



## Order of MERT Leadership response to a disaster event

- 1 Check personal health condition  
Check for open wounds, sprains, fractures, internal pain
- 2 Assemble your family  
**Grab your Bug Out Bag (BOB)**  
Gather everyone in your household and generally assess their health  
Call 911 if necessary but understand their response may be limited
- 3 Organize your family members  
Decide immediate tasks and assign household members to accomplish
- 4 Create a communications network  
Create a way to communicate with each other (ideally with radio, voice, whistle)
- 5 Perform any necessary family triage or first aid  
Evaluation health conditions of household and prioritize your first aid response and treat
- 6 Perform property reconnaissance  
Based upon disaster, walk around and assess your entire property to determine whether to camp out or evacuate
- 7 Check on your pets  
Assess pet health condition and impact on household safety (look for freeze, fight, flight response)
- 8 Move your car to edge of driveway facing out (with fire extinguisher)  
Put your Bug Out Bag, fire extinguisher and Boost Oxygen in your car
- 9 Check on your immediate neighbors  
Repeat steps 1 through 7
- 10 Prepare your backyard campout for seven (7) days in case of major earthquake
- 11 After you have set up your home campsite, report to the EAP (Emergency Assembly Point)
- 12 If your home is compromised, report to the EAP for sheltering where you can assist in setting up an EAP for your area  
Report with whatever supplies  
If your home space is secure and you are an Area, Neighborhood or Block Coordinator, proceed to your EAP and set it up for sustained neighborhood operations



## Order of MERT EAP/ICP Leadership response in a disaster event

Observe, Orient, Decide, Act, Evaluate; Observe, Orient, Decide, Act, Evaluate

- Grab your GoBag, put on your helmet and vest**
- Evaluate your neighborhood situation as you to report to the EAP (Emergency Assembly Point)**
- Continue to assist neighbors as needed but focus on setting up your EAP*
  - Do not enter damaged home to perform search and rescue
  - Report status of neighborhood when you get to the EAP for communication to civil authority via collective 911 call or Ham radio
  - Bring your ADAPT CERT Go Bag
- Assemble at your EAP**
  - Establish EAP activity or join existing activity
  - The first person to arrive is the INCIDENT COORDINATOR (IC)
  - Establish EAP team roles: Coordinator, Scribe, Communications, Operations, Reconnaissance, Crowd/Traffic Control and Security, Logistics, Medical , Search and Rescue, Sheltering
- Assign a SCRIBE/RECORDER (who continues that role for the duration)**
  - Clipboard, notebook, pencils, pens, pencil sharpener
  - Report reconnaissance or triage situations on the way to EAP
    - Weather
    - Households
    - Injuries
    - Damage
    - Fire
    - Toxic materials
    - Road Obstructions
- Setup your EAP (hub of neighborhood disaster response activity)**
  - Table, chairs
  - Scribing tools
  - Lighting
  - Canopies
  - Staging areas
- Organize your overall response**

- Incident Commander (IC) and Scribe
  - Oversee all field operations**
  - Conduct initial and shirt relief briefings**
  - Conduct "Health and Welfare Check": (HWC) ~ every hour**
  - Accounting for participants, hydration reminder**
  - Keeping a pulse on the EAP disaster psychology and morale**
  - Maintain checkin and checkout discipline**

Communications (Team of two persons)

Logistics

Crowd/Traffic Control (Teams of two persons)

Security (Teams of two persons)

Shelter Operations Unit (Team of three to six persons)

Operations

Reconnaissance Teams (Teams of two to three persons)

Medical Field Teams (Teams of six persons)

Medical Operations Unit (Unit of two to six persons)

Fire Teams (Teams of three to six persons)

Search and Rescue Teams (Teams of six to persons)

**Set up a neighborhood Communications Unit, roles and network**

**Net Control, Scribe, Unit Supervisor, Radio Operator, Relief Radio Operator**

Bring your cell phones, GMRS/FRS, Ham, CB radios, scanners, AM/FM radios

Four (4) FRS radios would be the effective minimum for a neighborhood communications network

**Two person communications runners/bicyclists**

**Scribe**

Record/scribe all field teams statuses and field conditions

Record/scribe all reports of injury, life-safety damage and needed for rapid response, search and rescue, and fire suppression within the area/neighborhood

Maintain communications log to facilitate clarity within field operations

Communication Unit confirms that all field units have operating radios prior to their departure to complete assignment (batteries and settings)

Where possible, spare batteries should be provided for each radio in the field

Establish communications channels for field operations

Radio channels for each area have been designated and should be programmed into area radios prior to event

FRS radio operations to and from field to Communications Unit

Establish **call signs\*** for all field units

Communication Unit confirms checkout and checkin of all field units

Establish a two-way communications link with the nearest ADAPT DRC Trailer or the ADAPT ICP (Incident Command Post) or the TOA EOC or the MPFPD CERT (

or professional first responders

Ham radio operations necessary for this communication

Relay all reports of injury and life-safety issues to 911, as best as possible

### Documentation and Forms

Pad, pens and pencils and/or

Comm Log 309 and/or

Activity Log 214

General Message Form

### Equipment

Canopy

Table and two (2) chairs

Ham radio with charging unit

Vehicle inverter

FRS radios

FRS radio batteries

Headlamps

### \*Call Signs

Field activity, area, team (e.g. Recon 7A - Reconnaissance Area 7 Team A)

Ops Chief            Operations Chief

Logs Chief           Logistics Chief

Med Lead            Medical Unit Supervisor

Shelter Lead        Shelter Unit Supervisor

Comm Lead          Communications Unit Supervisor

Net Control        Communicatiojns Unit FRS/Ham Radio Net Controller

Recon                Reconnaissance Teams                    (e.g. Recon 14A)

Med                  Medical Field Teams                        (e.g. Med 5B)

Rescue               Search and Rescue Field Teams          (e.g. Rescue 3B)

Fire                  Fire Suppression Field Teams            (e.g. Fire 6A)

Rabbit                Other Rapid Response Field Teams      (e.g. Rabbit 1A)

**Observe, Orient, Decide and Act (OODA) continuously**

**Perform neighborhood reconaissance (Teams of three persons)**

CALL IN life itthreatening situations on the way to EAP

Severe structure damage with fire

Multi-story collapse

Downed power lines

Victims in IMMEDIATE need of medical help

Gas leak

Toxic materials

Auto accident with injuries

RECORD and SUBMIT to IC/Scribe/Communications

- Road obstructions
- NON-IMMEDIATE needs and victims in need of medical help
- Severe structure damage
- Fallen trees

Communicate your information to higher authority when you can

**Set up an ongoing traffic and crowd control operations (security)**

**Teams of two persons with flashlights and vests**

**Operations directs Medical Unit to set up its operations**

**Prepare a neighborhood first aid station and medical operations**

**Unit is made up of two to eight individuals**

Medical Unit Supervisor, Coordinators and Attendants

Scribe

Records unit activity

Communicates Medical Unit status periodically via FRS to IC via the Communications Unit

Setup Intake-Triage Area

Triage Coordinator

Red Tarp (Immediate), Yellow Tarp (Delayed) , Green Tarp (Minor)

Setup Separate Area:

Blue/Black Tarp Coordinator

Blue Tarp (Dying)

Blue Tarp Attendant(s)

Comfort care as best as possible for those who are dying and when transport to official medical care units is not available

Black Tarp (Deceased)

Black Tarp Attendant (Security)

Respectful care for our deceased neighbors

Setup Treatment Areas

Treatment Coordinator and medical attendants

Immediate, Delayed, Minor

Send out teams to perform triage, immediate treatment and transport of neighbors to EAP for further care

Helmets, surgical gloves under work gloves, goggles, headlamp, tools, stretcher, first aid supplies, radios

**Field teams of six persons**

Team Leader w/Radio, Medical Assistance (2), Support (3)

Perform extended medical treatment as able for as long as needed

Transport patients from the EAP to ICP or official medical care units for extended care, if possible

- First Aid
- Injury treatment
- Medical supplies
- Medication monitoring\*
- Psychological response
- Documentation

- |   |
|---|
| <ul style="list-style-type: none"> <li>* Allergy</li> <li>Antidepressants</li> <li>Diabetes</li> <li>Heart</li> <li>Other Conditions</li> </ul> |
|---|

**Documentation and Forms**

- Medical field team reporting document 214
- Medical Activity Log HCS 214
- Medical unit patient accounting document
- Medical patient assessment.male
- Medical patient assessment.female
- EAP Layout

**Medical Supplies and Equipment**

- Emergency blankets
- Clothesline and clothespins
- Triage tape (Green, Yellow Red, Blue, Black)
- Marking pens (green, yellow, red, blue, black)
- 15-person medical kit
- Stretcher(s)
- Canopies
- Table and two (2) chairs
- FRS radio

**Prepare neighborhood shelter operations for seven (7) days**

- Logistics to sustain, maintain and supply shelter operations
- Security (day and night patrols)
  - 6-hour Watch Teams of two (2)
    - Midnight to 6 AM (2 teams)
    - 6 AM to 12 PM (1 team)
    - 12 PM to 6 PM (1 team)
    - 6 PM to Midnight (2 teams)
- Shelter Cover (family and group)
  - Canopies, tents, ground cloths, cots, blankets, ponchos, lanterns
- Water (distribution and storage)
- First Aid
  - Injury treatment
  - Medical supplies
  - Medication monitoring\*
  - Psychological response
- Child and pet care

- |  |
|--|
| <ul style="list-style-type: none"> <li>* Allergy</li> <li>Antidepressants</li> <li>Diabetes</li> </ul> |
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- |                          |   |                           |
|--------------------------|---|---------------------------|
| <input type="checkbox"/> | Hygiene and sanitation                          | Heart<br>Other Conditions |
| <input type="checkbox"/> | Outdoor toilets                                 |                           |
| <input type="checkbox"/> | Critter and pest control                        |                           |
| <input type="checkbox"/> | Clothing and heat                               |                           |
| <input type="checkbox"/> | Jackets, ponchos, emergency blankets, fire pits |                           |
| <input type="checkbox"/> | Food preparation and preservation               |                           |
| <input type="checkbox"/> | BBQ grills (propane)                            |                           |
| <input type="checkbox"/> | Auxiliary power                                 |                           |
| <input type="checkbox"/> | Generators (gas and propane)                    |                           |
| <input type="checkbox"/> | Your Car  |                           |
| <input type="checkbox"/> | Lighting  |                           |
| <input type="checkbox"/> | Solar and electrical                            |                           |
| <input type="checkbox"/> | Lanterns (LED and propane)                      |                           |

**Organize your response and deploy Rapid Response Teams**

- Teams are minimum of two to six people**  
When you have sufficient people and resources
- Search and rescue **(Teams of six persons)**
  - Helmets, surgical gloves under work gloves, goggles, headlamp, tools, stretcher, first aid supplies, radios
- Firefighting **(Teams of three to six persons)**
  - Hydrant, water utility, pool, pump, 100 feet of 1" hose
  - Helmets, work gloves, goggles, headlamp, radios, tools, chain saws
- Tree and obstacle clearing and evacuation preparation (routing)
  - Teams of three persons**
  - Tree clearing and access/regress obstacle remo (team safety first)
  - Helmets, work gloves, goggles, headlamp, radios, tools, chain saws

**Organize relief cycles for all leadership and team positions**

- Conduct eight (8) hour shifts (12 hours maximum) for all positions
- Conduct transition meetings between shifts
- STRONGLY encourage those off shift to hydrate, eat and rest to be ready for their next shift
- Be mindful of disaster psychology indicators for undo stress, fatigue, low blood sugar, insufficient hydration

**Field Team Configurations**

- |                    |   |
|--------------------|---|
| Teams of two (2)   | Team leader/radio, scribe/safety/security               |
| Teams of three (3) | Team leader, scribe/radio, safety/security              |
| Teams of three (6) | Team leader, scribe/radio, safety/security, support (3) |

**Coordinator**

**Communications**

**Reconnaissance**

First Person to arrive  
Yields in necessary  
Accompanied by Scribe/Recorder  
Coordinates overall activity

Unit of (2-3) with scribe  
Establishes radio communications with neighborhood  
Establishes radio communications with Town EOC

Team of three (3)  
Reports local conditions  
Becomes Security when Recon complete

### **Operations**

Sets up Medical Reconnaissance oversight  
Search & rescue oversight  
Fire fighting oversight  
Rapid response oversight

### **Logistics**

Communications oversight  
Security oversight  
Gathers supplies & equipment  
Shelter operations oversight  
Crowd/Traffic oversight

### **Medical**

Field teams of (6)  
Triage, transport, field medical operations oversight  
Sanitation, health, hygiene oversight



**Marcussen Emergency  
Response Training**

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