

Emergency Action Manual

Sector Chiefs

NEVER ENDANGER YOUR LIFE
USE A BUDDY SYSTEM

Earthquake.....Section 1.2

FireSection 1.3

FloodSection 1.4

Other.....Section 1.5

Power Shutdown..... Section 1.6

This manual should only be removed from the aid station in case of an Emergency!

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Emergency Action Manual

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Triage Station Signs (**red**, **yellow**, **green**)

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Information about EPC--What is Expected of EPC Area Reps?

- Area Representative Duties
- Map of Sector Showing Areas
- Damage Assessment Forms per area

Earthquake

Deputize as needed.

Use a buddy system. Never endanger yourself. Never enter a building alone.

1. **Wear your EPC badge. Create if necessary**
 - Wear your SJ Prepared vest/hardhat.
 - Ensure that your Area Reps all have badges
2. **Relocate the Aid Station if necessary for better shelter, safety or efficiency.**
3. **Use the MURS radio to establish radio contact with EPC Leadership at the Emergency Operations Center (EOC). Monitor the radio for incoming messages.**
4. **Receive, record, and act on reports from Area Reps—utilizing the *Sector Damage Assessment* and *Area Damage Assessment Forms*.**
 - Verify the location of residents.
 - Move the injured or threatened to safety.
 - Turn off utilities (especially gas) as necessary **and only under the direction of First Responders**.
 - Clear the area.
5. **Deputize new Area Reps if any Area does not report. Provide *Damage Assessment Forms*/packets.**
6. **Establish triage areas (**immediate**, **delayed**, **minor**) and assign volunteers to monitor victims.**
7. **Contact Staging Center for immediate medical and/or emotional support needs.**
8. **Contact EOC to report fire, utility hazards (gas, water, electrical), shelter or security issues.**
9. **Set up a Communications Team to inform residents in your sector of developments.**
10. **Continually assess the needs of your Sector.**
11. **Utilize assets within the Sector to manage the situation before asking for EOC help.**
12. **Identify yourself to professional first responders; assist as requested and instructed.**
13. **Ensure that all volunteers have breaks, water, food, and emotional support.**
14. **Support other Sectors if possible and as needed.**
15. **Continue Sector operations until EPC Leadership communicates the stand down order.**
16. **Repeat all duties as needed for aftershocks.**

Fire

Deputize as needed.

Use a buddy system. Never endanger yourself. Never enter a building alone.

1. **Call 911.**
2. **Contact EPC Leadership using the Activation List (Section 2 of this manual).**
 - Wear your SJ Prepared vest/hardhat.
 - Ensure that your Area Reps all have badges
3. **Relocate the Aid Station if necessary for better shelter, safety or efficiency.**
4. **Use the MURS radio to establish radio contact with EPC Leadership at the Emergency Operations Center (EOC). Monitor the radio for incoming messages.**
5. **Send volunteer teams to check residences in the fire danger area. Provide *Damage Assessment Forms/Packets*. Volunteers should:**
 - Verify the location of residents.
 - Move the injured or threatened to safety.
 - Turn off utilities (especially gas) as necessary **and only under the direction of First Responders**.
 - Clear the area.
6. **Receive, record, and act on reports from Area Reps—utilizing the *Sector Damage Assessment* and *Area Damage Assessment Forms*.**
7. **Establish triage areas (**immediate**, **delayed**, **minor**) and assign volunteers to monitor victims.**
8. **Contact Staging Center for immediate medical and/or emotional support needs.**
9. **Set up a Communications Team to inform residents in your sector of developments.**
10. **Continually assess the needs of your Sector.**
11. **Utilize assets within the Sector to manage the situation before asking for help from the EOC.**
12. **Identify yourself to professional first responders; assist as requested and instructed.**
13. **Support other Sectors as needed.**
14. **Ensure that all volunteers have breaks, water food, and emotional support.**
15. **Continue Sector operations until EOC leadership communicates the stand down order.**

Flood

Deputize as needed.

Use a buddy system. Never endanger yourself. Never enter a building alone.

1. **Call 911.**
2. **Contact EPC Leadership using the Activation List (Section 2 of this manual).**
 - Wear your SJ Prepared vest/hardhat.
 - Ensure that your Area Reps all have badges
3. **Relocate the Aid Station if necessary for better shelter, safety or efficiency.**
4. **Use the MURS radio to establish radio contact with EPC Leadership at the Emergency Operations Center (EOC). Monitor the radio for incoming messages.**
5. **Send volunteer teams to check residences in the flood danger area. Provide *Damage Assessment Forms/Packets*. Volunteers should:**
 - Verify the location of residents.
 - Move the injured or threatened to safety.
 - Turn off utilities (especially electrical) as necessary **and only under the direction of First Responders**.
 - Clear the area.
6. **Receive, record, and act on reports from Area Reps—utilizing the *Sector Damage Assessment* and *Area Damage Assessment Forms*.**
7. **Establish triage areas (**immediate**, **delayed**, **minor**) and assign volunteers to monitor victims.**
8. **Contact Staging Center for immediate medical and/or emotional support needs.**
9. **Set up a Communications Team to inform residents in your sector of developments.**
10. **Continually assess the needs of your Sector.**
11. **Utilize assets within the Sector to manage the situation before asking for help from the EOC.**
12. **Identify yourself to professional first responders; assist as requested and instructed**
13. **Support other Sectors as needed.**
14. **Ensure that all volunteers have breaks, water food, and emotional support.**
15. **Continue Sector operations until EOC leadership declares the emergency over.**

Other

Deputize as needed.

Use a buddy system. Never endanger yourself. Never enter a building alone.

1. **Call 911.**
2. **Contact EPC Leadership using the Activation List (Section 2 of this manual).**
 - Wear your SJ Prepared vest/hardhat.
 - Ensure that your Area Reps all have badges
3. **Relocate the Aid Station if necessary for better shelter, safety or efficiency.**
4. **Use the MURS radio to establish radio contact with EPC Leadership at the Emergency Operations Center (EOC). Monitor the radio for incoming messages.**
5. **Send volunteer teams to check residences in the fire danger area. Provide *Damage Assessment Forms/Packets*. Volunteers should:**
 - Verify the location of residents.
 - Move the injured or threatened to safety.
 - Turn off utilities as necessary **and only under the direction of First Responders.**
 - Clear the area.
6. **Receive, record, and act on reports from Area Reps—utilizing the *Sector Damage Assessment* and *Area Damage Assessment Forms*.**
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11. **Utilize assets within the Sector to manage the situation before asking for help from the EOC.**
12. **Identify yourself to professional first responders; assist as requested and instructed.**
13. **Support other Sectors as needed.**
14. **Ensure that all volunteers have breaks, water food, and emotional support.**
15. **Continue Sector operations until EOC leadership communicates the stand down order.**