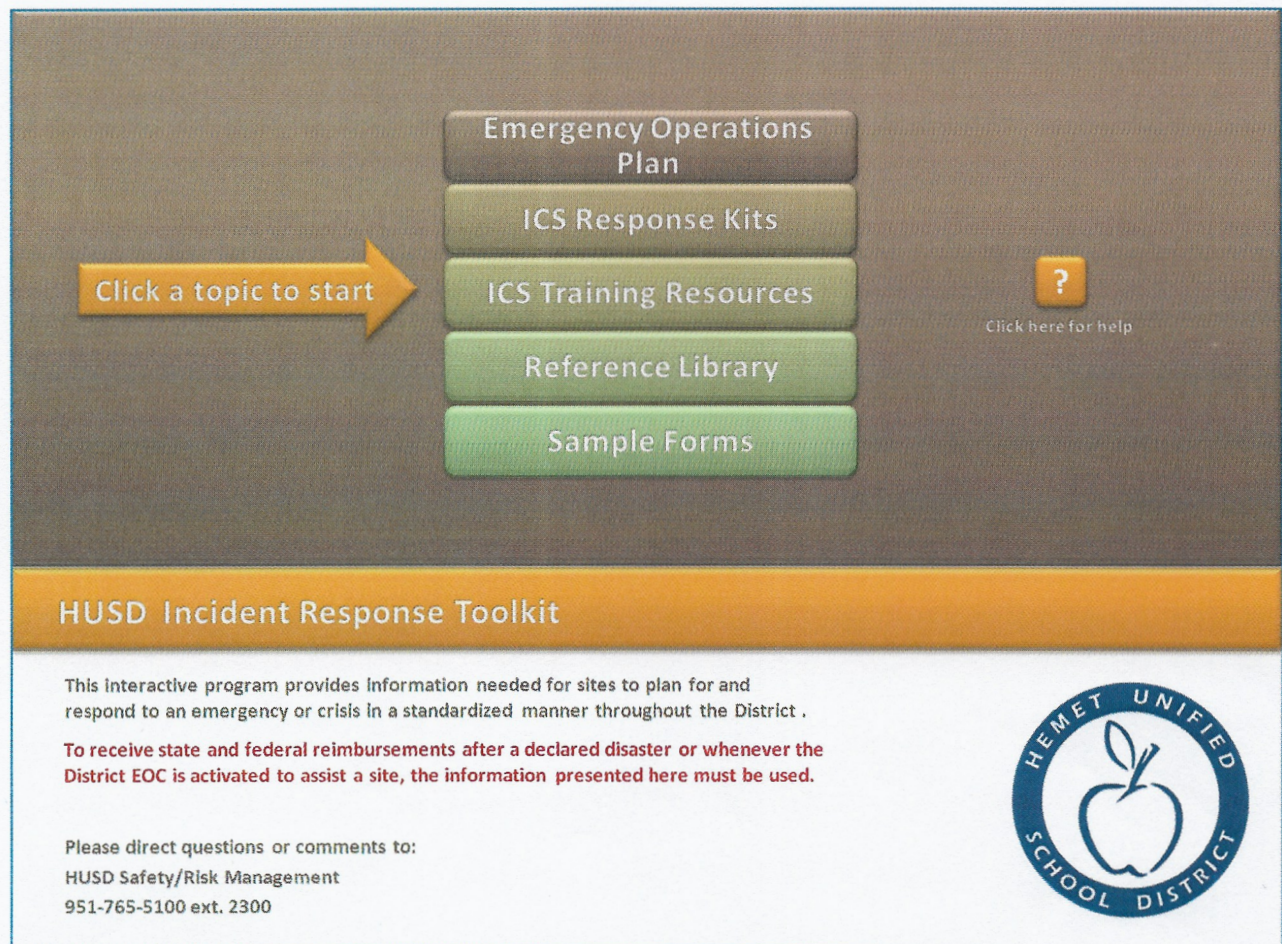


HUSD Incident Response Toolkit Overview

The *HUSD Incident Response Toolkit* is an electronic, portable application designed to quickly deliver documents, forms, and checklists needed by staff responders during an emergency. Links to training resources and emergency management reference documents are also provided. This toolkit can be copied to a flash drive, CD, or it can be accessed from the District's public network drive. It is highly recommended that this toolkit be copied to a laptop with backup batteries so that it may be accessed electronically during emergencies.

Opening Page ("Main Menu")

The first page of the *HUSD Incident Response Toolkit* is shown below. From this page, you can click a button to access one of the five toolkit components.



ICS Response Kits Page

The ICS Response Kits page is the heart of the Incident Response toolkit. From this page, each member of the Incident Command System (ICS) organization can click a button to access just the documents, checklists, and forms they need for their position during incident response.

For example, if you click the Search & Rescue button, a page of the toolkit appears with links to documents that are needed by the Search & Rescue Team (see page 4).



Search and Rescue Team Page

From this page, members of the Search and Rescue Team can click a few links to access the documents, checklists, and forms they need while responding to an emergency.

For example:

- Click the [Search and Rescue Process Flow Diagram](#) link to view a diagram that identifies the Search and Rescue Team's basic tasks and interactions with other teams (see page 5).
- Click the [Search and Rescue Team Member Checklist](#) link to display a checklist of tasks that each Search and Rescue team member is expected to perform during incident response (see page 6).
- Click the [Check-In List \(ICS 211\)](#) link to display a form that the Search and Rescue team leader uses to keep track of when team members sign in and out of incident response duty. This information is important to track, as response time costs may be reimbursable by State and Federal agencies (see page 8).

TOOLKIT
NAVIGATION

Emergency
Operations Plan

ICS Response
Kits

ICS Training
Resources

Reference
Library

Sample Forms

HOME HELP EXIT

CLICK A LINK BELOW TO ACCESS THE DESIRED DOCUMENT OR FORM

The Search and Rescue Team performs on-site search and rescue efforts for missing and trapped victims of a crisis or disaster. This team is only activated for direct site response, not at the District EOC support level.

Search and Rescue Team ICS Response Kit

DOCUMENTS

[Search and Rescue Process Flow Diagram](#)

[Search and Rescue Team Leader Checklist](#)

[Search and Rescue Team Member Checklist](#)

[Incident Map Symbols and Sample Map](#)

PRE-INCIDENT FORMS

Complete this form before any incident:
[Incident Staff Roster](#) for the Search and Rescue Team

INCIDENT RESPONSE FORMS

Use these forms during declared disasters or whenever the EOC is activated:

[Situation Status Report \(ICS 209\)](#)

[Check-In List \(ICS 211\)](#) for the Search & Rescue Team

[General Message \(ICS 213\)](#)

[Activity Log \(ICS 214\)](#)

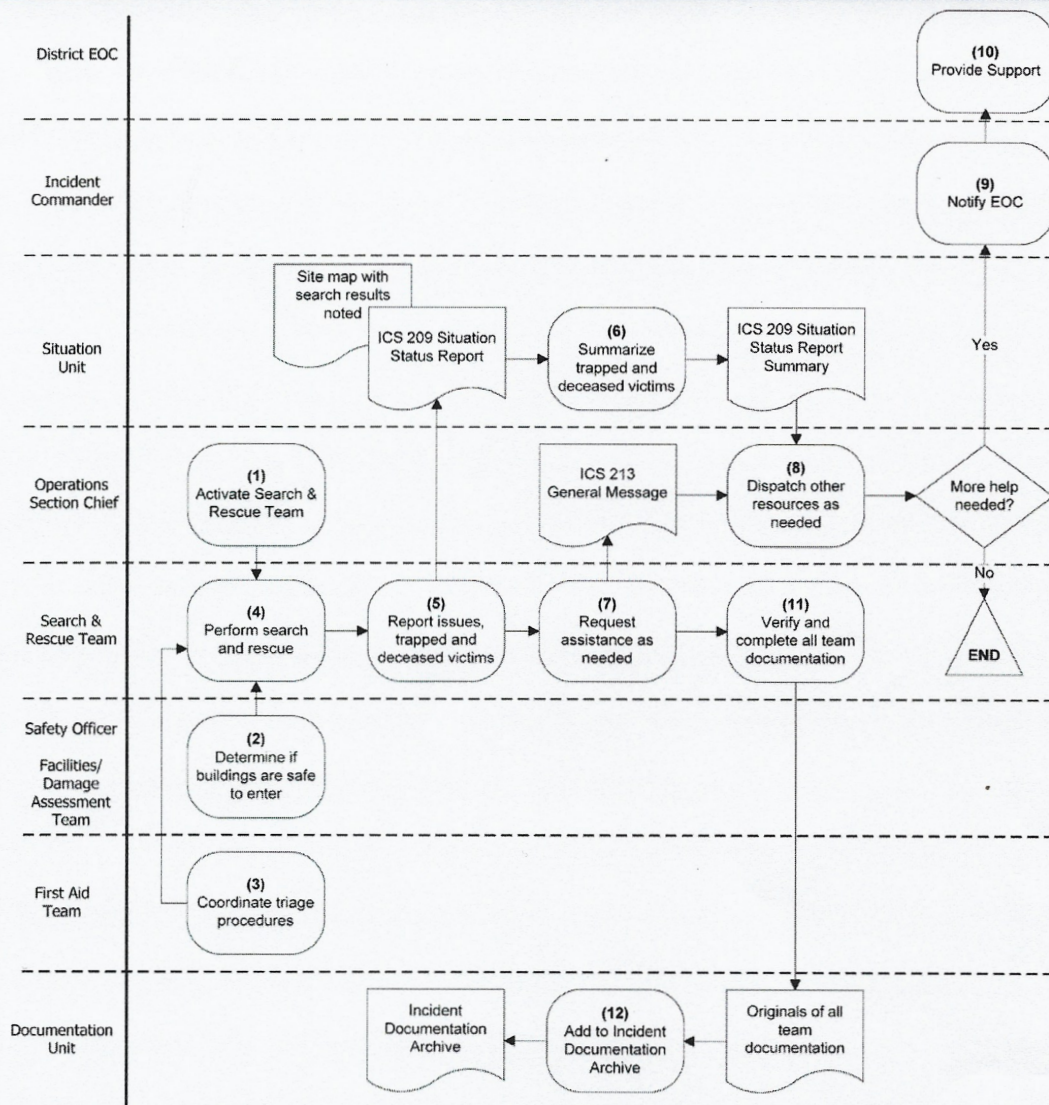
[Triage Tags](#)

Triage tags are located in the emergency supply buckets labeled "Search & Rescue" and "First Aid".

Search and Rescue Team

Search and Rescue Process Flow Diagram

Search and Rescue Process



- (1) Operations Section Chief activates Search & Rescue Team (SAR).
- (2) Safety Officer and Facilities/Damage Assessment Team determine if buildings are safe to enter.
- (3) SAR coordinates triage procedures with First Aid team.
- (4) SAR searches buildings for trapped and injured individuals and performs light rescue.
- (5) SAR reports issues and search results on Situation Status Report (ICS 209) and annotated site map.
- (6) Situation Unit collects ICS 209 forms from all Operations Teams and Medical Unit; compiles a summary report.
- (7) SAR requests additional supplies, equipment, & personnel via General Message (ICS 213).
- (8) Operations Section Chief dispatches available resources and determines more assistance is needed.
- (9) If needed, Incident Commander requests additional help from District EOC.
- (10) District EOC reviews, prioritizes, and dispatches additional support.
- (11) SAR verifies and completes all team documentation and forwards it to the Documentation Unit.
- (12) Documentation Unit records and archives all documentation received.

Search and Rescue Team Member Checklist (Page 1)

Search and Rescue Team Member Checklist

The Search and Rescue Team performs on-site search and rescue efforts for missing and trapped victims of a crisis or disaster. Team members perform activities as directed by their Team Leader.

Start-up Actions/Activation

- ☐ Check in with the Team Leader; sign in on the Check-In List (ICS 211).
- ☐ Verify your contact information on the Incident Staff Roster for your team.
- ☐ If necessary, obtain an emergency radio from your Team Leader.
- ☐ Obtain supplies, equipment, forms, and materials from your Team Leader.
- ☐ Put on personal protection equipment (PPE) and identification gear (hard hat and vest; gloves, mask, and goggles if needed).
- ☐ Meet with Team Leader for briefing and assignments.
- ☐ Determine procedures for communicating with your Team Leader and other response staff.
- ☐ Check emergency radios and flashlights.
- ☐ Review and follow all safety rules:
 - Work in teams of no less than two people ("Buddy System").
 - Take no action that might endanger you and do not work beyond your expertise.
 - Wear sturdy shoes, long sleeves, and appropriate PPE.
 - Size up the situation before responding and follow all operational and safety procedures.

Operational Duties

- ☐ Stay in regular contact with your Team Leader and report major events, activities, progress, and issues. Report the following to your Team Leader as soon as possible and as often as necessary:
 - Immediate needs such as more people, supplies, or equipment needed to achieve objectives.
 - Status of people who are trapped, injured, or deceased. Report deaths in person or by hardcopy message (ICS 213 forms). **Do not** report names of deceased individuals via emergency radio.
- ☐ Even if your Team Leader, the Safety Officer, or the Facilities/Damage & Assessment team has cleared a building for entry, inspect the exterior of each building for structural integrity before entering ("Size-Up"). Search **ONLY** structurally sound buildings. **DO NOT ENTER** the following:
 - Any leaning buildings.
 - Any buildings with exterior cracks of ½ inch or wider that run from ground level to roof level as one continuous crack.
 - Any building with any portion of the roof or walls collapsed.
- ☐ Make sure all utilities have been turned off prior to entering a building.
- ☐ Identify unsafe areas with yellow caution or red danger tape.
- ☐ Search assigned areas using established search protocols:
 - When entering a room, place a chalk mark or duct tape strip on the front of the door.
 - Once inside, always move to the right. Only one person should be calling for victims at a time so you can hear calls for help.
 - Proceed carefully as buildings may be unstable.
 - Always remain in voice contact with your buddy. If it is dark, use rope or webbing to maintain physical contact along with flashlights or light sticks for visibility.

Search and Rescue Team Member Checklist (Page 2)

- Rescue lightly trapped victims first.
- Check and treat all victims for airway, bleeding, and shock before removing from building. Make sure that you protect the victim during removal to prevent further injury.
- When exiting the room, place a second chalk mark or duct tape strip through the initial mark to form an X. This indicates that the room has been cleared.
- As each room is cleared, call in a report to the Team Leader (e.g., "Room 24 is clear").
- ☐ Conduct triage on injured victims using established procedures:
 - Attach a triage tag to each victim indicating the victim's injury status (minor, delayed, immediate, or deceased). If a triage tag is not available, mark the victims forehead with tape or marking pen as follows:
 - **IMMEDIATE** (red): Victim's injuries are life threatening and must be treated immediately.
 - **DELAYED** (yellow): Treatment of victim's injuries can be delayed for up to one hour.
 - **MINOR** (green): Treatment of victim's injuries can be delayed for three or more hours.
 - Move living victims to the Treatment Area using stretchers or other method. Use proper lifting techniques to avoid back strain.
 - If emergency first aid must be provided before transporting victims to triage area, note actions taken on the triage tag. Make sure the triage tag remains with the victim.
- ☐ If a deceased person is found during search and rescue, leave the body where it was found. Attach a "Deceased" triage tag to the person and note the location found on the ICS 209 form. Local officials will remove the body.
- ☐ Use General Message forms (ICS 213) to send and receive hardcopy messages to/from incident personnel via Communications Unit Runners as needed.
 - On message replies, note pertinent actions taken, decisions made (and the justification for them), and all requests being filled.
 - Send requests for resources (people, vehicles, equipment, supplies) to your Team Leader via the General Message form.

Closing Down/Deactivation

- ☐ Return borrowed radios and communication equipment to your Team Leader.
- ☐ Return all other equipment and reusable supplies to your Team Leader.
- ☐ Close out all forms, documentation, and reports. Make sure all paperwork is complete and correct, and turn it in to your Team Leader.
- ☐ Sign out on the Check-In List (ICS 211), noting your contact information in case you need to be reached.

Supplies & Equipment

- ☐ Evacu-Aid cots from "First Aid" emergency supply buckets, if needed
- ☐ Cribbing material
- ☐ Hard hat, vest, and/or ID badge
- ☐ PPE as needed
- ☐ Emergency radio
- ☐ Pens, pencils, paper, clipboard

Forms & Documents

- ☐ This checklist
- ☐ Standard incident map symbols and sample incident map
- ☐ ICS 213 General Message forms
- ☐ Triage Tags

Check-In List (ICS 211)

CHECK-IN LIST			
ICS 211			
1. Site Name:		2. Incident Name:	
3. Operational Period (date/time):		Begin:	End:
4. Prepared By:		Name:	Date/Time:
		Section/Team/Unit:	
5. Sign-In/Out:			
Time In	Print Name/Signature	Time Out	Destination Upon Check Out and Contact Info
	Print: Signature:		
	Print: Signature:		
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