

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.



CORE Family Roster



Street	Family Name	Children's Names (Ages)	School	Phone Number	Emergency Housing*	Pets
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Updated: _____

*how many people you could accommodate in your home

(d) = dog
(c) = cat



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.

Status Board



Date:

Time	Address	Problem	Response Team No.	Comments	Priority
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**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.