

EAP Response Checklist

Constant Goal: Observe, orient, decide, act, evaluate; observe, orient, decide, act, evaluate

- **Evaluate your neighborhood situation for you to report to the EAP** (Emergency Assembly Point). That acts as a hub for communication and logistics for your neighborhood
- Continue to assist neighbors as needed
 - ◇ Do not enter damaged home to perform search and rescue
 - ◇ Instead, report status of home when you get to the EAP
 - ◇ Bring your ADAPT/CERT rollout bag
- **Assemble at your EAP**
 - ◇ Establish EAP activity or join existing activity
 - ◇ The first person to arrive is the IC (incident coordinator)
 - Establish EAP team roles: Coordinator, Scribe, Communications, Operations, Reconnaissance, Crowd/Traffic Control (Security), Logistics, Medical, Search and Rescue, and Sheltering
 - ◇ **Assign a scribe/recorder** (who continues into the organization phase)
 - Report reconnaissance or triage situations on the way to the EAP
 - Weather
 - Households
 - Injuries
 - Damage
 - Fire
 - Toxic materials
 - Road obstructions
- **Setup your EAP (hub of disaster response activity)**
 - ◇ Tables, chairs
 - ◇ Canopies
 - ◇ Scribing tools
 - ◇ Lighting
 - ◇ Staging areas
- **Organize your overall response teams**
 - ◇ IC, Scribe (teams of two persons)
 - ◇ Communications (teams of two persons)

- ◇ Operation, Reconnaissance (teams of two persons)
- ◇ Crowd/Traffic Control (Security)
- ◇ Logistics (teams of two persons)
- ◇ Medical Teams (teams of two to six persons)
- ◇ Rapid Response Teams (teams of two to six persons)
- ◇ Shelter Operations (teams of two persons)
- **Set up neighborhood communications roles and network**
 - ◇ Bring your cell phones/GMRS (General Mobile Radio Service)/FRS (Family Radio Service)/HAM (Hertz-Armstrong-Marconi) Radios
 - ◇ Two-person communications runners/bicyclists
 - ◇ Record/scribe all reports of injury, life-safety damage and need for search and rescue within the area/neighborhood
 - ◇ Establish a two-way communications link to the ADAPT ICP (Incident command post) or the TOA (Town of Atherton), EOC (emergency operations center) and professional first responders
- **Perform neighborhood reconnaissance**
 - ◇ Report reconnaissance or triage situations on the way to EAP
 - Households
 - Injuries
 - Damage
 - Fire
 - Toxic materials
 - Road obstructions
 - ◇ Communicate your information to high authority if you can
- **Set up an ongoing traffic and crowd control operations (security)**
 - ◇ Teams of two with flashlights
- **Prepare neighborhood shelter operations for seven (7) days**
 - ◇ Security (day and night patrols)
 - 6-hour watch teams of two (2)
 - Midnight to 6am (2 teams)
 - 6am-12pm (1 team)
 - 12pm-6pm (1 team)
 - 6pm-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 (allergy, antidepressants, diabetes, heart, hormone therapy)
 - Psychological response
 - Child and pet care
 - Hygiene and sanitation
 - Outdoor toilets
 - Critter and pest control
 - Clothing and heat
 - Jackets, ponchos, emergency blankets, fire pits
 - Food preparation and preservation
 - BBQ grills (propane)
 - Your car
 - Lighting
 - Solar and electrical
 - Lanterns (LED and propane)
- **Organize your response and deploy rapid response teams**
 - ◇ Teams are minimum of two to six people, so ONLY when you have sufficient people and resources:
 - Search and rescue
 - Helmets, surgical gloves worn under work gloves, goggles, headlamp, tools, stretcher, first aid supplies, and radios
 - Firefighting
 - Hydrant, water utility, pool, pump, 100 ft of 1" hose
 - Helmets, work gloves, goggles, headlamp, radios, tools, chain saws
 - Tree and obstacle clearing and evacuation preparation (routing)
 - Tree clearing and access/regress obstacle removal (team safety first)
 - Helmets, work gloves, goggles, headlamp, radios, tools, chainsaws