

Holyrood Neighborhood Incident Command Center

Emergency and Exercise Set Up

Rule one in an emergency is Be Careful - do not become part of the problem!

When the Holyrood Neighborhood Incident Commander (NIC) decides that it is appropriate to activate the Holyrood Neighborhood Incident Command Center (NICC,) the NICC will be set up at whatever location and format that is appropriate to the emergency. For planning purposes:

- The primary NICC is located in the driveway at 3036 Holyrood, and
- The NICC can be located anywhere that is best suited to deal with the emergency. Suggested alternatives include:
 - Intersection of Holyrood Drive and Holyrood Manor
 - Shared driveway at 2926 & 2928 Holyrood Drive

After deciding what is needed, insofar as possible the NIC will delegate the physical set up of the NICC to others and focus on gaining an awareness of the emergency situation.

As of this writing, the majority of the Holyrood NICC equipment is located in the garage at 3036 Holyrood. The following persons have keys to this address

- Roger Vickery, 2960 Holyrood Drive (510-530-0478)
- Jacque Hachquet, 25 Holyrood Manor (510-530-8568)
- Walter Ohlemutz, 3027 Holyrood Drive (510-531-1472)

Emergency equipment is stored along the right hand wall of the garage at 3036 Holyrood. 6' x 30" and 4' x 30" tables and a large number of chairs are located through the door on the left inside the garage, under the staircase. Anything in this garage is available to be used as needed to deal with an emergency.

Following are two default layouts for the NICC, one for exercises and drills and the other for actual emergencies. These are guides and should be modified as needed.

Unless otherwise directed by the NIC, the NICC should be set up in the following order:

1. The Communication table with Status Boards

- The Communications Team needs one 6' x 30" table and two or three chairs along with three chairs to support the Status Boards.
- The Mylar coated Status Sheets are located in a cardboard tube on the right side of the garage. Large spring clips are intended to hold

the sheets to the three plywood boards which are located in the left rear of the garage..

2. The Command table

- The NIC will require two chairs and one 6' x 30" table

3. The Equipment table

- The 6' x 30' equipment table serves both as a place to store equipment AND as a barrier to keep people away from the NIC and the Communications team during the emergency.

4. The Volunteer Sign In and Request Aid tables

- Each table will require a chair.
- A "Volunteer to Help Here" sign and "Request Help Here" sign should be placed on the appropriate table

5. During exercises and drills there will also be an information and refreshment table on the left hand side of the NICC as shown in the layout.

After the NICC tables are set up as described above, the folding NICC street sign should be placed in the street in front of the NICC along with enough red traffic cones to keep vehicles away from persons in the NICC. There are folding "NICC" and "First Aid Located at _____" signs that may be attached to nails in place above the garage door at 3036.

When the NICC set up is complete, those involved in this work should report to the NICC if they are available for other tasks.