
- Sanitation, first aid supplies

Individual Response Checklist



Following a disaster, there are certain steps you should take **before reporting to the Incident Command Center**:

- First check yourself, your family and home to make sure they are safe. Administer first aid if necessary.
- Put on protective clothing: sturdy shoes, long pants, long sleeve shirt, heavy work gloves, mask, and eye protection.
- Check your home for damage such as a cracked foundation, damaged or collapsed chimneys or jammed doors.
- Turn off damaged utilities (gas, water, electricity).
- Bring your emergency backpack, CORE hat and vest. Items stored in your backpack should **already** include:
 - Pads of paper
 - Clipboard attached with:
 - ◆ *Individual Response Checklist*
 - ◆ *CORE Family Roster*
 - ◆ *CORE Teams List*
 - ◆ *Neighborhood Utilities Map*
 - ◆ *Status Cards*
 - Pencil, pen, paper
 - Small first aid kit, manual
 - Waterproof flashlight, extra batteries
 - AM radio, extra batteries
 - Heavy gloves
 - Gas shut-off wrench
 - Cash (small bills, coins)
 - Snacks and water
 - Medication
 - Eyeglasses, prescriptions
 - Whistle
 - Chalk
 - Duct tape
- Before leaving your house, hang a white cloth from your door or in a place visible from the street to let others know you are safe.
- Check the neighbors on either side of your house.
- Proceed to the Incident Command Center (ICC). Make brief notes about any problems that you see on your way.



Note: If you have children at school, your first inclination may be to rush to school to get them. Before you go, check in at the ICC and gather information about the road conditions to make safe travel plans. Also, check to see if the schools are evacuating. Bring ID because the schools might not release children without it. Let the IC know where you will be in case someone needs to contact you. Also, arrange with someone in the neighborhood to pick up your children in case you can't.

Incident Command Center Response Checklist



This emergency response scenario is intended to address how your neighborhood will survive without outside help for at least 72 hours. (An evacuation response is discussed on pages 69-70.)

Incident Commander



After a disaster, the **first person to arrive** at the Incident Command Center acts as the Incident Commander (IC) and will initiate and coordinate the response. As reports of damage, injuries or other neighborhood problems come in, the Incident Commander decides what needs to be done and in what order. These decisions will be based on the human and material resources available at the time. As more people arrive, the Incident Commander may wish to relinquish the responsibilities to a more experienced CORE member.

Set Up of the Incident Command Center

- The first individuals to arrive should begin setting up:
 - Radio and walkie-talkies for **receiving information**
 - Board, chart or easel for **recording information**
 - Board or space for **posting information**
 - Chairs and a resource table for **processing information**
- As more people arrive, the Incident Commander will begin to prioritize problems and identify resources and teams to respond to the most urgent problems. The IC will start by assigning individuals to:
 - Use the *Status Board* (34, A-95) to record time, address, problem, response team, comments, and priority of various situations
 - Serve as a buffer/filter to pass information on to the Incident Commander
 - Organize a *Resource Table Sign-In* (33, A-93) to help identify individuals' skills and assign them to teams. (Untrained, spontaneous volunteers should check in here to be assigned as runners or to handle simple tasks such as record keeping.)



Response Teams



- The Incident Commander will start sending out **response teams** with at least two individuals per team. The organization of teams will be dependent on the number of people available, the resources on hand and the severity of various situations.
 - If there are only a few people available, teams will need to perform multiple tasks. See the *Quick Field Team Reminders* (67, A-91), a short list which combines the responsibilities of the Damage Assessment, Hazard Reduction/Utilities and Search & Rescue Teams.
 - As more people start to arrive, the Incident Commander should more fully develop each group of response teams and assign a team leader who will be responsible for making decisions for their teams.

- Below is an outline of the various response teams and their primary responsibilities. Those marked with asterisks (*) work primarily in the field. The other teams will be assigned to work in a specific location.

The **Communications** Team will:



- Coordinate information coming into and out of the Incident Command Center (ICC)
- Collect and verify information from other teams and individual neighbors
- Coordinate the flow of information between teams
- Record and post information
- Monitor emergency radio/TV broadcasts
- Relay updated information to the Incident Commander and Oakland's Emergency Operations Center (see page 35)
- Contact an amateur radio operator
- Control rumors

The **Damage Assessment*** Team will gather and relay information about:



- Fire, flooding and landslides
- Damage to utilities (gas, electrical, water lines)
- Structural damage (e.g., homes off their foundations, homes unsafe and/or uninhabitable due to damaged chimneys, broken windows, front doors jammed)
- Trapped victims
- Other hazards (e.g., downed trees, power lines, fractures in streets)

Only in situations of imminent danger, such as a fire, is any response action taken by this team.



The **Hazard Reduction/Utilities*** Team will:

- Extinguish small fires
- Check for and turn off damaged utilities (gas, water, electricity)
- Clear debris from the streets for emergency vehicles, foot/bike traffic or evacuation
- Rope off and secure hazards
- Confine stray pets



The **Search & Rescue*** Team will:

- Assess all rescue situations before entering any structure where individuals are reportedly trapped or injured
- Triage and attempt a rescue only when it is safe to do so



The **First Aid** Team will:

- Set up a First Aid Station away from the ICC and Main Shelter
- Triage the injured and provide first aid
- Coordinate the transport of those injured either to the First Aid Station or from the Station to available hospitals or clinics
- Set up a morgue separate from the First Aid Station



The **Sheltering & Special Needs** Team will:

- Identify and set up the Main Shelter(s) away from the ICC and First Aid Station for food and rest in the neighborhood
- Set up a Child Care Center
- Identify the location of the nearest open Red Cross, school or church sites if additional shelter is necessary
- Maintain a list of displaced neighbors and where they will be staying
- Provide psychological or special needs support to traumatized neighbors

Additional Responsibilities

- Once the response teams and their leaders are in place, an Assistant Incident Commander should be assigned. This individual will help synthesize and prioritize the incoming information and requests from the team leaders and offer recommendations to the Incident Commander who will make the final decisions. Establishing this role is critical and will determine the success of your neighborhood's disaster response.
- Once the most critical emergencies are under control, a more detailed damage assessment should be conducted and more complete record keeping should begin. See the *Disaster Information Summary: Property Damage (A-103) & Injuries/Deaths (A-105)*.

Note: the model we are offering here is a general guideline. As you begin to work with your neighbors in developing an understanding of what is involved in organizing a neighborhood response to a major emergency, you will see that many of the responsibilities and assignments of the teams listed above overlap. We encourage you to establish a working model that will fit the unique needs of your particular group.

Status Board Sample

Use this example as a guide to set up your own Status Board.



Date:

| Time | Address | Problem | Response Team No. | Comments | Priority |
|-------|---------------------|---|---------------------|--|----------|
| 9:30 | | | | <ul style="list-style-type: none"> ◆ ICC set up ◆ sign-in of members ◆ sent out DAI (Jeanette/Brad) | 0 |
| 9:45 | 2020 Main | house collapsed; trapped family | SR1 (Jamie/Stephy) | need cribbing materials | 2 |
| 9:50 | 2160 Main | fire in garage; gas leak | HR1 (Floyd/Millie) | gas turned off; need hose | 2 |
| 9:55 | 155 South | water line break | HR2 (Rick/Jessica) | main water valve shut off | 0 |
| 10:00 | Corner South & Main | car accident; multiple injuries | SR2 (John/Danny) | need first aid nurse or doctor | 2 |
| 10:05 | 160 North | chimney collapsed; Rose alone, injured, won't go to shelter | FA1 (Leslie/Dave) | need caution tape; need stretcher | 1 |
| 10:10 | 2202 Main | | DA1 (Jeanette/Brad) | white flag, okay | 0 |

*Cross-off with line through incident when problem is resolved.

Team Codes:

- DA = Damage Assessment
- SR = Search & Rescue
- HR = Hazard Reduction
- FA = First Aid/Medical

Priority:

- 0 = okay
- 1 = minor emergency
- 2 = major emergency
- 3 = destroyed/dead

COMMUNICATIONS TEAM

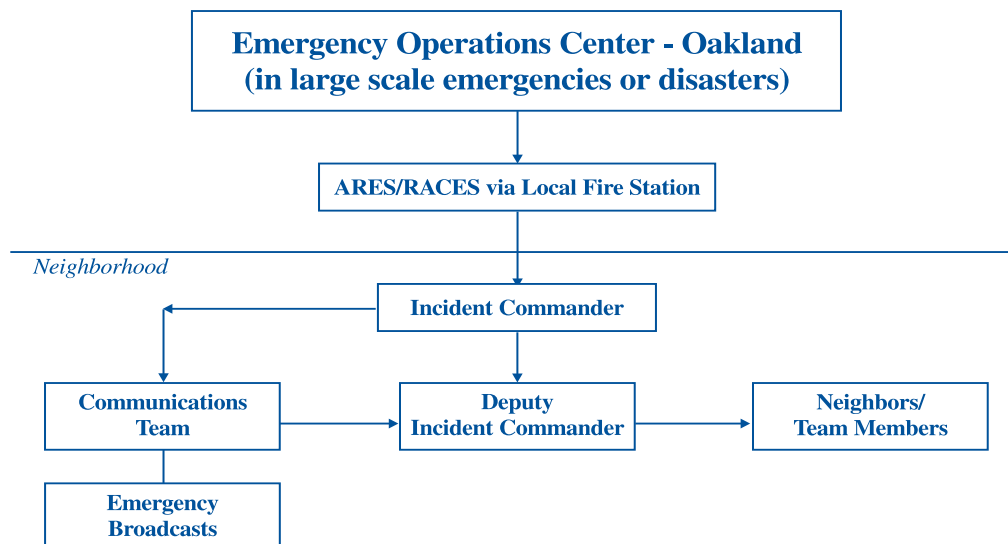


Primary Responsibilities

The primary responsibilities of this team are to:

- ◆ Coordinate information coming into and going out of the ICC
- ◆ Collect and verify information from other teams and individual neighbors
- ◆ Coordinate the flow of information between teams
- ◆ Monitor emergency radio/TV broadcasts
- ◆ Relay updated information to the Incident Commander
- ◆ Contact an amateur radio operator in your neighborhood (alternatives are the nearest staffed fire station or activated Red Cross shelter). If there are no amateur radio operators available at a nearby fire station, status reports should be sent directly to the Emergency Operations Center in Oakland.
- ◆ Record and post information
- ◆ Keep the *Communications Log (A-97)* as a permanent record of emergency information that was sent or received
- ◆ Control rumors

The Communications Team will work very closely with the Neighborhood Incident Commander. Here is a helpful diagram of this team's response:



Preparedness Checklist

Supplies

Since this team will work very closely with the Incident Commander, many of its supplies overlap those listed for the Incident Command Center and should be stored in or close to it.

To receive information:

- AM/FM radios, extra batteries
- Walkie-talkies, extra batteries

To record information:

- Resource Table Sign-In (A-93)**

This form is used to record individuals' names and their emergency and team skills when they arrive at the ICC.

- Status Board Sample (A-95)**

This board is one of the most important response tools because it is used to record critical "live" information. The time, address, problem, response team, comments, and priority must be accurately and quickly recorded. Problems should be crossed off as they are resolved. Information will come primarily from teams using walkie-talkies and runners or as specific forms are returned (e.g., *Status Cards*, *Preliminary Damage Assessment*, *Search & Rescue: Victims Log*). The board should be clearly visible for everyone to see. Many groups use a flip chart and marking pens to set up the Status Board categories ahead of time. Keep a copy of the *Status Board Sample* nearby.

- Communications Log (A-97)**

This log serves as a more permanent record of incoming information such as requests for help, urgent situations and response actions that have been taken. It is based on the information from the Status Board and should be filled out periodically to reflect changes that are occurring. The log should remain at the ICC.



To post information:

- Bulletin board, butcher paper, masking tape
- A list of emergency broadcast station call letters:

| | | |
|---------------|------------------|---|
| KCBS | 740 AM | (This station receives information first, serving as the primary point of contact for the Emergency Alert System for the greater Bay Area.) |
| KNBR | 680 AM | |
| KGO | 810 AM | |
| Radio Oakland | 530 AM | |
| KTOP | Cable channel 10 | |
- Locations of nearby pay phones
- Evacuation map and routes
- First Aid Station location
- Out-of-State Emergency Contacts* form
- Tools and Equipment* list that includes neighbors with cellular phones, two-way radios and/or amateur radio equipment, as well as the location of bikes, skateboards and rollerblades for runners.



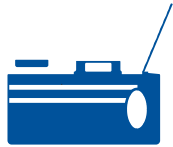
Additional Responsibilities

- Identify medical facilities (e.g., hospitals, clinics, private medical offices) that are in your vicinity.
- Identify vehicles in the neighborhood which might be used to transport seriously injured people. (Use the *Tools and Equipment* list.)
- If phones are working after an emergency, use the *CORE Family Roster* to contact neighbors.
- Encourage neighbors to learn how to use amateur (ham) radio communication prior to a disaster. For more information, see the ORCA website, <http://www.gsl.net/orca>.

Communications Team Response Checklist



- Gather your personal supplies, assess your own home and family and report to the ICC.
- Immediately **set up the Status Board**. Have someone continually **record** incoming information.
- Set up a board or area to **post** information such as:



- Emergency broadcast station call letters

| | |
|---------------|--|
| KCBS | 740 AM (primary point of contact) |
| KNBR | 680 AM |
| KGO | 810 AM |
| Radio Oakland | 530 AM |
| KTOP | Cable channel 10 |
 - Locations of nearby pay phones
 - Evacuation map and routes
 - First aid stations (locations in CORE neighborhoods and open medical facilities nearby)
 - Tools and Equipment* list
 - Out-of-State Emergency Contacts* form
 - A message board for neighbors to share personal information
 - An “I’m Okay” board to identify neighbors who are safe and available to help
- Assign someone to:
 - Staff the Resource Table Sign-In**
 - Continuously monitor emergency broadcasts**
 - Fill out the *Communications Log***
 - Provide information to City government** via amateur radio, runners or telephone to the local fire station, if it is staffed. Amateur radio operators at the fire station will in turn contact the City’s Emergency Operations Center.

DAMAGE ASSESSMENT TEAM



Primary Responsibilities

The Damage Assessment Team has two primary functions. The **preliminary responsibility** of this team is to gather and relay information about the extent of damage in your neighborhood, such as:

- ◆ Fire, flooding, landslides
- ◆ Damage to utilities (gas, electrical and water lines)
- ◆ Structural damage (e.g., homes off their foundations, structures that are unsafe and uninhabitable due to damaged chimneys, broken windows, jammed front doors, etc.)
- ◆ Location of trapped victims
- ◆ Other hazards (e.g., downed trees, power lines, fractures in streets)

The Assistant Incident Commander at the ICC will collect the damage assessment reports, review them with the Incident Commander and help determine what response actions need to take place. The information gathered will:

- ◆ Determine what responses and actions will be initiated by the Incident Commander
- ◆ Alert neighbors to structural problems in homes and potentially dangerous neighborhood situations
- ◆ Determine whether an evacuation is needed

Neighbors who assist with the preliminary damage assessment will primarily **gather** information. **Only in situations of imminent danger**, such as the smell of gas, **is any actual action taken by this team** as it is more important to quickly determine the scope of the disaster and the appropriate response.

The **second responsibility** of this team entails gathering detailed, post-disaster information to be used by the City's Emergency Operations Center to evaluate the severity of damage and to strategize its response and recovery efforts.



Preparedness Checklist

Lists and Forms

Have copies of these lists and forms attached to your clipboard.

- CORE Family Roster (A-79)*
- Neighborhood Utilities Map (A-89)*
- Preliminary Damage Assessment (A-101)*

This form is used immediately after a disaster to record damage within the neighborhood. The information should be relayed to the ICC as soon as possible. This form can also serve as a record for Oakland's Emergency Operations Center.

- Status Cards (A-99)*

These cards hold vital information about the condition of utilities and victims, and whether or not a house has been searched. You need **two** copies of these cards for each house because they will be used in duplicate. One copy is attached to the front door and the duplicate is sent to the ICC.



- Quick Field Team Reminders (A-91)*

Should the number of responders be limited, this list highlights important reminders that combine the needs and responsibilities of all of the “field” teams (Damage Assessment, Hazard Reduction/Utilities, Search & Rescue). This sheet should be kept on your clipboard in your emergency backpack.

- Disaster Information Summary:
Property Damage/Injuries & Deaths (A-103, A-105)*

This document is put together **after** emergency rescue operations have slowed down. There are two parts to this summary: property and injury. The summary of property damage will be put together using information from the *Preliminary Damage Assessment* form described above. The summary of injuries/deaths form will be filled in using information from the *Search & Rescue: Victims Log (107)*. All of the information should be sent to Oakland's Emergency Operations Center.

Supplies

- Clipboard, paper, pencil/pen
- Masking tape
- Gas wrench, rope, water valve turnkey (While the primary responsibility of this team is not to reduce hazards, it is always helpful to have a few basic tools with you to reduce or eliminate an imminent danger.)
- Flashlight, batteries
- CORE vest/hat
- Protective clothing: sturdy shoes, long pants, long sleeve shirt, heavy work gloves, mask, eye protection

Many of the field teams' supplies overlap and should already be part of your emergency backpack (29).

Damage Assessment Team Response Checklist



- Gather your personal supplies, assess your own home and family and report to the ICC.
- Everyone who reports to the ICC will have damage assessment information that should be given to the individual recording information on the Status Board.
- The Incident Commander and Assistant Incident Commander will send out teams in groups of at least 2-3 people to conduct a **preliminary damage assessment** of the neighborhood.
- While sizing-up the neighborhood, these teams should fill out the *Preliminary Damage Assessment* form (A-101) and relay that information back to the ICC by two-way radios or runners. The information should include:
 - Deceased victims
 - Fire
 - Gas odor, damaged gas valve
 - Power line down
 - Road damage
 - Structural damage
 - Tree down
 - Uninhabitable
 - Victim trapped/injured
 - Water line broken
 - Other



Disaster Information Summary: *Sample* Property Damage



This information is gathered *after* emergency rescue operations have slowed down. Send it to Oakland's Emergency Operations Center (EOC). The Preliminary Damage Assessment form may be used to help compile this information.

Date:

| Addresses | Addresses | Total |
|--------------------------|-----------|-------|
| No Visible Damage | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| Minor Damage | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| Major Damage | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| Destroyed | | |
| | | |
| | | |
| | | |
| | | |
| | | |

HAZARD REDUCTION/ UTILITIES TEAM



Primary Responsibilities

The primary responsibility of this team is to reduce specific dangers in the neighborhood:

- ◆ Extinguish small fires
- ◆ Check and turn off damaged utilities (gas, water, electricity)
- ◆ Clear debris from the streets and sidewalks for emergency vehicles, foot/bike traffic or evacuation
- ◆ Rope off and secure hazards
- ◆ Confine stray pets

Preparedness Checklist

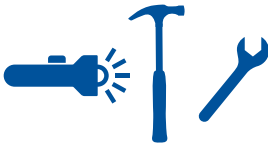
Lists and Forms

Have copies of these lists and forms attached to your clipboard.

- CORE Family Roster* (A-79)
- Tools and Equipment* (A-85)
- Quick Field Team Reminders* (A-91)
- Status Cards* [2 per house] (A-99)
- Preliminary Damage Assessment* (A-101)
- Neighborhood Utilities Map* (A-89) that includes:
 - utility shut-off valves (gas, water valves and electrical mains)
 - water sources for extinguishing fire (fire hydrants, pools, hot tubs, etc.)
 - foot paths and other routes for evacuation

Tools and Equipment

Collect and store tools and equipment in or near the ICC such as:



- Garden hoses
- Fire extinguishers
- Wrenches (utility, crescent)
- Water valve turnkey
- Flashlight, extra batteries
- Duct tape/caution tape
- Ropes
- Protective eyewear, masks, gloves, sturdy shoes

Pets



- Attend pet rescue training with other members of your CORE group. Call 238-6351 for more information.
- Distribute the Emergency Pet Preparedness Information Packets to all neighbors who own pets. Call 238-6351 to request copies.
- Remind pet owners about the importance of having their animals licensed.
- Have your neighbors fill out the pet profile forms (included in the packet noted above) and take pictures of their pets. Store information at the ICC or with neighborhood “buddies.”
- Encourage pet owners to store emergency pet supplies. Suggest that all families store their supplies in a similar part of the house or garage to make them easier to find after a disaster.

Utilities

Check neighborhood utilities before a disaster strikes:

- Check all water and gas shut-off valves to make sure they are not stuck or rusted shut. Call EBMUD or PG&E to replace or repair them. Help neighbors attach a gas wrench to outside gas valves. Mark the gas line with fluorescent spray paint or reflective tape to help locate the valve at night. See the Neighborhood Utilities Check walk-about (9).

Make sure to take the CORE III classes to learn how to extinguish small fires and deal with damaged utilities.

Hazard Reduction/Utilities Team Response Checklist



- Gather your personal supplies, assess your own home and family and report to the ICC. There you will be assigned in groups of 2-3 people to reduce specific hazards in the neighborhood by helping to:

- Extinguish small fires.**
- Turn off damaged utilities** by shutting off leaking gas valves, water mains or electrical circuits.
- Identify and rope off potential hazards** such as collapsed chimneys, downed power lines, large sidewalk or street cracks, chemical leaks or spills.
- Clear debris** from streets and sidewalks to allow for emergency vehicles or foot traffic.
- Confine stray pets.** If animals are confined within a home, place a note on the door indicating where they can be found. Be sure they are secure and have water before leaving them.
- Locate additional **water sources**.



- This team should also:
 - Use the *Preliminary Damage Assessment* form to record problems that need attention and the response actions taken.
 - Tape *Status Cards* to doors of houses that have been inspected and return duplicate copies to the ICC.

Address: _____

Date: _____ Time: _____

Utilities Checked

Gas: OK Turned Off
 Water: OK Turned Off
 Electricity: OK Turned Off

House Searched

Exterior: Yes No Interior: Yes No

If no, explain: _____

Victims removed: Yes No Number: _____

Comments: _____

Dwelling checked by: _____

Team: _____

Address: _____

Date: _____ Time: _____

Utilities Checked

Gas: OK Turned Off
 Water: OK Turned Off
 Electricity: OK Turned Off

House Searched

Exterior: Yes No Interior: Yes No

If no, explain: _____

Victims removed: Yes No Number: _____

Comments: _____

Dwelling checked by: _____

Team: _____

Tape this form visibly on the front of the house.

Return this form to the Incident Command Center ASAP.

SEARCH & RESCUE TEAM



Primary Responsibilities

The primary responsibilities of this team are to search homes/structures and to rescue individuals who need help. Team members will:

- ◆ Assess all the rescue situations before entering any structure where individuals are reportedly trapped or injured
- ◆ Triage* and attempt rescue only when it is safe to do so

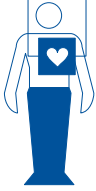
Preparedness Checklist

Lists and Forms

Make sure your clipboard has these lists and forms:

- Neighborhood Utilities Map (A-89)*
- CORE Family Roster (A-79)*
- Tools and Equipment (A-85)*
- Quick Field Team Reminders (A-91)*
- Status Cards [2 per house] (A-99)*
- Preliminary Damage Assessment (A-101)*

** Triage comes from the French verb “to sort,” and generally refers to the act of quickly (within one minute) evaluating victims. In situations where there are multiple rescue efforts needed, however, the term triage is used to refer to the process of quickly evaluating which rescues should be attempted and the order in which they should be prioritized. The decision will be based on an assessment of which rescue situation will yield the greatest results in the shortest amount of time, the number of rescuers required for the effort compared with the number of rescuers who are available, and which situation is the least hazardous to the rescue team itself.*



Search & Rescue: Victims Log (A-107)

This log is used to record information **before** the victim is taken to or treated at the First Aid Station. When completed, return forms to the ICC. Later, the information will be included in the *Disaster Information Summary*.

Special Needs: Medical and Other (A-109)

Before a disaster, use this form to fill in the name, address and special needs sections. (Identify neighbors who need special assistance by referring to the *CORE Family Roster*.) Keep copies at the ICC, Main Shelter and First Aid Station. **After** a disaster, use copies of your partially completed form to indicate who has checked these individuals and whether assistance is needed (e.g., type of equipment, medication, English translation).

Additional Responsibilities

- Store special items** like ropes, crowbars, shovels, cribbing materials, power or hand saws, 2x4's, masking tape, and carpenter's chalk in two places: at home and in/near the ICC.
- Review the Search & Rescue Guidelines** on the following page.
- Teach neighbors how to indicate whether or not they need help after a disaster. By displaying a **white cloth** in an area visible from the street, neighbors will know that you are okay for the moment.
- Become familiar with **potential hazards** that are unique to your particular neighborhood.
- Take the **CORE III** Search & Rescue class.
- Practice** lifting and cribbing skills with others.

Search & Rescue Team Response Checklist



- Gather your personal supplies, assess your own home and family and report to the ICC. There you will be assigned in groups of 2-3 people to specific search and rescue situations in your neighborhood.

Search & Rescue Guidelines

Keep this list with you at all times.

Search

- Always work with at least one **partner**. Never attempt to search alone.
- Only search structures** that have been **assigned** to you by your team manager. Check homes that do not have a white flag displayed first. If you find a potential search situation that has not been reported, send a runner to the ICC with that information.
- Before approaching a house, stand on the sidewalk and assess it for the **possibility of collapse or other hazards**. Some buildings should be assessed as a “No Go” because of potential hazards that face the rescuers (e.g., collapse, fire, hot wires, hazardous materials, vicious animal).
- Before entering a building:
 - **Smell** the air for possible **gas** leaks. If you smell or hear gas leaking, do not enter the building before turning off the main gas valve and ventilating the house.
 - Turn off other **damaged utilities** (electric/water) if necessary.
 - Check the **door** with the **back** of your hand to see if the door is hot. If it is, do not open it. There is probably a fire inside.
 - Check the door jamb and walls around the door for serious **cracks** that indicate the building is not safe to enter.
 - Put a bold, readily visible piece of **tape** diagonally across the door upon entering. Make a second slash, forming an “X,” on leaving.
- Once inside the building:
 - **Stay as low** as possible. Continue to watch for hazards.
 - Systematically search **each room**, moving along the wall to your right as you go. If you become disoriented, reverse your steps, staying close to the wall until you get back to the doorway. Throughout your search, maintain voice contact with your partner so you do not get separated.

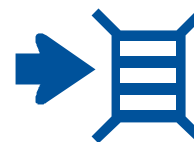




- **Call out** “it’s your neighbor” and give your name. **Shout, tap, and listen** for any cries or moans. Tap on the wall and listen for tapping back. The sound of tapping on the walls will often carry farther than a voice. Ask if they need help and keep talking as you walk through the building.
- In **dark rooms**, use your flashlight to carefully look under furniture and beds because children often hide when frightened. Also check stairwells, tubs, showers and closets. Periodically stop and listen for noise. Use your flashlight to continue to check ceilings, walls and floors for danger signs.

Rescue

- Assist **trapped or injured** victims in the following sequence:
 - ambulatory victims
 - lightly trapped victims
 - heavily trapped victims
- When you find victims, **evaluate** their condition to determine whether or not they can be moved safely. If you need to leave them, try to place a table over them to protect them from falling objects. Offer reassurance that someone will come back for them.
- Arrange **transportation** (e.g., vehicles, stretchers) with the ICC to move injured neighbors to the First Aid Station or to other medical facilities.
- Report** injuries to the ICC using walkie-talkies or runners. Record injuries using both the *Status Cards* and *Search & Rescue: Victims Log* and return them to the ICC.
- If people with **special needs** are found, advise the ICC to notify the Sheltering & Special Needs Team. Use the *Special Needs: Medical and Other* form and return it to the ICC.
- If a deceased person is found, advise the ICC to notify the First Aid Team that is in charge of setting up the morgue. Leave the body there until all rescues are completed.
- Report to the ICC if you need any **additional help** for a rescue.



Remember safety comes first

- **Size up** all rescue situations *before* entering the structure. Reassess the situation continuously.
- **Do not** enter any building that is in danger of collapse, fire or explosion.
- **Do not** take unnecessary risks.
- **Do not attempt** a rescue unless you feel certain that you and your partner will be able to remove the person safely.

Disaster Information Summary: *Sample Injuries/Deaths*



Send this information to Oakland's Emergency Operations Center (EOC).
The Search & Rescue: Victims Log may be used to help compile this information.

Date:

| Names | Addresses | Total |
|------------------------|-----------|-------|
| Missing Persons | | |
| Minor Injuries | | |
| Major Injuries | | |
| Transported | | |
| Deaths | | |

FIRST AID TEAM



Primary Responsibilities

- ◆ Set up a First Aid Station
- ◆ Triage the injured and provide first aid
- ◆ Coordinate the transport of the injured either to the First Aid Station, or from the Station to available hospitals or clinics
- ◆ Set up a morgue

Preparedness Checklist

Set Up a First Aid Station

Choose one primary and one secondary site in a dry, centrally located place to **set up a First Aid Station** and store supplies.

Supplies

Recommended **medical supplies** may include:

- First aid manual
- Latex 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)
- Thermometer and rubbing alcohol to clean it
- Mobility aids (e.g., crutches, canes, stretchers, wheelchair)
- Mylar space blankets to protect against cold
- Flashlights
- Generator
- Plastic bags for waste disposal (trash compactor bags are especially strong)
- Body bags

Lists and Forms

Have multiple copies of these lists and forms at the ICC, the First Aid Station and attached to your clipboard in your backpack. Make sure they are up to date.



- CORE Family Roster* (A-79) to identify neighbors and addresses
- Response Team List* (A-83) to identify individuals with medical training
- Tools and Equipment* list (A-85) which includes first aid supplies
- Special Needs: Medical and Other* (A-109)
This list will help identify those individuals who need special medical attention as well as those with other special needs.
- First Aid Victim Treatment/Transport Log* (A-111)
This log is used at the station to identify and record the victim’s status, treatment and transport.

Additional Responsibilities

- Create a large “First Aid” **sign** to identify the site.
- Identify **medical facilities** and pharmacies in the neighborhood. Make a list to post them.
- Take a **first aid class**. Call the American Red Cross at 595-4400 for more information.
- Select a cool, shady site, perhaps a shed, that is out of sight and away from recovery activities that can serve as a **morgue**.

First Aid Team Response Checklist



- Gather your personal supplies, assess your own home and family and report to the ICC.
- The Incident Commander and Assistant IC will decide where to open the First Aid Station.
- Open the Station and post a “First Aid” **sign** where it is easy to see. Locate supplies. Report to the ICC any needed supplies and assistance.
- Work through the ICC with the Search & Rescue Team to help **transport victims** to the First Aid Station.
- Work with the Communications Team to determine the status of **open medical facilities** and transportation available and/or needed. Record this information and pass it to the appropriate team.
- Triage** the injured according to priority of treatment needed.
- Check the *Special Needs List* **before** treating anyone to ensure you are not providing care that is not appropriate.
- When treating injuries, always wear **latex gloves and eye protection** to prevent contact with bodily fluids.
- Record** the name and status of each injured person on the *First Aid Victim Treatment/ Transport Log* and keep the ICC informed.
- If phones are working, call **9-1-1 ONLY** if there are life-threatening injuries that you are unable to treat or transport.
- For those individuals who are **deceased**, handle them with dignity and place them in heavy plastic body bags. Move them to a cool, shady, sheltered area. Tag the body bags and, if known, include the individual’s name, date/time and the location where the body was found.



SHELTERING & SPECIAL NEEDS TEAM



Primary Responsibilities

- ◆ Identify and set up Main Shelter(s) for individuals to receive food and rest in the neighborhood
- ◆ Set up a Child Care Center
- ◆ Identify the location of the nearest Red Cross, school and church shelter sites if additional shelter is necessary
- ◆ Maintain a list of displaced neighbors and where they will be staying
- ◆ Provide psychological or special needs support to traumatized neighbors

Preparedness Checklist

Set up a Main Shelter

- Identify several potential shelter areas that could accommodate groups of displaced individuals and meet their resting, sleeping and eating needs. They may be outside areas like a field, cul-de-sac or some place where makeshift tents could be set up for “camping out.” These sites should be away from potential hazards such as overhead power lines.
- Select several large indoor spaces that could house a number of people, keeping them warm and dry. Use the *CORE Family Roster* to identify who can provide temporary emergency housing and how many they can accommodate.
- Store camping equipment near these areas. Include materials for tents (e.g., tarps, lumber, ropes for makeshift shelters) as well as cooking utensils, food and bedding.



- Contact the East Bay Chapter of the American Red Cross (595-4400) to determine the location of the nearest shelters (e.g., schools, libraries, churches). Make sure neighbors know where they are.



Establish a Child Care Center

- Identify an area or home for a potential Child Care Center that is away from the commotion of the ICC and the First Aid Station. This shelter is primarily for daycare so the adults in your neighborhood are free to respond to emergencies. Storing a back-up generator there is a good idea, especially if there are infants in the neighborhood.

Lists and Forms

Have multiple copies of the following lists at the ICC, First Aid Station and the Main Shelter. Make sure they are up-to-date.

- CORE Family Roster (A-79)* to identify children and emergency housing
- Neighborhood Utilities Map (A-89)* to help geographically locate residences and their utility shut-off valves
- Response Team List (A-83)* to identify general resources
- Tools and Equipment list (A-85)* to identify available food, cooking and camping equipment
- Special Needs: Medical and Other list (A-109)* to identify those individuals who may need special attention
- Displaced Neighbors List (A-113)*
Use this form to keep track of neighbors who can no longer live in their homes and need shelter, or have found shelter elsewhere.

Special Needs

Use the “Provisions for People with Special Needs” section in *CORE I (27)* to help you identify who in your neighborhood might need extra help. These individuals may include:

- Children home alone
- Mentally challenged
- Vision, hearing impaired
- People with mobility limitations
- Non-English speaking
- Elderly/frail
- Individuals on medication or oxygen

Use the *Special Needs: Medical and Other* list to record who they are and what they might need. Keep a copy at the ICC, the First Aid Station and Main Shelter. Identify other neighbors to become their “disaster buddies” so they can receive the assistance they might need.

Psychological First Aid

After a disaster, there may be individuals who will suffer from emotional trauma. It is important to identify who in your neighborhood has counseling skills and record their names in your *Response Team List*. In general, be prepared for many different reactions. Remember that some symptoms may occur immediately while others may take days or even weeks after a disaster to manifest themselves.

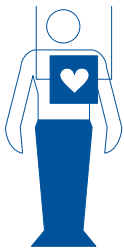
Research indicates that anyone who is involved in a disaster response for over two hours can become an emotional victim. Be prepared to support the emotional well-being of all CORE disaster responders, including yourself and your team members.



Sheltering and Special Needs Response Checklist



- Gather your personal supplies, assess your own home and family and report to the ICC.
- The Incident Commander and Assistant IC will determine how many neighbors need shelter and which shelters are available.
- Establish a Main Shelter** (indoors or outdoors) as needed and available. Post a sign and start gathering necessary supplies such as food, water, bedding, and tents.
- Establish a Child Care Center** away from the ICC and First Aid Station. Post a sign.
- Coordinate with the Communications Team to help establish what **relief shelters** are open **in your area**. Post the information at the ICC and Main Shelter.
- Assist neighbors** who need shelter. Use the *Displaced Neighbors* list to keep track of where they are going and share this information with the ICC.
- Check the *Special Needs: Medical and Other* list to make sure these individuals have been located and taken care of.
- Identify **counselors** to help those who have been psychologically traumatized.





Quick Field Team Reminders



This list is to be kept on the clipboard in your emergency backpack. Use it after completing your Individual Response Checklist (29). The following reminders combine the needs and responsibilities of the field teams in case the number of responders is limited.

SUPPLIES

- Protective clothing
- Small tools/supplies: wrenches, rope, caution tape
- Emergency backpack
- Clipboard: forms and maps attached

HAZARD REDUCTION/UTILITIES

- Extinguish small fires
- Rope off hazardous areas
- Turn off damaged utilities (gas, water, electric)
- Confine loose pets
- Clear debris from street and sidewalks
- Locate neighborhood water sources

SEARCH & RESCUE

- Check the door jamb and walls around the door for serious cracks and other indications that the building may not be safe to enter.
- Put a bold, readily visible piece of masking tape across the door upon entering [\]. Make a second slash [/], forming an “X” upon leaving.

Gas:

- Before entering a building, **smell** the air for possible gas leaks.
- If you **smell** or hear **gas** leaking, **do not enter** the building before turning off the gas main.
- Ventilate** the building by opening as many doors and windows as possible.
- Wait** until the smell of gas is gone before entering or attempting a search or rescue.

Fire:

- Check the door** with the **back** of your hand to see if it is hot. If it is, DO NOT open it. Alert the ICC. If the door is cool, open it cautiously.
- Stay low.**

Victims:

- When in the building, **call out** “it’s your neighbor” and give your name. **Stop. Shout-tap-listen** for any cries or moans. Keep talking as you move through the building.
- Evaluate the building and the victims’ conditions to determine whether or not they can be **moved safely**.
- If you need to leave, place a **table over them** to protect them from falling objects. Reassure them that someone will come back for them.
- Report to the ICC if you need additional help.

EVACUATION GUIDELINES



Evacuation must be planned in advance. Refer to the *CORE I* manual for additional evacuation tips (37-38, 44-45, 50). Here are a few easy steps you can take.

Preparation

- ◆ Tour your neighborhood. Identify two primary and two secondary evacuation **routes** (e.g., streets or paths) that are free of potential hazards such as electrical wires, bridges and overpasses. Choose routes in various directions for an evacuation by foot as well as by vehicle.
- ◆ Plan what you want to take with you in your car or on foot, if an immediate evacuation is ordered. Put your **essentials** (e.g., vital documents, maps, valuables, emergency backpack, portable radio) in an accessible location for quick and easy access.
- ◆ Plan ahead for your **pets**. Set aside leashes, pet carriers, food and water. Once evacuation becomes a possibility, secure pets so you can quickly take them with you. Remember that Red Cross shelters do not allow pets.
- ◆ Designate your **out-of-state contact** so that you can share information about your location and safety.
- ◆ Plan where your family or neighbors will **reassemble** when the threat is over.
- ◆ Use the *CORE Family Roster* to identify individuals who may need **special assistance** and set up a buddy system.



Evacuation Response Checklist



Potential Evacuation

- Listen carefully to emergency announcements via the radio, TV, bullhorns or helicopters for updates. Turn off distracting sources of noise (e.g., appliances, stereos, radio headsets).
- Determine which routes (vehicle or foot) are your best options and consider any unusual hazards you might encounter.
- Talk to family members (at home or out-of-state) about your plans.
- Locate your pet(s) and necessary supplies (e.g., leashes, pet carriers, food and water).
- Gather essentials (e.g., vital documents, maps, valuables, emergency backpack, portable radio) and put them in an accessible location for quick and easy access.
- Contact as many neighbors as you can by phone tree or by knocking on their doors. Start with those neighbors on the right and left of your home and let them know about the situation.
- Locate your disaster buddy and those individuals in the neighborhood who have special needs. Make sure they are aware of the situation and help them prepare to evacuate.
- Decide whether or not you should leave before an evacuation is actually ordered.

Urgent Evacuation

- If police or fire personnel order you to evacuate, leave the area immediately. Follow their directions.
- Whether leaving by foot or vehicle, be aware of your surroundings and what is going on around you. Watch for dangers such as utility poles/wires, narrow streets, water tanks or falling debris.
- Report neighbors who are unable to evacuate or are unaccounted for to police or fire personnel.



After Evacuating

- Report in at your pre-selected assembly area (e.g., Red Cross, church, library, school), if available.
- Make a list of those who evacuated safely and those who might still be in the danger area. Include individuals who are accounted for but not present because of work, vacation or other similar situations. Give lists to police and fire personnel. See *Displaced Neighbors* form (A-113).
- Get in touch with your pre-selected out-of-state contact person to share information about your friends' and family's whereabouts.

CONCLUSION



This neighborhood disaster preparedness plan is a product of several years' work by City of Oakland staff and hundreds of Oakland residents. Drawing on our experiences, as a community, from the 1989 Loma Prieta earthquake and the 1991 Oakland Firestorm, we have attempted to create a succinct and comprehensive guide based on the best of many different emergency plans. In addition, the knowledge and experience gained by individual CORE groups from their practice exercises have been invaluable.

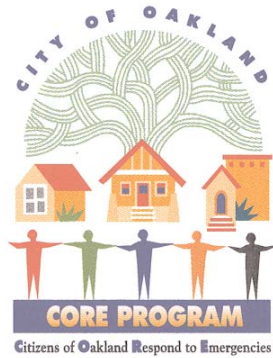
Remember that emergency preparedness is a process, not a single event. The efforts you make by participating in CORE will go a long way towards increasing the safety and well-being of your family and neighborhood.

As a living, working document, this manual is a place for you to start. Each plan should be tailored to meet your neighborhood's individual needs. With your comments and suggestions, CORE will continually improve to meet the needs of our community.

APPENDIX

Templates of Suggested Lists & Forms

Sample forms have been included in appropriate sections of the manual. This Appendix contains templates of the sample forms that you may duplicate for use within your neighborhood. Note that the icons at the top of each page indicate which teams should use them. As each neighborhood is unique in its size and requirements, feel free to modify or combine any of these suggestions to meet the needs of your group.



In seeking opportunities to promote community awareness and service, the mission of CORE is to promote the spirit of neighbor helping neighbor and to provide the highest quality emergency and disaster prevention, preparedness and response training.

Citizens of Oakland Respond to Emergencies (CORE) is a free training program for individuals, neighborhood groups and community-based organizations in Oakland. The underlying premise is that a major disaster will overwhelm first responders and leave many citizens on their own for the first 72 hours after the emergency. CORE teaches self-reliance skills and helps neighborhoods establish response teams to take care of the neighborhood until professional emergency personnel arrive.

Since its inception in 1990, the CORE program has provided training to over 10,000 Oakland residents. CORE set a new standard for emergency preparedness and residential hazard reduction and earned the Outstanding Service Award by the Governor's Office of Emergency Services in 1991. Training includes:

CORE I – Home and Family Preparedness - Learn how to reduce common household hazards, prepare emergency kits, develop evacuation plans and respond to earthquakes, fires, chemical emergencies, flooding and terrorist threats.

CORE II – Neighborhood Preparedness and Response - Learn how to set up a command center and create emergency response teams, (i.e., communications, damage assessment, hazard reduction/utilities, search and rescue, first aid, shelter and special needs).

CORE I and II are conducted at neighborhood sites and require minimum of 10-20 participants.

CORE III – Emergency Response Hands-On Training - Learn beginning response tactics. Get hands-on training in fire suppression, damage assessment, light search and rescue, disaster first aid, disaster psychology and neighborhood emergency communications. Training includes a functional exercise (simulated earthquake). Classroom and hands-on training are conducted at Oakland Fire Training Center.

Block Captain Emergency Preparedness – Review personal preparedness and response skills with emphasis on how to organize your neighborhood emergency response as a CORE Block Captain. Class is taught at the Fire Department Office of Emergency Services.

CORE I, II and III manuals are printed in Chinese and Spanish to facilitate training in culturally diverse communities. Bilingual translators help provide CORE training to other language groups in Oakland.

See CORE website: <http://www.oaklandnet.com/fire/core/index.html> for more information.

CORE is a program of the Oakland Fire Department Office of Emergency Services
1605 Martin Luther King Jr. Way, Oakland, CA. 94612
510.238.6351 ■ core@oaklandnet.com
<http://www.oaklandnet.com/fire/core/index.html>



CORE Family Questionnaire

(Please print clearly)



Family Name(s): _____

Address: _____

Home Phone: _____ Cell Phone: _____

Email Address: _____

Emergency Contact (out-of-state friend/relative)

Name: _____

Home Phone: _____ Cell Phone: _____

Email Address: _____

Adults in Household

Name: _____ Work Address: _____

Work Hours: _____ Work Phone: _____

Name: _____ Work Address: _____

Work Hours: _____ Work Phone: _____

Children

Name: _____ Age: _____ School/Child Care: _____

School Phone: _____ Address: _____

Name: _____ Age: _____ School/Child Care: _____

School Phone: _____ Address: _____

Name: _____ Age: _____ School/Child Care: _____

School Phone: _____ Address: _____

Pets

Name: _____ Breed/Description: _____ Indoor/Outdoor

Name: _____ Breed/Description: _____ Indoor/Outdoor

Name: _____ Breed/Description: _____ Indoor/Outdoor

Miscellaneous notes: _____

Members of Household Who May Need Special Assistance in an Emergency

(e.g., elderly, difficulty walking, specific medical conditions)

Name: _____ Assistance Needed: _____

Name: _____ Assistance Needed: _____

Name: _____ Assistance Needed: _____

Emergency Equipment Available

(e.g., ham radio, generator, camping equipment, tools (heavy/light), 4-wheel drive vehicle, dirt bike, firewood)

Emergency Skills/Training

(e.g., first aid/CPR, mechanic, carpentry, electrical, plumbing, child care, firefighting, crisis/psychological)

Name: _____ Skill/Training: _____

Name: _____ Skill/Training: _____

Name: _____ Skill/Training: _____

Profession(s): _____

Do you have a seismically safe, enclosed garage with extra storage space that we could use to store emergency supplies? Yes No

In an emergency, I can house/sleep _____ people.
(number)

We have a potential source of water for firefighting (e.g., pool, hot tub, cistern).
 Yes No

Return this form to: _____

Date: _____

This form should be updated on an annual basis and the information added to the relevant lists.



CORE Family Roster



| Street | Family Name | Children's Names (Ages) | School | Phone Number | Emergency Housing* | Pets |
|--------|-------------|-------------------------|--------|--------------|--------------------|------|
|--------|-------------|-------------------------|--------|--------------|--------------------|------|

Updated: _____

*how many people you could accommodate in your home
 (d) = dog
 (c) = cat



Medical Release Form for Minors

I, _____, Parent or Legal Guardian of _____, a minor child, hereby authorize any assistance, aid and/or transportation which may be necessary in an emergency, and in my absence, for the well-being of the above-mentioned minor. I release the City, its directors, officers, employees and agents from any and all liability which may arise out of assistance, aid or transportation by volunteers who have successfully completed the City's CORE III program.

_____ has the following allergies:

_____ has the following medical conditions:

Hospitalization Insurance: _____

Name of Carrier: _____

Policy Number: _____

Group Number: _____

Signed: _____ Dated: _____

Return this form to: _____

Updated: _____



Response Team List

| Team | Phone | Training/Equipment |
|------|-------|--------------------|
|------|-------|--------------------|



Incident Command Center



Incident Commander



Communications



Damage Assessment/Hazard Reduction/Utilities



Team

Phone

Training/Equipment



Search and Rescue



First Aid



Sheltering/Special Needs

Child Care

** Indicates the team leaders who are primarily responsible for organizing team resources for their group. They can be rotated on an annual basis.*

Updated: _____



Tools and Equipment

Tools & Equipment

Name

Address

Communications

Heavy Tools

Light Tools

Tools & Equipment

Name

Address

Vehicles

Camping Equipment

First Aid Supplies

Water Supply

Updated: _____



Out-of-State Emergency Contacts

Family

Contact

Phone

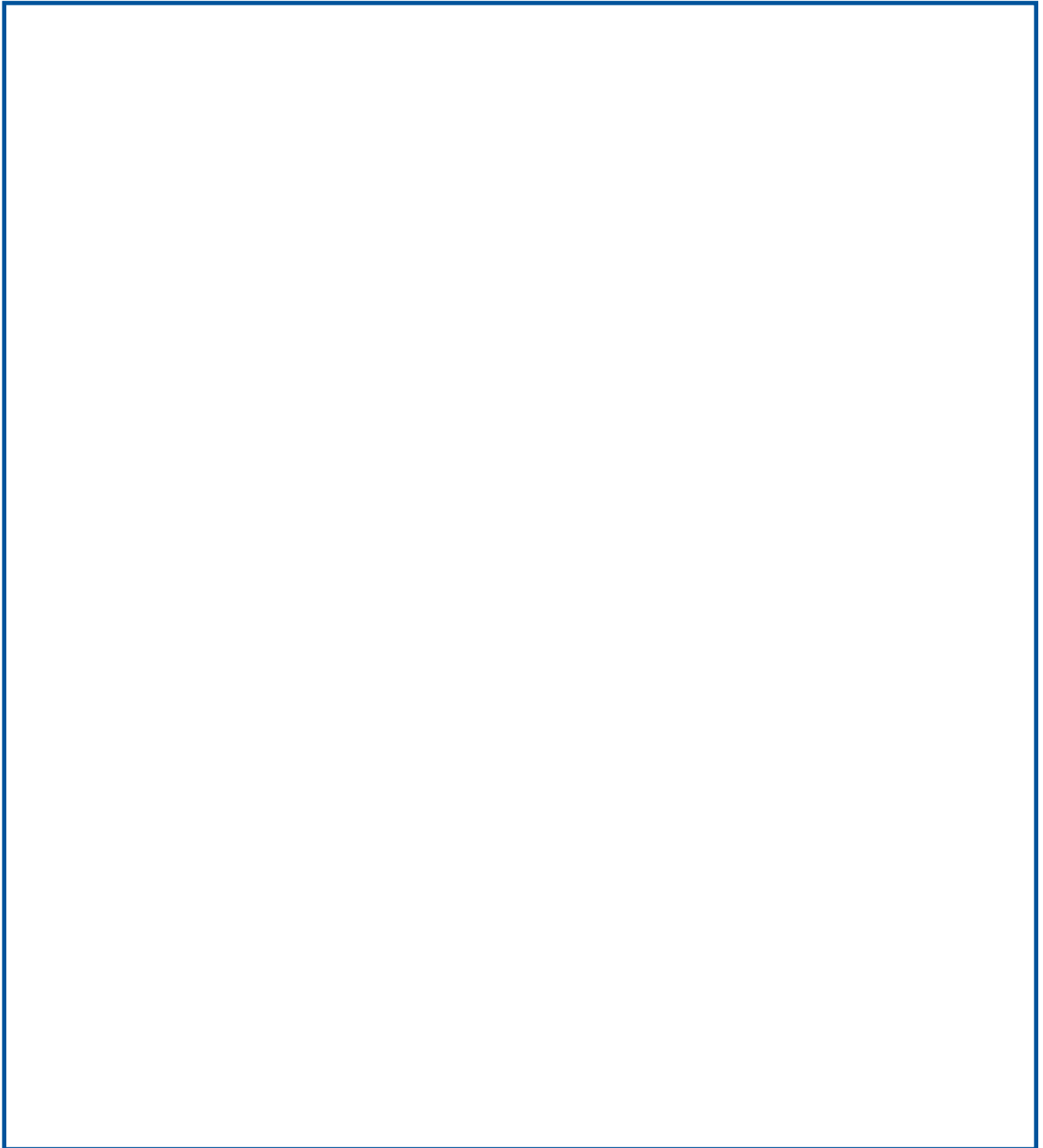
Updated: _____



Neighborhood Utilities Map

Review guidelines on pages 8 and 9 and see Neighborhood Utilities Map Sample on page 21.

Updated: _____





Quick Field Team Reminders



This list is to be kept on the clipboard in your emergency backpack. Use it after completing your Individual Response Checklist (29). The following reminders combine the needs and responsibilities of the field teams in case the number of responders is limited.

SUPPLIES

- Protective clothing
- Small tools/supplies: wrenches, rope, caution tape
- Emergency backpack
- Clipboard: forms and maps attached

HAZARD REDUCTION/UTILITIES

- Extinguish small fires
- Turn off damaged utilities (gas, water, electric)
- Clear debris from street and sidewalks
- Rope off hazardous areas
- Confine loose pets
- Locate neighborhood water sources

SEARCH & RESCUE

- Check the door jamb and walls around the door for serious cracks and other indications that the building may not be safe to enter.
- Put a bold, readily visible piece of masking tape across the door upon entering [\]. Make a second slash [/], forming an “X” upon leaving.

Gas:

- Before entering a building, **smell** the air for possible gas leaks.
- If you **smell** or hear **gas** leaking, **do not enter** the building before turning off the gas main.
- Ventilate** the building by opening as many doors and windows as possible.
- Wait** until the smell of gas is gone before entering or attempting a search or rescue.

Fire:

- Check the door** with the **back** of your hand to see if it is hot. If it is, DO NOT open it. Alert the ICC. If the door is cool, open it cautiously.
- Stay low.**

Victims:

- When in the building, **call out** “it’s your neighbor” and give your name. **Stop. Shout-tap-listen** for any cries or moans. Keep talking as you move through the building.
- Evaluate the building and the victims’ conditions to determine whether or not they can be **moved safely**.
- If you need to leave, place a **table over them** to protect them from falling objects. Reassure them that someone will come back for them.
- Report to the ICC if you need additional help.

Status Board



Date:

| Time | Address | Problem | Response Team No. | Comments | Priority |
|------|---------|---------|-------------------|----------|----------|
|------|---------|---------|-------------------|----------|----------|

**Cross-off with line through incident when problem is resolved.*

Team Codes:

- DA = Damage Assessment
- SR = Search & Rescue
- HR = Hazard Reduction
- FA = First Aid/Medical

Priority:

- 0 = okay
- 1 = minor emergency
- 2 = major emergency
- 3 = destroyed/dead

STATUS CARD



STATUS CARD



Address: _____

Date: _____ Time: _____

Utilities Checked

Gas: OK Turned Off
Water: OK Turned Off
Electricity: OK Turned Off

House Searched

Exterior: Yes No Interior: Yes No

If no, explain: _____

Victims removed: Yes No Number: _____

Comments: _____

Dwelling checked by: _____

Team: _____

Address: _____

Date: _____ Time: _____

Utilities Checked

Gas: OK Turned Off
Water: OK Turned Off
Electricity: OK Turned Off

House Searched

Exterior: Yes No Interior: Yes No

If no, explain: _____

Victims removed: Yes No Number: _____

Comments: _____

Dwelling checked by: _____

Team: _____

Tape this form visibly on the front of the house.

Return this form to the Incident Command Center ASAP.

Disaster Information Summary: Property Damage



This information is gathered after emergency rescue operations have slowed down. Send it to Oakland's Emergency Operations Center (EOC). The Preliminary Damage Assessment form may be used to help compile this information.

Date:

| Addresses | Addresses | Total |
|--------------------------|-----------|-------|
| No Visible Damage | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| Minor Damage | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| Major Damage | | |
| | | |
| | | |
| Destroyed | | |
| | | |
| | | |
| | | |
| | | |

Disaster Information Summary: *Injuries/Deaths*



Send this information to Oakland's Emergency Operations Center (EOC).
The Search & Rescue: Victims Log may be used to help compile this information.

Date:

| Names | Addresses | Total |
|------------------------|-----------|-------|
| Missing Persons | | |
| Minor Injuries | | |
| Major Injuries | | |
| Transported | | |
| Deaths | | |

