

To: SAVE Board Members

May 8, 2006

From: Joseph Randazzo
Coordinator for the Caruthersville SAVE Activation

Subject: After Action Report – April 2, 2006
Caruthersville Tornado SAVE Activation

On the evening of Sunday April 2, 2006, Severe Thunderstorms accompanied by several Tornadoes touched down in the Cities of Caruthersville, Kennett, and Braggadocio, Missouri. On the following Tuesday Morning, the City of Caruthersville requested assistance from the SAVE Coalition through the State Emergency Management Agency. The SAVE South East Region call down list was activated. Mr. Joseph Randazzo, acting on behalf of SEMA as the Coordinator for the event was activated and sent to Caruthersville to begin coordination with the local authorities with Rapid Building Damage Assessment. Mr. Randazzo arrived at the Caruthersville Fire Station, which at the time was being used as the Central Command Post at 8:00 pm Tuesday night. Contacts with the local Building Officials, the City Attorney and the Caruthersville Mayor were made to get official documents moving for SAVE activation the following morning.

SAVE Volunteers reported to the Command Post at 7:30 am Wednesday morning to begin coordination of Building Damage Assessments. The Mutual Aid Incident Management Team provided Temporary Mapping and Logistics. The Missouri Highway Patrol was presented to assist with security escorts, inspector transportation, and resident public relations during building inspections.

Prior to field activation, inspectors were assembled in teams of 2 with a total of 5 teams. One team was escorted to Braggadocio Missouri to perform roughly 96 Rapid Damage Inspections that were completed in the first day. The remaining 4 teams began inspection within the City of Caruthersville.

During this time, briefings with the local authorities, as well as Incident Management Officials were held each day at 9:00 am and 3:00 pm to gather progress information and needs by residents, first responders, local department officials and volunteer / public assistance. During the Wednesday afternoon briefing the Pemiscot County Commissioner requested SAVE Volunteer assistance in Dunklin / Kennett to perform inspections. Arrangements were made with the County Sheriff's Department to accommodate this request with inspectors Thursday morning. Each inspection team reported back to the command post at noon for inspection updates, progress reports and rest while replenishing liquids, food and inspection supplies. Inspectors were required to report back to the command post 1 hour before sunset each day to turn in reports and discuss the day's activity, map progress and coordinate for the next day inspections. Progress reports to SEMA were made each day at 10:00 am and 4:00 pm noting the progress made and SAVE Volunteer Status for the following day.

Inspections continued through the remainder of the week, ending Saturday April 8, mid afternoon. SEMA representative Randy Scrivner arrived Saturday morning and was able to close out the activation and work with local officials on final documents and reports.

Agency Contributions to the SAVE Activation

- The City of Sikeston for supplying Damage Assessment Placards and Rapid Damage Assessment Forms.
- Waters Engineering, SAVE Inspector Darrall Hirtz, for supplying operational maps of the city for the SAVE Teams as well as the coordinator.
- Missouri State Highway Patrol for security, transportation and resident Public Relations.
- Caruthersville neighborhood resident volunteers who assisted the SAVE Coordinator with local administrative needs and logistics.

Shortcomings to consider

1. Prior to a SAVE activation a checklist of the following procedures should be discussed with the jurisdiction requesting assistance or, expedited through the SEMA area coordinator for the event:
 - a. Document of Deputization for each volunteer inspector as well as documentation of Worker's Compensation prior to field activation.
 - b. Notification that some type of housing, motel or shelter be provided, or site specific prearrangements within a reasonable driving distance from the event.
 - c. Expense reimbursement for lodging, transportation, and meals if applicable are required.
 - d. Scaled maps of the damaged areas for inspectors as well as SAVE administrative support staff.
 - e. Placard posting equipment such as duct tape, slap staplers where applicable, water proof markers and barricade tape if required.
 - f. If safety / security measures have been implemented by the jurisdiction, will escorts be provided? If not, what reasonable means can be expected?

SAVE Recommendations for future activations

Although the SAVE Caruthersville Tornado activation was relatively successful, some notes as to ensuring continued future success are made. This event did prove that under sufficient coordination, and better than average cooperation by local authorities, the SAVE Coalition is very capable of functioning extremely well on its own. However, should another event of this scale or larger happen, the following thoughts and observations were made from the City of Caruthersville activation and should be considered as lessons learned.

1. Consider activating 2 volunteers, one as the Inspection Coordinator and the other as Administrative Coordinator. SAVE volunteer inspector activation requires that specific administrative needs be met, as well as specific inspection logistics prior to any SAVE inspectors being sent to the field. These administrative and inspection duties would include but not be limited to:

- A. Coordinate the Deputization of inspector certificates, verify assurance of Worker's Compensation Coverage for volunteer inspectors.
- B. Maintain an hourly activity report log for SEMA (Sit Rep Reporting) purposes, noting items such as, progress made, number of inspections performed to date, number of color placard specific postings, status of sufficient inspection manpower, and any other assistance that may be required.
- C. Work with local administrative personnel to assure a minimum of office supply needs such as, markers, stapler, color placards, damage assessment forms and map update information, etc. Highly recommend SAVE / SEMA consider putting these items also into our activation box along with our placards and forms. This would presumably allow for a more self-sufficient operation.
- D. Maintain a daily/hourly sign-in/out sheet, for inspector locations and accountability in the event contact with a specific inspector in the field is needed. Track inspector field locations and inspection completion progress on a working event map. This would also be used for daily City update meetings with local authorities and emergency services, as well as volunteer organizations.
- E. Maintain a list of additional SAVE members to call upon in the event a 72 hour rotation is needed.
- F. Conduct daily progress/update meetings with inspector teams to assure needs are being met, damage assessment forms are being completed accordingly and accurately, field inspection conditions are stable, and that any inspector concerns are quickly addressed.

As a means of familiarization with SAVE activation and what administrative and inspection duties are normally required, at minimum, the above noted tasks are typical. Sound incident management and coordination from local authorities are not always the case. In realizing this, as a volunteer organization, the SAVE Coalition should always be prepared to potentially manage and coordinate there own. We should anticipate minimal assistance and the fact that, the local authorities will most likely be looking to us for guidance.