Community Disaster Volunteer handbook
FAMILY DISASTER PLAN

Check when completed:

Assessment & Planning
- We held a family meeting.
- We identified the safest places in the house and in each room. (Away from windows, large and heavy objects that can fall, and objects like heaters that can cause fire.)
- We identified exits and alternative exits from our house and building.
- We searched for and identified non-structural hazards in our environment.
- We know our out-of-area contact person(s) and phone number(s).

It's:
- We know where we would reunite
- Inside the house: ____________________________
- Outside the house: __________________________
- Outside the neighborhood: ____________________

- We made our copies of important documents, and key addresses and phone numbers. We have one set with our out-of-area contact and/or we keep one in our earthquake bag.
- We know that we will only use the telephone in case of physical emergency after an earthquake.
- We will use radio and television for information.
- We plan to review our plan again every 6 months.
- We are spreading the word to everyone we know.

Physical Protection
- Our building has been designed and built according to seismic codes, or it has been inspected by a qualified engineer, and required repair or retrofit has been completed.
- We maintain our building, protecting it from damp, and repairing damage when it occurs.
- We have fastened tall and heavy furniture, appliances, large electronics, propane gas tanks, lighting fixtures and other items that could kill us or our children, correctly, to wall, beam, ceiling or floor.
- We have put latches on kitchen cabinets, secured televisions, computers and other electronic items, and hung pictures securely on closed hooks to protect ourselves from things that could injure us, or would be expensive to replace.
- We have a fire extinguisher and maintain it once a year.
- We have secured family heirlooms and items of cultural value that could be lost to future generations.
- We have limited, isolated, and secured any hazardous materials to prevent spill or release.
- We keep shoes and flashlights with fresh batteries, by our beds.
- We know never to light a match, lighter, or any other flame after an earthquake until we are sure there is no danger of escaping gas anywhere around.
- We have protected ourselves from glass breaking with heavy curtains, window film.

Response Capacity: Supplies & Skills
- We have gathered survival supplies in our home and made up evacuation bags for our home and car. (Including 4 liters of water per person per day and food for 3 days, prescription medications, water, high energy food, flashlight, battery, first aid kit, cash, change of clothing, toiletries and special provisions we need for ourselves, including elderly, disabled, small children, and animals.)
- We know how to use a fire extinguisher.
- We know how to turn off our electricity, water and gas.
- We know principles of incident command systems or standard emergency management systems for organizing post-disaster self-help in our community.
- We have learned first aid, light search and rescue, fire suppression, wireless communication or community disaster volunteer skills.
Assign responsible person or group to each task. Check and date when completed.

**ASSESSMENT & PLANNING**
- We hold staff, school, or organization meetings to develop and review our disaster mitigation, preparedness and response plan, regularly. We have considered the emergencies that could affect us (natural & environmental disasters, organized or deliberate disruption, loss of utilities and services, equipment and system failures, information security incidents). We have considered and prioritized employee, visitor, customer, operational, service, revenue liability and good will risks.
- We have assessed and are addressing physical risks posed by buildings, building non-structural elements and building contents.
- We have a plan for reducing hazards, improving life safety, employee training, financial planning and managing post-earthquake operations.
- We have conducted a business impact analysis considering regional impacts, impacts on suppliers, market change, internal resources, impacts on customers, outside assistance. We have considered key business processes and dependencies, operational impact and maximum downtime, critical equipment, mission critical records, communication network and system requirements.
- We have plans for alternate locations to continue operations
- We have insurance coverage to pool economic risks.
- We have site and neighborhood maps and have identified alternate staging and evacuation locations.
- We encourage employees, volunteers and customers to prepare for disasters at home.

**PHYSICAL PROTECTION**
- Our building has been located appropriately, designed and built according to seismic codes, or it has been inspected by a qualified engineer, and required repair or retrofit has been completed.
- We maintain our building, protecting it from damp, and repairing damage when it occurs.
- We have fastened tall and heavy furniture, secured computers, televisions and other electronic equipment, supplies, propane gas tanks, water tanks, lighting fixtures and other items that could kill, injure, impair continuation of business or services, or destroy cultural heritage.
- We have put latches on cabinets, and hung pictures securely on closed hooks to protect ourselves from things that could injure us, or would be expensive to replace.
- We have smoke detectors, fire alarms, automatic sprinkler systems, fire hoses, fire extinguishers, and automatic emergency lighting, and maintain these. Our building exit routes are marked. We conduct building evacuation drills twice yearly.
- We have limited, isolated, and secured any hazardous materials to prevent spill or release.
- We have off-site back up of critical information. (Including staff emergency contacts and release permissions.)

**RESPONSE CAPACITY: SUPPLIES & SKILLS**
- We have emergency supplies for staff and customers to last the first 72 hours (including 4 liters of water per person per day and food for 3 days, first aid supplies, emergency power, emergency lighting, basic response supplies, alternate communications, alternate transportation, shelter and sanitation supplies).
- We have learned first aid, mass casualty triage, light search and rescue, fire suppression, wireless communication, emergency power operation, and community disaster volunteer skills.
- We know how to turn off our electricity, water and gas.
- We know the principles of incident command systems or standard emergency management systems for organizing post-disaster self-help.
- We have plans to use our resources for mutual aid and to support local community response.

**NEIGHBORHOOD DISASTER PREPAREDNESS**

1. ** Invite Everyone to the Meeting**
   - Your first agenda might include:
     - Introductions
     - Brief presentation of problem
     - Discussion of neighborhood hazards
     - Discussion of neighborhood resources
     - Discussion of possible activities & priorities
     - Divide responsibilities

2. ** Inventory Neighborhood: Risks & Vulnerabilities**
   - Identify and map risks & vulnerabilities.
     - unsafe buildings
     - fire hazards
     - fuel sources
     - radioactive material (labs, lighting rods)
     - locations of disabled, elderly, children & other special needs
   - Identify and map resources and skills.
     - open spaces for safe staging of operations, treatment and shelter
     - equipment
     - people with skills

3. ** Prepare Your Neighborhood Map**
   - Prepare your neighborhood map for disaster response.
   - Show risks and vulnerabilities.
   - Show resources.
   - Show possible access routes.
   - Show possible staging areas.
   - Show possible shelter areas.
   - Keep the map in several locations for easy access.

4. **Act to Reduce Your Risks**
   - Be an example to your neighbors! Do your home hazard audit and your own family plan.
   - Decide where to have a Home Hazard Preparedness day. Help your neighbors to do their non-structural mitigation.
   - Learn about safe construction practices and retrofitting.
   - Check that the local school has enough water, snacks and blankets - and emergency release forms.
   - Protect your open spaces.
   - You may need to organize to have hazardous buildings torn down.
There are 6 principles that guide Incident Command Systems. These are:

- Unified Command Structure
- Manageable Span of Control
- Flexible / Modular Organization
- Common Terminology
- Integrated Communications
- Comprehensive Resource Allocation

This basic system of organization can be used at every level. It may be used at the local level, at your place of work, in your residential area.

Your local effort should be reported to and then coordinated at the neighborhood level, ideally by the neighborhood headperson, if available.

The neighborhoods, in turn report to their municipality and district.

The district level reports to the province, and the province to the national government.

Think of each incident command group as a triangle. Each is flexible and must respond to the conditions they are encountering. Each working group reports information up the chain of command to the level above it, and receives instructions and resources from above.

The quality of decisions is improved by the quality of information shared, and the ability to see the whole picture.

This is an organizational chart. Although different organizations will modify this chart in various ways, the basic system is simple. This one is adapted for neighborhood use.

In the command position in any operation is the “Incident Commander” at the “Incident Command Center”.

At the side of the Incident Commander is the administration and communications section which records everything, and establishes communication channels.

Beneath the Commander is an “Operations Arm” and a “Logistics Arm”.

The operations arms handle the response itself: hazard identification and control, damage assessment and light search and rescue, disaster first aid, small fire suppression, and security.

On the other side here is “Logistics”. That includes everything that is needed to support the operations, as well as to take care of the citizens nearby: equipment and supplies, water and food, traffic control and transportation, shelter and sanitation, psychological support and supervision, and volunteer assignment and staffing.

The purpose of all of this is to be able to divide the work that needs to be done, gather the important information in one place, and allocate resources and effort effectively. We will go into details on all of these jobs in a little while.

Command Post (CP) Location

- Centrally located
- Accessible
- Close to supply center
- Separated from medical treatment area
- Away from traffic noise
- Away from potential hazards
- Have a back-up location
The goal is to provide the most benefit to the largest number of people and the concept results in the greatest number of people surviving.

Simple Triage and Rapid Treatment (START) most effective in mass casualty situations where there are not enough providers to provide first aid simultaneously to all the injured. It is a method:
- To assess the 3 life functions [“respiration, perfusion, mental status” or RPM]
- To provide life-saving rapid treatment.

The method was developed in 1983 by Newport Beach Hospital.

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Non-Medical Triage for Mass Casualty:

Triage allows us to prioritize casualties by severity for transportation and treatment. Patients are sorted by color. There are different ways of dividing casualties, but one simple, international one uses just 4 categories:

- **MINOR (M):** Was ambulatory and not checked. Should be assessed head-to-toe, later. May or may not need to see a physician or health care professional, but are able to wait a significant amount of time. This group can wait. Research shows that these individuals very rarely die of their injuries.
- **IMMEDIATE (I):** At risk of death or permanent disability if not seen by a physician ASAP. Life-threatening injuries. Airway, excessive bleeding, shock. This group is the first to receive treatment and transportation to medical facilities.
- **DELAYED (D):** Not life threatening. May need a physician’s care to prevent permanent injury or disability, but can wait while Immediate patients are treated first. This group gets attention after the red are taken care of.
- **NOT BREATHING / DEAD (NB):** Take care, in non-medical triage, we do not identify a person as dead unless they are obviously maimed. No respiration after two attempts to open airway. The person is dead. In a mass casualty situation, you cannot stop to try to revive the person. Their chances of resuscitation are small and there is a greater chance that many more will die if they do not receive your attention. If there are plenty of first aiders, or medical professionals to take care of those needing immediate care, then resuscitation may be attempted. This group will be monitored in case there is any recovery. Later a physician will confirm death.

Rapid Treatment During Triage:

For mass casualty or accident victims the only treatment given during triage are these three life-saving measures, if needed.

- Maintaining Open Airway
- Controlling Bleeding
- Placing in Shock Position

No other first aid is administered until triage is complete.

**Triage - The Process**

- First stop, look, listen & think! Size up the situation. Think about safety considerations and protect triageurs first. Call for more help if needed. Make a plan.
- Conduct voice triage. Call out “If you can hear me, come to the sound of my voice”. Or if you can be seen, call out “If you can walk, come over here to me.”
- Start where you stand and follow a systematic route. For example, work systematically from the entrance, clockwise around the room. If there are two of you, one begins clockwise, the other counter clockwise. If you can get help, get a second person to assist with documentation and rapid treatment as you go.
- Conduct RPM Evaluation of each individual.
- Tag all patients. If patients aren’t tagged, then they haven’t been Triaged
- Document your triage results for resources, number of casualties, degree of severity, etc.
- Never forget your own safety during triage!
**BİNA HASAR SINIFLANDIRMASI**

**ASSESSING BUILDING STRUCTURAL DAMAGE FOR SAFETY**

**GREEN**
Light:
Safe to enter and administer first aid.

**YELLOW**
Moderate:
Hazardous to enter. Security person should be posted at entry while limited number of people enter, only to search for and bring out survivors.

**RED**
Heavy:
Unsafe. Heavy search and rescue team required. Secure the area to prevent injuries.

**BUILDING ELEMENTS**

<table>
<thead>
<tr>
<th>Structural</th>
<th>Non-Structural</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>VERTICAL</strong></td>
<td></td>
</tr>
<tr>
<td>Columns</td>
<td>Infill Walls</td>
</tr>
<tr>
<td>Shear Walls/Curtain Walls</td>
<td>Partition Walls</td>
</tr>
<tr>
<td>Large Panels</td>
<td>Windows</td>
</tr>
<tr>
<td><strong>HORIZONTAL</strong></td>
<td></td>
</tr>
<tr>
<td>Beams</td>
<td>Hanging Ceilings</td>
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<tr>
<td>Floor/Ceiling Slabs</td>
<td></td>
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<tr>
<td>Roofs</td>
<td></td>
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<tr>
<td>Foundations</td>
<td></td>
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<tr>
<td><strong>JOINTS</strong></td>
<td></td>
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<tr>
<td>Beam-Column Joints</td>
<td>Beam or Column Joints</td>
</tr>
<tr>
<td>Beam-Beam Joints</td>
<td>Non-Structural (e.g., when infill walls meet beams and columns)</td>
</tr>
</tbody>
</table>

**6 STAGES OF STRUCTURE COLLAPSE RESCUE**

**I.N.S.A.R.A.G. SYSTEM (INTERNATIONAL)**

- **Phase 1** R Reconnaissance & Survey
- **Phase 2** E Elimination of Utilities
- **Phase 3** P Primary Surface Search
- **Phase 4** E Exploration of all Voids
- **Phase 5** A Access by Debris Removal
- **Phase 6** T Terminate by General Debris Removal

- These are the 6 stages of structure collapse rescue, defined by I.N.S.A.R.A.G. the International Search and Rescue organization. The phases are continuous as every search progresses at different rates.
- First three Phases which we have colored green here, can be undertaken immediately by local volunteers. These phases correspond to the tasks of “light search and rescue”.
- The last three stages which we have colored red here, require professionally trained rescuers.

**INTERNATIONAL BUILDING MARKING SYSTEM**

- **Building / Hazard Information**
  - G/N
  - Team Name / (W)
  - # live victims removed
  - date/time of start
  - # dead victims removed
  - date/time of start
  - # persons unaccounted for location of other victims

- **INTERNATIONAL BUILDING MARKING SYSTEM: MARKING DEBRIS FOR VICTIM LOCATION**
  - Potential victim location
  - Confirmed victim location
  - Dead victims only
  - Extricated live victims
  - Extricated dead victims

- Search the building
- Inside square
  - G = GO [Enter building]
  - N = NO
  - add Exit Date & Time
- Top – Hazards
- Left – Live rescues
- Right – Dead victims
- Bottom – Unaccounted for & special information
- When the search is complete by a PROFFESIONAL TEAM a large circle is drawn around the square. Community Disaster Volunteers DO NOT draw the final circle.
Young Children:
- It is most helpful not to separate children from their parents for prolonged periods.
- Children should be allowed to participate in disaster response activities, and given tasks that they can do. They too need to regain power and control over their situation.
- Some rules will be broken for a period of time.

What You Can Do To Help Yourselves And Each Other:
- Emotional:
  - recognize your own feelings
  - talk to others about your feelings
  - accept help from others in the spirit in which it is given
  - give someone a hug, physical touching helps
  - learn to really listen and show that you are listening
  - accept the feelings of others without trying to change them
  - spend extra time with your child
  - be tolerant of others
- Physical:
  - get enough rest
  - engage in physical activity

Maintain Hygiene
To avoid infectious diseases, pay attention to face, body and clothing hygiene.
- Wash hands frequently using soap and water.
- Wear latex gloves, if possible change after each patient.
- Wear a mask and goggles.
- Keep bandages & dressings sterile.
- Avoid contact with body fluids.

Medical Waste And Trash Disposal
- Keep medical and bacterial waste separated from other trash and control disposal carefully.
- Place all bacterial waste in closed plastic trash bags before placing in refuse container to control leaking and odor.
- To dispose of trash dig deep hole and burn the trash, then cover with soil.
- A 2mx2mx1m hole will be sufficient for trash disposal for 200 people for 7-10 days.

Preparing & Maintaining Toilets
- Place sanitary facilite downwind at least 15m. away from water, food and medical equipment, and downhill from water sources. Dig a 1-1.5m hole.
- Cover or camouflage holes.
- After each use cover with gravel and soil.
- When leaving the area cover with a thick layer of soil.
- Supervise children.
- Ideally, dig 5 toilets for every 100 people.

Purifying Water
To purify water for drinking:
- Use purification tablets available from the pharmacy and follow directions on package.
- Use 4 drops of bleach to 1 L. water or 1 teaspoon for 20 Lt. (wait 30 mins before using) or
- Boil for 10 mins.
- Use this water for washing dishes, hands and face, and brushing teeth as well as drinking.
INCIDENT COMMAND SYSTEM (ICS)
JOB DESCRIPTIONS

FOR ALL POSITIONS:

START-UP ACTIONS:
- Obtain personal safety equipment and position supplies: i.e.; hard hat, vest, job description clipboard
- Maintain Group Status Sheet from the IC.

CLOSE-DOWN ACTIONS:
- At the IC’s direction, when there is no longer need for the response team, shift the resources to another command post location.
- Return the equipment and supplies that can be re-used to the Logistics Section and keep the roll.
- At the approval of the IC, re-assign the teams and give the table showing the tasks to the relevant authorities.

INCIDENT COMMANDER (IC)

OVERALL RESPONSIBILITIES:
- The IC is the only responsible person in disaster operations until the authorities arrive.
- The IC stays in the Incident Command Center, oversees and conducts the whole operation.
- Maintains the safety of the whole team and of the neighborhood residents.

START-UP ACTIONS:
- Identifies the type and scope of the incident.
- Assesses the damage in the buildings and all life-threatening hazards.
- Establishes the ICS Organization.
  - Establishes the Incident Command System.
  - First the Communications Operator,
  - Logistics Branch Leader
  - Operations Branch Leader,
  - Planning Committee Leader,
  - Administration and Communication Branch Leader,
  - Distributes the other tasks in accordance with the resources.
- Operational Teams
  - Logistics,  • Fire and Hazardous Materials,
  - Light Search and Rescue,  • Triage, First Aid and Medical Operations,
- Others,
  - Mapping Personnel,  • Organizing the Incident Command Posts,
- Assesses the scope of the incident.
  - Incidents to be immediately responded – High Importance
  - Delayed Incidents – Low Importance
- Prioritize the incidents (in order of importance)
  - According to the response training taken;
  - According to the resources;
  - According to life threatening dangers;
  - According to damages caused by structural damage; According to success probability.
- The IC distributes the resources in responding to incidents.
  - Team Leaders  • Personnel  • Equipment
- Maintains a record of command posts.

OPERATIONAL DUTIES:
- Comprehensive situation assessment and monitoring in the neighborhood;
- Marking of the final situation about search & rescue and damage assessment by regularly checking the neighborhood map;
- Checking on group leaders and updating facts with regular intervals;
- Assignment of volunteers and changing of positions as necessary;
- Informing the local authorities about the situation in the neighborhood when necessary (through communication units);
- Monitoring of teams; making sure that volunteers take a rest at regular intervals;
- In emergency responding, update the team members on all priorities and response plan;
- When the professional responders arrive, brief them about the present situation priorities and response plan. Offer to hand over and assist or continue.

IMPORTANT POINTS
- Manageable Span of Control 3-7 (ideal is 5).
- Incidents can be combined.
- As the number of resources and incidents increase, the scope of the organization should also be increased.
- A map will be useful to help you see the present problems and present resources.

EQUIPMENT:
- Map of the neighborhood,
- Job description clipboard,
- Short wave radio (PMR, FRS),
- Wireless radio,
- AM/FM Radio,
- Position vests / Position identifiers,
- Table and chair,
- List of neighborhood residents,
- Disaster response forms,
- Megaphone,
- Incident Command Center stationary and supplies (pens, etc.)
ICS COMMAND POST SCRIBE

RESPONSIBILITIES:
- Keeping the necessary records about the Command System Forms and maintaining the written communication.

FORMS TO BE USED:
- Incident Status Report Form: It is used for evaluating details about the incident and following up incidents.
- Damage Assessment Survey: It is used for reporting all structural or non-structural damages to the IC.
- Message Form: It is used for documenting all messages sent from the Command Center or conveyed to Command Center.
- When documenting whether the Command Center will send a team or not.
- By using the Incident Status Report Form, listing tasks to be fulfilled by CDV members by the Command Center;
- The IC, before prioritizing incidents, in order of importance;
- When the IC assigns a team, (e.g., fire, search & rescue, triage, first aid and medical operations), records the start and completion time of the task.
- The sent or delivered written messages are conveyed to the IC.

COMMUNICATIONS CHIEF (This task should preferably be undertaken by a wireless radio operator)

RESPONSIBILITIES:
S/he should work like the shadow of the IC. S/he is the person who helps the IC to see the broader picture. S/he should convey information truthfully to the IC without any changes or comments. S/he should avoid conversations on the wireless radio, that may cause trouble for the team, as conversations can be listened by others. Before the disaster, s/he should train the team on basic communication skills.

OPERATIONAL TASKS:
- Record all the communication or ensure that it is recorded. It is extremely important to have information sharing and control during disasters.
- Use the wireless radio communication by abiding with the law and ethical codes.
- Serve as a channel between the foreign organizations’ representatives and the IC.
- Keeping the communication of the teams in the field with ICC
- When changing shifts, s/he should hand over the task to a relatively more trained person on communications.
- S/he should be able to listen to all the frequencies, crisis center frequencies, teams’ frequencies and other organizations’ frequencies in the same time quarter.

PUBLIC INFORMATION OFFICER (SPOKESPERSON)
[The IC is also responsible for this task at times.]

RESPONSIBILITIES:
The public wants to find out important facts about the incident and has the right to do so. The person responsible for informing the public is the sole spokesperson of the neighborhood throughout the operation. The facts given should be consistent and valid. The public information officer should keep information up to date.

OPERATIONAL TASKS:
- Keep a record of everything you do and maintain communication.
- Be adapted to the situation.
- Reports should be approved by the IC and should contain these informations:
  - Assuring the public that everything will be alright;
  - Causes and time of happening of the incident or disaster;
  - Mesut durum, mahallenin durumu, verilen destek, yaralılar, vb.
- Do not report any deaths unless approved by authorities. Hiçbir isim vermeyin.
- Read the evaluation reports.
- Always be clear and concise.
- Take into account trust and emotional factors.
- Avoid speculations, exaggerations, lies, unrecorded information, discussions and such acts.
- Avoid the phrase “No comment”.
- Remind the volunteers that all the questions will be answered by the Public Information Officer.
- Update information by getting in touch with the IC at certain intervals.

EQUIPMENT/SUPPLIES:
- ID vest or position identifier;
- AM/FM radio;
- Pen/paper/markling pens.

MAP RECORDER

RESPONSIBILITIES:
Informs the responsible formal Emergency Situation Coordinator in the region about the changes that can affect any operation or incident.

START-UP ACTIONS:
- Find a map of the region or draw one.
- Show north on the map.
• Make the map according to the north direction.
• Record everything from damage assessment to all incidents. Place incidents on the regional map.
• Mark the present buildings on the map.
• Shelters, schools, dams.
• Identify a color for each incident.
• Red: Fire; Blue: Medical; Green: Search & Rescue; Black: Others...
• Take into account the factor of wind, and how it may affect incidents.

**OPERATIONS CHIEF**

**RESPONSIBILITIES:**
The Operations Chief is present in the ICS and is directly involved in the response actions during a disaster.

**BRANCH RESPONSIBILITIES:**
• Assess damage and danger in the neighborhood,
• Ensure safety of volunteers,
• Conduct light search & rescue,
• Apply First Aid,
• Identify Hazardous Materials,
• Extinguish small fires,
• Identify resources and needs.

**OPERATIONAL TASKS:**
• Determine the place and possible routes of Medical Response Area and vehicles (nakil arac)?
• Inform the Operations and Logistics when additional resources or personnel is needed.
• Coordinate the response teams.
• Update the IC on developments, as the response teams provide new information.
• Inform the IC on tasks and priorities.
• Ensure that the response teams follow standards, maintain safety and report on actions.
• Have intervals for rest and make changes in assignments of team members as needed.

**EQUIPMENT AND SUPPLIES:**
• 1D vest or position identifier;
• Walky talky
• 2 way radios;
• Pen, paper and clipboard with forms,
• Response team: job description / control list, equipment, forms.

**FIRST AID/ TRIAGE LEADER**

**RESPONSIBILITIES:**
• The injured should be classified according to life risk.
• First aid is given.
• Medical Treatment area is established.
• Works with the Operations Chief at all times.
• Works with the Operations Chief to determine the treatment area and to report immediate treatments.

* Safety is always your #1 priority! First comes your own personal safety, then your team members’ and then the safety of the victim(s)!

**OPERATIONAL DUTIES:**
• Write down assignments.
• Provide equipment and supplies from the Logistics.
• Always work with personal safety equipment.
• Fill in the Team Control Form. (Make evaluations on the form).
• Inform the team members on tasks.
• Organize your teams.
• Always work in pairs.
• Make a division of labor among the teams.
• Make a situation assessment before starting each operation.
• Check your resources and distribute them.
• Do not be directly involved in the operation.
• You are responsible for safety. Avoid action that can put your team and you at risk.
• Keep IC updated (Needs/Progress/Description)
• Maintain reporting

**IMPORTANT POINTS:**
• Medical Response Area
  • Large enough for anticipated # victims
  • Free of dangers;
  • Good access.
• Triage area
  • Separate treatment areas for delayed and immediate;
  • Notify other teams and groups of location;
  • Re-триage at certain intervals.
LIGHT SEARCH & RESCUE LEADER

RESPONSIBILITIES:
• Makes the initial damage assessment.
• Search & rescue is made only for light and moderate damage buildings
• Maintain contact with the Command Post at all times

* Safety is always your #1 priority! First comes your own personal safety, then your team members’ and then the safety of the victim(s)!

OPERATIONAL DUTIES:
• Write down the assignments.
• Provide equipment and supplies from Logistics.
• Prepare a repport using the Group/Team Control Form (Make evaluations based on the report.)
• Inform the team members on tasks.
• Organize teams
  • Always work in pairs.
• Make division of labor among team members.
• Make a situation assessment before starting each operation.
• Check your resources and distribute them.
• Do not be directly involved in the operation.
  • You are responsible for safety. Avoid action that can put your team and you at risk.
• Keep IC updated (Needs/Progress/Description)
• Maintain reporting

IMPORTANT POINTS:
• Lightly Damaged Structures
  • Search; • Triage; • Report; • First Aid response (Medical team); • Nakil (Medical team).
• Moderately Damaged Buildings (Limited and controlled response for volunteers)
• Support team (Fire team)
• Possible inside
  • Search; • Respiration control; • Stopping heavy bleeding;
  • Removing victims from structure;
  • It is crucial to have medical treatment outside;
• Heavily Damaged Buildings (Only professional teams can respond.)
• Stay out.
• Support team (Fire team)
• Recheck buildings after significant aftershocks.

FIRE / HAZ MAT CHIEF

RESPONSIBILITIES:
• Extinguish small fires.
• Isolate hazardous materials [evacuate as necessary].
• Turn off utilities.
• Communicate with Operations Chief at all times.

* Safety is always your #1 priority! First comes your own personal safety, then your team members’ and then the safety of the victim(s)!

OPERATIONAL TASKS:
• Write down your assignments.
• Provide equipment and personnel from logistics.
• Always work with your personal safety equipment.
• Fill in the Team Control Form (make evaluations on the report)
• Inform the team members on tasks.
• Organize teams.
• Always work in pairs.
• Make division of labor among the teams.
• Make a situation assessment before starting each operation.
• Check and manage resources.
• You should not be directly involved in the operation.
• Do not be directly involved in the operation.
  • You are responsible for safety. Avoid action that can put your team and you at risk.
• Keep IC updated (Needs/Progress/Description)
• Maintain reporting

IMPORTANT POINTS:
• Make sure that you fully extinguish the fire.
• Check utilities.
• Be reminded of the manageable span of control.

LOGISTICS CHIEF

Chief is located in the Incident Command Center.

BRANCH RESPONSIBILITIES:
• Designate response areas;
• Establish a service unit
• Logistical support for operations (equipment, supplies, personnel, transportation)
• opening roads, directing traffic
• water & food
• shelter & sanitation for neighborhood
• security
• psychological support & supervision

**START-UP ACTIONS:**
• Provide emergency supplies.
• Distribute resources and equipment as necessary.
• Establish an Incident Command Center/Command Post.
• Establish a Communications Center in a quiet place near to the ICC.
• Keep a registry notebook for signing in volunteers.
• Turn on wireless communication and notify ICC when ready to receive messages.

**CLOSE DOWN ACTIONS:**
• At the direction of the IC, end the task, finish up the records and convey them to the administrative unit. Ask volunteers to end their tasks.
• Collect the distributed equipment and supplies, and store them as before. Try to leave the least trash when you leave both for the environment and not to lose equipment (Arranged for the use of neighborhoods).

**OPERATIONAL TASKS:**
• Choose a staging location with IC approval.
• Establish a message center.
• Choose a runner to deliver messages to IC (all messages should be written.)
• Maintain communications log, [Day/time/sender/ receiver / subject]
• Set up places for sanitation, shelter, care and psychological support.
• Maintain a list of current resources
• Personnel
  • Sign-in volunteers
• Track assignments.
• Keep the Incident Command Center updated in order to assist them in distributing resources.
• Determine resources in accordance with the number of response actions
• Assist team members in designating equipment and supplies.
• If you consider your resources to be inadequate, notify the Incident Command Center on this to increase resources.

**EQUIPMENT/SUPPLIES:**
• ID vest or position identifier;
• Walky talky
• 2 way radios;
• Response team: job description / control list, equipment, forms.
• Table, chairs
• AM/FM radio,
• Pens, paper
• Job description,
• File boxes
• Tray for outgoing messages,
• Fire extinguishers,
• Blankets,
• Crowbars,
• Bandages etc...
• Inventory of emergency supplies in the neighborhood,
  • Forms:-
    • Incident Status Report Form
    • IC’s view of disaster
    • Team Control Form
  • Personnel Registry Form
  • Equipment Form
  • Medical Response Area Form
  • Message Form

**BRANCH SCRIBE**
• Keeps records with the Team Control Forms and maintains written communication.;
• Recording team actions with Team Control Forms.

**START-UP ACTIONS:**
• Writing name and surname of team members;
• Description of incidents;
• Description of the situation of the victims;
• Can serve as Informer to notify the ICC on equipment and supply needs.

**TEAM SCRIBE**
• Assists the team leader.
• Keeps a written record of her/his own tasks;
• Keeping a record of team number and name and surnames of team members;
• Keeps a detailed record of team actions.
# INCIDENT STATUS REPORT FORM
(Arranged for neighborhood use)

1. Incident Date: 
2. Incident Time: 
3. Incident Type: 
4. Regional boundaries of the report (e.g. street names): 
5. Incident Date: 
6. Incident Type: 
7. Incident Commander:

<table>
<thead>
<tr>
<th>Time</th>
<th>Address/Place</th>
<th>Time</th>
<th>Incident Type</th>
<th>Dangers [Gas/Water/Electricity] and Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**8. Operation**

<table>
<thead>
<tr>
<th>Situation</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Communication</td>
<td>□ Need help  □ No help needed</td>
</tr>
<tr>
<td>b. Search/Rescue</td>
<td>□ Need help  □ No help needed</td>
</tr>
<tr>
<td>c. First Aid</td>
<td>□ Need help  □ No help needed</td>
</tr>
<tr>
<td>d. Fire Suppression and</td>
<td>□ Need help</td>
</tr>
<tr>
<td>e. Transportation</td>
<td>□ Need help</td>
</tr>
<tr>
<td>f. Traffic Control and</td>
<td>□ No help needed</td>
</tr>
<tr>
<td>g. Road Access</td>
<td>□ No help needed  □ Need help</td>
</tr>
<tr>
<td>h. Safety</td>
<td>□ No help needed  □ Need help</td>
</tr>
<tr>
<td>i. Animal Control</td>
<td>□ No help needed</td>
</tr>
<tr>
<td>j. Logistics:</td>
<td>□ No help needed</td>
</tr>
<tr>
<td>k. Equipment</td>
<td>□ Need help</td>
</tr>
<tr>
<td>l. Food and Water</td>
<td>□ No help needed  □ Need help</td>
</tr>
<tr>
<td>m. Hygiene and Shelter</td>
<td>□ No help needed  □ Need help</td>
</tr>
<tr>
<td>n. Special Needs</td>
<td>□ No help needed</td>
</tr>
</tbody>
</table>

**9. Prognosis:**

<table>
<thead>
<tr>
<th>Situation</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ No change</td>
<td></td>
</tr>
<tr>
<td>□ Worse</td>
<td></td>
</tr>
<tr>
<td>□ Better</td>
<td></td>
</tr>
</tbody>
</table>

**10. Response Priorities:**

**11. Other important information or general comments:**

**12. Next report date and time:**
### Commander's Incident Overview

<table>
<thead>
<tr>
<th>Date:</th>
<th>Reporter:</th>
<th>Event No</th>
<th>Start Time</th>
<th>End Time</th>
<th>Address/Place</th>
<th>Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- This report will be filled out by Incident Commander and Branch Leader.
- Record the incidents from the Incident Status Report form here.

### Group/Team Control Form

<table>
<thead>
<tr>
<th>Date:</th>
<th>Reporter:</th>
<th>Page No:</th>
<th>Team Leader:</th>
<th>Assignment of the team:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

- Assistant Team Leader:

<table>
<thead>
<tr>
<th>Resources</th>
<th>Event No</th>
<th>Start Time</th>
<th>End Time</th>
<th>Tasks</th>
<th>Commentaries</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group/Team 1 Leader:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Members:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Group/Team 2: Leader:

<table>
<thead>
<tr>
<th>Resources</th>
<th>Event No</th>
<th>Start Time</th>
<th>End Time</th>
<th>Tasks</th>
<th>Commentaries</th>
</tr>
</thead>
<tbody>
<tr>
<td>Members:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Group/Team 3: Leader:

<table>
<thead>
<tr>
<th>Resources</th>
<th>Event No</th>
<th>Start Time</th>
<th>End Time</th>
<th>Tasks</th>
<th>Commentaries</th>
</tr>
</thead>
<tbody>
<tr>
<td>Members:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- This form will be filled by Group/Team Leader. Write the names of the team members in the boxes below. Use a different box for the assignment, when team has achieved its task.
### MESSAGE FORM

<table>
<thead>
<tr>
<th>To:</th>
<th>From:</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Message Center Use Only)</td>
<td>Event No:</td>
</tr>
<tr>
<td>Event No:</td>
<td>Time:</td>
</tr>
<tr>
<td>Time:</td>
<td>Date:</td>
</tr>
<tr>
<td>□ Incoming</td>
<td>□ Outgoing</td>
</tr>
<tr>
<td>Message:</td>
<td></td>
</tr>
<tr>
<td>Done:</td>
<td></td>
</tr>
</tbody>
</table>

### MESSAGE FORM

<table>
<thead>
<tr>
<th>To:</th>
<th>From:</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Message Center Use Only)</td>
<td>Event No:</td>
</tr>
<tr>
<td>Event No:</td>
<td>Time:</td>
</tr>
<tr>
<td>Time:</td>
<td>Date:</td>
</tr>
<tr>
<td>□ Incoming</td>
<td>□ Outgoing</td>
</tr>
<tr>
<td>Message:</td>
<td></td>
</tr>
<tr>
<td>Done:</td>
<td></td>
</tr>
</tbody>
</table>

### PERSONNEL REGISTRATION FORM

<table>
<thead>
<tr>
<th>Date:</th>
<th>Reporter:</th>
<th>Page No:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>First Name, Last Name, Registration Time, Assignment</td>
<td>Indicate Abilities and Skills with &quot;*&quot;</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name Surname</th>
<th>Registration Time, Assignment</th>
<th>Indicate Abilities and Skills</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
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<td></td>
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</tr>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- This form will be filled in by Logistics or Incident Command Center.
- Write the time of assignment team# in assignment box. When the person returns from duty, put a line through name, and restart the process by writing the new registration time. Check how often personnel is assigned and who has not yet been assigned.

- Anyone in the team can use this form.
- Use clear, comprehensible text. For example: The mission is completed.
- Keep a carbon copy of messages sent if possible.
### Medical Response Area Form

<table>
<thead>
<tr>
<th>Date:</th>
<th>Reporter:</th>
<th>Page No:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arrival Time</td>
<td>First Name, Last Name and Detailed Description</td>
<td>Triage Code</td>
</tr>
<tr>
<td>Status</td>
<td>Place Transported to</td>
<td>Time Transported</td>
</tr>
</tbody>
</table>

- This form is used by Medical Response.
- Everyone brought to the medical response area will be registered.
- In addition to the name, write a detailed description. E.g. gender, approximate age, height, weight, hair color, etc.

### Materials Form

<table>
<thead>
<tr>
<th>Date:</th>
<th>Reporter:</th>
<th>Page No:</th>
</tr>
</thead>
<tbody>
<tr>
<td>District:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Time</td>
<td>Provided or taken by</td>
<td></td>
</tr>
</tbody>
</table>

- This form will be filled by Logistics.
- Register the time of arrival and delivery of all the materials. Make periodic calculations and check your daily status. Mark available materials and the material arrived as “+”, the material dispensed as “-”. Circle the unusable material.