Community Emergency Volunteers

Handbook

July 28, 2009

CITY OF BRISBANE
COMMUNITY EMERGENCY VOLUNTEERS HANDBOOK

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I

OVERVIEW OF THE ORGANIZATION

The Community Emergency Volunteers (CEV) is a volunteer organization that operates with policies determined by and support from the City of Brisbane; CEVs become a temporary and valuable resource to the City during emergency situations. The purpose of the organization is to provide a group of trained citizens, able to assist in the City's disaster response. The CEVs also serve to promote disaster and emergency preparedness in the community.

The CEV organization was founded in July 1990 by Councilwoman Clara Johnson with the support of the City Council and City Manager. Also during 1990 and into 1991, Donna Jones-Dulin, District Administrator of the San Mateo County Area Office of Emergency Services, facilitated the group's inception. In the beginning, the Fire Department was responsible for supporting the CEVs. That responsibility then shifted to the Police Department and then back to the Fire Department in 1992. The CEVs are still supported by the Fire Department as part of the North County Fire Authority. The CEVs have been overseen by the City Office of Emergency Services since 2007.

The OES and Fire Department provide clerical staff support, training support, and funding to the CEVs. The CEV Administrative Assistant is responsible for all CEV files which include: personnel files, disaster routes, route assignments, CEV Handbook, CERT/CEV Training Manual, CEV Brochures, master volunteer lists, equipment inventories and other files. The CEV Administrative Assistant designs flyers, writes letters and assists Team Leaders in communications with team members. The city provides training support which includes a wide variety of subjects such as CPR/First Aid, Damage Assessment, Shelter Operations, Search and Rescue, Basic Firefighting Techniques etc. The funding pays for CEV supplies, CEV training, meetings and other expenses. Volunteers regularly use city-owned facilities for meetings and exercises as needed.

The OES Director, CEV Staff Coordinator, CEV Administrative Assistant and CEV Training officer attend CEV Advisory Committee meetings, CEV quarterly meetings and exercises as required. The OES Director and staff develop and/or review all CEV training materials, CEV operational procedures, CEV Handbook and other written materials. The OES staff act as a liaison to coordinate training through other city departments and outside agencies. Examples of this training and coordination are: The Police Department conducts training for the CEVs in Traffic Control. The County of San Mateo OES conducts classes, and CEVs may take CERT training in other cities. The Planning Department provides guidance regarding Damage Assessment as well as provides updated maps and general home address information.

During emergencies, the CEVs may be activated depending on the needs of the City. They may be asked to perform duties requested by the Director of OES in the Emergency Operations Center (EOC) as needed. Examples of prospective duties are: Traffic control, Disaster Shelter Operations, Damage Assessment, Distributing Public Information, Logistical support, First Aid, filling sand bags, etc.

II

ORGANIZATION

The CEVs are managed by a Chairperson and an Advisory Committee. The aforementioned meet every four to eight weeks to plan future events and discuss current business. The Staff Support personnel attend these meetings as needed.

There are two classifications of volunteers: Block Captains and Trained Volunteers. The group is divided into training teams for the purpose of encouraging, facilitating and monitoring training and building esprit de corps. Each team has a team leader.

All public entities that respond to emergencies in the United States are required to utilize the Incident Command System (ICS) and the National Incident Management System (NIMS). California agencies also utilize the Standard Emergency Management System (SEMS). CEVs are trained in these methodologies and perform duties that adhere to their best practices.

Mission Statement

The CEVs exist to provide a trained group of citizens to assist emergency personnel and citizens in the event of a disaster and to promote disaster and emergency preparedness in the community.

ORGANIZATIONAL UNITS AND RESPONSIBILITIES

The **CITY COUNCIL** is the policy making body for the City. The Council has approved the CEV concept and budgets funds for the Community Emergency Volunteers. The General Plan identifies the CEVs as a part of the City's disaster response.

The **CITY MANAGER** is the chief executive of the City of Brisbane. The City Manager has assigned the Director of the Office of Emergency Services as the person in charge of disaster preparedness for the City of Brisbane.

The **CITY DIRECTOR OF THE OFFICE OF EMERGENCY SERVICES** or his/her designee oversees and serves as the City's liaison to the Community Emergency Volunteers. The designee ensures that the CEVs efforts are coordinated with other disaster preparedness efforts of the City and that the CEVs follow city policy. The OES Director or his/her designee attends CEV Advisory Committee meetings and quarterly meetings as needed. The designee provides technical information and advice. The Fire Department plans and executes disaster exercises, conducts CPR and First Aid Classes, provides other training as needed and provides the space at the Fire Department for those meetings. The OES Director or his/her designee reviews and determines the merits of CEVs requests for funds.

The **CEV STAFF COORDINATOR** attends CEV Advisory and Quarterly meetings, assists with agendas, takes and distributes minutes and chairs the Quarterly meetings.

The **CEV ADMINISTRATIVE ASSISTANT** maintains the CEVs personnel folders along with other forms used by the volunteers such as: Disaster route information and assignments, disaster preparedness materials and equipment etc. The CEV Administrative Assistant performs a variety of clerical duties as required by the Director of OES and the Chair, attends Advisory and Quarterly meetings, designs flyers and forms, reviews and purchases equipment.

The **CEV CHAIR** provides leadership for the group. The Chair prepares agendas for the meetings of the Advisory Committee and Quarterly meetings in consultation with CEV Staff Coordinator. The Chair and Advisory arrange for presentations at quarterly meetings (e.g. Damage Assessment, Traffic Direction, Urban Search and Rescue and Disaster Mental Health etc.) and assures that presentations on subjects of importance to the CEVs appear on the agenda at regular intervals. The Chair consults with the OES Director or his/her designee on plans for disaster exercises and other CEV related programs. The Chair reports annually to the City Council on CEV activities. The Coordinator assigns volunteers to their teams.

The **CEV ADVISORY COMMITTEE** is comprised of five to eight CEVs and city support staff. The Committee advises OES Director and Chair on CEV issues. Advisory Committee members are CEVs who volunteer to serve on the Committee. The Committee meets every eight weeks to discuss issues that include: Quarterly meeting agendas, annual disaster exercises, new ideas and projects, training subjects, event evaluations, motivational methods, and how to train volunteers, etc. The Advisory Committee strives for improvement from lessons learned. Various agenda items at Advisory Committee meetings are discussed and accepted or rejected. Training progress or problems are discussed and solutions are presented as well.

The **TRAINING TEAM** is a group of 5 to 8 CEVs with a team leader. The primary objective in forming teams is to encourage and facilitate training camaraderie and mutual support.

The **TRAINING TEAM LEADER** encourages, facilitates and monitors training of all team members. They answer team member's questions, they provide leadership, guidance and support for team members. They hold Team Meetings once a year.

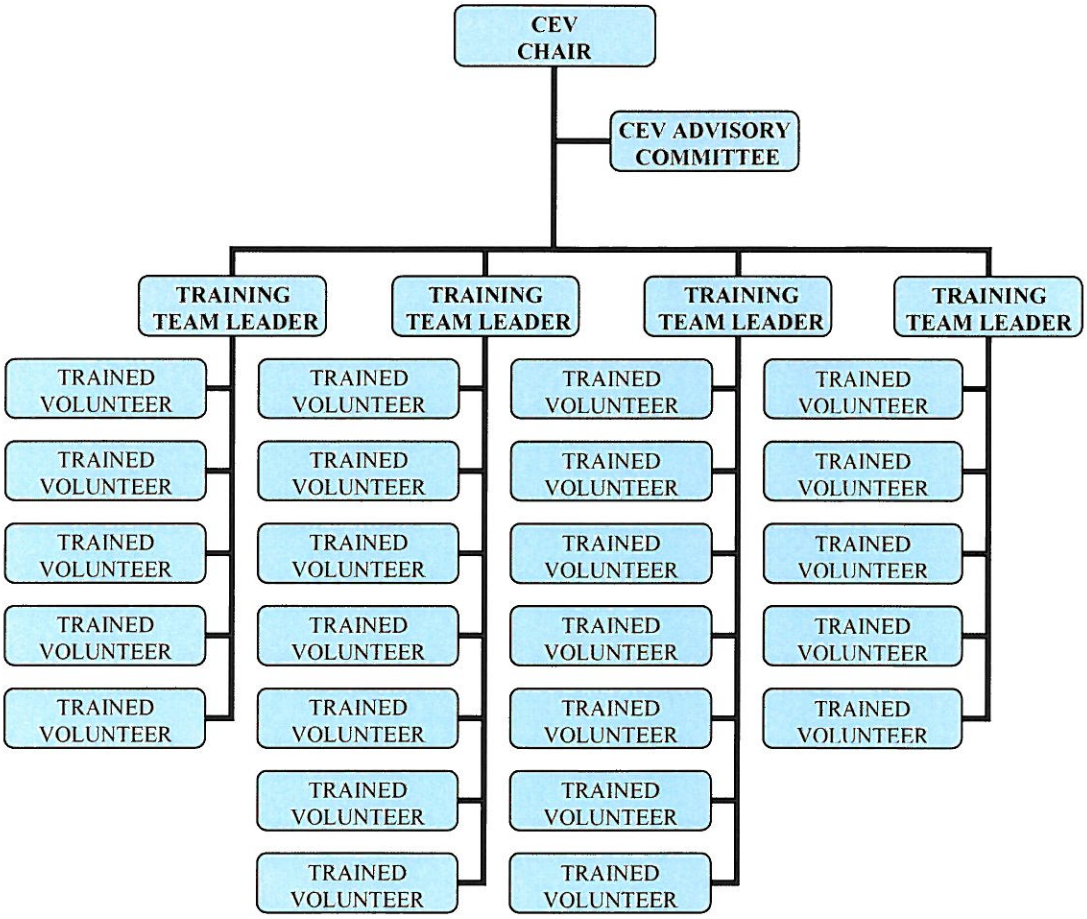
TYPES OF DISASTER VOLUNTEERS

The **CEV BLOCK CAPTAIN** (The title is derived from its job function) is responsible for a "Block" or "Route". Each route contains approximately 15 residences that are logically mapped throughout the City's residential neighborhoods. To become and maintain 'Block Captain' status, the volunteer must maintain certifications in CPR and First Aid and be trained in Damage Assessment. All other disaster classes are recommended for the Block Captain but are not required. Beginning in January 2002, all new CEVs began being assigned a route when they complete their required training. In the event of a disaster, Block Captains will follow CEV Activation Procedures.

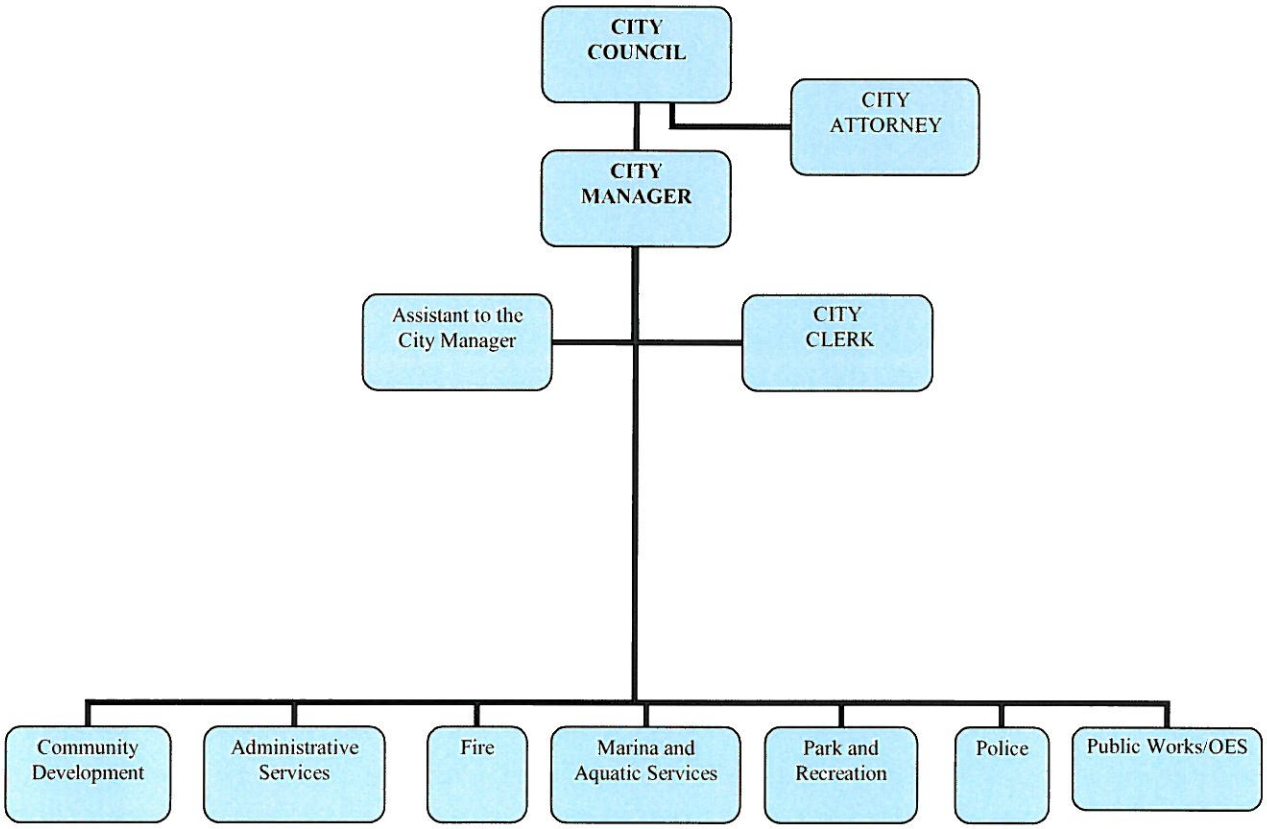
The **CEV TRAINED VOLUNTEER** (only those who registered prior to January 2002) is required to maintain certification in CPR and First Aid and Damage Assessment. All other disaster training is recommended but not required. At the onset of a disaster, Trained Volunteers will report to the Volunteer Coordinating Center and wait for an assignment. The assignment will likely originate from either the City's Emergency Operations Center. (EOC) or from other CEVs that make it to the Volunteer Coordinating Center. Deployment decisions will be made by Director of OES or the CEV Chair, Advisory Committee Member, Training Team Leader, Block Captains or Trained Volunteers in that order.

NON CEV ON-THE-SPOT VOLUNTEERS are spontaneous volunteers who will show up at the scene of a disaster and offer assistance. They may or may not have specific skills or training. They will be directed to the Volunteer Coordinating Center (VCC) at 22 San Bruno Ave. The Volunteer Coordinating Center Staff will then determine if these volunteers possess medical or disaster skills and/or equipment that could be useful. (i.e... nurse, doctor, heavy equipment operator, HAM radio operator, building contractor etc…) On-the spot volunteers may also be asked to assist in other ways. (e.g., acting as a messenger if telephone lines are down or filling sandbags.) The VCC staff will inform the Emergency Operations Center (EOC) of these additional resources.

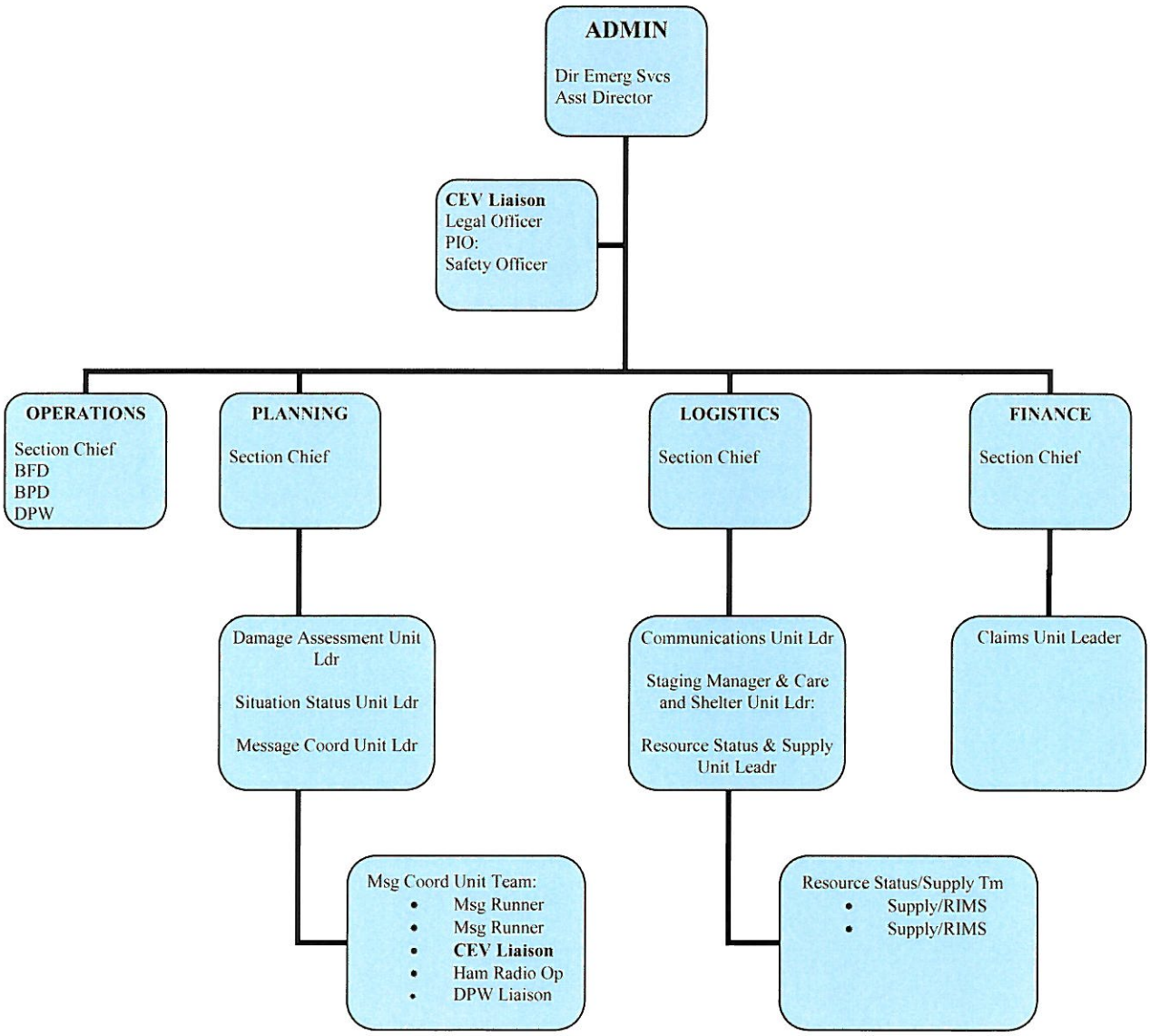
CEV
Organizational Chart



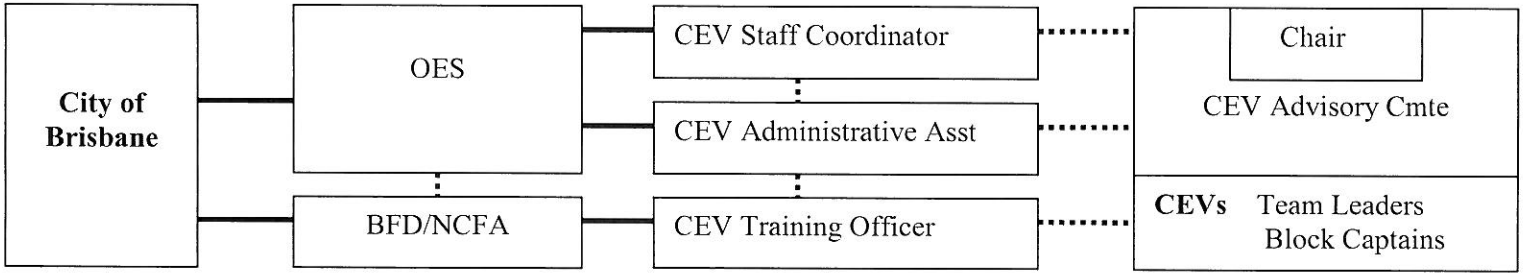
City of Brisbane
Organizational Chart



City of Brisbane EOC Organizational Chart



Organization for Provision of Routine Training to CEVs



III

TRAINING

GENERAL

Providing standardized training for all CEVs is a goal that will enhance our abilities to perform more effectively as a unit in emergencies. The core training designed for the CEVs addresses a wide variety of subjects. CPR/First Aid and Damage Assessment are the minimum training requirements. Some volunteers may already be certified in CPR and First Aid and may have taken disaster classes in other places. While we value this training and experience, CEVs should make every effort to attend all required and non required training in an effort to meet the goal of standardization.

OBJECTIVES

To provide trained CEVs to assist professional emergency responders in a disaster.

RESPONSIBILITIES

The **FIRE CHIEF** or his/her designee is responsible for providing classes in CPR/First Aid. The assigned instructor coordinates class schedule with the Office Assistant based on input from the Advisory Committee and OES Director.

The **OES DIRECTOR** or Fire Chief will create simulated disaster exercises to be carried out by the combined efforts of the Police, Fire, CEVs and other groups. The OES Director teaches some classes.

The **TRAINING OFFICER** reviews disaster class requirements and in consultation with the OES Director determines disaster class content. The TO teaches most of the disaster classes and recruits others to teach. The TO evaluates training for its appropriateness.

The **CHAIRPERSON, OES and TRAINING OFFICER** are responsible for developing the Volunteer Training requirements. They work with the Advisory Committee to make these decisions. They also arrange the training schedule and agendas for quarterly meetings in consultation with the Advisory Committee.

TEAM LEADERS are the connection between the individual volunteer and the CEV leadership. Team Leaders guide and assist members in maintaining currency in CPR/First Aid, and Damage Assessment training. The team leader reviews the training records of their team members and encourages them to attend all prescribed training classes, quarterly meetings and exercises. Team Leaders assist in obtaining supplies and equipment and provide answers to questions of their team members.

The CEV ADMINISTRATIVE ASSISTANT maintains training records for every CEV. This documentation includes copies of CPR/First Aid certifications as well as verifications of individual class attendance. The documentation in each CEVs file is kept current. The CEV Adiministrative Assistant also designs and mails class flyers and other training forms as needed. The AA assists team leaders by providing training reminders for members.

CEV ADVISORY COMMITTEE is responsible for reviewing training programs to determine if the training meets the needs of the group.

TRAINING REQUIREMENTS

GENERAL

The basic training requirement consists of two classes, CPR/First Aid and beginning January 2002, the Damage Assessment Class was added as a required class for all new recruits.

RESPONSIBILITIES

The **CHAIRPERSON** consults with the Director of OES, Training Officer and Advisory Committee to determine which classes must be taken. The Chairperson reviews the training requirements and suggests changes if needed.

The Director of OES may determine that additional training is needed and in consultation with the Chair and Advisory Committee add new classes.

The **FIRE DEPARTMENT** CPR/First Aid instructors set the class schedules. The Fire Department provides all materials for the classes including certification cards in First Aid/CPR to those who pass the tests in those disciplines. CPR/First Aid are required training classes for all volunteers. The Fire Department will cover all costs of the classes including all class materials. If a CEV chooses to attend outside classes, CEVs will not be reimbursed for classes an individual chooses to take outside of the in-house training program.

TEAM LEADERS will encourage CEVs to attend classes and to re-certify as needed. They will also suggest and help arrange for tutoring and practice sessions should they be needed. They will remind team members who have allowed certifications to lapse.

TRAINING CLASS REQUIREMENTS

ALL VOLUNTEERS

The required training classes for all volunteers are CPR/First Aid and Damage Assessment/Rapid Evaluation Safety Assessment Form Training. Volunteers must maintain current CPR/First Aid certification to remain CEVs. All required classes should be completed as soon as possible, preferably within the first <u>six months</u> after joining the CEVs.

Our disaster response classes are the FEMA sponsored CERT Disaster Classes. They serve as a core list of classes from which to build a base knowledge in disaster response. Another purpose of these classes is to standardize training for the entire group. By standardizing training, CEVs will enhance their ability to perform as an effective unit in the event of a disaster. These **classes are strongly recommended for all CEVs**.

The following classes comprise our core list of CERT Disaster Training Classes:

- **Unit 1. Disaster Preparedness**
- **Unit 2. Fire Safety**
- **Unit 3. Disaster Medical Operations, Part I**
- **Unit 4. Disaster Medical Operations, Part II.**
- **Unit 5. Light Search and Rescue**
- **Unit 6. CERT/CEV Organization**
- **Unit 7. Disaster Psychology**
- **Unit 8. Terrorism and CERT**
- **Unit 9. Course Review and Disaster Simulation**

There are two additional classes: The Incident Command System/Introduction to NIMS Class recommended for all disaster workers and taught by the Director of Brisbane Office of Emergency Services, and the Shelter Operations Class taught by guest instructors.

BLOCK CAPTAINS-all CEVs (training note)

Block Captains must complete the CPR, First Aid and at least view a video of Damage Assessment Classes before being assigned a route.

All of the classes shown above are highly recommended for Block Captains

TRAINING TEAMS

GENERAL

The purpose of Training Teams is to encourage CEVs to attend all classes and to become and remain a fully trained CEV.

TRAINING TEAM UNIT

The Training Team Unit is composed of a team leader and team members.

RESPONSIBILITIES

TEAM LEADER - Each Team Leader is appointed by the CEV Coordinator and Advisory Committee. Each Training Unit may choose an alternate team leader from their members if they wish.

The Team Leader will actively encourage each Team Member to become and remain fully trained by urging their participation in all classes. Team Leaders will monitor team member's certifications in CPR/First Aid and contact them to prevent certifications from expiring. The Team Leader encourages the team to attend all CEV Quarterly Meetings and participate in planned disaster exercises. The Team Leader will also assist clerical staff in maintaining valid/updated team personnel information.

The Training Team Leader will meet with the CEV Chair and/or the Training Team Advisor to discuss concerns, clarify goals, and meet the needs of the Training Team Members. This exchange should be held as part of the Quarterly Meeting to facilitate the flow of information from the CEV leadership down to all members of the group.

TEAM MEMBERS - Each Training Team Unit is comprised of five to ten CEVs. The members of each Team will strive to attend all training classes or sessions as a group. Team members offer each other mutual support and encouragement in order to avoid the burnout and apathy that can affect any volunteer group. This mutual support will bring continuity and develop a rapport in the unit. The dynamic of camaraderie will always result in better group participation. Better group participation will in turn result in better attendance of both required and recommended classes and better effectiveness in emergency situations. Team members are assigned by the Chair.

TRAINING MATERIALS

Training materials are provided by instructors.

QUARTERLY MEETINGS

The volunteers meet quarterly to distribute valuable information and gain training through presentations by professionals in the field of emergency operations or management.

EXERCISES

Disaster Exercises provide an opportunity to apply knowledge in a practical setting. These exercises also provide a great opportunity to build good working relationship with other CEVs. It is a time for discovering each others strengths, abilities, skills and willingness to cooperate and rely on each other to get the job done. All CEVs who can volunteer their time for these exercises will find them a rewarding training experience. These exercises will be held one or more times each year

REVIEW OF TRAINING PROGRESS

GENERAL

Ensure that all CEVs attend required training classes and maintain a current CPR/First Aid card. The review also serves as a follow up to facilitate all new CEVs in completing required training within the first six months of membership.

OBJECTIVES

Follow-up programs are essential to ensure that an adequate number of trained and qualified persons are available to assist citizens and provide assistance to the City.

RESPONSIBILITIES

1. **OES Director** oversees training review and formulates goals and directs changes in coordination with the Chair.

2. The **CHAIR** looks to the Team Leaders to insure that training goals are met by their teams. The Chair handles problem cases and resolves them, generally reviews training progress and offers suggestions on how to improve progress.

3. **TEAM LEADERS** are to maintain close contact with team members and urge and remind recruits to attend classes. Team Leaders should report issues and concerns to the Chair.

IV

OPERATIONS

GEOGRAPHIC ROUTES

GENERAL

A geographic route assignment is defined as a block or a section of a block consisting of approximately 15 houses near the home of the designated CEV, if possible. When a CEV is assigned a route, that CEV is now considered a Block Captain.

OBJECTIVES

To provide an efficient canvassing of the community to ensure a quick and efficient response in the event of a disaster.

RESPONSIBILITIES

CEV Block Captains are responsible for their routes and should perform the following:

1. They should provide residents with literature on disaster preparedness during their yearly visit to the residences on their routes.

2. They should attempt to locate the gas meter turn-off and the electrical panel for each residence.

3. As part of their annual visit, the Block Captain should ask if the resident wants to provide information that would help in locating and assisting people in the event of a disaster. The information could include: the number of people in the household; whether there are any special needs such as disabled or elderly individuals living there; whether there are pets to be accounted for. The Block Captain should keep whatever information is provided in their CEV kit so that it would be available when needed.

4. In an obvious disaster, the Block Captain should walk their route. The Block Captain will inspect the exterior of each residence, complete a CEV Rapid Evaluation Safety Assessment Form on conditions of the residence and the occupants. The Block Captain will perform essential first aid and determine if further medical attention is needed for the residents. The Block Captain will enlist aid of neighbors, if needed. The Block Captain will place a damage assessment placard on the front of the residence before going to the next home. It is important that the CEV complete the route so that all homes are checked for injured people. Completion of the route also allows the Block Captain to take the Safety Assessment Forms to the Volunteer Coordinating Center where the information can be transmitted to the Emergency Operating Center.

IN AN EMERGENCY

CEV Activation Procedures

The City of Brisbane will activate the CEVs when the professional first responders need additional assets and the task is within our capabilities. An official request will come from the City's Director of OES, City Manager, Police Chief or Fire Chief, and will be made to the Chairperson of the CEV Advisory Board, or the first Board member who can be contacted.

We self –activate only in the event of a major earthquake.

General or individual specific activation notice can be issued via:

- A text message from smcalert. You can register all your electronic text capable items by going to www.smcalert.info.
- An announcement from your Team Leader, any other Team Leader, or a member of the Advisory Committee on your assigned channel. Turn on your radio and monitor your assigned channel as soon as you become aware any event has occurred. (see radio instructions on reverse side of this document)
- An official announcement on local commercial television.

Take care of yourself, your family and your home before responding to the CEV Command Post at the Teen Center on San Bruno Avenue.

Two Important Notes

1. In the event of an earthquake that has resulted in obvious local damage, begin to walk your assigned route immediately. Use your radio to check in with the Teen Center as soon as possible – this is critical for you personal safety (we'll know you're out on you route) and for our ability to gather status and report to the Emergency Operations Center.

2. If in doubt about whether or not an immediate activation has occurred as the result of an earthquake, or if an activation is imminent due to some other emergency, report in person to the Teen Center at 22 San Bruno Avenue. Bring your radio, CEV backpack, and cell phone (with CEV contact numbers pre-programmed in addition to your personal numbers).

OBJECTIVES

To provide a preliminary assessment of property damage to residences on designated routes. Look for unreported dangerous situations (i.e., downed power lines or broken gas lines.) To help locate or account for all residents of damaged buildings on routes and report findings to the City's Emergency Operations Center, likely location at Fire Station 3445 Bayshore Blvd., as needed. This will help the City streamline response efforts by avoiding duplication.

RESPONSIBILITIES

BLOCK CAPTAIN- CEV Block Captains should be prepared with all their personal safety gear, tools, documents and forms (i.e., gas and water turnoff tools, vest, hard hat, heavy work gloves, flashlight, whistle, Rapid Evaluation Safety Assessment Forms, markers, urgent memo, and pencil/pens etc....) stored in the kit bag and available for immediate use. The tools and other gear inventory are outlined later in this handbook.

The CEV's own family and home will be their first priority immediately after a disaster. CEVs will secure their own homes and provide all the needed support to their own families prior to venturing out to help the community. It is important to dress properly. Volunteers should wear long pants and a long sleeve shirt and comfortable sturdy shoes. Checking homes and residents on the route should begin as soon as possible after the initial disaster.

Follow These Priorities:

- **Do damage assessment, fill out the CEV Rapid Evaluation Safety Assessment Form and check on the residents at the same time. Shut off gas and/or water as required.**

- **Enlist other on-the-spot volunteers to help with the injured and transport them to aid stations. If you encounter a life threatening injury, immediately contact the Volunteer Center at 22 San Bruno Ave. (contact by radio, phone or sending an on the spot volunteer as a messenger)**

- **Perform Light Urban Search and Rescue <u>if safe and necessary</u>.**

- **When the assigned route is completed... (After locating all residents, arranging care for the injured, placarding houses etc...) volunteers should go to the Volunteer Center (Teen Center) to turn in paperwork and be re-assigned to another location.**

TRAINED VOLUNTEER - In an emergency, the Trained Volunteer should go to the Volunteer Coordinating Center (Teen Center) and report for an assignment. On the way, the trained volunteer should look for immediately life threatening hazards. If encountered, the volunteer should advise residents to stay clear of the hazard and go to an open safe area free from overhead falling hazards.

V

COMMUNITY RELATIONS

OBJECTIVES

To encourage disaster preparedness in the community through citizen contact:

(a) on Block Captains' routes
(b) in preparation for and during disaster exercises
(c) at community events
(d) in news articles published by the Brisbane Star

To provide citizens with information of ongoing CEV programs, what the group is accomplishing and encourage support and participation in the CEVs.

RESPONSIBILITIES

The OES, Fire Department CEV Administrative Assistant, Chair and the Advisory Committee are responsible for obtaining educational materials for the CEVs and the Community. The staff provides support by calling the Red Cross the County Office of Emergency Services and other agencies to request pamphlets and information and by seeking other information for the Chair and Advisory Committee's review. Individual Block Captains are responsible for the dissemination of disaster preparedness information to citizens on their routes.

The City OES plans the disaster exercises which involve City employees. The CEV Chair and Advisory Committee may plan an exercise which only involves CEVs, but will consult the OES prior to the exercise. The OES will work with the CEVs to validate that the goals of the exercise are in concert with the City's pre-disaster and disaster response plans.

The Chair and the Advisory Committee will plan for the participation and the chosen theme of the CEVs at the Brisbane Community Festival held in October each year. They will also decide if the CEVs should participate in other community events. The Chair and Advisory Committee will also decide on other efforts to promote the CEV Program and disaster preparedness.

The Brisbane Star is our City's quarterly newsletter. The CEVs may write articles about special events that will appear in this newsletter. The Chair and the Advisory Committee should consider and choose the subject matter and the authors that will appear in this publication and any other publication willing to carry our message.

VI

ADMINISTRATION

RECRUTING - REGISTRATION

GENERAL

On a continuing basis, recruit interested citizens to become CEVs.

OBJECTIVES

To recruit and maintain a sufficient number of members to carry out CEV operations, providing adequate coverage during a disaster, and to maintain stability of the group.

RESPONSIBILITIES

Responsibilities are assigned as follows:

1. The Chair and Advisory Committee Members make suggestions for articles to be published in the Brisbane Star. They forward interested citizens to the CEV Administrative Assistant Support personnel at the Fire Station to obtain information regarding membership, schedules of events, training etc....

2. The Chair's designee coordinates the arrangement for a booth at the Community Festival and other community affairs to create an awareness and interest in the CEV program.

3. The Chair's designee writes articles for publication in the Brisbane Star and urges additional participation from other interested citizens.

4. All CEVs are encouraged to promote the CEV program both along their assigned route, or whenever the opportunity presents itself. All CEVs should invite prospective new recruits to meetings, etc. and advise the CEV leadership of those efforts.

RESIGNATION OR REMOVAL OF CEV MEMBER

GENERAL

A CEV's home or job relocation or family responsibilities may require a CEV to resign. A CEV may also be removed because they are not able to meet the minimum training requirements.

OBJECTIVES

To express thanks to the CEV for their service and facilitate the orderly return of equipment kits and training materials, route assignment, etc….

RESPONSIBILITIES

The Chair should write a short letter thanking the departing CEV for his/her efforts on behalf of the City, and for his/her contributions to the community and the CEV program.

If the CEV is being removed because of issues involving a lack of commitment to training etc…, a letter explaining the problem is first sent to the CEV giving them a chance to obtain or correct the requirements.

CONTENTS OF
CEV KIT

ID BADGE SHOULD BE IN YOUR POSSESSION TO ALLOW YOUR RETURN TO BRISBANE THROUGH POLICE LINES.

DOCUMENTS & FORMS

MAP OF BRISBANE
S.T.A.R.T. TRIAGE CARD
POCKET SHELTER GUIDELINES
CEV RAPID EVALUATION SAFETY ASSESSMENT FORMS
CERTIFICATE, CPR/FIRST AID
DAMAGE ASSESSMENT PLACARDS (CEV) GREEN-YELLOW-RED

TOOLS

WRENCH
LEATHER GLOVES
HARD HAT
VEST
FLASH LIGHT & BATTERIES
RUBBER GLOVES
BIOHAZARD BAG
CPR MASK
CAUTION TAPE
GOGGLES
WHISTLE
EAR PLUGS
DUST MASK
FRS RADIO & BATTERIES

RECOMMENDED TOOLS (NOT INCLUDED)

PENCIL OR PENS
ROPE
DUCT TAPE
CLIPBOARD
FIRST AID KIT

IMPORTANT PHONE NUMBERS

Brisbane Fire (non-emergency) ……..415-657-4300

Police (non-emergency)……415-508-2181

Police Dispatch (non-emergency)……....415-467-1212

Randy Breault……...Cell - 415-716-5853

Jerry Kendall.....Cell - 415-467-2855

Clara Johnson.....Home - 415-468-4195

Dan Sorrentino……..……Cell - 415-203-6459

Karen Cunningham……...Home - 415-860-4698

Tina Breckinridge……...Cell - 650-544-7439

Lois Tiano……Home - 415-467-1799

Mary Anne McGuire-Hickey……Home - 415-467-6862

Danette Davis……...Home - 415-467-4462

Linda Dettmer……Home – 415-467-6507