



Neighborhood/EAP Disaster Response

Below are step-by-step instructions for what you should do after a disaster, *after* you've taken care of yourself and your family. Note that the specific actions, order, and participants may differ based on the situation and the resources available.

1. Report to your EAP

The EAP (Emergency Assembly Point) is the neighborhood hub of disaster response activity.

- Grab your Go Bag
- Put on your helmet & vest (personal protective equipment)
- On the way, evaluate neighborhood and assist neighbors as needed but do not enter damaged homes to perform search and rescue. You will report status when you get to the EAP.



2. Assemble at your EAP

- Establish EAP activity or join existing activity
- The first person to arrive is the Incident Commander

3. Assign a scribe

This role continues for the duration. Make note of:

- Weather
- Households
- Injuries
- Damage
- Fire
- Toxic materials
- Road obstructions

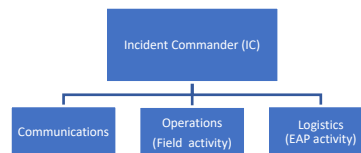


4. Set up your EAP

- Tables & chairs
- Scribing tools
- Lighting
- Canopies
- Staging areas

5. Organize teams and leads

Each team should consist of at least two persons.



- Communications
- Operations (Reconnaissance, Medical, and Rapid Response teams)
- Logistics (Volunteer Management, Traffic/Crowd Control, Security, and Shelter teams)

6. Set up Communications

- Bring your cell phones/GMRS (General Mobile Radio Service)/FRS (Family Radio Service)/HAM (Hertz-Armstrong-Marconi) Radios
- Radio operators, scribe, and runners
- Record/scribe all reports of injury, life-safety damage and need for search and rescue
- Establish a two-way link to the A.D.A.P.T. ICP (Incident Command Post) or the Atherton EOC (Emergency Operations Center) and professional first responders (Menlo Park Fire Protection District)

7. Set up Logistics

- Volunteer check-in and management
- Traffic/crowd control: teams of two with vests and flashlights; in charge of ensuring that people entering/leaving the EAP are identified and/or blocked
- Security patrols of two-person teams on 6-hour watches:
 - Midnight to 6am (2 teams)
 - 6am-12pm (1 team)
 - 12pm-6pm (1 team)
 - 6pm-midnight (2 teams)

8. Perform Reconnaissance

- Teams of 3 canvas the neighborhood
- For life-threatening issues, REPORT IMMEDIATELY via radio
- For non-immediate issues, RECORD & SUBMIT to EAP



9. Prepare Medical and Shelter areas

Medical unit:

- First aid
- Injury treatment
- Medication monitoring (allergy, antidepressants, diabetes, heart, hormone therapy)
- Psychological response



Shelter:

- Cover (canopies, tents, ground cloths, cots, blankets, ponchos, lanterns)
- Water distribution and storage
- Child and pet care
- Hygiene and sanitation - outdoor toilets and critter/pest control
- Clothing and heat - jackets, ponchos, emergency blankets, fire pits
- Food preparation and preservation – propane BBQ grills, your car
- Lighting - solar and electrical, lanterns (LED and propane)

10. Deploy Response Teams

Teams are minimum 2-6 people, so ONLY when people and resources are sufficient, respond to Reconnaissance reports:

- Triage & Transport
- Light Search & Rescue
 - Surgical gloves worn under work gloves, stretcher, first aid supplies
- Search & Recovery (lost individuals)
- Firefighting
 - Hydrant, water utility, pool, pump, 100 ft of 1” hose, chainsaws
- Obstacle clearing and evacuation preparation
- Tree clearing and access/regress obstacle removal
 - Tools, chainsaws



Remember: Safety first

Constant Goal:
Observe, Orient yourself, Decide, Act

For more information about Atherton emergency preparedness and response, please visit www.getreadyatherton.org.

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