

Holyrood Hazard Reduction (HR) Team 1 Guide

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

It is the mission of the Holyrood *Hazard Reduction Team 1* is to act at the direction of the Holyrood Incident Commander to reduced specific dangers in the neighborhood while maintaining team safety. Due to lack of available people you may be asked to perform some duties of the **Damage Assessment (DA) Team**, shown on a separate page.

The Incident Commander will assign your team a Hazard Reduction task. When you arrive at the site, stop and size up the situation before you act. Among the tasks you may be asked to perform are the following:

- Extinguish SMALL fires.
- Check and turn off damaged utilities (gas, water & electricity)
- Clear debris from the street so that emergency vehicles can pass.
- Rope off and secure hazards
- Confine stray pets

When you take any action at a particular address, indicate this action on a *Status Card*. Tape one half of the card to the structure and return the other half to the Incident Command Center (ICC). At the same time report action taken to the ICC either by two-way radio (see below) or by runner.

When you have completed the task(s) assigned by the Incident Commander, return to the ICC.

Two-way Radio Operation

Your radio Call Sign is “**Holyrood Hazard Reduction Team 1** ” You should have your radio set on Channel 8 with no privacy code/secondary channel (those should be set on 0 [zero] or - - - depending on your brand of radio).

When you call the Holyrood ICC, use the following format:

“Holyrood ICC this is Holyrood Hazard Reduction Team 1. Over”

The Holyrood ICC will respond:

“Holyrood Hazard Reduction Team 1, this is Holyrood ICC. Over.”

Report as follows:

“Holyrood ICC, this is Holyrood Hazard Reduction Team 1.” Then state your message. Finish your report with “Over.”

Note: If this is a drill/exercise (not a real emergency) you MUST add the words, “this is a drill” or “this is an exercise” to any message you send that might include situations that would alarm anyone listening in on our channel. For example,

“Holyrood ICC, this is Holyrood Hazard Reduction Team 1. We have (contained a small fire/shut off the gas/etc.) at 2020 Holyrood Drive. This is an exercise. Over.”

The Holyrood ICC will acknowledge your message and say *“Out.”*

Remember to wait for the channel to be clear and then press the transmit button for a half second before beginning to speak. Speak clearly, slowly and as succinctly as possible. If the radio will not work, use a runner to communicate critical situations with the Holyrood ICC. You may ask any neighbor you meet to act as a runner.

Equipment You Should Have:

Item	Quantity	
	DA	HR
Clipboard	1	1
Paper pad & pen	1 ea	1 ea
Preliminary Damage Assessment form	1	
Status Cards		10
Utility Map	1	1
Two-way Radio	1	1
Red Vest	1/individual	1/individual
Gas Shut-off Wrench		1
Water Valve Turnkey		1
Caution Tape (roll)	1	1
Flashlight (if at night)	1/individual	1/individual
Command Center Location sign	1	

When you return to the Holyrood ICC, please return your equipment and turn in your *Status Card* forms. If you are able, there will probably be additional tasks for you to do. **Thanks again for helping!**