

Incident Commander (IC)

As the IC, your primary responsibility is to observe, coordinate, manage and direct neighborhood response activities from the command post with the support of the Section Chiefs. **Read the entire checklist before starting.**

Start Up Duties:

- Make certain that you and your family are safe
- Put on your safety equipment
- Assess type and scope of the emergency
- Set up the IC Command Post
- Identify and brief Section leaders for Operations, Planning, Logistics and Safety Officer
- Identify a scribe
- Sign in with Logistics

Operational Duties:

- Brief neighborhood responders on what you currently know
- Account for all Incident Commander team members by creating a sign in/out list
- Identify at least 4 individuals to conduct a quick hazards survey and ask them report back to you
- Direct Logistics Section Chief to set a team to identify, track and distribute resources (people, equipment and supplies)
- Direct Planning Section Chief to set up a team to record and display critical information in a prominent location
- Work with the Operations Section Chief to assess the situation and set the overall priorities to determine what should be handled first
- Instruct Section Chiefs to brief their teams on the Quick Hazards Survey, set priorities for their teams, and make assignments.
- Communicate the plan of action to all neighborhood responders
- Determine how you plan to communicate with the Section Chiefs (radios? runners?)
- Execute your plan
- Obtain an update on the situation by conducting meeting(s) with Section Chiefs (Communications is essential, upon the team(s) completing the assignment and returning to their base of operations the team leader must inform the Section Chief of their findings.)
- Continue to assess and modify the plan of action as appropriate. (What is working and what changes do you need to make to stabilize the situation.)
- Determine how you plan to keep abreast of the emergency as things unfold outside of your neighborhood
- Rotate Section Leaders as appropriate
- Determine how you plan to relay critical information to the City (phone, ham radio operator, runner)
- Tune into the local radio station to monitor what is happening regionally
- Brief any first responders on the current situation, priorities and the neighborhood response plan

Closing Down Duties:

- Decide when the SNAP neighborhood teams are no longer needed
- Ensure Logistics has returned all borrowed equipment to the rightful owner
- Account for all neighborhood responders
- Gather everyone together and thank them for their support and do a neighborhood de-brief
- Clean up work area before returning home

Considerations:

- Your effective scope of control is 3 to 7 people
- ICS model expands and contracts based on the number of incidents
- Light and moderate damage may require Medical, Triage, Search and Rescue team working together
- A neighborhood map can assist you in visualizing the location of problems and resources

Safety is the number one priority at all times!
Everyone works with a Buddy

Operations Section Chief

As the Operations Section Chief, your primary responsibility is managing the direct response to problems/situations as outlined by in the neighborhood action plan. **Read the entire checklist before starting.**

Start Up Duties:

- Make certain that you and your family are safe
- Put on your safety equipment
- Assess type and scope of the emergency
- Go to the Logistics Station and sign in
- Check in with the Incident Commander
- Obtain a briefing from the IC and share what you know

Operational Duties:

- Assess the situation before beginning operations
- Confer with the IC regarding the Quick Hazards Team findings
- Obtain a scribe
- Set up a base of operations for the Operations Section
- Determine your resources needs and make requests to Logistics as appropriate
- Set priorities
- Formulate a plan of action
- Account for all Operations team members by creating a sign in/out list
- Establish the teams and make assignments
 - Quick Hazards Survey
 - Search
 - Triage
 - Medical
 - Rescue
 - Communications
- Identify a leader for each team and (if needed) a safety officer for an incident or team
- Have team leaders account for each member on their team and do a safety equipment check
- Instruct teams to create an “emergency signal” (i.e., 3 short whistle blasts) to alert responders of danger or a serious problem
- Determine how you will coordinate and communicate with each team (Team leader, Runners, radio(co-ordinate radio frequencies/channels with Planning Section))
- Brief teams on the situation and hazards, provide instructions and deploy as appropriate.
- Maintain a log of teams deployed, actions taken and team leader reports/findings
- Update IC on the response efforts as appropriate
- Rotate teams from high stress to low stress assignments as appropriate
- Work with the Planning Section Chief to ensure critical information (i.e. local hazards) is displayed in a prominent location for review by everyone.
- Determine how you will communicate critical information to the IC and City
- Assess and re-assess emergency response efforts, modify as appropriate and communicate your plans to your team leaders
- Tune into the local radio station to monitor what is happening regionally
- Deactivate teams when no longer needed

Closing Down Duties:

- Decide when the Operations Section Chief function is no longer needed
- Confer with the I.C. before leaving the area
- Check-out at the Logistics Station and return all borrowed equipment
- Participate in the neighborhood de-brief
- Clean up work area before returning home

Considerations:

- Based on the tasks that need to be accomplished pair individuals together and form into a team (s) as needed (i.e., search, triage, medical, rescue, communications)
- As you are monitoring the neighborhood responders’ activities, your safety is also the utmost importance
- Everyone must be accounted for

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Logistics Section Chief

As the Logistics Section Chief, your primary responsibility is to gather together people, equipment and supplies that will help your neighbors respond to the emergency. All neighbors who wish to help out must first check-in with the Logistics Section. **Read the entire checklist before starting.**

Start Up Duties:

- Make certain that you and your family are safe
- Put on your safety equipment
- Assess type and scope of the emergency
- Check in with the Incident Commander
- Obtain a briefing from the IC and share what you know.
- Create a neighborhood roster and sign everyone in, including yourself

Operational Duties:

- Assess the situation before beginning operations
- Confer with the IC regarding the Quick Hazards Team findings
- Obtain a scribe
- Identify at least two individuals (at the minimum) that will help you set up a base of operations for the Logistics Section. One person to address people needs and the other person to address equipment and supplies needs. Assign a team leader as needed.
- Account for all Logistics team members by creating a sign in/out list
- Determine what resources are needed and where those resources will be placed (staging area)
 - People
 - Fire extinguishers
 - Blankets
 - Wrenches
 - Bandages
 - Flashlights
 - Gloves
 - Pry bars
 - Medical supplies
 - Duct tape
- Locate, track, stage and distribute resources. Specifically, what Section requested what resource and where was that resource sent
- Identify a pool of individuals who can be used as runners (working as pairs)
- Check in with IC and Operations Section Chief periodically to determine what additional resources are needed
- Tune into the local radio station to monitor what is happening regionally

Closing Down Duties:

- Decide when the Logistics Section Chief function is no longer needed
- Confer with the I.C. before leaving the area
- Check-out at the Logistics Station and return all borrowed equipment
- Participate in the neighborhood de-brief
- Clean up work area before returning home

Considerations:

- All loaned equipment and supplies must be returned to the owner as soon as possible
- As you are monitoring the neighborhood responders' activities, your safety is also the utmost importance
- Everyone must be accounted for

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Planning Section Chief

As the Planning Section Chief, your primary responsibility is to provide an overview of what is happening in the neighborhood. **Read the entire checklist before starting.**

Start Up Duties:

- Make certain that you and your family are safe
- Put on your safety equipment
- Assess type and scope of the emergency
- Go to the Logistics Station and sign in
- Check in with the Incident Commander
- Obtain a briefing from the IC and share what you know

Operational Duties:

- Assess the situation before beginning operations
- Confer with the IC regarding the Quick Hazards Team findings
- Obtain a scribe
- Set up the Planning Section's base of operations
- Determine your resources needs and make requests to Logistics as appropriate
- Determine where and how you will display critical information for the neighborhood responders (i.e. hazards, radio frequencies/channels assigned, org. chart)
- Account for all Planning team members by creating a sign in/out list
- Set up the status board
- Gather the facts (What has happened? Where did it happen? When did it happen? Are there potential life-threatening hazards? How many people if any are injured/dead?)
 - Type of incident
 - Number of damaged homes
 - Number of injuries/Deaths
 - Road Hazards
 - Utility Problems
 - Public shelter locations
 - Animal Issues
 - Weather Conditions
 - Information Center
- Record incident information on neighborhood map
 - Command Post
 - Staging Area
 - Road Hazards
 - Utility Hazards
 - Neighborhood Medical Treatment Area
- Determine how you will communicate with IC and Operations Section Chief
- Anticipate potential problems and discuss with IC and Section Chiefs (weather, aftershocks, food and water for the teams, etc.)
- Evaluate your progress and update the situation status information as appropriate
- Update the neighborhood map as appropriate
- Create a neighborhood status report for the IC
- Tune into the local radio station to monitor what is happening regionally
- Participate in periodic meetings with the IC and Section Chiefs
- Deactivate Planning Section when no longer needed

Closing Down Duties:

- Decide when the Planning Section Chief function is no longer needed
- Confer with the I.C. before leaving the area
- Check-out at the Logistics Station and return all borrowed equipment
- Participate in the neighborhood de-brief
- Clean up work area before returning home

Considerations:

- Talk with the Operations Chief to ensure current information is displayed
- As you are monitoring the neighborhood responders' activities, your safety is also the utmost importance
- Everyone must be accounted for

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Safety Officer

As the Safety Officer, your primary responsibility is ensuring that all response activities/practices are conducted in a safe manner. **Read the entire checklist before starting.**

Start Up Duties:

- Make certain that you and your family are safe
- Put on your safety equipment
- Assess type and scope of the emergency
- Go to the Logistics Station and sign in
- Check in with the Incident Commander
- Obtain a briefing from the IC and share what you know

Operational Duties:

- Assess neighborhood response activities
- Work with a buddy when not at the command post
- Ensure all neighborhood responders are dressed appropriately for the conditions (Logistics could perform a basic safety equipment check when people are assigned)
- Confer with the IC regarding the Quick Hazards Team findings
- Identify any hazards that may cause a threat to the safety of all neighborhood responders
- Correct and/or stop any unsafe practice
- Think ahead and anticipate any situations that may cause problems (i.e. aftershock)
- Advise Incident Commander on any unsafe practices that may require the IC's attention
- Tune into the local radio station to monitor what is happening regionally

Closing Down Duties:

- Decide when the safety officer function is no longer needed
- Confer with the I.C. before leaving the area
- Check-out at the Logistics Station and return all borrowed equipment
- Participate in the neighborhood de-brief
- Clean up work area before returning home

Considerations:

- Team(s) should have a safety officer to monitor activities at each incident
- As you are monitoring the neighborhood responders' activities, your safety is also the utmost importance
- Everyone must be accounted for

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