



## **San Diego - Mountain Empire Bioterrorism and Disaster Defense Team**

### **Community Disaster Center Operations**

#### **Background**

These instructions, along with the attached supporting documents, constitute a basic plan to organize the logistics of a Community Disaster Operation, following the guidelines of The State of California Department of Emergency Services, Emergency Operations Center (EOC) and Incident Command (IC) procedures and incorporating the California GO SERV / Citizens Council / Community Emergency Response Team (CERT) origination structures.

These simplified command structures, operational plans and forms are designed to help a community organize its resources in the event of a large disaster while keeping within a format and structure used by Federal, State, and Local First Responders.

The goal of any Community Disaster Operation should always be:

#### **Safety First**

#### **Me / My Family / My Neighborhood / My Community**

In a large scale disaster the normal First Responders, Law Enforcement, Fire and Rescue and County Emergency Services, may be too overwhelmed to quickly respond to your area. Your goal should be to “self support” you and your community for 72 hours after the onset of a disaster. Information on Self Support Disaster Preparedness with links to local, State and Federal resources can be found at [www.campofire.org/disaster](http://www.campofire.org/disaster) .

#### **The Mountain Empire Disaster Operations Plan**

The attached documentation and forms have been provided to assist you in developing your Community Disaster Plan. Each local community may use the forms as they are or modify them to fit their specific requirements. They are based on information in the public domain.

It is strongly suggested that a community align itself with your First Responders (fire or law enforcement). In the CERT Organizational Plan, this alignment is usually under your local Fire Department. With CERT training and organization, community members are more prepared to respond to and assist their local community. For more information on CERT go to the Federal Emergency Management Agencies (FEMA) site at:

<http://training.fema.gov/EMIWeb/CERT/>

## Forms and Organization

### **The basic structure of a Disaster Center Command System (DCCS):**

is found in the Adobe .pdf file, **Disaster Center Assignment and Procedures forms.pdf**. Use these sheets to organize the structure of your Community Disaster Center. Based on the guidelines of The State of California Department of Emergency Services, Emergency Operations Center (EOC) and Incident Command (IC) procedures this Disaster Center command System (DCCS) structure is simplified for use by community volunteers. For further information on Disaster Planning and implementation follow this link, <http://www.fema.gov/rrr/gaheop.shtm> to the FEMA, State and Local Guide (SLG) 101, Guide for All-Hazard Emergency Operations Planning.

### **The Operations Section of the Disaster Center Command System (DCCS):**

The Microsoft Word file, **Disaster Incident all forms.doc** contains this document.

These forms and instructions are adapted from the CERT procedures referenced on page 1. The Operations Section of the DCCS deals with lives, property and areas that require strict organization and tracking of people and resources. Instructions on the bottom of each form guide their use within the Operations Section and how the resultant actions documented flow to the overall DCCS structure. A summary of their use and flow follows:

#### **Damage Assessment Sheet.**

Used by anyone. This form should be a part of everyone's 72 hour kit. As citizens stabilize themselves, their family and their neighborhood, after a major disaster, information on this form can be used by the Operations Section of the Community DCCS or a local First Responder, to summarize the immediate needs of a geographic area. In the Community DCCS model this sheet is given to the Operations Section to log and prioritize community needs in the disaster.

#### **Operations Chief – Incident Status Log.**

With this form, each Location / Address from a Damage Assessment Sheet is given an Incident Number and assigned to an Incident Commander and Team to track how the DCCS is responding to a specific problem or need generated by the disaster.

#### **Incident Briefing / Status Form.**

Here each individual, numbered, location / address, incident is given a separate page for an expanded description of the incident problems and actions by the Operations Section Chief. This form is then used by an incident team to respond to and stabilize the incident. When an incident is closed a copy of this form is returned to the Operations Section Chief.

#### **Incident Personnel Resources Log.**

This is a log of everyone assigned to a specific incident. You need to know where everyone is at all times so keep this log current for each specific incident.

#### **Disaster Center Personnel Resources Log.**

This is the master sign-in sheet for every person operating under the DCCS Structure. ( For tracking incident victims or citizens who are part of a Community Shelter or being tracked by the DCCS use the **Facility Intake Sheet** form found in the **Disaster Center Assignment and Procedures forms.pdf** file.)

**Message Form.**

This form is used by everyone to pass communications between all levels of the DCCS.

***The key to a successful DCCS operation is document, document, document !***

All Message Forms and communications are routed through the Communications Section, based under the Logistics Chief. The Communications Section Message Center then insures the message is delivered to its intended recipient by the best available means, radio, telephone or runner.

**Other.**

There are additional forms available to conduct and evaluate disaster Drills at the Campo Fire Department Website at: [www.campofire.org/disaster/junedrill.htm](http://www.campofire.org/disaster/junedrill.htm)

For additional information on Disaster Preparedness and ways for your community to get involved contact Stacy Magoffin, Mountain Empire Bioterrorism and Disaster Defense Team Chair, at 619-468-3963. or Craig Williams, Communications and Drill Sub-Committee Chair, at 619-806-4146 /or e-mail to [craig@craigwilliams.com](mailto:craig@craigwilliams.com)

The **San Diego County Mountain Empire Bioterrorism and Disaster Defense Team** meets quarterly, January, April, July, October, 9 AM, at the Mountain Empire Community Center, 976 Sheridan Road, Campo, CA 91906. The meeting is open to the public and you are encouraged to attend. For information call Stacy Magoffin at 619-468-3963.



# Damage Assessment Sheet

For Disaster Center Location: \_\_\_\_\_

Radio Frequency: \_\_\_\_\_ Telephone #: (\_\_\_\_\_) \_\_\_\_\_

<b>Date:</b>	<b>Person / Team Reporting:</b>	<b>Page #:</b>
<b>Time Received:</b>	<b>Person Receiving Report:</b>	

Time	Location/Address	Burning	Out	Gas Leak	Water Leak	Electric	Chemical	Damage*	Collapsed	Injured	Trapped	Dead	Access	No Access	Assignment Completed
		Fires		Hazards				Structures		People			Roads		/X

**FOR USE BY EVERYONE**

[www.campofire.org/disaster](http://www.campofire.org/disaster)

**Summarize all hazards in a specific area.** Fill out this form as you become aware of an incident or on your way to your Command Post / Disaster Center and deliver it to the **Operations Section**.  
 (\* for structure damage indicate: H=heavy, M=moderate, L=light)

**Operations Section:** Choose an incident, put a slash in the assignment completed column, **Assign an Incident Number** and copy the address/location to the **Operations Chief - Incident Status Log**. Meet with and assign an **Incident Commander** for each incident. Jointly prepare an **Incident Briefing Status Form** and an **Incident Personnel Resources Log** for each incident. Turn form and log over to assigned Incident Commander

When an incident is complete, note the end time in the **Operations Chief - Incident Status Log** and turn over the **Incident Briefing Status Form** to the **Communications Leader**

(damage assessment sheet.doc)





## Incident Briefing /Status Form

Incident # \_\_\_\_\_

Incident Closed: Date \_\_\_\_\_ Time \_\_\_\_\_

Incident Radio Frequency: \_\_\_\_\_ Telephone #: ( \_\_\_\_\_ ) \_\_\_\_\_

Prepared By Incident Commander:

Date:

Time:

Incident Name / Location:

Map Sketch (indicate hazards):

***Be aware of hazards! Work as a team!***

Disaster Center Location:

Operations Section Chief:

Summary of Current Actions

**FOR:**

**INCIDENT COMMANDER /OPERATIONS CHIEF**

[www.campofire.org/disaster](http://www.campofire.org/disaster)

**Incident Commander:** Sketch a map of the incident area, with any known hazards. **Give a copy** to the Operations Chief and your Incident Team Leader.

**Incident team leader:** Sketch / update the map of the incident area with current actions and hazards. Summarize the actions of your teams. When incident is complete return a copy of this form to your **Incident Commander** ( incident briefing.doc )







This is a Drill

Incoming  Outgoing **MESSAGE FORM** Message Number \_\_\_\_\_

Priority:  Life Safety  Urgent  Routine - Date: \_\_\_\_\_ Time: \_\_\_\_\_ 24Hr

Incident Name: \_\_\_\_\_ Incident Location: \_\_\_\_\_

RADIO MESSAGE SENT VIA: \_\_\_\_\_

\_\_\_\_\_ MESSAGE SENT VIA: \_\_\_\_\_

To:

From:

MESSAGE:

**INITIAL DISTRIBUTION:** (Goldenrod-Originator); (Green/Yellow/Pink-Addressee); (White-Communications Center)

**REPLY:**

Incoming  Outgoing Date: \_\_\_\_\_ Time: \_\_\_\_\_ 24Hr

RADIO MESSAGE SENT VIA: \_\_\_\_\_

\_\_\_\_\_ MESSAGE SENT VIA: \_\_\_\_\_

To:

From:

MESSAGE:

**REPLY DISTRIBUTION:** (Green-Responder); (Yellow-Originator); (Pink-Communications Center)