

The Incident Command System Attention First Responders!

Reporting Instructions: Get-ready, get-set, confirm all your contact numbers, **BUT DON'T** report to Operations until summoned by the Incident Commander.

All resources will report to someone in the Incident Command structure, unless specifically assigned to the Emergency Operations Center (EOC). Too many, too much, too soon can add to the confusion, block critical equipment from reaching victims and waste valuable time and resources.

You'll be contacted by Logistics when they're ready for your arrival. When you're called, report to your assigned staging area with: A printed inventory of recovery assets you've brought, a list of your qualifications, and your personal identification, to include a pictured IDs, list of medical limitations, and "adequate" supplies of medications for at least 14 days.

You will be logged in, briefed, and assigned to duties by the staging area Operations Chief.

Dress For Success: Your "personal" preparation is most important. Depending on the nature of the incident, anticipated weather, climate, duration of the event, etc., pack appropriate clothing, work shoes, gloves, eye protection, head gear, and personal items such as extra glasses, flash lights and batteries, water packs, back packs, sun screen, chap sticks, etc.

Family Briefings: Before leaving home, hold "Family Briefings" to ensure everyone is aware of where you're going, what you'll be doing, how to contact you while gone, and when you estimate you'll be home.

- *Arrange to call a designated telephone number that is equipped with an answering machine at a specific time each week to report your status to an adult family member.*

Transportation to Staging Area: Unless instructed by Operations, plan to use provided transportation to the staging area. Avoid showing up in vehicles not specifically designed or equipped to be used by Operations. Car pool when possible to avoid adding parking, fueling, and maintenance concerns to Logistic. If your vehicle will be used by Operations, it will be inspected by security before being introduced into the motor pool.

Depending on its use (medical evacuation, mass transport, law enforcement, etc.) it will be logged into Operations, a vehicle ID and usage tag will be affixed to the front window (lower right) and it will be assigned to a route. If you'll be the driver, you'll also be searched by security and given an arm ban or ID badge that must be worn during all operations.

Remember to bring extra copies of your medical limitations and list and medications so Operations can respond to your special needs when requested. Place confidential medical information in a sealed envelope with your signature over the seal.

The Risk Management Learning Center

Natural Disasters -- Reporting Instructions for First Responders

Written by

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Board of Directors, Management
Team, Contingency Planners,
Contingency Managers, Personnel
and Security Managers, Employees
and Community Leaders!**

**This flyer can be downloaded free
from the RMLC web site @
RMLearningCenter.com**



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Law Enforcement: If you're responding to Operations as part of Law Enforcement, be prepared to provide your personal identification, badges, rank, position, job experience, etc. Also be prepared to brief the Operations Chief on your Department's policy regarding the "use of deadly force." Have an inventory of weapons and specialty police equipment you plan to carry during any strike or mission ready for review by the Incident Commander.

Fire Fighters and EMTs: If you're responding to Operations as a fire fighter or EMT, be prepared to provide your personal identification, badges, rank, position, job experience, etc. Also be prepared to brief the Operations Chief on your Department's policy regarding response protocols and procedures. Have an inventory of specialty fire fighting equipment you brought or are trained to operate ready for review by the Chief of Operations.

Transportation: If you're responding to Operations planning to take part in "Transportation" or "Evacuation" be prepared to provide a pictured ID, driver's license(s) appropriate to vehicles you might be asked to drive (CDL, HAZMAT, etc.). You will be briefed on evacuation routes and transportation procedures.

For example, Operations might assign you to a counter clockwise route going one-way in and out of the "Hot Zone." Remember to stay far right to allow vehicles to pass on your left. Park close to curbside at loading points numbered to correspond to your vehicle. Expect Transportation to be scheduling vehicle types along your route depending on

victim needs. For example, your bus might be scheduled to follow an ambulance and a flat-bed truck will be scheduled behind you. The goal is to load injured first in ambulances, than elderly in busses and finally the more mobile on trucks. If your vehicle breaks down, pull far right and flag down the next similar vehicle. Use your cell phone or radio to report to Operations. Provide them with your specific location, the time, description and identification of your vehicle, your opinion of what's wrong, and any special victim needs. Request an estimated time when another vehicle will be dispatched.

Caution: There is an inherent danger when entering the Hot Zone with a vehicle desperately needed by victims during an evacuation. You will be subject to intimidation and the possible hostile take over of your vehicle. Operations will attempt to anticipate such danger and provide you with an armed escort. However, should it happen, don't resist, but rather transport them as directed and report in as soon as possible to Operations. Your vehicle will have to be inspected for physical damage, biological hazards, etc. before being put back into service.

- *Note, vehicles going into a hostile environment should be monitored by passive GPS tracking systems.*

If you're forced to transport beyond designated routes or outside the recovery zone, report specific routes taken, stops made, and businesses visited to the Operations Chief immediately.

Any vehicle or personnel leaving the Recovery area without being inspected poses a potential health hazard. Transporting victims, property or personal items from the Hot Zone without inspections and decontaminations significantly endangers anyone who comes in contact with your vehicle. It might be better to intentionally disable your vehicle than to allow it to be used.

Special Operations: Includes SWAT, HAZMAT, Helicopter Rescues, Water Search and Rescues, etc. Special training is required to safely perform these operations. Report your qualification and experience to the Incident Commander and Operations Chief as soon as possible.

All Responders...

Remember to bring extra copies of your medical limitations and medications so Operations can respond to your special needs when requested.

Place confidential medical information in a sealed envelope with your signature over the seal. The envelope will only be opened if needed by triage personnel. You'll get the sealed envelop back when you log out of Operations.

You can access the RM research links and white papers used to prepare this brochure at... The Risk Management Learning Center's web site rmlearningcenter.com

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