



Initial Response to a Disaster and Neighborhood Staging Area Step-by-Step Guide

1. Take care of yourself and your loved ones first
 - a. Only then should you worry about helping your neighbors
2. Monitor your local neighborhood or Battalion FRS radio channel, check-in when you can
 - a. Who you are and status of your home and family (“no damage, no injuries”)
 - b. Situational awareness is critical
3. Wear long pants and closed toed shoes
 - a. CERT vest, helmet, goggles, N95 mask, and gloves strongly recommended
4. Report to your closest Neighborhood Staging Area
 - a. Radio to other Neighborhood Team Members that you are on your way
 - b. If you have trained neighbors, travel in pairs
 - c. Observe and report any incidents on your way in
 - i. Document on CERT Form 1 or a notebook

SETUP STAGING AREA

5. First CERT trained responder to the Staging Area becomes Staging Manager
 - a. Put out and turn on Samcom Radio labeled “Staging Area”
 - i. Radio that you are at the Staging Area, the Staging Area is safe, you are assuming call sign of “Staging”, and all CERT members should report to the Staging Area on FRS and on Staging Area Radio
 - b. Put out clipboards with:
 - i. Form-1 – Rapid Needs Assessment
 - ii. Form-2 – Personnel Resources (don’t forget to sign-in yourself)
 - iii. Form-3 – Assignment Tracking Log
 - iv. Form-6 – Communications Log
 - c. Begin documenting issues reported in via radio on Form-1
 - d. Assess responders: less physically fit or responders not wearing closed toed shoes should stay back at the Staging Area as either Radio Communicators or Scribes

DEPLOY DAMAGE ASSESSMENT TEAMS (DAT)

6. Next **3 people** who arrive at the Staging Area are the first **Damage Assessment Team**
 - a. Use Form-3- Assignment Tracking Log to assign Teams
 - b. Damage Assessment Teams (DAT) follow pre-planned routes and no more than 4 teams and deploy in order: **Alpha, Bravo, Charlie, Delta**

- c. Appoint Damage Assessment **Team Leader, Radio Communicator, Scribe**
 - i. **Team Leader** maintains situational awareness, big picture view, primary duty is to ensure team makes it home safely and keeping team on mission
 - 1. **Team Leader** must be CERT trained
 - ii. **Radio Communicator** actively communicates with Staging Area every 15 minutes, every change in direction, and reports obvious incidents without being directed to by Team Leader
 - iii. **Scribe** actively documents (location, # of victims, conditions), keeps track of reported incidents, anticipates information being reported by radio communicator and makes bullet points for reading over radio
 - iv. Radio Communicator and Scribe pair can assess while Team Leader remains safe distance from incident (Team Leader takes radio)
- d. Each Damage Assessment Team deploys with:
 - i. 3x identical legal sized clipboards labeled with Team Name containing:
 - 1. 1x - Legal size print of Damage Assessment Route
 - 2. 5x - Form-1 – Damage Assessment Form
 - 3. 3x - Form-6 – Communications Log
 - ii. 1x Radio labeled with Team Name
- e. Test radio communications before team deploys
- f. Team follows pre-defined Damage Assessment Routes, Staging tracks location
 - i. Routes should be complete in 1 hour
 - ii. Approximately 2.5 miles (assume 25-minute miles) long
 - iii. Approximately ½ mile distance out from Staging Area
- g. Damage Assessment Team radios in every 15 minutes and when an incident is discovered and when changing direction
 - i. *Staging, this is Alpha, we are turning north on Davenport from Haven Hurst.*
 - ii. *Alpha Team from Staging, confirmed north on Davenport from Haven Hurst.*
- h. Damage Assessment Teams report an incident, document, triage and stabilize any severe injuries, and then move on
 - i. Damage Assessment Teams cannot get held up at an incident or the complete damage assessment will never get completed
 - ii. Inform people that you are reporting their needs to the Neighborhood Disaster Response Team Command Post and they will send help as soon as they can
 - iii. Perform lifesaving interventions, shut off gas leaks, caution tape off threats
 - iv. Radio using plain English, 5 W's: **Who are you trying to reach? Who are you? Where are you? What do you have? What do you need?**
 - 1. *Staging, this is Alpha Team, at the intersection of Bob Hope and Greenwood. We have a three-car collision. We will report with more info. Please provide an incident number. Alpha Team.*
 - 2. *Alpha Team, Staging, incident number is 3. Standing by for details when you have them. Staging.*

3. *Staging, Alpha with update on incident number 3, we have 3 vehicles, two head on and one T-boned in the middle of the intersection of Bob Hope and Greenwood. 7 victims total: 2 immediate, 3 delayed, and 2 walking wounded. Immediate #1 is a 15-year-old female with a femoral bleed. We've applied TQ and treating for shock, perfusion is 5 seconds. Immediate #2 is a 65-year-old male with possible chest injury and is breathing rapidly. We need an incident response team. Alpha Team.*
 - v. End your communication with your callsign
- i. Track incidents on Rapid Needs Assessment form
 - i. Incident numbers assigned to incidents that can be responded to
 1. Situational Awareness - not an incident
 2. Dead bodies - not an incident
 3. No damage, no injuries - not an incident
- j. Track team locations and incident numbers on Map Board
- k. Next 3 people who arrive at the Staging Area are the second Damage Assessment Team (**Bravo**) and deploys in opposite direction of first
- l. Decide if you need more Damage Assessment Teams, Incident Response Teams, or need more support at the Staging Area based on reports from first 2 teams
 - i. If only minor incidents are being reported, deploy more Damage Assessment Teams (**Charlie** and **Delta**) to finish neighborhood assessment more rapidly
 - ii. Consider holding back experienced medical responders for Incident Response
 - iii. If severe incidents are being reported, start building Incident Response Teams as responders with appropriate skills arrive.

AUGMENT STAGING AREA STAFFING

7. As the response grows, hold back responders as Scribes and Radio Communicators to support and augment the Staging Area
 - a. Deputy Staging Manager – Scribe (Should be able to take over as Staging Manager)
 - i. Document volunteer registration (capabilities both physical and training)
 - ii. Assign responders to teams
 - iii. Maintains Rapid Needs Assessment Form and works with SM to update Map
 - b. Response Tracking – Scribe and Radio Communicator Pair
 - i. Communicate with teams
 - ii. Document incident reports
 - iii. Relay team locations and incidents to SM or Deputy to track on Map
 - c. Public Gathering / Family Reunification Area Liaison – Scribe and Radio Pair
 - i. These are where the general public is told to go
 1. Keeps the public from disrupting Staging and interfering with response
 - ii. Liaison Pair needs to be in radio contact with the Staging Area
 - iii. Information the public has (person reports seeing smoke on the way) can be radioed to the Staging Area for investigation by an Assessment Team

- iv. Announcements from the City will be made at these areas at scheduled intervals

DEPLOY INCIDENT RESPONSE TEAMS (IRT)

8. Incident Response Teams will be larger than Damage Assessment Teams and can focus on specific incidents and bring them to conclusion
 - a. 5-7 person teams:
 - i. (3) Team Leader, Radio Communicator, Scribe
 - ii. AND (2 or 4) 1 or 2 Hands-On Responder Pairs
 - b. Team Names: **Echo, Foxtrot, Golf, Hotel**
 - c. Each Incident Response Team deploys with:
 - i. 3x identical legal sized clipboards labeled with Team Name containing:
 1. 1x – Legal size print of entire response area map
 2. 5x – Form-4 – Briefing Assessment
 3. 3x – Form-5 – Victim Treatment Area Record
 4. 3x – Form-6 – Communications Log
 - ii. 1x Radio labeled with Team Name
 - d. Staging deploys Incident Response Team to a specific incident number
 - i. Document Incident details on Form-4 – Briefing Assignment
 - e. Treat incident and bring to conclusion
 - f. Update Staging upon arriving and conclusion and request new incident
 - g. Responder pairs can be split from primary team
 - i. Communicate to Staging that team will split
 - ii. Use FRS to communicate between teams (teams identify Echo-1, Echo-2)

COMMUNICATIONS

9. Teams should have separate communications for intra-team and to Staging
 - a. All teams should communicate with Staging Area on one channel (Samcom)
 - b. Team leaders should communicate with Team Members on a separate radio (FRS)
 - i. This keeps team chatter off strategic and command level communications
 - ii. Keep in mind that there are a limited number of FRS channels
 1. PL tones can help but not all radios can do PL tones
 2. PL tones block interference and distracting noise
 - a. Responders will instinctively turn down the volume on a noisy radio
 3. PL tones do not allow more than one person to transmit at time
10. Communicate with other Staging Areas and CERT Liaison Team (Samcom)
 - a. Some areas will be less damaged as other
 - i. Response teams from other neighborhoods are possible
 - b. CERT Liaison Team will coordinate with LAFD to get resources where most critical