

From the Incident Commander's Perspective
October 14, 2015 Exercise - Collins View NET Experience

Project Management Scope and Organization was excellent.

Exercise Coordinator Nancy Holmes' creative staging of the Collins View scenarios will continue to entice people to participate and learn long after this 10/14/18 event.

The **"Red Envelope"** on selected mailboxes, **red envelope alerts** ("After shocks!!! Etc.") delivered to IC, and **scavenger hunts** for labeled articles at selected addresses were engaging, instructive, and fun formats. The **very focused targeted scope** of the exercise objectives (radio, forms-filling out and processing to/from, and assessment procedures) meant the drill was a learning experience that did much to lessen anxiety and instill confidence, conversation and enthusiasm in procedures.

The Exercise Coordinator Project Manager functioned as oversight and safety NET on site.

This Staging Area Site overseer/Safety position is essential in real time deployments. Maybe assigning a NET taking a break from more strenuous S&R assignments

On Site SUV was the runner among the different role tables

This role would be very helpful in real time deployments.

The pre-assigned walking routes (CV SNAP maps) format is an efficient use of time and personnel in real scenarios as well.

Supplies

TENTS: Radio had its tent. We will need tents regardless of weather – either it will be rainy or hot and sunny.

A suggestion: walkers trundle their pop up tents to set up at the staging area.

A TEAM size up of the St Mark building, assessing the structural integrity of the (large, complex, not particularly well constructed) building should be done ASAP. This is critical especially if being inside the building is being considered.

The big clock at the IC table was essential, even with the small clocks pasted on to the clipboard boxes (arrived after the exercise). **Back-up batteries for the paste-on clicks will be in the Equipment/Logistics clipbox.**

We had **tables** for each role station, 5 gal lined bucket for trash, a butane burner and 5+ gal water for hot chocolate and tea, cookies. Energy/breakfast bars would have been appreciated, but they were left on the kitchen counter. **People need to bring their own water and real food snack.**

Physical Geographical Layout was generally successful.

A bathroom would have been nice. **NEEDS: Bathroom needs to be discussed for real-time.**

The Radio truck was far enough away from the **triangle of IC, Ops and Volunteer Coordinator stations**. The triangle configuration of those stations was efficient.

We need to consider staging area in Riverdale High School Parking lot if the St. Mark Campus is sold.

We need to discuss auxiliary staging areas in the (south) Riverside/Hood and the (north) 8th ave/commercial areas.

The **cork board “Passport” system** was essential, excellent, worked very well and the heavy stand was perfect

- * It should be between the Volunteer Coordinator check-in table and the Ops table.
- * The cork board should be bigger. Consider [Harbor Freight’s<\$10] interlocking foam floor mats instead of cork.
- * Might be handy in First Aid tent as patient/staff tracking system as well.

The **big map** was next to IC table which was a good place. The **grid overlay** was essential great and made finding addresses much more efficient. **Marking incident locations with marker did not work**-got lost in all the other marks on map. **Marking incidents with push pins, and assigned Teams with flag pins, marking X on Flag when completed worked very well.**

The big map easel was woefully inadequate and kept falling over.

The big nhood map needs to be reconsidered, updated and with grid system overlay.

Paul Cone the city’s GIS department might help with a new map.

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Roles:

Walkers and Teams: SNAP walking routes need to be discussed and maybe reconfigured.

DAMAGE ASSESSMENT NET FORM 1, filled out by individual Walkers and by assigned

NET teams, **NEEDS PRIORITIZATION OF ASSESSMENTS** (“Emergency, Priority, Health & Welfare, Routine”) and **form disposition** (“Walker/Team >>IC”)

NET FORM 1, with the above info, will be made available to copy for NET bags.

Packets with walking maps and assessment forms, NET Forms Recap page (Form #, completed by, sent to info) and **some Rite in Rain papers will be available for purchase**, as will **laminated cards** triage assessment/X mark card, role duties “rolladex”.

Clipboard boxes Labeled with role duties and containing the specific NET forms and **laminated role cards** were very good in organizing and eliminating confusion and anxiety over forms and duties required. **People needed to open box and read the role cards.**

NEEDS: **Role labels** on hats, vests and big signs taped on tables or tents.

People need to read role cards in box and read duties taped to outside of box.

Clipboards to hold forms from wind & categorize (IC: incoming, outgoing, completed)

NET Control = ARO Radio

FRS: Some NETs checked in before even the 12:45 deploy announcement from PBEM.

HUGE flurry Way too many incoming transmissions. Delay in checking in to Sub net because of all the FRS activity. Markham was also using FRS7. A couple was playing a game on FRS7 as well. We didn't pick up this out of nhood traffic traffic on handheld radios.

Discuss: All FRS messages need to be identified as “Collins View Net”??

PBEM was essentially not responsive. Never did even release all activity at the end of exercise.

INFERENCE IS We are on our own, cannot rely even on PRBEM help.

NEEDS: ARO needs scribe assigned first thing.

Walkers need to **prioritize their FRS messages** and the NET ASSESSMENT FORM #1.

Message Priorities: Emergency; Priority; Health & welfare; Routine

Discussion: whether “Fire” is a call-in/written Assessment emergency priority or not.

Discuss what the assessment priorities are. What constitutes “Emergency” Priority?

Does radioing in Fire matter if Fire Dept can't respond?

Do not transmit except for the emergency messages, KEEP RADIOS TURNED ON

“Standby” means DO NOT TRANSMIT

Identify role AND NET # when responding to radio. eg “This is IC, NET5”

and This is “Blue Team, NET4. Everyone -NET 3, 4,7,8 -is ok.”

First Aid Station Management, Patient Record Roles were not dealt with in this exercise.

Assignment Briefing #1 (NET form 4) First thing : A “First Aid” Sign was staked at the desired location (at the driveway in from Twgr) as a stand in for the position of the big First Aid tent. [Probably should be the first assignment in a real scenario as well.](#)

Operations Chief(s); worked very efficiently with Passport system, Scribes, and Red, Blue, White Team crews.

During the exercise, there were **two shifts of Ops Chief and scribe assigned** because they are high intensity postings. Both Ops Chiefs and scribes were very efficient. All red card assignments were completed. **The process was effective.**

Equipment Manager: We had no equipment to manage. Because we didn’t have time, the Teams did not bring back anything from the scavenger hunts or from the “ask neighbor to lend designated equipment” red card assignments.

Communication would be between Equip Manager supplying needs for OPS and Medical.

[This is the position where the BEECN box, with our stash of supplies but without the BEECN radio and BEECN tent, will be placed. The first aid duffle bags in it will be taken to the first aid tent.](#)

Volunteer Coordinator This position demands someone who can direct people (as well as keep an eye for wanderers on site), help fill out & categorize stacks of forms for immediate & later reference.

A scribe was assigned immediately as the Field Teams begin to arrive. After a while traffic calmed down and scribe went to another (IC) posting.

There was delay and confusion in NETs filling out index cards at the check in table. There seemed to be some protracted discussions on this point, even without multiple SUVs checking in. Both SUVs (one) and NETs had to check in and get index cards to post on Passport Board.

[Discuss Stamping categories \(Name, volunteer/NET, skills\) on index cards.](#)

[Perhaps taping the list of skills \(from the SUV sign in sheet\) on the table would facilitate NETs filling in the relevant useful “skills” area on their index cards.](#)

IC should have kept track that this process was going smoothly, instead of redirecting individuals.

Incident Commander:

Triangle Placement of IC, OPS, Volunteer Coordinator table stations worked well.

***1) IC noting Walkers' Assessments on map as they were called in was ineffective, waste of time (15+ minutes).** Use this time to ensure placement of Staging Area and priorities.

Wait until Walkers or teams deliver their Assessment Form#1 to table before mapping or wait for Radio forms #8

***2) Make sure role position assignments** (Volunteer Coordinator, Ops, Medical, Radio etc) are understood by, agreeable to, and skills-appropriate for the person assigned.

This is a major responsibility of the IC.

IC needs to “tell,” not “ask” when directing duties to others, being receptive to their concerns, comments and questions. **IC needs to have a confident Bossy Pants attitude.**

***3) Papers flying in wind was a problem. Problem solved and efficiency improved by having a clipboard each (3 total) for:**

Form#1 Assessment (Walker/Team> IC) and **Form#8 Radio General Message,**

Form#4 Assignment Briefing (IC>OPS>Team>[Ops>IC]) forms IC fills out,

Completed Form#4 Assignment Briefings (returned by Ops>IC)

After the exercise, **Form#3 Ops Assignment Tracking Log** (objective & results) was returned to IC. I'm not sure when/to what purpose this is supposed to happen real event.

***4) IC needs to be aware that the entire staging area is functioning smoothly,** not just focus on assignments. The roving Exercise Coordinator oversaw this function.

There will be more thoughts from this IC.

I charitably give myself a “C” grade on my 10/14/18 Exercise performance, but I learned a lot and I hope I will be given another chance to demonstrate that.

Respectfully Submitted,

Maryellen Read 10/20/2018