

# COMMUNICATIONS TEAM

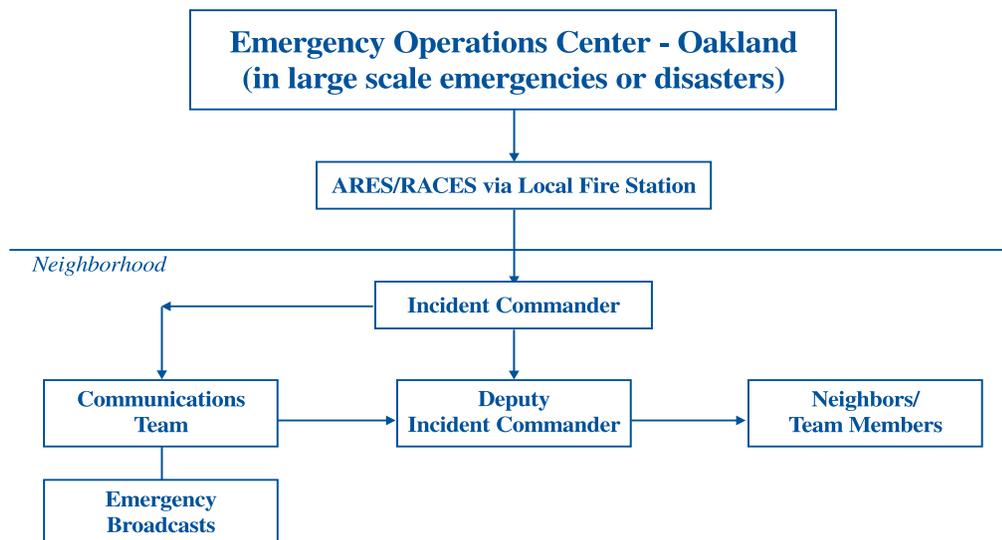


## Primary Responsibilities

The primary responsibilities of this team are to:

- ◆ Coordinate information coming into and going out of the ICC
- ◆ Collect and verify information from other teams and individual neighbors
- ◆ Coordinate the flow of information between teams
- ◆ Monitor emergency radio/TV broadcasts
- ◆ Relay updated information to the Incident Commander
- ◆ Contact an amateur radio operator in your neighborhood (alternatives are the nearest staffed fire station or activated Red Cross shelter). If there are no amateur radio operators available at a nearby fire station, status reports should be sent directly to the Emergency Operations Center in Oakland.
- ◆ Record and post information
- ◆ Keep the *Communications Log (A-97)* as a permanent record of emergency information that was sent or received
- ◆ Control rumors

The Communications Team will work very closely with the Neighborhood Incident Commander. Here is a helpful diagram of this team's response:



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# Preparedness Checklist

## Supplies

Since this team will work very closely with the Incident Commander, many of its supplies overlap those listed for the Incident Command Center and should be stored in or close to it.

### To receive information:

- AM/FM radios, extra batteries
- Walkie-talkies, extra batteries

### To record information:

- Resource Table Sign-In** (A-93)

This form is used to record individuals' names and their emergency and team skills when they arrive at the ICC.

- Status Board Sample** (A-95)

This board is one of the most important response tools because it is used to record critical "live" information. The time, address, problem, response team, comments, and priority must be accurately and quickly recorded. Problems should be crossed off as they are resolved. Information will come primarily from teams using walkie-talkies and runners or as specific forms are returned (e.g., *Status Cards*, *Preliminary Damage Assessment*, *Search & Rescue: Victims Log*). The board should be clearly visible for everyone to see. Many groups use a flip chart and marking pens to set up the Status Board categories ahead of time. Keep a copy of the *Status Board Sample* nearby.

- Communications Log** (A-97)

This log serves as a more permanent record of incoming information such as requests for help, urgent situations and response actions that have been taken. It is based on the information from the Status Board and should be filled out periodically to reflect changes that are occurring. The log should remain at the ICC.



**To post information:**

- Bulletin board, butcher paper, masking tape
- A list of emergency broadcast station call letters:

<b>KCBS</b>	<b>740 AM</b>	(This station receives information first, serving as the primary point of contact for the Emergency Alert System for the greater Bay Area.)
KNBR	680 AM	
KGO	810 AM	
Radio Oakland	530 AM	
KTOP	Cable channel 10	
- Locations of nearby pay phones
- Evacuation map and routes
- First Aid Station location
- Out-of-State Emergency Contacts* form
- Tools and Equipment* list that includes neighbors with cellular phones, two-way radios and/or amateur radio equipment, as well as the location of bikes, skateboards and rollerblades for runners.



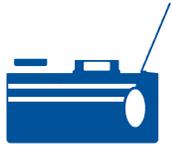
**Additional Responsibilities**

- Identify medical facilities (e.g., hospitals, clinics, private medical offices) that are in your vicinity.
- Identify vehicles in the neighborhood which might be used to transport seriously injured people. (Use the *Tools and Equipment* list.)
- If phones are working after an emergency, use the *CORE Family Roster* to contact neighbors.
- Encourage neighbors to learn how to use amateur (ham) radio communication prior to a disaster. For more information, see the ORCA website, <http://www.gsl.net/orca>.

# Communications Team Response Checklist



- Gather your personal supplies, assess your own home and family and report to the ICC.
- Immediately **set up the Status Board**. Have someone continually **record** incoming information.
- Set up a board or area to **post** information such as:



- Emergency broadcast station call letters

<b>KCBS</b>	<b>740 AM (primary point of contact)</b>
KNBR	680 AM
KGO	810 AM
Radio Oakland	530 AM
KTOP	Cable channel 10
  - Locations of nearby pay phones
  - Evacuation map and routes
  - First aid stations (locations in CORE neighborhoods and open medical facilities nearby)
  - Tools and Equipment* list
  - Out-of-State Emergency Contacts* form
  - A message board for neighbors to share personal information
  - An “I’m Okay” board to identify neighbors who are safe and available to help
- Assign someone to:
    - Staff the Resource Table Sign-In**
    - Continuously monitor emergency broadcasts**
    - Fill out the *Communications Log***
    - Provide information to City government** via amateur radio, runners or telephone to the local fire station, if it is staffed. Amateur radio operators at the fire station will in turn contact the City’s Emergency Operations Center.



# CORE Family Roster



Street	Family Name	Children's Names (Ages)	School	Phone Number	Emergency Housing*	Pets
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Updated: \_\_\_\_\_

\*how many people you could accommodate in your home

(d) = dog  
(c) = cat



# Tools and Equipment

**Tools & Equipment**

**Name**

**Address**

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**Communications**

**Heavy Tools**

**Light Tools**

**Tools & Equipment**

**Name**

**Address**

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**Vehicles**

**Camping Equipment**

**First Aid Supplies**

**Water Supply**

Updated: \_\_\_\_\_



# Out-of-State Emergency Contacts

**Family**

**Contact**

**Phone**

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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
- Turn off damaged utilities (gas, water, electric)
- Clear debris from street and sidewalks
- Rope off hazardous areas
- Confine loose pets
- 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 [ \ ]. 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.



# Status Board



Date:

Time	Address	Problem	Response Team No.	Comments	Priority
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*\*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

