

| Team responsibilities | | |
|---------------------------|---|---|
| | Day of disaster | Longer term |
| Incident Commander | <ul style="list-style-type: none"> Assign teams and resources Manage base and communications with emergency responders Determine which incidents are escalated to the Community Command Post | |
| Communications | <ul style="list-style-type: none"> Receive, dispatch and document radio/walkie-talkie communications from field teams and with Community Command Post | |
| Scribe | <ul style="list-style-type: none"> Collect incident report forms and log incidents actions and updates on incident status board | |
| First Aid | <ul style="list-style-type: none"> Set up First Aid station Gather medical supplies Aid injured Maintain treatment log Report status to Scribe | <ul style="list-style-type: none"> With Incident Commander, manage food, water and shelter needs and distribution Continue providing updates to Scribe |
| Safety | <ul style="list-style-type: none"> Check neighborhood; document and respond to hazards, i.e. gas, water, small fires, downed lines Report incidents and updates to Scribe Use the buddy system: Must dispatch in teams of two or more. | <ul style="list-style-type: none"> Continue safety, fire, gas, & water patrols on a regular basis Once block is stabilized, gather resources to share as needed: <ul style="list-style-type: none"> Food, water Fire extinguishers, flashlights, batteries & other tools Camping gear, blankets Continue checking on wellbeing Continue providing updates to Scribe |
| Wellbeing | <ul style="list-style-type: none"> Check on neighbors' wellbeing Report incidents and updates to Scribe Use the buddy system: Must dispatch in teams of two or more. | <ul style="list-style-type: none"> Continue checking on wellbeing Continue providing updates to Scribe |



Emergency Response Quick Start Guide

Steps to take after a disaster strikes

Keep this guide

Burlingame Neighborhood Network
BurlingameNetwork.org

Steps to take after a disaster strikes

Step 1 Your Family

Immediately

- Evacuate if you feel unsafe
- Deliver urgent first aid

Address hazards

- Extinguish any fires
- If you smell gas, turn it off
- If you see water leaking, turn it off

Prepare

- Put on necessary protective gear: shoes, heavy clothes, mask, goggles, gloves
- If you don't have water, fill containers from taps
- Gather personal supplies

Communicate

- Put "OK" or "Need Help" sign in front window
- If able, inform loved ones of your status

Our Neighborhood meeting place for our base is:

Step 2 Your Block

1. Meet at neighborhood meeting place
2. Gather neighborhood supplies
3. Work with others to assign people to roles
4. Begin responsibilities on back of this guide

Roles:

Incident Commander Overall leader. Deploys teams, manages base and determines what gets escalated to the Community Command Post (CCP)

Communications lead Receives, sends, and documents radio/walkie-talkie communications within the neighborhood, and with the Community Command Post (CCP)

Scribe Records all incidents identified and actions taken on the large incident status board

First aid team Sets up and operates first aid station

Safety team Identifies and responds to hazards, i.e., fire, water, gas, downed power lines etc.

Wellbeing team Checks welfare of neighbors, house by house