

## **INCIDENT COMMANDER (IC)**

**Responsible for the overall leadership of your Neighborhood Command Post (NCP), dispatching teams, and communications with neighbors, Hams (at schools), and emergency responders.**

1. Once volunteers have signed in with the Scribe, identify Team Leads, and match volunteers to teams. Announce the emergency Incident: "At 8:10 a.m. today we experienced a magnitude 7.2 earthquake..." (full script in *Drill Instructions*).
  2. Ask Safety Team Lead to dispatch the team using Buddy-system. Identify and report physical hazards, and take basic action as appropriate. Submit yellow *incident* forms to Scribe.
  3. Ask Wellbeing Team Lead to dispatch the team using Buddy-system. Check the welfare of neighbors, and take basic action as appropriate. *Note: For the drill, do not knock on any doors*). Submit yellow *incident* forms to Scribe.
  4. Ask First Aid Team to select a location, set up a first aid station, and gather supplies. (*Note: First Aid Team is optional for small groups.*)
  5. Teams submit their Incident Report Forms to the Scribe who will record items on the **Incident Status Board**. Teams will consult with IC to determine best actions to take on each incident
  6. For *critical* incidents that need to be escalated to emergency responders, direct Communications Lead to dispatch any such messages. (Use radio, text or runners to Hams at Area Command Posts/schools if needed.)
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## **SCRIBE**

**Responsible for signing in volunteers, collecting Incident Report Forms and logging incident updates on the Incident Status Board. Works closely with the Incident Commander**

1. Set up Incident Status Board at the Base (tape on garage door or set up on an easel)
  2. Have volunteers sign in using the "Volunteer Registration Form"
  3. Receive incident reports with updates from your teams (Safety, Wellbeing, Communications, First Aid); record them on the Incident Status Board.
  5. Keep Incident Commander informed of updates
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## COMMUNICATIONS LEAD

### Responsible for receiving, dispatching and documenting radio/walkie-talkie communications

1. Set up a table area at your Base for communications and any radio or walkie-talkie equipment
  2. Use the Communications Log to track any radio/walkie-talkie messages that come in from your block Teams; log any dispatches sent/received from Base to block Teams. Provide these communications to your Scribe and Incident Commander, keeping them updated.
  3. Monitor radios for updates coming in from the Community Command Post (CCP) and document them in your Communications Log; provide these updates to your Scribe and Incident Commander.
  4. Dispatch messages to your CCP or neighborhood as directed by your Incident Commander.
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## SAFETY TEAM

### Responsible for identifying and responding to hazards (fire, water, gas, etc.)

1. Select a Team Lead and advise name to the IC and Scribe
  2. Organize team into groups of two or more people, must use buddy system
  3. Gather supplies: yellow Incident Report Forms, pens, gas wrench, fire extinguisher, caution tape, walkie-talkies (if any)
  4. Once dispatched by the Incident Commander, sweep your block for **damage and physical hazards, e.g. fires, downed power lines, gas leaks, collapsed structures, water leaks.**
  5. Complete yellow *Incident Forms* and submit to your Scribe, noting any actions taken.
  6. As incidents are prioritized by the Incident Commander, IC and Safety Lead will dispatch any further response actions; document actions and updates on the Incident Report Form
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## WELLBEING TEAM

**Responsible for conducting a house-by-house check on the welfare of neighbors**

1. Select a Team Lead and advise name to the Scribe
2. Organize team into groups of two or more people, must use buddy system
3. Gather supplies: Incident Report Forms, pens, walkie-talkies (if any)
4. Once dispatched by Incident Commander, check your block for **wellbeing scenarios, e.g. injured residents, children home alone, loose pets.**

*NOTE: For the drill, we will not knock on doors. However, in a real emergency do knock on doors and check-in with residents.*

5. Complete yellow *Incident Forms* and submit to your Scribe, noting any actions taken.
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## FIRST AID TEAM

**Responsible for establishing a First Aid station, gathering medical supplies and providing basic first aid/comfort**

1. Select a Team Lead (utilize trained medical neighbors if possible), and advise name to the Scribe
2. Set up the First Aid Station, select a location near the Base
3. Gather first aid supplies for the station - first aid kits, water, blankets
4. Provide basic first aid and document on First Aid Treatment Log
5. Update your Scribe with status of medical situations

NOTE: In a real emergency, First Aid team may begin gathering medicines/supplies, food, tents, etc.