

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!

The Table of Contents follows immediately.

Emergency Action Manual

Table of Contents

Section 1

- 1.1 Sector Chief Duties and Area Representative Duties+Sector Sign-In/Out form
- 1.2 Duties of Sector-Assigned Medics and Emotional Support Team members
- 1.3 EPC Go-Bag Contents
- 1.3 **Earthquake Instructions**
- 1.4 **Fire Instructions**
- 1.5 **Flood Instructions**
- 1.6 **Other** Emergency Instructions
- 1.7 EPC Response to **Power Shutdown/Outage Event**
- 1.8 Tasks of Area Reps+Sector Chiefs if Power is Shut off at The Villages
- 1.9 Gas Emergencies Inside Buildings and Residential Structures
- 1.10 Gas Emergencies Outside of Buildings and Residential Structures
- 1.11 Villages Gas Leak/Shutoff Policy: Summary & EPC Forced Entry Policy
- 1.12 Sector Chief Instructions for End of Drill or Real Emergency

Section 2

- 2.1 EPC Activation/Contact List
- 2.2 Map of Radio Groups and Radio Use Instructions
- 2.3 Sector Chiefs' Communications to Group Leaders at VEOC
- 2.4 Villages Map—Sectors+Aid Stations+Exits+Supply Sheds+AEDs
- 2.5 Villages Addresses by Village+Sector
- 2.6 Sector Volunteer List
- 2.7 EPC Aid Station Locations
- 2.8 Area & Sector Damage Assessment Forms and Instructions

Section 3

- Simple Triage and Rapid Treatment Chart
- Triage Station Signs (**red**, **yellow**, **green**)

Section 4

- 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 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.**