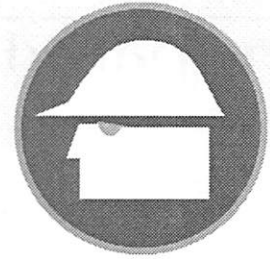


DAMAGE ASSESSMENT TEAM



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



[illegible]

Severity of Damage

0 = okay, minor

1 = moderate

2 = extreme

3 = destroyed

Other

Page 45

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

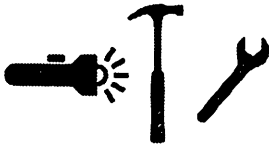
Lists and Forms

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

- | | |
|---|---|
| <input type="checkbox"/> <i>CORE Family Roster</i> (A-79) | <input type="checkbox"/> <i>Neighborhood Utilities Map</i> |
| <input type="checkbox"/> <i>Tools and Equipment</i> (A-85) | (A-89) that includes: |
| <input type="checkbox"/> <i>Quick Field Team Reminders</i> (A-91) | ■ utility shut-off valves (gas, water valves and electrical mains) |
| <input type="checkbox"/> <i>Status Cards</i> [2 per house] (A-99) | ■ water sources for extinguishing fire (fire hydrants, pools, hot tubs, etc.) |
| <input type="checkbox"/> <i>Preliminary Damage Assessment</i> (A-101) | ■ 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.

STATUS CARD *Sample*



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.

STATUS CARD *Sample*



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: _____

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:

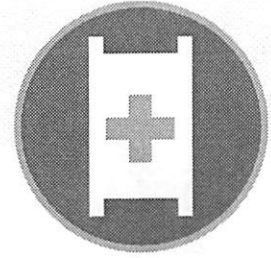
Names	Addresses	Total
Missing Persons		
Minor Injuries		
Major Injuries		
Transported		
Deaths		

When completed, it should be returned to the ICC. Later, the information will be included in the Disaster Information Summary.

[illegible]

F = Female C = Child

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.



☐ Shock $\frac{1}{2}$ Stress must be recognized $\frac{1}{2}$ watched for in next 4-6 hrs.

First Aid Victim Treatment/Transport Log *Sample*

Use this list at the First Aid Station to identify and record victim's status, treatment and transport.



Date:

Time	Victim's Name (M/F, A/C)	Injury/Treatment	Triage Status	Treated By	Comments

Victim Information:

M = Male
F = Female
A = Adult
C = Child

Triage Status:

Immediate
Minor
Delayed
Deceased

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.



After a disaster, use the completed form to indicate who checked on them and if assistance was provided.

[illegible]

Displaced Neighbors *Sample*

Use this form to keep track of neighbors who can no longer live in their homes and either need shelter or have found shelter elsewhere. Include those on vacation, at work, unaccounted for, etc.



Date:

Family Name	Permanent Address	Sheltered At/Whereabouts



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 [V]. 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

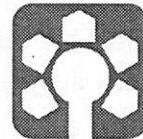


Potential Evacuation

- ☐ 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.

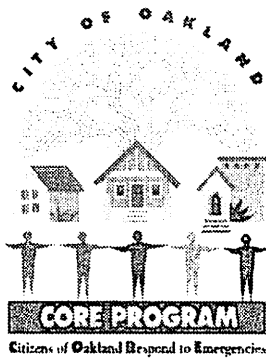
Remember that emergency preparedness is a process, not a single event. The efforts you make by participating in CORE will go a long way towards increasing the safety and well-being of your family and neighborhood.

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
accomodate 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: _____

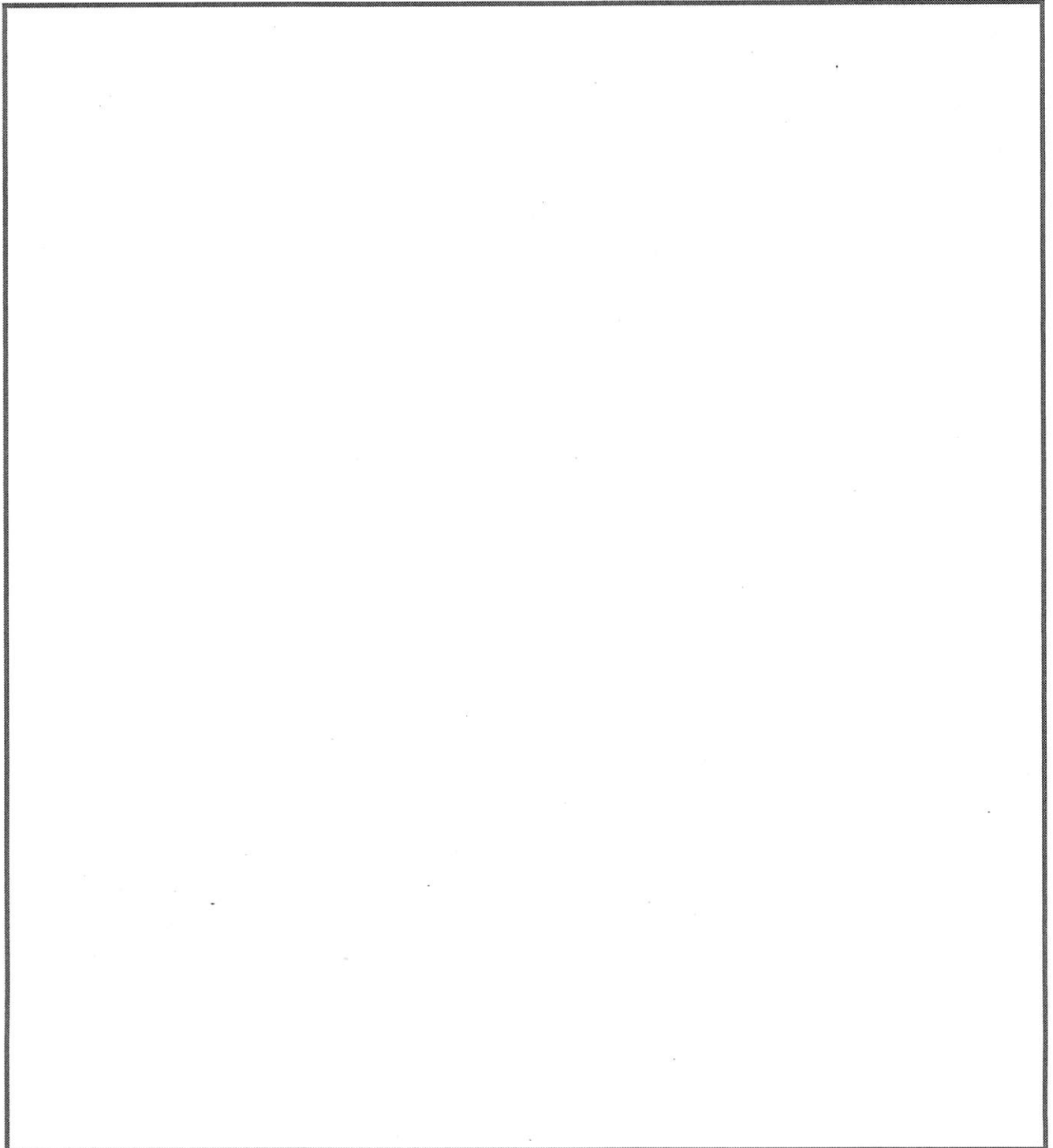


Neighborhood Utilities Map



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
- ☐ 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 [V]. 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.



Use this form at the Incident Command Center to help identify individuals' skills and assign them to teams.

[illegible]

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

Communications Log

This log remains at the Incident Command Center.



Date:

Time	Code	Address	Message	Response Team	Recorded By

Code:

I = Information

R = Request

U = Urgent

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: _____

Tape this form visibly on the front of the house.

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: _____

Return this form to the Incident Command Center ASAP.

Information for the Incident Command Center.



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		

Search & Rescue: Victims Log



Use this document to record information before the victim is taken to the First Aid Station.

When completed, it should be returned to the ICC. Later, the information will be included in the Disaster Information Summary.

Date:

Time	Victim's Name (M/F, A/C)	Address	Victim's Condition	Comments	Rescuers

Code:

M = Male A = Adult

F = Female C = Child

After a disaster, use the completed form to indicate who checked on them and if assistance was provided.

[illegible]

First Aid Victim Treatment/Transport Log

Use this list at the First Aid Station to identify and record victim's status, treatment and transport.



Date:

Time	Victim's Name (M/F, A/C)	Injury/Treatment	Triage Status	Treated By	Comments

Victim Information:

M = Male
F = Female
A = Adult
C = Child

Triage Status:

Immediate
Minor
Delayed
Deceased

