



Disaster Response Roles & Responsibilities

In order for a neighborhood to work together following a disaster, A.D.A.P.T. recommends assigning the following leaders and teams.

Incident Commander (IC):

This is typically the first person who arrives at the EAP. They will delegate roles and identify teams as residents arrive at the EAP. They oversee all activities and ensure that they are scribed. They brief and receive field information from their unit leaders (Communications, Operations, and Logistics). They are aware of all field activities that occur, and they facilitate the resolution of field challenges.

Scribe/Recorder:

This is typically one person, and they're in charge of manually taking detailed, time-stamped, notes of any and all happenings in and around the EAP and reported by other teams. This information will be required throughout the length of the community emergency event to provide situational awareness and effective long-term leadership.

Communications Unit:

This unit consists of a radio operator, a scribe and runners. The unit is in charge of operating HAM & FRS radio communications, within the EAP, with any teams out in the field and then eventually with the Atherton EOC. The scribe notes all communications flow. Runners are utilized when communication distances do not need radios or if radio communications fail.

Operations Unit:

This unit works with the IC and send out Reconnaissance teams into the field. They are at the EAP constantly surveying the status of the teams and happenings in their immediate surroundings.

Reconnaissance Teams:

This team goes out into the field in minimum teams of three. Their sole role is to survey their designated town Area, residence-by-residence, and scan for any IMMEDIATE LIFE HAZARD situations like a collapsed building, gas leak, live wires, home fire, or a severely injured person. They don't treat or address any of these disaster issues. They only report to the Communications Team at the EAP. Any serious but non-IMMEDIATE LIFE HAZARD situations are noted/scribed and communicated upon return to the EAP for appropriate response.

Security Team:

This team reports to the Logistics Unit leader and is in charge of security – ensuring that the active members at the EAP are safe and secure.



Crowd-Traffic Control Team:

This team reports to the Logistics Unit leader and is in charge of ensuring people coming/driving in/near the EAP are identified and/or blocked (for any potential safety reasons).

Logistics Unit:

This unit consists of two coordinators and is in charge of tracking and providing supplies (based on what's available) to the Reconnaissance and Rapid Response teams who are going out into the field and to the Medical Unit and Shelter Operations. They request Operations to send out teams of two/three out into the neighborhood for supplies and return those supplies to Logistics for appropriate distribution.

Medical Unit:

This unit reports directly to Operations. It consists of as much staff as needed. It triages and treats victims as they come in from the field. The Medical Unit Scribe logs in all medical activity for later use when required. Ideally, they have some sort of formal medical training, even if it's basic first aid skill sets.

Triage-Transport Teams:

After the Reconnaissance teams get back to the EAP, Triage-Transport teams (in groups of 6) are sent out by the Medical Unit supervisor, based on what they deem as a priority from the Scribe notes and Reconnaissance reporting. They triage victims on the scene and stabilize victims to bring them back to the EAP Medical Unit for additional care. These teams also recover deceased residents and bring them to the morgue area after all higher priority recoveries have taken place

Rapid Response Teams:

These teams (in groups of 6) are sent out by Operations, based on what is deemed as a priority from the Scribe notes and Reconnaissance reporting. They may engage in local limited firefighting, light search & rescue, lost resident recovery, animal control, and road clearing.

Shelter Operations Unit:

At the direction of the IC and overseen by Logistics, this unit of whatever number of individuals are necessary, will set up of shelter facilities, food and water distribution, hygiene and sanitation facilities and mass care for adults, children, elderly and handicapped individuals for up to seven (7) days. They work closely with other unit leaders to sustain a safe and effective long-term neighborhood disaster response.

For more information about Atherton disaster response, please visit www.getreadyatherton.org.