

University of Houston  
Office of Emergency Management

Ride-Out Team  
Lead/Supervisor  
Training  
2019

Presented by:

Office of Emergency Management

## Hurricane Season Arrives June 1st



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## Ride-out Team Basics – Team Designation:



Ride-out Team  
Supervisor

Ride-out Team  
Lead/Deputy Lead

Ride-out Team  
Member

## Ride-out Team Basics - Safety Considerations:

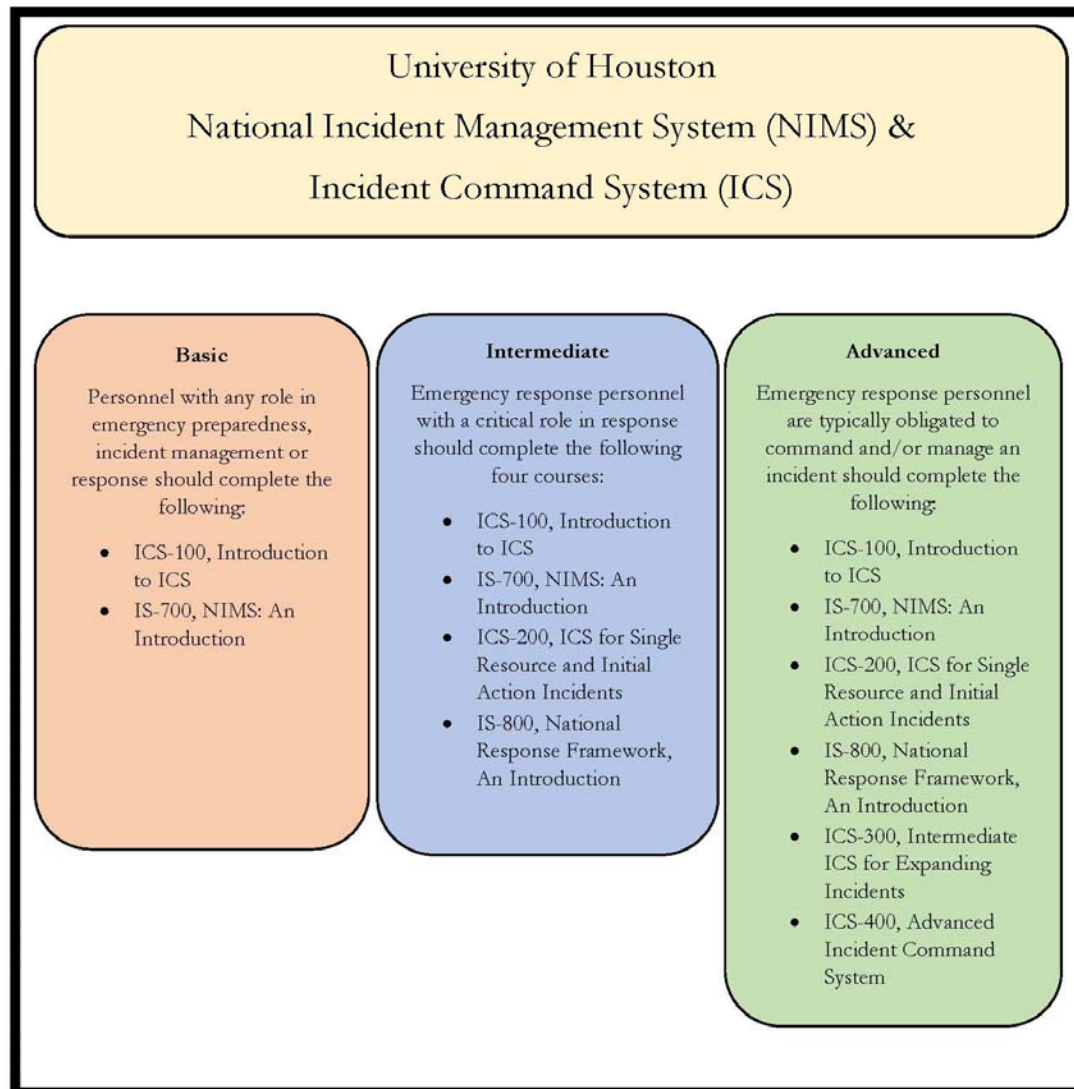
During the ride-out period, the campus may be inaccessible by emergency services such as UH/city police, fire fighters, ambulances and other emergency services

During the height of the storm, emergency responders will be instructed to shelter and response will be halted

During this period, university workers will be working under extremely stressful circumstances where normal work practices may be compromised.



# Ride-out Team Basics - Team Training



Free online classes:

<http://training.fema.gov/IS/NIMS.asp>

Submit certificates to Ginger Walker at [GKWalker@Central.UH.edu](mailto:GKWalker@Central.UH.edu)

## Ride-out Team Basics - Location Considerations

- Space for all team members to work
- Generator back-up for building
- Space for food/water storage
- Fridge at proper temp (40 degrees or lower)
- Location is safe and secure
- Space is easily accessible by first responders
- Space for all team members rest
- Space for additional supplies
- Ample space for sleeping arrangements



## Ride-out Team Basics - Consumables/Food Supply Storage:

- When possible, Meals will be provided by Dining - Communication with Dining
- Additional Team Food Provisions
- Non Perishable Food Items
- Consider at least 5 days worth of food
- Water
  - 64oz/person – normal conditions
  - 128oz/person – excessive heat conditions



Dining may not be available



# Ride-out Team Basics - Inventory/Supplies:

Toilet paper, towelettes, soap, baby wipes, liquid hand sanitizer

Personal hygiene items

Plastic garbage bags, ties

Household chlorine bleach, disinfectant

Plenty of absorbent towels

Prescription medication

First aid kit

Laundry detergent – Facility restrictions apply

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CAMPUS SAFETY  
Office of Emergency Management

Emergency Preparedness Supplies Checklist

The Emergency Preparedness Supplies Checklist is essential and tailored to meet the basic survival needs during or after a disaster. Individuals can store emergency supplies, tools, and water in one location that is readily available in your room, home, office and/or vehicle. Supplies can be stored in advance in an easy to carry suitcase, duffle bag or backpack ensuring they are easily accessible in the event of an evacuation.

First Aid Supplies

- ✓ Adhesive bandages, various sizes
- ✓ Sterile dressing and pads, various sizes
- ✓ Conforming roller gauze bandage
- ✓ Triangular bandages
- ✓ Roll cohesive bandage
- ✓ Hand sanitizer
- ✓ Non-latex gloves
- ✓ Adhesive tape, 2" width
- ✓ Antibacterial ointment
- ✓ Cold pack
- ✓ Scissors and tweezers
- ✓ Safety pins
- ✓ Cotton balls
- ✓ Sunscreen
- ✓ First aid manual

Non-Prescription and Prescription Med-Kit

- ✓ Aspirin and non-aspirin pain reliever
- ✓ Anti-diarrhea medication
- ✓ Antacid
- ✓ Prescriptions/medications
- ✓ Extra eyeglasses/contact lenses

Sanitation and Hygiene Supplies

- ✓ Washcloth and small towel
- ✓ Soap
- ✓ Toothpaste, toothbrush, shampoo
- ✓ Deodorant
- ✓ Lip balm, insect repellent
- ✓ Plastic garbage bags, small/large
- ✓ Feminine supplies
- ✓ Toilet paper

Equipment and Tools

- ✓ Portable, battery powered radio or wind-up/NOAA Weather Radio
- ✓ Flashlight (wind-up or battery powered)
- ✓ Waterproof matches or in waterproof container
- ✓ Manual can opener
- ✓ Paper cups, plates, and plastic utensils
- ✓ Duct tape, whistle, work gloves
- ✓ Paper, pens, and pencils
- ✓ Needles and thread
- ✓ Battery-operated travel alarm clock
- ✓ Re-sealable plastic bags
- ✓ Batteries

Food and Water


- ✓ Water
- ✓ Ready-to-eat meats, fruits, and vegetables
- ✓ Canned or boxed juice and soup
- ✓ High-energy foods (peanut butter, low sodium crackers, granola bars & trail mix)
- ✓ Special dietary needs
- ✓ Cookies, hard candy, cereals and powdered milk

Clothes and Bedding Supplies

- ✓ Clothing
- ✓ Sturdy shoes or boots
- ✓ Rain gear, hat, sunglasses
- ✓ Blankets/sleeping bags and pillows

Documents and Keys

- ✓ Personal ID (Driver's License/Passport)
- ✓ Cash
- ✓ Extra set of home and vehicle keys
- ✓ Insurance papers, immunization records
- ✓ Emergency contact list
- ✓ Map



## Ride-out Team Basics - Ride-Out Team Parking:



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## Ride-out Team Basics - Contact Information/Rosters:

- Telephone call trees and contact lists are up to date
- Team notification when activating
- Ensure contact information updated in PASS
- Ride-out Team Rosters
- Ride-Out Badges



Call

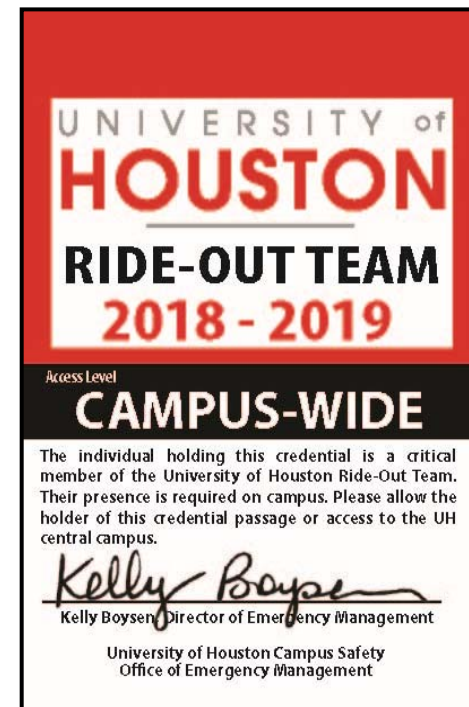


Email



Text

Ride-Out Team Roster						
Team	Team Member Name	Function (Example: Team Lead, Deputy, or Member)	Work Number	Cell Number	Ride-Out Location	Email
[Department Name]		Supervisor				
		Team Lead				
		Deputy Team Lead				
		Member				



## Ride-out Team Basics - Team *Daily* Check In Process:

Ride-Out Team Check In Sheet						
Team	Member	Signature	Ride-Out Location	Date	Time In	Time Out
Lead(s) Information						
Deputy Lead (s) Information						
Department Name						

## Ride-out Team Basics - Team Activation:

- Team activation done by the individual designated as the Ride-Out Team Supervisor
- OEM will provide information to Team Supervisor to assist in determining the need to activate
- Updates will be periodically sent to the Ride-Out Team Supervisors/Leads before, during and after with important emergency information and updates
- Initial Team check-in will be done via Veoci



## Ride-out Team Basics – Reporting Incidents:

- UHPD – Life Safety
- FIXIT – Facility Issues
- EOC – Situation Reports/Coordination



## Ride-out Team Enhancements – Veoci (Incident Management System)

- Overview of Veoci - UH Incident Management System Tool
  - Situational Awareness & Information Sharing
  - Accountability/Tracking of Personnel & Resources
  - Documentation
- Ride Out Team Features in Veoci
  - “Cockpit” (Log)
  - Ride-Out Team Check-In
  - Ride-Out Team Situation Reports
  - Ride-Out Team Hotwash Submission
  - Ride-Out Team Demobilization

Ride-out Team/Veoci Exercise Announcement

May 30<sup>th</sup>



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# Ride-out Team Enhancements – Veoci (Incident Management System)

The screenshot displays the Veoci EOC Dashboard for the University of Houston. The dashboard is titled "EOC Dashboard" and includes a sidebar with navigation options like "Go To...", "Set Visibility...", "Add Tile", "Create New Board", "Print Dashboard", and "Configure Filter Mappings". The main content area features a table for "Ride Out / Incident Check-Ins" with columns for "First Name", "Last Name", "Department", and "Function". The table is currently empty, displaying "No Form Entries Available". To the right of the table, there are several sections: "Forms" (listing tasks like "Create a Hot Wash Strengths/Improvements", "Create a New Damage Assessment", "Ride Out / Incident Check-In", "Create a Resource Request", and "Launch an EOP Annex's Tasks"), "UH ALERT" (showing "UH ALERT"), and "Important Links" (including "Check-In/Out Link" and "Situation Report Submission"). A "Ride Out/Incident Check-Outs" section shows a count of 0. The bottom of the dashboard has a bar for "Tasks - Resource Requests - Damage Assessments".

# Ride-out Team Enhancements – Veoci

Leads will received an email with a link or you may choose the Yellow “Important Links” Tile on the Dashboard

## Team Initial Check-In:

The screenshot shows the 'Create Form Entry' page in the Veoci system. The header includes the Veoci logo, 'Home', and 'Alerts' links. Below the header, the page title is 'Create Form Entry'. The form contains several fields: 'First Name \*', 'Last Name \*', 'Department \*' (a dropdown menu showing 'select an option'), 'Function \*' (a dropdown menu showing 'select an option'), 'Email \*', 'Cell Number \*', 'Ride Out / Responding Location \*', 'Status \*' (radio buttons for 'Check-In' and 'Check-Out'), and 'Check-In Time \*' (a date and time input showing '2019-02-11' and '03:43 pm').

## Situation Reports:

The screenshot shows the 'Situation Report #109' page in the Veoci system. The header includes the title 'Situation Report #109 [WORKFLOW]'. The page is divided into two main sections: 'Workflow Steps' and 'Other Tools'. The 'Workflow Steps' section lists various departments and functions, including 'Request Department SITREPS', 'University Communications', 'Student Housing and Residential Life (SHRL)', 'Research', 'Police (UHPD)', 'Plant Operations (Plant Ops)', 'Office of Emergency Management (OEM)', 'IT', 'Houston Public Media (HPM)', 'Hilton', 'Fire/EHLS', 'ERP Transwestern', 'Dining/Parking/Shuttle', 'Athletics', 'Animal Care Operations (ACO)', 'Other Department', 'SITREP Status', and 'Summarize Report'. The 'Other Tools' section includes 'Submit New' and 'Duplicate Entry'. The main content area displays the 'Date' (2019-04-16 11:31 am), 'Departments Reporting' (Office of Emergency Management (OEM)), and 'Office of Emergency Management (OEM)' (Brian Hall). Below this, there is a section for 'Office of Emergency Management (OEM) Sitrep' with a 'Current Situation (provide a General Update based on your Department's current situation) \*' text area. At the bottom, there is a section for 'Outstanding Issues/Challenges/Problems \*' with a text area. The page concludes with 'Submit' and 'Save Now' buttons.

# Ride-out Team Enhancements – Veoci

Check-Out Team Members and Demobilization via Veoci (Click on Team Member Name)

The screenshot displays the Veoci EOC Dashboard for the University of Houston. The dashboard includes a sidebar with navigation options like 'Go To...', 'Set Visibility...', 'Add Tile', 'Create New Board', 'Print Dashboard', and 'Configure Filter Mappings'. The main content area features a table titled 'Ride Out / Incident Check-Ins' with columns for 'First Name', 'Last Name', 'Department', and 'Function'. A team member named 'Test Brian' is listed. A green arrow points to the name 'Test Brian'. Another green arrow points to the 'Dashboard' button in the top right corner. The dashboard also includes several widgets: 'Forms' (Create a Hot Wash Strengths/Improvements, Create a New Damage Assessment, Ride Out / Incident Check-In, Create a Resource Request, Launch an EOP Annex's Tasks), 'UH ALERT', 'Important Links' (Check-In Link, Situation Report Submission), 'Ride Out/Incident Check-Outs' (0), 'Tasks - Resource Requests - Damage Assessments' (Open Damage Assessments, Resource Requests by Current Step, All Tasks by Status, Closed Resource Requests (0), My Open Tasks (0)), and 'Hotwash Entries' (1). The bottom status bar shows the current time as 13:27:40 and an active incident/event.

First Name	Last Name	Department	Function
Test Brian	Hall	Office of Emergency Mana...	Deputy Team Lead

# Ride-out Team Enhancements – Veoci

## Demobilization Process

Select a member and check out

\*Return to Dashboard for additional check outs



veoci

Home Alerts

University of Houston (ORG) / EOC (GROUP) / (This is a DRILL) AV

Form Entry #49645679

First Name \*

Blu

Last Name \*

Walker

Department \*

Animal Care Operations (A... x ▾

Function \*

Team Lead x ▾

Email \*

gkwalker@mac.com

Cell Number \*

281-555-5555

Ride Out / Responding Location \*

Crabb Texas

Status \*

☒ Check-In



☐ Check-Out

[Clear Selection](#)

Check-In Time \*

2019-03-27

10:37



# Ride-out Team Enhancements – Veoci

Hotwash via Veoci (Click on the Blue “Forms” Tile)

The screenshot shows the Veoci dashboard for the University of Houston EOC. The top navigation bar includes links for Home, Alerts, Threads, Rooms, and Start a Room. The main header displays the current room: "(This is a DRILL) Ride Out Team Training 2019". The dashboard is divided into several sections:

- Left Sidebar:** Contains navigation options like "Go To...", "Set Visibility...", "Add Tile", "Create New Board", "Print Dashboard", and "Configure Filter Mappings".
- Top Right:** Features a user profile icon and a "Dashboard" button, both highlighted with green arrows.
- Main Content Area:**
  - Ride Out / Incident Check-Ins:** A table with columns for First Name, Last Name, Department, and Function. It shows one entry: Test Brian, Hall, Office of Emergency Management, Deputy Team Lead.
  - Forms:** A blue tile with a dropdown menu containing options: "Create a Hot Wash Strengths/Improvements", "Create a New Damage Assessment", "Ride Out / Incident Check-In", "Create a Resource Request", and "Launch an EOP Annex's Tasks". A green arrow points to this tile.
  - UH ALERT:** A red tile with a "UH ALERT" button.
  - Important Links:** A yellow tile with links for "Check-In Link" and "Situation Report Submission".
  - Ride Out/Incident Check-Outs:** A teal tile showing a count of 0.
  - Tasks - Resource Requests - Damage Assessments:** A section with five tiles: "Open Damage Assessments", "Resource Requests by Current Step", "All Tasks by Status", "Closed Resource Requests" (count 0), and "My Open Tasks" (count 0). Each of these tiles displays "No Grouping Data".
  - Hotwash Entries:** A teal tile showing a count of 1.

The bottom status bar shows the current time as 13:27:40 and an "Active Incident/Event" indicator.

## Ride-out Team Enhancements – Hands-on Exercise



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# Acknowledgement Forms

**Evaluation Time**

**<http://bit.ly/RideOutTraining>**



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# University of Houston

## Office of Emergency Management



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