



**YAMHILL COUNTY SHERIFF'S OFFICE  
VOLUNTEER RESPONSE UNIT**

**MEMBER STANDBY &  
ACTIVATION PLAN**



**DEVELOPED: FEBRUARY 20, 2007  
2<sup>nd</sup> REVISION: JULY 15, 2010**

## **V.R.U. Mission Statement**

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"The mission of the Yamhill County Sheriff's Office Volunteer Response Unit is to effectively assist the Sheriff's Office by integrating volunteers to train and participate in a variety of opportunities to positively contribute to our communities."

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**A. ACTIVATION TYPES:**

**A.1: County-Wide Power Outage**

**POSSIBLE CAUSES:**

1) Inclement weather such as:

- a. Ice storms.
- b. Snow storms.
- c. High wind.
- d. Lightning.

2) Natural disaster events such as:

- a. Earthquakes.
- b. Tornadoes.

3) Mechanical failure such as:

- a. Chain reaction substation failures/blackouts.

**VRU RESPONSIBILITIES:** VRU should expect to perform the following duties, but not limited to:

1) Assist EOC operations with efforts such as:

- a. Collect information from YCOM regarding utility failures, etc.

b. Welfare Checks: Check on citizens that have reported dependency on electricity powered medical equipment. Especially during weather extremes.

2) Assist county agencies with traffic control at busy intersections.

3) Open and staff shelters for local citizens. (Location(s) to be determined by EOC)

**MUTUAL AID RESPONSE:**

1) ARES (if necessary) – Respond to affected areas with VRU members to relay information via radio. See section F.4a.

2) Cadets – This group should be sent to assist VRU members with the above duties. See section F.4b.

3) SAR (if necessary) – This group should be sent to assist VRU members. See section F.4c.

4) CERT (if necessary) – This group should be sent to assist VRU members. See section F.4d.

**EQUIPMENT NEEDED:**

1) Member duty bags.

2) Portable and/or battery operated radios for communication.

2) Volunteer Program vehicles.

3) Electricity generators.

**VRU PERSONELL NEEDED:**

1) VRU board members for member activation, scheduling and administrative support.

2) Field response members.

**TYPICAL RESPONSE TIMELINE:**

1) Depending on electricity downtime.

**COMMUNICATION COMPLICATIONS:**

1) Telephones may be affected, especially if the electricity failure is due to inclement weather or natural disaster events.

**POTENTIAL HAZARDS INFORMATION:**

1) Power outages will undoubtedly affect street lights and intersection signals. Mobile response efforts should be carried out with caution.

A. ACTIVATION TYPES:

## **A.2: 9-1-1 System Failure**

### **POSSIBLE CAUSES:**

- 1) Mechanical and/or human errors with communication equipment/telephone circuits.
- 2) Weather events affecting communication equipment/telephone lines.

### **VRU RESPONSIBILITIES:** VRU should expect to perform the following duties, but not limited to:

1) Stage response members at various public facilities in the affected areas where they can use radio communications to inform dispatch of “walk-in” 9-1-1 requests. Suggested areas where members should respond:

- a. Fire departments
- b. Police stations
- c. Post offices
- d. City halls

2) Members should setup at the Sheriff’s Office and/or YCOM to pass information to dispatchers.

3) Assist EOC operations as necessary (if it has been activated by the EM).

### **MUTUAL AID GROUPS RESPONSE:**

1) ARES – Radio communications will typically be used for informing dispatch of response needs. An ARES member should be sent with each VRU member or team. Their communication abilities and frequencies [146.640, 441.800, 147.400 MHz] allow effective communications without adding extra traffic to the county radio system. See section F.4a.

2) Cadets – This group should be sent to assist VRU members in staging at public facilities. See section F.4b.

3) SAR (if necessary) – This group should be sent to assist VRU members in staging at public facilities. Search and Rescue members use a designated radio frequency [155.805 MHz] that could be used if ARES response is not available. See section F.4c.

4) CERT (if necessary) – This group should be sent to assist VRU members in staging at public facilities. See section F.4d.

### **EQUIPMENT NEEDED:**

- 1) Member duty bags.
- 2) Radios for communication.
- 3) VRU P-159 Response Van.
- 4) Volunteer Program vehicles.

### **VRU PERSONELL NEEDED:**

- 1) VRU board members for member activation, scheduling and administrative support.
- 2) Field response members.

### **TYPICAL RESPONSE TIMELINE:**

- 1) Depending on 9-1-1 downtime.

### **COMMUNICATION COMPLICATIONS:**

- 1) Telephone communications may be affected.

### **POTENTIAL HAZARDS INFORMATION:**

1) Approaching citizens in need of 9-1-1 assistance may be extremely anxious, confused, and/or upset due to system failure.

A. ACTIVATION TYPES:

## **A.3: Flooding**

### **POSSIBLE CAUSES:**

- 1) Excessive rainfall events.
- 2) Accelerated snow-melt events.
- 3) Water holding device breaches on:
  - a. Dams.
  - b. Water reservoirs.
  - c. Water towers.
- 4) Water main pipeline ruptures.

### **VRU RESPONSIBILITIES:** VRU should expect to perform the following duties, but not limited to:

- 1) Close impassable roads as directed by YCSO personnel.
- 2) Provide flooding reports to YCSO and/or EOC.
- 3) Assist EOC operations as necessary (if it has been activated by the EM).
- 4) Open and staff shelters for local citizens. (Location(s) to be determined by EOC)

### **MUTUAL AID RESPONSE:**

- 1) ARES – Radio communications will typically be used for informing dispatch of response needs. An ARES member should be sent with each VRU member or team. See section F.4a.
- 2) Cadets – This group should be sent to assist VRU members. See section F.4b.
- 3) SAR (if necessary) – This group should be sent to assist VRU members. See section F.4c.
- 4) CERT (if necessary) – This group should be sent to assist VRU members. See section F.4d.

### **EQUIPMENT NEEDED:**

- 1) Member duty bags.
- 2) Radios for communication.
- 3) Road closure barricades.
- 4) Flares.
- 5) Traffic cones.
- 6) Volunteer Program vehicles.

### **VRU PERSONELL NEEDED:**

- 1) VRU board members for member activation, scheduling and administrative support.
- 2) Field response members.

### **TYPICAL RESPONSE TIMELINE:**

- 1) Length of time until flooding recedes and/or need from YCSO. Typically 1-2 days.

### **COMMUNICATION COMPLICATIONS:**

- 1) None.

### **POTENTIAL HAZARDS INFORMATION:**

- 1) Ensure that the responding members always have an exit from the road closure they are dispatched to. If flooding increases, new impassable sections of roadway could occur behind them.
- 2) Overly saturated ground can lead to falling trees – bring down power lines as well.

### **A. ACTIVATION TYPES:**

## **A.4: Wild Land/Forest Fire**

### **POSSIBLE CAUSES:**

- 1) Careless cigarette disposal.
- 2) Campfire neglect.
- 3) Arson.
- 4) Extremely high temperatures.
- 5) Lightning.

**VRU RESPONSIBILITIES:** VRU should expect to perform the following duties, but not limited to:

- 1) Road closures, as directed by YCSO.

### **MUTUAL AID RESPONSE:**

- 1) ARES (if necessary) – Radio communications will typically be used for informing dispatch of response needs. An ARES member should be sent with each VRU member or team. See section F.4a.
- 2) Cadets – This group should be sent to assist VRU members. See section F.4b.
- 3) SAR (if necessary) – This group should be sent to assist VRU members. See section F.4c.
- 4) CERT (if necessary) – This group should be sent to assist VRU members. See section F.4d.

### **EQUIPMENT NEEDED:**

- 1) Member duty bags.
- 2) Radios for communication.
- 3) Road closure barricades.
- 4) Traffic cones.
- 5) Volunteer Program vehicles.

### **VRU PERSONELL NEEDED:**

- 1) VRU board members for member activation, scheduling and administrative support.
- 2) Field response members.

### **TYPICAL RESPONSE TIMELINE:**

- 1) Depending on length of wildfire and/or need of response from YCSO.

### **COMMUNICATION COMPLICATIONS:**

- 1) Wild land and forest fires can occur in extremely remote locations that may not have radio coverage. County radio communications may not be available. ARES communications should be called out for assistance in this case.
- 2) It should be assumed that cell phone coverage will be unavailable.

### **POTENTIAL HAZARDS INFORMATION:**

- 1) Ensure that the responding members always have an exit from the road closure they are dispatched to. If the fire increases in size, new impassable sections of roadway could occur behind them.

## **A. ACTIVATION TYPES:**

## **A.5: Search and Rescue Operations**

### **POSSIBLE CAUSES:**

- 1) Missing person(s).
- 2) Evidence search.
- 3) Cadaver search.

**VRU RESPONSIBILITIES:** VRU should expect to perform the following duties, but not limited to:

- 1) Road closures.
- 2) Scene containment.
- 3) Transportation of search teams.
- 4) Delivering logistical supplies to search areas and/or base.
- 5) Assisting with setup/teardown operations.

### **MUTUAL AID RESPONSE:**

- 1) ARES (if necessary) – Radio communications will typically be used for message relaying. See section F.4a.
- 2) Cadets (if necessary) – This group should be sent to assist VRU members. See section F.4b.
- 3) SAR – None. Search and Rescue will be calling upon VRU for assistance. See section F.4c.
- 4) CERT (if necessary) – This group should be sent to assist VRU members. See section F.4d.

### **EQUIPMENT NEEDED:**

- 1) Member duty bags.
- 2) Radios for communication.
- 3) Traffic cones.
- 4) Volunteer Program vehicles.

### **VRU PERSONELL NEEDED:**

- 1) VRU board members for member activation, scheduling and administrative support.
- 2) Field response members.

### **TYPICAL RESPONSE TIMELINE:**

- 1) Depending on the duration of the search efforts. Typically less than 1 week.

### **COMMUNICATION COMPLICATIONS:**

- 1) Search operations can occur in extremely remote locations that may not have radio coverage. County radio communications may not be available. ARES communications should be called out for assistance in this case.
- 2) It should be assumed that cell phone coverage will be unavailable.

### **POTENTIAL HAZARDS INFORMATION:**

- 1) It is common that missing person searches occur during hunting seasons in the forest. Because occasional firearm shooting will occur in these areas, it is recommended that response members wear bright clothing and/or accessories, use flashlights, stay close to their Volunteer Program vehicle, etc.
- 2) Inclement weather should be expected during these missions. Proper clothing should be worn.

### **A. ACTIVATION TYPES:**

## **A.6: Crime Scene Containment**

### **POSSIBLE CAUSES:**

- 1) Homicides.
- 2) Suicides.
- 3) Drug busts.
- 4) Suspicious fires.
- 5) Motor vehicle accidents.

### **VRU RESPONSIBILITIES:** VRU should expect to perform the following duties, but not limited to:

- 1) Send Board Members to the scene to obtain pertinent information and begin log paperwork.
- 2) Transport the VRU P-159 Response Van to the scene.
- 3) Secure the scene while YCSO personnel are absent.
- 4) Log all changes that occur at the scene, and when.
- 5) Log all personnel that process the scene. Ensure that arrival and departure times are kept.
- 6) Provide traffic control support near the scene, if necessary.

### **MUTUAL AID RESPONSE:**

- 1) ARES – None. See section F.4a.
- 2) Cadets – This group should be sent to assist VRU members. See section F.4b.
- 3) SAR (if necessary) – This group can be sent to assist VRU members. See section F.4c.
- 4) CERT – None. See section F.4d.

### **EQUIPMENT NEEDED:**

- 1) Member duty bags.
- 2) Radios for communication.
- 3) Traffic cones.
- 4) Volunteer Program vehicles.

### **VRU PERSONELL NEEDED:**

- 1) VRU board members for member activation, scheduling and administrative support.
- 2) Field response members.

### **TYPICAL RESPONSE TIMELINE:**

- 1) Expect overnight coverage for containments.

### **COMMUNICATION COMPLICATIONS:**

- 1) Depending on the location of the scene, radio and cell phone communication may be difficult due to poor coverage. Evaluation of coverage should be made upon arrival at scene, then reported to board members for planning.

### **POTENTIAL HAZARDS INFORMATION:**

- 1) Depending on the situation and type of scene will determine the level of risk present. Drug scenes may be considered a higher risk than a motor vehicle accident because of the value of the scene to certain people. If the scene is made public information, other drug users may attempt to invade the scene.

### **A. ACTIVATION TYPES:**

## **A.7: Evidence Collection/Search**

### **POSSIBLE CAUSES:**

- 1) Roadside collections may occur when drivers attempt to dispose of evidence during a vehicle pursuit.
- 2) Search and Rescue cold-case operations.
- 3) Crime scenes.

### **VRU RESPONSIBILITIES:** VRU should expect to perform the following duties, but not limited to:

- 1) Assist YCSO personnel with collection.
- 2) Transporting search teams to scene(s).
- 3) Secure scene(s) while collection takes place.

### **MUTUAL AID RESPONSE:**

- 1) ARES – None. See section F.4a.
- 2) Cadets – This group should be sent to assist VRU members. See section F.4b.
- 3) SAR (if not already activated) – This group should be sent to assist VRU members. See section F.4c.
- 4) CERT – None. See section F.4d.

### **EQUIPMENT NEEDED:**

- 1) Member duty bag.
- 2) Traffic cones.
- 3) Volunteer Program vehicles.

### **VRU PERSONELL NEEDED:**

- 1) VRU board members for member activation, scheduling and administrative support.
- 2) Field response members.

### **TYPICAL RESPONSE TIMELINE:**

- 1) Depending on duration of collection.

### **COMMUNICATION COMPLICATIONS:**

- 1) None.

### **POTENTIAL HAZARDS INFORMATION:**

- 1) Evidence collection may pose a physical and health hazard depending on the method of search. The evidence itself may be hazardous as well.

## **A. ACTIVATION TYPES:**

## **A.8: Inclement Weather**

### **POSSIBLE CAUSES:**

- 1) Numerous types of weather events such as the following can lead to other hazardous situations:
  - a. Snow.
  - b. Ice.
  - c. Hail.
  - d. Wind.
  - e. Lightning.

### **VRU RESPONSIBILITIES:** VRU should expect to perform the following duties, but not limited to:

- 1) Close impassable roads as directed by YCSO personnel.
- 2) Provide weather reports to YCSO and/or EOC.
- 3) Assist EOC operations as necessary (if it has been activated by the EM).
- 4) Welfare Checks: Check on elderly and medically limited citizens in the county.

### **MUTUAL AID RESPONSE:**

- 1) ARES – Radio operators will be needed for reporting hazards, assisting with EOC communications, and providing local weather information. See section F.4a.
- 2) Cadets – This group should be sent to assist VRU members in their operations. See section F.4b.
- 3) SAR (if necessary) – This group should be sent to assist VRU members in their operations. See section F.4c.
- 4) CERT (if necessary) – This group should be sent to assist VRU members in their operations. See section F.4d.

### **EQUIPMENT NEEDED:**

- 1) Member duty bag.
- 2) Traffic cones.
- 3) Volunteer Program vehicles.

### **VRU PERSONELL NEEDED:**

- 1) VRU board members for member activation, scheduling and administrative support.
- 2) Field response members.

### **TYPICAL RESPONSE TIMELINE:**

- 1) Depending on the need from YCSO, EOC, or duration of event(s).

### **COMMUNICATION COMPLICATIONS:**

- 1) Level of severity of event(s) will determine the possibility of complications with radio systems and cellular telephones. For example: high winds have an effect on telephone lines and radio/cell phone towers. Direct radio to radio contact or amateur radio relay stations may be the only effective solution.

### **POTENTIAL HAZARDS INFORMATION:**

- 1) Inclement weather can make vehicle transportation treacherous.

B. STANDBY/ACTIVATION STEPS:

**B.1: Activation Requests**

Self activation is not generally advised, unless in the event of a natural disaster or major incident occurs and the member is first on scene. Member standby calls are encouraged, even if activation never takes place. In fact, activation must be allowed by authority personnel within the Yamhill County Sheriff's Office. All activations will be passed to the board from the Volunteer Coordinator. Below is the common form of activation requests from different personnel.

B.1a: From YCOM (Yamhill Communications) – The Volunteer Coordinator is responsible for directing standby/activation requests from Sheriff's Office personnel to the VRU Board. When YCOM contacts the Volunteer Coordinator, they will inform the coordinator who to contact regarding activation details. In the event that the Volunteer Coordinator is un-expectantly unavailable, the notification should be sent to the Volunteer President, to the Vice President, etc. until one of the board members respond.

B.1b: From Detectives/Sergeants – Similar actions in section B.1a will take place in order to inform the Volunteer Coordinator of an activation request. Because the Volunteer Office is normally located at the Sheriff's Office, it is usually a verbal request from these personnel to the Volunteer Coordinator, unless they are off duty, also out working the scene, or performing other duties.

B.1c: From EOC (Emergency Operations Center) – Either a telephone call or a representative from the EOC will verbally pass the request to the Volunteer Coordinator, which in turn will inform the board via telephone. As in section B.1a, if the coordinator is not available, requests will be passed to the Volunteer President, and so on.

B. STANDBY/ACTIVATION STEPS:

**B.2: Standby/Activation Calling**

This topic explains the process on informing the Volunteer Response Unit members of standbys and activations.

B.2a: Initial standby and activation requests will be passed to the Volunteer Coordinator. This request will be relayed to the Board Members. Following receipt of the request, the Board Members will utilize their Member Roster to pass the information to the General Membership via telephone. Attempt to make contact with the General Membership initially with their preferred telephone number noted on the roster. Refer to section C.1 for a current copy of the Member Roster and Qualifications.

a. Standby Call Procedure:

1. Each Board Member will begin by making telephone contact with the first member on their list of members to call and go down their list until each member is contacted. Upon making telephone contact with the member, advise them that:

“VRU has been placed on standby per instruction from \_\_\_\_\_ (ex: the EOC) for a possible activation due to \_\_\_\_\_ (ex: current flooding in the area). Please prepare your gear and be ready to activate as soon as possible. We will keep you advised”.

2. If the Volunteer Response Unit is activated, refer to section B.2a: b.

3. If the Volunteer Response Unit is told to stand down, call the members on the roster to advise them to stand down. Refer to Section G on Standing Down.

4. In the event that a member on the list does not answer, attempt to leave a voicemail instructing the member to call you back. Leave minimal details. Remember to include your call-back telephone number. It is advised to use a landline for calling the membership if possible to prevent garbled and dropped connections with use of a cell phone. When leaving a message, leave a call-back number for a second phone (such as a cell phone). This prevents busy signals on call-back from the members and allows you to leave a phone number that is not turned off after closing hours at the Sheriff's Office. If unable to leave a voicemail, continue to the next person on the list. Upon completing the list, re-attempt to contact the missed member(s). Use other telephone numbers available for the member(s) if necessary. Refer to section C.1 for Member Roster and Qualifications spreadsheet.

5. In the event that a member on the list is not available, but a family member answers the telephone, ask the person to have the member call you back. Remember to leave a telephone number that you can be reached at such as a cell phone.

6. Remember – when making contact with the members, refrain from passing lots of information regarding the standby. This slows the process of contacting the remainder of the General Membership. Give brief, but pertinent details to prepare the members you are contacting.

b. Activation Call Procedure:

1. Prior to conducting the call-out procedure to the General Membership, the Board Members shall determine which two of them will respond directly to the scene to obtain initial briefing from the investigating officer(s). These members will collect data and determine what resources, equipment and volunteer staffing requirements are necessary. This information will be relayed to the remaining board members at the Sheriff's Office where the call-out is taking place.

2. Each Board Member at the Sheriff's Office will begin by making telephone contact with the members that reside closest to the Sheriff's Office on their list. Continue to call through their list until each member is contacted. Upon making telephone contact with a member, advise them that:

“VRU has been activated per instruction from \_\_\_\_\_ (ex: the EOC) for \_\_\_\_\_ (ex: current flooding in the area). Please advise me of your current status and availability. The following shifts are available \_\_\_\_\_. Can you respond?”

3. In the event that a member on the list does not answer, attempt to leave a voicemail instructing the member to call you back. Leave minimal details. Remember to include your call-back telephone number. It is advised to use a landline for calling the membership if possible to prevent garbled and dropped connections with use of a cell phone. When leaving a message, leave a call-back number for a second phone (such as a cell phone). This prevents busy signals on call-back from the members and allows you to leave a phone number that is not turned off after closing hours at the Sheriff's Office. If unable to leave a voicemail, continue to the next person on the list. Upon completing the list, re-attempt to contact the missed member(s). Use other telephone numbers available for the member if necessary. Refer to section C.1 for Member Roster and Qualifications spreadsheet.

4. In the event that a member on the list is not available, but a family member answers the telephone, ask the person to have the member call you back. Remember to leave a telephone number that you can be reached at such as a cell phone.

5. Remember – when making contacts with the members, refrain from passing lots of information regarding the activation. This slows the process of contacting the remainder of the General Membership.

B.2b: Wireless Device Messaging: The following procedure will send a page to those capable of receiving short messages on a wireless device. This effective resource allows for information to be sent to all members very fast, without calling each person individually. This method of passing information should be used for less critical data. Do not solely rely on this form of alert to place members on standby or for activations. Refer to section B.2a. Use this option to remind members of

upcoming community events, meetings, etc.

1. From Outlook on the computer, compose a new message. A distribution list should already be created (and updated), with all of the wireless device addresses (also available on the roster) in the “Public Folders” tab. Navigate to “Sheriff”, “Volunteers”, select “Distribution Lists” and right click on “VRU Members Wireless Alert”. Select “New Message”. For a subject, enter: “VRU ALERT”. In the body of the text, briefly explain the type of detail/information. Click send.

2. Verify that the message was sent by waiting for the alert to be received by your wireless device, or appear in the Outlook inbox.

3. Keep in mind that most wireless devices have a maximum text message character limit, which means that only a certain amount of text will display, and the remainder will be purged. So, keep the message as short as possible.

4. Wireless Device Addresses can be obtained from the Member Roster and Qualifications spreadsheet in section C.1.

B.2c: Dial-In-Direct telephone numbers have been assigned to the Volunteer Response Unit for additional aid in standby/activation response. This resource is useful for being able to pass information pertinent to the detail without making direct contact with the membership. Very similar to the VRU Member Wireless Alert system, D.I.D. numbers are linked to a voice mailbox that includes the option of creating and updating a voice greeting. This greeting can include the “Who, What, Where, When and Why” information that members need to better prepare themselves for response.

1. D.I.D. Voicemail numbers and information will be inserted on the following page to allow for frequent updating.

2. Instructions for setting up the D.I.D. outgoing greeting and other mailbox features will be inserted in section K.1 of this manual.

THIS PAGE INTENTIONALLY LEFT BLANK FOR INSERT:

D.I.D. VOICEMAIL NUMBERS/INFORMATION

## B. STANDBY/ACTIVATION STEPS:

### **B.3: Member Response**

#### B.3a: Initial Response

1. Members that are closest and available to respond to the Sheriff's Office are requested to do so. This allows for collection of necessary equipment and keys for vehicle(s). As at least one Board Member is continuing to conduct the call-out procedure, another can be assisting Initial Response Members acquisition key sets and equipment at the Sheriff's Office.

2. At least two Initial Response Members should arrive at the Sheriff's Office before leaving to the County Shop for the P-159 Response Van and/or other necessary equipment.

3. Typically the P-28 Colorado pickup is parked at the Yamhill County Annex parking lot across the street from the North side of the Yamhill County Corrections Facility (Jail). One member shall drive P-28 with the other member(s) to the County Shops and retrieve the P-159 Response Van. Members in the two vehicles will conduct vehicle pre-trip checks, per instruction from the checklist in the VRU Standard Operating Procedures manual. Both vehicles and members will respond to the scene and meet the two Board Members there.

a. It is recommended that two vehicles are transported to the scene initially to provide means of transportation (back to the Sheriff's Office) for the Initial Response Members upon completion of their shift. The P-159 Response Van will stay on scene until VRU is advised to stand-down. Subsequent shift staff will be arriving on scene in their personally operated vehicles.

4. The Initial Response Members will take over the scene when the two Board Members depart. Required scene paperwork should already be started.

#### B.3b: Subsequent Response/Shift Change

1. Shifts typically last 4 hours. Volunteer member's assigned shifts subsequent to the initial response should be instructed to respond on-time in their personally operated vehicles.

#### B.3c: Wrap-Up/Last Shift

1. Members expecting to staff the last shift of the detail are to retrieve the P-28 Colorado pickup from the Annex parking lot. They will both respond in this vehicle so that one can return to the County Shops following their shift/upon completion of the detail on scene with the P-159 Response Van.

2. Necessary cleanup shall be conducted of the vehicles and equipment used. Vehicles will be fueled so they are ready for future details. When all equipment is returned at the County Shops, members shall return to the Annex parking lot in P-28.

3. All keys and equipment checked out from the Sheriff's Office will be returned at that time.

B: STANDBY/ACTIVATION STEPS:

## B.4: Tactical Information

B.4a: Radio Frequencies: See YCSO 450 Conventional Radio Template for add'l.

- a. Yamhill County Sheriff's Office: 460.1875\* MHz [Law Simulcast]  
460.1625\* MHz [Common HH]  
453.0625 MHz, PL: 107.2 [LTAC 1]  
453.1125 MHz, PL: 107.2 [LTAC 2]  
453.1375 MHz, PL: 107.2 [LTAC 3]  
458.0625 MHz, PL: 107.2 [LTAC 4]
- b. Medical/Fire Page: 163.250\*, 46.420\* MHz
- c. YC Fire Dispatch: 453.8375\* MHz High Heaven
- d. Oregon State Police (local): 156.225\* MHz
- e. Search and Rescue: 155.805, 155.160 MHz
- f. County Roads: 158.985 MHz
- g. YC ARES: 441.800\*, 146.640\* MHz

\*receive only frequency (duplex channel)

B.4b: YCSO Substation Information:

- a. Dayton: 416 Ferry Street, Dayton, OR 97114; 503-864-3539
- b. Lafayette: 486 Third Street, Lafayette, OR 97111; 503-864-2646
- c. North Valley: 414 E. Third Street, Newberg, OR 97132; 503-554-8861
- d. West Valley: 120 SW Mill Street, Sheridan, OR 97378; 503-843-2431
- e. Willamina: 411 C Street, Willamina, OR 97396; 503-876-5602

B.4c: Fire Department Information:

- a. Amity: 401 S Trade Street, Amity, OR 97101; 503-835-2311
- b. Dundee: 759 SW Hwy 99, Dundee, OR 97115; 503-538-4182
- c. McMinnville: 175 NE First St, McMinnville, OR 97128; 503-435-5800
- d. Newberg: 414 E. Second St, Newberg, OR 97132; 503-537-1230
- e. Sheridan: 230 SW Mill St, Sheridan, OR 97378; 503-843-2467
- f. Willamina: 825 NE Main St, Willamina, OR 97396; 503-876-2004

C. MEMBER CONTACT INFORMATION:

**C.1: Member Roster and Qualifications**

Each board member is required to have a copy of this roster, as it will be necessary for determining qualified members in certain activation responses. This form keeps record of every member's contact information, liaison abilities, training, equipment they carry, etc. The roster will follow this page to allow for frequent updating.

THIS PAGE INTENTIONALLY LEFT BLANK FOR INSERT:  
MEMBER ROSTER AND QUALIFICATIONS

D. BREIFING:

### **D.1: Communication**

Activation related information may be communicated by traditional group briefings, telephone, email, or by referring to a pass-down log that is always started at every scene. It is the responsibility of the VRU Board to ensure that the responding members are briefed with situational status, safety information, upcoming plans, and relief expectations.

D. BREIFING:

### **D.2: Location(s)**

If there are many members that will respond at the same time, traditional group briefings are best. Search and Rescue group members always meet at the Yamhill County Shops Lunch Room on Lafayette Ave, McMinnville, OR for their briefings. In the event that VRU response is requested from SAR, members should meet there for their briefing.

Many of VRU events are planned, so Volunteer Meetings are a great opportunity to pass information pertinent to the event.

If the VRU Board chooses to conduct a traditional group briefing, such briefing should be conducted at the Sheriff's Office Conference Room (if available) or at the Yamhill County Shops Lunch Room.

E. PLANNING:

## **E.1: Incident Objectives Form – ICS 202**

Proper paperwork must be completed at various stages of each activation or event. The Incident Objectives form is to be completed by the Board Members. All fields of ICS 202 must be filled out. A sample form can be viewed on the following page. Upon completion, this form must be presented to the VRU Incident Commander (Volunteer President) for approval. When the form has been approved, it is to be added to the file cabinet in it's own folder. Each activation or event will include at least three documents. ICS 202 being required form number one.

E.1a: See next page for a completed sample ICS 202 form.

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SAMPLE ICS 202 FORM – INCIDENT OBJECTIVES

E. PLANNING:

## **E.2: Board Member Incident Monitoring Schedule**

During the planning process, each board member will be responsible for taking an on-call shift. If the Volunteer Coordinator is informed of complications with VRU response, of any kind, it will be the responsibility of the on-call board member to correct the issue, or contact someone that can. Board member on-call shifts should overlap on-scene member shift changes.

Note: Most VRU activations will take place during the evening, requiring on-scene coverage until the next morning.

F. OPERATIONS:

**F.1: Organization Assignment List Form – ICS 203**

Proper paperwork must be completed at various stages of each activation or event. The Organization Assignment List form is to be completed by the Board Members. Not all fields of ICS 203 must be filled out. Many fields on this document will not be applicable. A sample form can be viewed on the following page. Upon completion, this form must be presented to the VRU Incident Commander (Volunteer President) for approval. When the form has been approved, it is to be added to the file cabinet in the folder designated for the activation/event. Each activation or event will include at least three documents. ICS 203 being required form number two.

Note: further details regarding activation operations can be obtained from the Volunteer Response Unit Standard Operating Procedures manual.

F.1a: See next page for a completed sample ICS 203 form.

THIS PAGE INTENTIONALLY LEFT BLANK FOR INSERT:  
SAMPLE ICS 203 FORM – ORGANIZATION ASSIGNMENT LIST

F. OPERATIONS:

**F.2: Emergency Unit Relief**

This topic will cover procedures for immediately replacing injured or ill members on-duty. Additionally, if a member is on-duty and is informed of a family emergency, that member will be authorized to receive immediate replacement. It will be the responsibility of the member and/or his or her partner to inform the Volunteer Coordinator of their condition. During activations, YCOM will be making periodic status checks on the members that check in upon shift change.

F.2a: Field Response Member Replacement – Attempt to send a field response member closest to the scene, at least until a permanent replacement can arrive to cover the remainder of the dismissed member’s shift.

F.2b: Board Member Replacement – A board member may replace the dismissed member. However, it is the responsibility of the board members to ensure that administrative duties are completed, or at least covered by another board member before being dispatched to the scene. As described in section E.1, during the planning process of the activation, consider setting up a board member incident monitoring schedule. This will basically place all board members on-call with a rotational schedule.

F.2c: Mutual Aid Group Member Replacement – Many individuals that are members of mutual aid groups are qualified to assist with VRU activations/events. If necessary, attempt to have one of these individuals respond. See section F.4 for more information about these mutual aid groups.

F.2d: YCSO Patrol Member Replacement – Attempt to send a member of patrol closest to the scene, at least until a permanent replacement can arrive to cover the remainder of the dismissed member’s shift. These members can be called to the scene by YCOM.

F. OPERATIONS:

**F.3: Equipment Transportation**

During an activation request from the Sheriff’s Office, details regarding the type of equipment needed will be given.

F.3a: Approval Process – If equipment is needed at the scene(s) of the activation/event, proper authorization is required from a sergeant or higher level YCSO personnel. Keys must be obtained from this individual also. Volunteer Program vehicles including the VRU P-159 Response Van, do not require special authorization for use. Keys for these vehicles are located on the wall of the Volunteer Services office.

F.3b: Equipment Locations – Detailed and updated information on equipment locations can be obtained from the Volunteer Coordinator.

## F. OPERATIONS:

### **F.4: Mutual Aid Groups**

The following groups can be very helpful by offering a variety of skills that VRU may not be qualified for, or have exhausted their resources. FYI: member counts were as of January, 2007. Following this page is contact information for activating the four groups below.

F.4a: ARES (Amateur Radio Emergency Service) – 23+ active members. These individuals provide extremely professional support in radio communications when county systems have failed or are not adequately covering communications during emergencies. Their portable radio equipment allows for setup in all types of conditions. It is not uncommon for EOC personnel to activate ARES members for communication with surrounding EOC's and state level support agencies. 24 hour activation allowed.

F.4b: Cadets – 8+ active members. Youth citizens interested in law enforcement are encouraged to join this team of highly trained members. Focused training in crime prevention, community service, report writing, special events, and more can be expected. These individuals can be helpful in providing services in areas similar to VRU. The Cadets have always been invited to assist VRU in their missions. 24 hour activation allowed.

F.4c: SAR (Search and Rescue) – 60+ active members. SAR members perform Wilderness Search and Rescue, Urban Search and Rescue, Lost person searches, Lost Child searches, Downed Aircraft searches, Alzheimer's searches, and Crime Scene Searches. In addition to their search and rescue missions, they have a mission of preventative search and rescue. The majority of their searches are in Yamhill County, but through their mutual aid agreements, they do respond to requests from other agencies to assist them with searches in their counties. SAR members are certified to the Oregon State Sheriff Association's standards for Search and Rescue. 24 hour activation allowed.

F.4d: CERT (Community Emergency Response Teams) – 40+ active members. Small team's through-out Yamhill County make up a large group of devoted citizens professionally trained to perform light triage, search and rescue, and administrative support for their neighborhoods in any disaster/emergency situations. Most are available to travel to assist as needed, and where needed. 24 hour activation allowed.

F.4e: See the following page for contact information for these groups. Note: The Volunteer Coordinator has direct contact channels to these groups as well.

THIS PAGE INTENTIONALLY LEFT BLANK FOR INSERT:  
MUTUAL AID GROUP CONTACT INFORMATION

F. OPERATIONS:

**F.5: Incident Scene Logging**

In the event that scene information is required for court, or other referencing, logs are kept during our entire time on scene.

F.5a: Secured Scene Personnel Log Sheet – This simply records the name and time personnel enter and leave a scene. On the top of this form there are fields for entering scene related data such as the location of the scene (address or street), case number, lead investigator and the operational period. Directly below, four columns with are titled with Name, Agency, Date/Time In, and Date/Time Out. Ensure that all personnel use this log. In addition to the scene entry log, an ICS 214 Unit Log must be maintained to log volunteer involvement on-scene.

F.5b: See the following page for a sample Secured Scene Personnel Log Sheet.

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SAMPLE SECURED SCENE PERSONNEL LOG

F.5c: Unit Log – ICS 214 – This form tracks volunteer involvement on the scene. It is required for all details. All volunteer personnel must sign in and sign out; regardless of how long they are on scene or what duties they conducted. If it is at all related to the detail, all must log in and out. This form is also used to track participation volunteer hours for the year as well.

F.5d: See the following page for a sample Unit Log – ICS 214.

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SAMPLE UNIT LOG – ICS 214

F.5e: Incident Pass-Down Log – This log acts as a diary describing important details not logged on the Unit Log Sheet. Replacement personnel will need to observe this log upon starting their shift to be better aware of details related to the incident, and what to possibly expect during their shift. This may include notes describing the time when a family member related to the scene is expected to return, or information a citizen wanted to submit.

F.5f: See the following page for a sample Incident Pass-Down Log.

THIS PAGE INTENTIONALLY LEFT BLANK FOR INSERT:

SAMPLE INCIDENT PASS-DOWN LOG

## F. OPERATIONS:

### **F.6: Other ICS Forms**

The following mentioned forms are available for use but not necessarily required for every response. In many cases, the same vehicles will be utilized, the same radio channels will be available and medical assistance is simply available through dispatch. However, if unknown variables are possible, plan ahead and prepare the forms for your reference and future shifts working the detail. Sample forms will not be included in this manual, but blank copies are always available in the file boxes located in the Volunteer Services office and the P-159 Response Van.

F.6a: ICS 205 – Incident Radio Communications Plan. This form allows you to document planned alternate channels and frequencies for radio communications. This may be useful when mutual aid groups are assisting and they are operating on a variety of radio systems.

F.6b: ICS 206 – Medical Plan. In most cases, the closest medical facility will be Willamette Valley Medical Center located on Three Mile Lane, South McMinnville. However, medical assistance can be given at fire stations and other medical facilities in your area. YCOM can always dispatch medical response to the scene. This is preferred so the scene can remain protected as best as possible until assistance arrives.

F.6c: ICS 218 – Support Vehicle Inventory. A wide variety of vehicles and similar equipment is available for use by the Sheriff's Office. It is not common for VRU to be requested to acquisition vehicles other than ones designated for use in the Volunteer Program. Still, our group can assist in a variety of ways, so the possibility remains. This is the reason for having a form to document such requests with.

G. STANDING DOWN:

### **G.1: Pre-Activation**

In the event that the Volunteer Response Unit is placed on standby, but not activated, follow these instructions for passing the stand-down notice to the General Membership:

G.1a: Each Board Member will begin by making telephone contact with the first member on their list of members to call and go down their roster until each member is contacted. Upon making telephone contact with the member, advise them that:

“VRU has been advised to stand-down from the \_\_\_\_\_ (ex: flooding response standby) per instruction from \_\_\_\_\_ (ex: the EOC). Thanks for your participation.”

G. STANDING DOWN:

### **G.2: Post-Activation**

In the event that the Volunteer Response Unit was activation, follow these instructions for passing the stand-down notice to the General Membership:

G.2a: Each Board Member will begin by making telephone contact with the first member on their list of members to call and go down their roster until each member is contacted. Upon making telephone contact with the member, advise them that:

“VRU has been advised to stand-down from the \_\_\_\_\_ (ex: flooding activation) per instruction from \_\_\_\_\_ (ex: the EOC). Thanks for your participation.”

## H. DE-BRIEFING:

### **H.1: Objectives**

Even though most individuals involved with an incident activation or traumatic event are tired and ready to return to their normal lives, it is important to follow through with conducting the following steps.

H.1a: Critical Incident Stress Debriefing – To bring together individuals in small groups with shared experiences to talk about their personal reactions and to derive mutual support from this process. It is for the relief of severe stress in normal, emotionally healthy, people who have been subjected to a severely traumatic event: The victim, helpers (rescuers, medical, mental health and educational personnel), and family and friends of the victim. This resource is sometimes available from the Sheriff's Office by a contracted therapist. It is important to make this available after significant events/activations.

H.1b: Improve Future Response Techniques – Chances are many things could have been performed better or faster in an activation or event of high significance. Opinions and ideas should be considered from all members involved. The de-briefing opportunity is for everybody, not just those in the authority position. Learning from the information presented can hopefully improve similar responses in the future. An After Action Review should include information collected during this de-briefing. See section I.1 for details on the After Action Review.

## H. DE-BRIEFING:

### **H.2: Location(s)**

Such de-briefings should be conducted at the Sheriff's Office Conference Room (if available) or the Sheriff's Office Patrol Briefing Room.

I. POST OPERATIONS:

**I.1: After Action Review Form – AAR**

The After Action Review form is to be completed by the VRU Board Members. All fields of AAR must be filled out. A sample form can be viewed on the following page. Upon completion, this form must be presented to the VRU Incident Commander (Volunteer President) for approval. When the form has been approved, it is to be added to the file cabinet in the folder designated for the activation/event. Each activation or event will include at least three documents. AAR being required form number three. This is the last required form for the detail completed.

If this was a scheduled event, referencing this form before the next similar event will offer suggestions regarding preventative measures and possible strategies to attempt.

I.1a: See following page for a completed sample AAR form.

THIS PAGE INTENTIONALLY LEFT BLANK FOR INSERT:

SAMPLE AFTER ACTION REVIEW FORM

## J. TRAINING OPPORTUNITIES:

### **J.1: Annual Drills**

To remain proficient in response skills during activations, it is encouraged that VRU Board members conduct drill activations. Planning from the board members should include the following for the scenario:

- a. Weather conditions – training should be conducted in weather extremes to prepare members for the worst.
- b. Hazards – what kind of hazards should be placed.
- c. Type of activation.
- d. Mutual aid groups – ARES, Cadets, SAR, and CERT.
- e. Equipment failures.
- f. Location(s) – single or multiple. Proper permissions should be acquired before drill.
- g. Time of day – overnight activations are most common for VRU.
- h. etc.

Search and Rescue conducts frequent training sessions. So does ARES. These groups undoubtedly would appreciate VRU involvement. The VRU Board should continue to work with these other groups to encourage cross-training opportunities.

These trainings can be pre-scheduled with the membership and also carried out without warning to determine skill levels.

K. MISCELLANIOUS

**K.1 Procedure Checklist**

- RECEIVE STANDBY/ACTIVATION REQUEST FROM YCSO VOLUNTEER COORDINATOR/YCOM DISPATCH/MUTUAL AID GROUP MEMBERS.
- "INCIDENT LOG" SHALL BE INITIATED BY VOLUNTEER PRESIDENT TO RECORD RESPONSE DATA.
- INFORM VRU BOARD MEMBERS OF STANDBY/ACTIVATION. AVAILABLE BOARD MEMBERS ARE TO REPORT TO YCSO VOLUNTEER OFFICE.
- REMAINING OR AT LEAST TWO BOARD MEMBERS SHALL GO DIRECTLY TO SCENE AND ANALYZE INCIDENT, AND DETERMINE LEVEL OF RESPONSE. THEN REPORT INFORMATION BACK TO BOARD MEMBERS AT THE SHERIFF'S OFFICE.
- INFORM YCOM OF RESPONSE DETAILS AND ASK FOR PERIODIC STATUS CHECKS (IF NECESSARY).
- VOLUNTEER COORDINATOR/BOARD MEMBERS SHALL INITIATE SCHEDULING OF RESPONSE MEMBERS AS NECESSARY FOR THE INCIDENT. THE MEMBERSHIP ROSTER SHALL BE USED TO ASSIST WITH SCHEDULING.
- BOARD MEMBERS ON SCENE SHALL KEEP ON-SCENE OFFICIALS INFORMED OF VRU RESPONSE.
- BOARD MEMBERS SHOULD BEGIN A "BOARD MEMBER INCIDENT MONITORING SCHEDULE". THIS SHALL BE USEFUL FOR LENGTHLY DETAILS WHERE OPPORTUNITY INCREASES FOR LATE/NO-SHOW SHIFT REPLACEMENTS ON SCENE.
- INITIAL RESPONSE MEMBERS SHOULD ARRIVE AT YCSO VOLUNTEER OFFICE, BE PROVIDED AN IMMEDIATE SITUATIONAL BRIEFING AND DISPATCH THEM TO THEIR APPROPRIATE DUTIES. REMEMBER EQUIPMENT AT YCSO AND COUNTY SHOPS.
- ENSURE PROPER ON-SCENE INCIDENT FORMS ARE INITIATED AND UPDATED.
- UPON STAND-DOWN AUTHORIZATION BY YCSO OFFICIALS, RELEASE ON-SCENE MEMBERS AND INSTRUCT THEM TO COORDINATE RETURN OF EQUIPMENT AND FORMS.
- INFORM YCOM THAT VRU MEMBERS ARE STANDING-DOWN AND PERIODIC STATUS CHECKS ARE NO LONGER NECESSARY IF THEY WERE NOTIFIED.
- IMMEDIATELY CONDUCT OR SCHEDULE DE-BRIEFING (IF NECESSARY).
- COMPLETE AFTER-ACTION REVIEW FORM.
- ALL RELATED FORMS SHALL BE FILED IN THE VOLUNTEER FILE CABINET FOR FUTURE REFERENCE.

K. MISCELLANIOUS

## **K.1 D.I.D. Voicemail Setup Instructions**

If changes in the D.I.D. voice mailbox service are made, remember to update the attached instructions.

K.1a: Attached following this page is a copy of the D.I.D. Setup Instructions sheet.

THIS PAGE INTENTIONALLY LEFT BLANK FOR INSERT:

D.I.D. SETUP INSTRUCTIONS SHEET