

## OVERVIEW

From: **Stake Emergency Communications Committee**

To: **Ward Emergency Communications Teams**

### **In preparation for upcoming emergency communications exercises**

#### **Search Teams:**

1. Each search team will consist of a minimum of three individuals. They are the Radio Operator, the Scribe and the Safety Officer/Runner. A fourth team member should be added when searching from a motor vehicle.
2. The **Radio Operator** communicates with the Ward Area Communications Center. All Radio Operators confirm that the destination has copied (received) the message correctly.
3. The **Scribe** records details including significant damage on the forms provided. The Scribe also verifies that radio messages are accurate and complete including the ADDRESS.
4. The **Safety Officer/Runner** is responsible for maintaining safety while identifying hazards and unsafe conditions. This person is also the one left behind to guard against hazards such as down power lines, gas leaks, etc. It is important that we prevent further injury or death from a hazard we have identified. This team member should have a radio when possible.

#### **Ward Communications Center:**

1. In the Ward Area Communications Center, there should be one Manager (with RDA experience), two Radio Operators, three Scribes, and one Decision Maker (member of the bishopric, Elders Quorum President, Relief Society President, or designee).
2. The **Manager** should have RDA experience and is responsible for dispatching search teams, logging volunteers in and out, helping to solve problems and guiding the process.
3. The two **Radio Operators** will be assigned to handle incoming and outgoing traffic. One for each job. They will each have a **Scribe** to record all traffic.
4. The **Decision Maker** will have a **Scribe/Runner** to assist as directed by the Decision Maker.
5. The **Decision Maker** is responsible for determining whether the Ward Area has the resources to take care of the incident or if it should be forwarded to the Stake.

#### **Stake Communications Center:**

1. The Stake Communication Center is much like the Ward Communication Center.
2. The Stake will have three radio operators, two for incoming messages and one for outgoing messages. Each of these radio operators will have a scribe. The Decision Maker will have a scribe/runner to assist him. The manager at the Stake location will also have a runner/assistant. The two incoming radio operators will alternate incoming calls to allow them time to assess the accuracy of their last transmission and TAKE A BREATH.
3. Outgoing messages from the Stake will go to the Coordinating Council Area Communications Center for distribution to the appropriate resource provider. That is to the proper city or county location. In most cases this will be handled by a Sheriffs Communications Team member stationed in or near the affected area.



## Search Teams

- 3 people (4 if automobile driver is involved) including Radio Operator, Scribe, Safety/Runner, Driver (when needed)
- 1 Radio (preferably 2)

### Role:

Inspect neighborhood following emergency incident (i.e. earthquake) to identify where and what kind of help is needed.

### Duties:

- Scribe — Records home address, description of incident and any other significant damage in the logbook provided.
- Radio Operator —Transmits message to Ward Communications Center, if help is needed beyond capability of family to fend for themselves and if time sensitive.
- Safety/Runner — Identifies hazards. If needed, this person can be used to protect others from a larger hazard condition (like a down power line) while the team continues with the search.
- Driver — No responsibilities other than safely transporting the team.

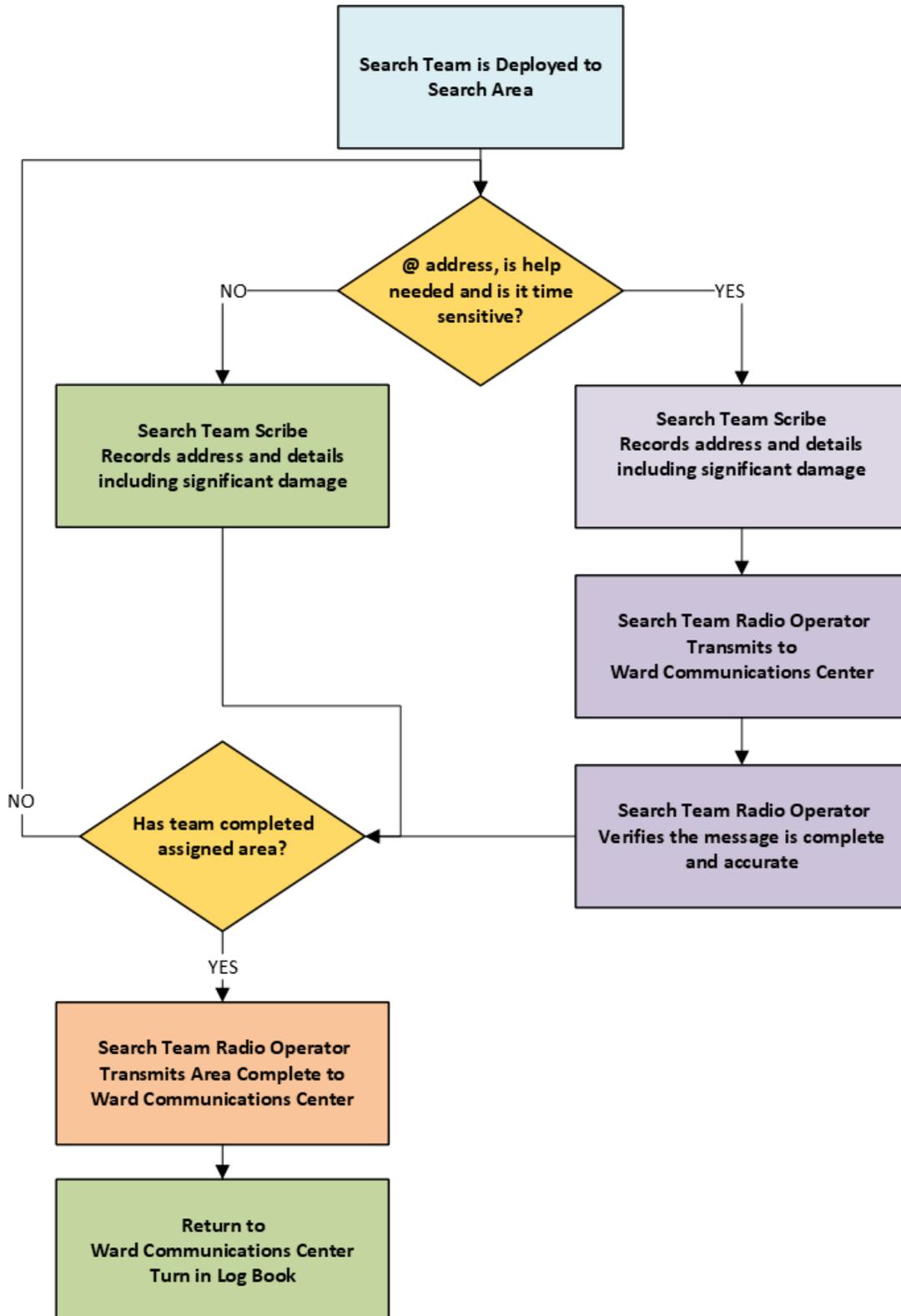
### Process:

- Once dispatched the search team will proceed to the search area and follow a pre-determined map or list of addresses.
- Conditions are to be observed and recorded at each address (since this is an exercise this should be done in a discreet manner)
- Conditions requiring additional assistance are to be reported to the Ward Communication Center (each team will have a set of cards identifying the address and scenarios that must be reported).

**Note: All radio transmissions during a practice/exercise always begin and end with "This is only an exercise" to prevent false alert to civil emergency authorities. During an actual emergency you omit this step.**

- Once the search has been completed report this to the Ward Communication Center then return to the Ward Communication Center

# Search Teams



## Ward Communications Center

- 7 people including Radio Operator (Inbound), two Scribes (Inbound), Radio Operator (Outbound), Scribe (Outbound), Decision Maker, Manager
- 2 Radios

### Role:

Receive messages from search teams, Decision Maker determines if help can be provided by ward or if message needs to be forwarded to Stake Communications Center

### Duties:

- Radio Operator (Inbound) — Receives transmissions from field search team, repeats message back to make sure it is complete and accurate.
- Scribe (Inbound) — Records incoming message in logbook, providing duplicate copies. Scribe verifies message is complete and accurate.
- Decision Maker (member of Bishopric, EQ Presidency, RS Presidency, or designee) — Determines if anyone in the ward has resources to respond to incident. If yes, directs message to ward members. If no, forward to the Stake Communications Center.
- Scribe (Outbound) — Records in duplicate in logbook each message sent.
- Radio Operator (Outbound) —Transmits message to Stake Communications Center, verifying message is received completely and accurately.

**Note: All radio transmissions during a practice/exercise always begin and end with "This is only an exercise" to prevent false alert to civil emergency authorities. During an actual emergency you omit this step.**

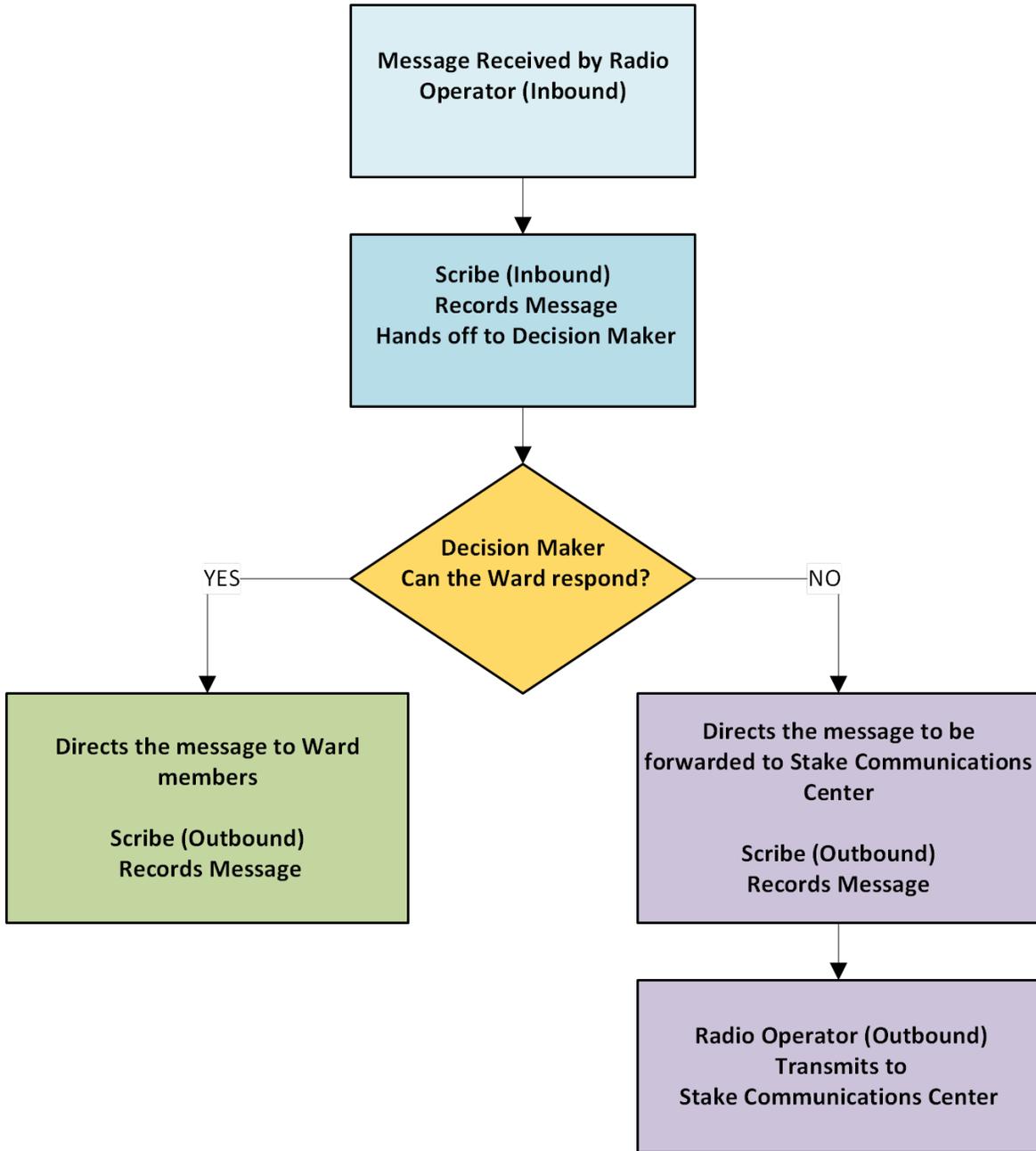
- The Manager should have RDA experience and is responsible for dispatching search teams, logging volunteers in and out, helping to solve problems and guiding the process.

### Manager Process:

1. Pair volunteers into teams of 3 or 4.
2. Record names of team members, search area assigned and time out.
3. Ensure team can effectively communicate back to the Ward Communications Center (radios on the correct channel)
4. Give the team an area or neighborhood section packet or book containing a map and assessment pages or forms.
5. Explain how the team should record the information on the Assessment Form

6. Provide materials (colored tape, placards, or signs) to be used in identifying homes needing assistance **(this is not done during an exercise)**
7. Upon teams return, record the team members names and the time back.
8. Act on any need identified in the assessment in conjunction with the Decision Maker

# Ward Communications Center



## Stake Communications Center

- 10 people including two Radio Operators (Inbound), two Scribes (Inbound), Radio Operator (Outbound), Scribe (Outbound), Decision Maker, Assistant/Runner (as needed), Manager, Assistant Manager/Runner (as needed)
- 3 Radios

### Role:

Receive messages from Ward Communication Centers, Decision Maker determines if help can be provided by stake or if message needs to be forwarded to Coordinating Council Area Communications Center

### Duties:

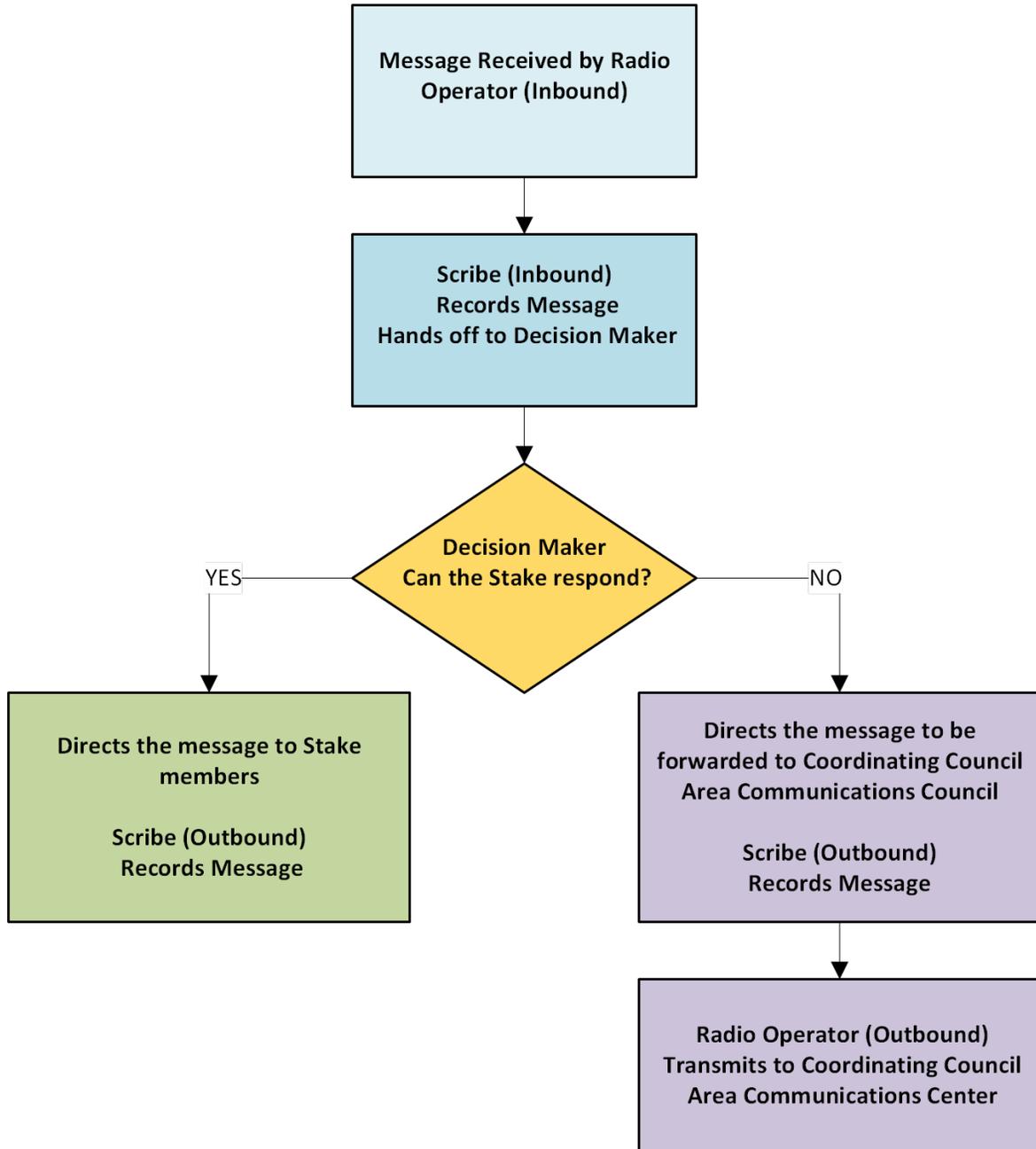
- Radio Operator (Inbound) — Receives transmissions from ward communications centers, repeats message back to make sure it is complete and accurate.
- The two Radio Operators will alternate incoming calls to allow time to assess the accuracy of their last transmissions and take a breath.
- Scribe (Inbound) — Records incoming message in logbook. Scribe verifies message is complete and accurate.
- Decision Maker — Determines if anyone in the stake has resources to respond to incident. If yes, directs message to stake members. If no, forwards to Coordinating Council Area Communications Center.
- Assistant/Runner — assists Decision Maker as needed.
- Scribe (Outbound) — Records in duplicate in logbook each message sent.
- Radio Operator (Outbound) — Transmits message to Coordinating Council Area Communications Center, verifying message is received completely and accurately.

**Note: All radio transmissions during a practice/exercise always begin and end with "This is only an exercise" to prevent false alert to civil emergency authorities.**

**During an actual emergency you omit this step.**

- Manager- Oversees smooth flow of operation and helps where needed.
- Assistant Manager/Runner — Assists Manager as needed.

# Stake Communications Center



# Safety Briefing for Volunteers – Emergency Communications Exercise

YOU WILL ONLY USE THIS SECTION DURING AN **EMERGENCY COMMUNICATIONS EXERCISE**. THIS SECTION IS INCLUDED TO HELP YOU TO UNDERSTAND THE PROCESS DURING AN EMERGENCY COMMUNICATIONS EXERCISE.

**Assess buildings and homes from the roadway or a motor vehicle – Do Not attempt to enter property.**

**While performing this exercise from a motor vehicle, the driver can have no other assigned duties.**

## **Pay attention to:**

- Traffic, including pedestrians, in the area.
- Weather conditions
- Be respectful of privacy.
- If approached be respectful and explain that this is only an exercise
- You will only be conducting the assessment from a distance. Pay attention to all details, especially the details you have been instructed to observe.

# Safety Briefing for Volunteers – Disaster Safety Concerns

YOU WILL ONLY USE THIS SECTION DURING AN **ACTUAL EMERGENCY**. THIS SECTION IS INCLUDED TO HELP YOU TO UNDERSTAND THE PROCESS DURING AN EMERGENCY.

**Assess buildings and homes from the roadway – Do Not attempt to enter homes.**

## **Pay attention to:**

- Broken or disrupted utilities
  - Smell of natural gas
  - Bubbling water in roadways
  - Downed/arcing power lines
  - Raw sewage backing up into buildings
  - Traffic, including pedestrians, in the area
  - Weather conditions
  - Loose animals
- Building / Home Damage
  - Light Damage – broken windows, cracks in exterior, downed trees
  - Moderate Damage – sagging roofs, leaning chimneys or walls, trees on homes
  - Heavy Damage – collapsed or collapsing structures