

A disaster just happened where do I start?

Okay let's get started with **initial set up**.

1. Find your Ward Plan binder and open it up to the section entitled "**Emergency Preparedness Committee Members Responsibilities**". Find the section for each person that has showed up so far and hand it to them and have them start with the check list the corresponds to their calling and any other supporting documents.
2. If the Emergency Preparedness Director or CERT Team Leader have not shown up start with those check lists and set up the EOC and other disaster relief areas.
3. The EOC (Emergency Operation Center) is the first item of business. The set up of this includes in this order:
 - a. Communications
 - b. First Aid / Medical / CCU
 - c. Search & Rescue
 - d. Supplies from the local CERT cache
 - e. Water & Sanitation
 - f. Fire Suppression Teams
 - g. Mass Feeding
 - h. Housing & Shelter
 - i. Fuel
 - j. Transportation
 - k. Construction / Reconstruction / Cleanup
 - l. Death & Morgue
 - m. Safety & Security
 - n. Child Care
 - o. Elderly & Handicap Care
 - p. Morale & Recreation
 - q. Psychological & Emotional
4. Locate the EOC up hill and up wind of any disaster. If available try to use large covered areas such as churches, schools, civic centers, etc. If covered areas are not available try to find tents, pavilions, back of large trucks, etc.
5. Have communicators start making calls to find out condition of area around you and services available or not available. Keep a paper log of every thing that happens. A log on a chalk board, white board or even a wall will help with organization. Include a map of the neighborhood or area with the set up. Mark danger areas and other areas of concern on the map.
6. Set up a volunteer check in with a log.
7. Have responders and volunteers sign in.
8. Assign personnel with at least two people per group for medical and morgue, logistics and communications and at least four people per group to fire suppression teams, six people per group to search and rescue teams. Assign an extra person as a runner to each group.
9. If a local cache is available open it up and distribute supplies, as needed; medical, stretchers, backboards, blankets, pry-bars, log sheets, etc.
10. Check that all personnel have safety equipment to include: helmets, goggles, vests, dust masks, work gloves, latex or rubber gloves, proper clothing, flashlights and whistles or other signal devices.
11. Set up the medical area with divisions for triage, immediate, delayed, recovery, and morgue victims.
12. Set up areas, as needed, for team/crew feeding, mass feeding, child care, sleeping quarters, recreation, water purification and filtration.
13. Gather facts, identify any additional resources, develop a rescue plan, evaluate progress, rotate crews.
14. As reports start coming in from block captains establish rescue priorities and send out teams to where the greatest need is.
15. If there are not block captains set up or they are not available to send in reports send out search and rescue crews to start door-to-door search.
16. Arrange for transportation of injured individuals.
17. As victims start arriving at the medical unit have them logged in and sent to the appropriate area, depending on their condition.
18. Open up reports binders and distribute and fill out necessary forms. See that they are delivered to the right people.
 - a. Search & Rescue Team Report to CERT Team Leader
 - b. Block Captain Report to CERT Team Leader
 - c. Area Report to Stake / City Leader
19. Send utility teams to places where gas and other utilities need to be controlled and have them do so or mark off the area as a danger area.
20. Follow instructions from Ward / Stake / City Leaders.
21. Start assigning duties to volunteers as they sign in to help with the disaster relief efforts detailed in section 3 above.
22. In mass feeding - feed the Search & Rescue/ volunteers FIRST, victims SECOND, and displaced families and individuals LAST.
23. Begin reconstruction and clean up of lightly damaged buildings for placement of displaced families and individuals.
24. Set up child care for volunteers and displaced families.
25. Set up moral & recreation activities to distract and give relief to volunteers and displaced families.
26. Arrange for Neighborhood Watch Security and Morgue Security patrols.
27. Arrange for Counselors and Psychological needs of affected volunteers and victims.