

Emergency Action Manual

Sector Chiefs

NEVER ENDANGER YOUR LIFE
USE A BUDDY SYSTEM

Earthquake..... Section 1.2

Fire Section 1.3

Flood Section 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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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 GMRS 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 GMRS 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 GMRS 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 GMRS 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*.**
7. **Establish triage areas (**immediate**, **delayed**, **minor**) and assign volunteers to monitor victims.**
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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.**