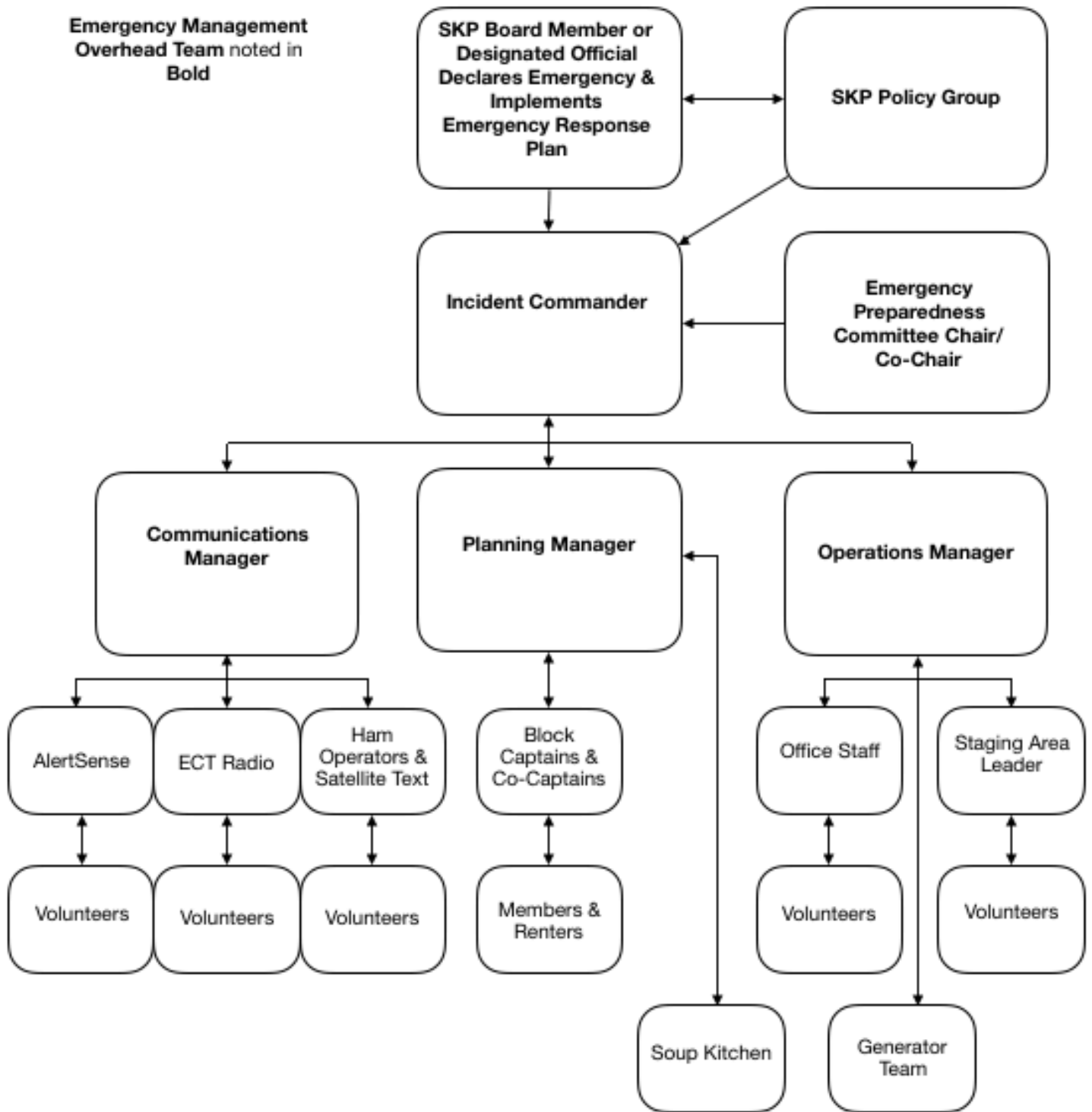

ADDENDUM**TIMBER VALLEY SKP
EMERGENCY RESPONSE TEAM TASKS****TABLE OF CONTENTS**

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TV Emergency Response Team Chart



SKP Emergency Teams

SKP Emergency Response Team

The **SKP Emergency Response Team** (see Figure 1) consists of Park volunteers that might include:

- Designated Official
- SKP Policy Group
- Incident Commander
- Emergency Preparedness Committee Chair/Co-Chair
- Communications Manager
 - AlertSense
 - ECT Radio
 - Ham Operators & Satellite Text
- Planning Manager
 - Block Captains & Co-Captains
 - Members & Renters
 - Soup Kitchen
- Operations Manager
 - Staging Area
 - Office Staff
 - Generator Team

SKP Emergency Management Overhead Team

The **SKP Emergency Management Overhead Team** (see Figure 1) includes:

- Designated Official
- SKP Policy Group
- Incident Commander
- Emergency Preparedness Committee Chair/Co-Chair
- Communications Manager
- Planning Manager
- Operations Manager

Designated Official

- Declares an emergency within the park.
- Notifies emergency response personnel.
- Assembles the SKP Policy Group.

SKP Policy Group

- Define mission and strategic direction.
- Identify operational priorities.
- Appoint and delegate command authority to **Incident Commander**.
- Resolve scarce resource allocation issues.
- Determine the Policy Group decision-making process.
- Determine who will be included in the Policy Group.
- Issue Initial Policy Statement to guide the **Incident Commander**.

Incident Commander

- Contact **Office** and **AlertSense** to send emergency alerts to:
 - Emergency Management Overhead Team** to meet immediately in the Incident Command Center in the Clubhouse.

- Notify the **Chair and Co-Chairs of the Emergency Preparedness Committee**.

- Start and update Incident Log (Figure 2); request **Volunteer** scribe as needed.

- Appoint and serve as point of contact for **Communications Manager, Planning Manager, and Operations Manager**.

- Appoint **AlertSense, Ham Operators** and **Satellite Text** personnel

- Coordinate activities with the **Emergency Management Overhead Team**.

- Establish communication with local fire/police or other emergency agencies as necessary to obtain and relay additional information related to the emergency or disaster.

- Establish operational period of emergency if possible.

- Assign specific work tasks to **Emergency Management Overhead Team** as needed.

- Attend meetings as requested.

- Debrief on activities as needed.

- Declare when the emergency is officially over.

Emergency Preparedness Committee

- Advise **Incident Commander** as needed.
- Start and update Incident Log; request **Volunteer** scribe as needed.

Communications Manager

Management:

- Obtain briefing from **Incident Commander**.
- Start and update Incident Log; request **Volunteer** scribe as needed.
- Determine available resources and current location; update **Incident Commander** as needed.
- Coordinate activities with other **Emergency Management Overhead Team** members.
- Assign specific work tasks to **Volunteers** as needed.
- Attend meetings as requested.
- Debrief on shift activities as needed.

Tasks:

- Instruct **AlertSense** to send notice for radio roll call schedule.
- Conduct radio roll call; communicate known information and instructions. Get initial status reports from **Team Leaders**; establish and communicate next radio roll call schedule.
- Coordinate activities with and assign tasks to **Block Captains & Co-Captains**.
- Obtain and relay information from **Ham Operators & Satellite Text** personnel as appropriate.
- Monitor FRS Ch 6, VHF 146.900 Lane Mt Repeater (ARES will take this over in an emergency); request **Volunteer** radio monitor as needed.

AlertSense

- Report to and take direction from **Communications Manager**.
- Start and update Incident Log; request **Volunteer** scribe as needed.
- Send emergency announcements as needed.

Emergency Communications Team (ECT) Radio

- Report to and take direction from **Communications Manager**.
- Start and update Incident Log; request **Volunteer** scribe as needed.
- Send emergency announcements as needed.

Ham Operators & Satellite Text Personnel

- Report to and take direction from **Communications Manager**.
- Start and update Incident Log; request **Volunteer** scribe as needed.
- Monitor local and regional ham radio emergency frequencies.
- Transmit information by voice or text as needed.

Planning Manager

Management:

- Obtain briefing from **Incident Commander**.
- Start and update Incident Log; request **Volunteer** scribe as needed.
- Appoint a **Block Captain Coordinator** as needed.
- Determine available resources and current location; update **Incident Commander** as needed.
- Coordinate activities with other **Emergency Management Overhead Team** members.
- Assign specific work tasks to **Volunteers** as needed.
- Attend meetings as requested.
- Debrief on activities as needed.

Tasks:

- Gather information to assess the incident, including reports from **Block Captains & Co-Captains**, weather forecast, and Pacific Power status.
- Mark sites on map denoting those with needs, road problems and water problems.
- Note what systems are affected, including power, water, transportation, communication, fire, natural gas, cable/broadcast TV and radio.
- Determine if emergency generator is needed (refer to Generator Implementation and Usage Plan).
- Note estimates of incident duration.

Block Captains & Co-Captains

- Start and update Incident Log; request **Volunteer** scribe as needed.
- Turn on FRS Radios (Walkie-Talkie) to Channel 6 and listen for emergency information and respond to **Communications Manager's** roll call.
- Change channels to the appropriate assigned radio channel for your block if there is a need to conduct additional communication between your **Block Captains & Co-Captains**.
- Return to Channel 6 to report findings and monitor for additional information.
- If possible, contact by phone, text, or in person **Members & Renters** on your block, apprise them of the emergency, relay any appropriate instructions, and assess any human or physical needs.
- Evaluate conditions in your area and report to the **Planning Manager** any observed problems (e.g. downed trees, blocked roads).
- Gather information related to available resources (e.g. propane, equipment) on your block and provide this information to the **Planning Manager**.
- Relay to the **Planning Manager** the results of your block evaluation, and of any human or physical needs that may require resources, equipment and/or additional volunteer assistance.

Members & Renters

- Watch for **AlertSense** email/text notifications.
- Be ready to implement your own Emergency Response Plan.
- Power on your FRS radio to Channel 6. Listen for information and instruction.
- Display Red/Green Emergency Alert card in easily visible location on RV. Red side: Need help. Green side: Okay.
- Await information and instruction from your **Block Captains & Co-Captains**.
- Evacuate immediately if necessary.
- Notify your **Block Captains & Co-Captains** if you are leaving or have left the park.
- Inform your **Block Captains & Co-Captains** of location of extra supplies, propane, generators, gas, heaters, etc. you are willing to share during an emergency if you are leaving or have left the park.

Soup Kitchen

- Report to and take direction from **Planning Manager** as needed.
- Start and update Incident Log; request **Volunteer** scribe as needed.
- Provide a place where Timber Valley members and renters can seek refuge from the weather during an emergency that disrupts services.
- Provide snacks or a simple, warm meal as needed.
- Make current information/bulletin board available for members and renters.

Operations Manager

Management:

- Obtain briefing from **Incident Commander**.
- Start and update Incident Log; request **Volunteer** scribe as needed.
- Determine available human and physical resources and current location; update **Incident Commander** as needed.
- Coordinate activities with other **Emergency Management Overhead Team** members.
- Assign specific work tasks to **Office Staff, Staging Area Leader** and **Volunteers** as needed.
- Attend meetings as requested.
- Debrief on shift activities as needed.

Tasks:

- Report to **Incident Commander** when:
 - Additional human and physical resources are needed.
 - Surplus human and physical resources are available.
 - Hazardous situations or significant events occur.
- Resolve logistical issues.

Office Staff

- Report to and take direction from **Operations Manager**.
- Start and update Incident Log; request **Volunteer** scribe as needed.

Staging Area Leader

- Report to and take direction from **Operations Manager**.
- Start and update Incident Log; request **Volunteer** scribe as needed.
- Manage supplies and resources, including propane, batteries, equipment and tools.

Generator Team

- Report to and take direction from **Operations Manager**.
- Start and update Incident Log; request **Volunteer** scribe as needed.

1. Incident Name:		2. Operational Period:		Date From:	Date To:
				Time From:	Time To:
3. Prepared By Name:				Designated Role:	
4. Incident Log:					
Date	Time	Activities			Contact

Incident Log

Purpose. The Incident Log records details of activities including resources, equipment, Task Forces, etc. These logs provide basic incident activity documentation, and a reference for any after-action report.

Preparation. Personnel should document how relevant incident activities are occurring and progressing, or any notable events or communications.

Distribution. Completed Incident Logs are submitted as requested. It is recommended that individuals retain a copy for their own records.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Operational Period <ul style="list-style-type: none"> • Date and Time From • Date and Time To 	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period.
3	Prepared By	Enter your name and designated role.
4	Incident Log	Enter the Date, Time (using the 24-hour clock), Activities (what you did), and Contact (name or role of person you contacted).