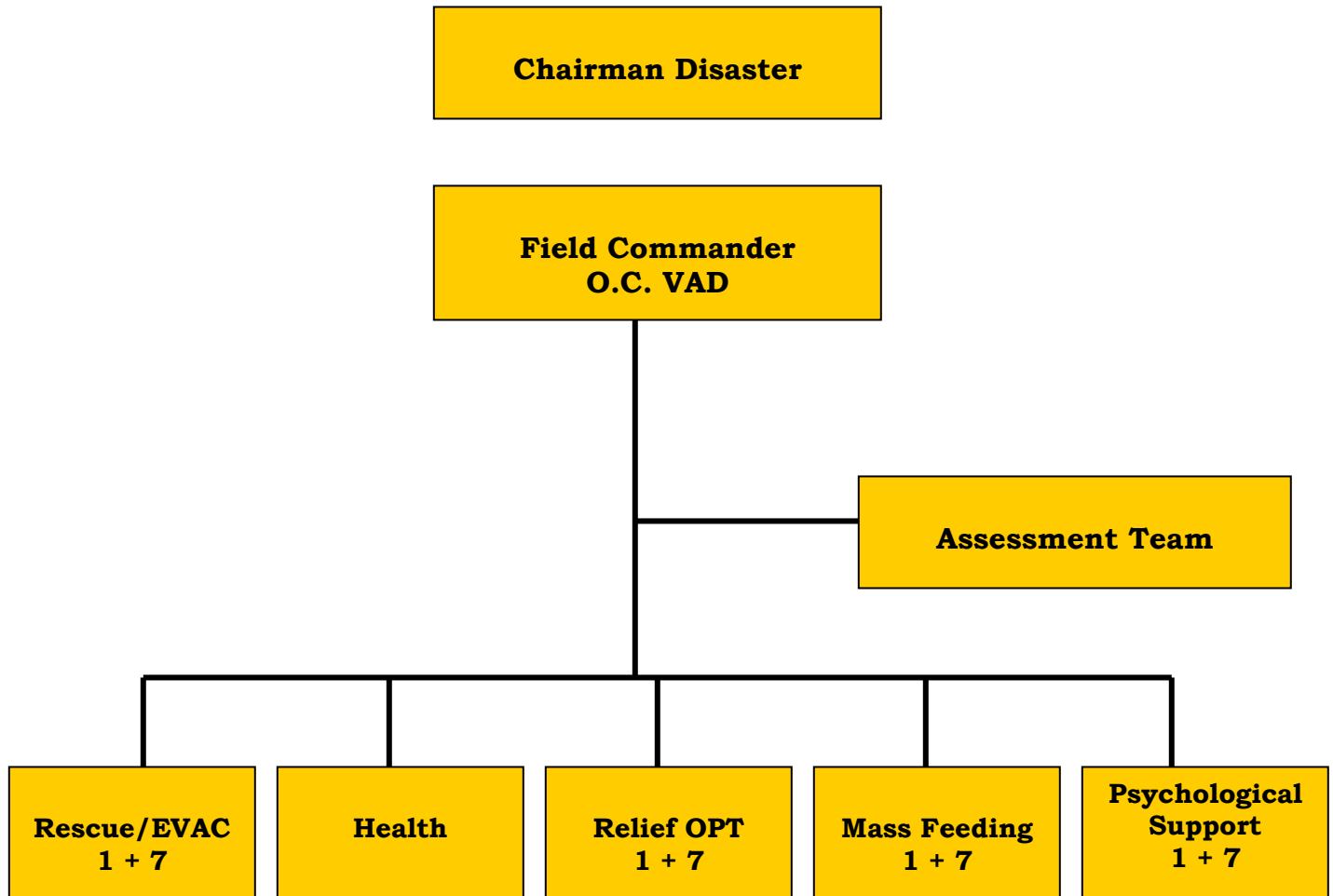


CHAPTER 4 – OPS COMMAND – CHAPTER LEVEL

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FIELD OPS COMMAND STRUCTURE CHAPTER LEVEL



DUTIES – FIELD COMMANDER

1. Report to Site Commander (Police).
2. Co-ordinate with Team Leaders of various sections.
3. Daily briefing/debriefing to all Team Leaders.
4. Establish two way communication.
5. Exercise collective decision.
6. Reporting to Ops Room chapter lever according to code status:

Red - Hourly and daily report.

Amber - Daily reporting (3-4 hours release)
7. Code of conduct should be maintained at all times.
8. He must be in charge of security and safety for all members.
9. He can appoint an assistant when necessary.

Search, Rescue and Evacuation Team at Chapter Level

This team will be controlled directly by a Officer (Team Leader) of the Search, Rescue and Evacuation Team, who is nominated by the O.C VAD.

Composition - 1 Officer & 7 Volunteers

Task

1. Requisition of all necessary equipments, vehicles, boats and materials with proper inventory control and documentation.
2. Ensure optimum utilization of all resources and the proper handling of all equipments and materials.
3. Work closely with the Fire Brigade, Civil Defence and other agencies in the conduct of Search, Rescue and Evacuation Operations.
4. Maintain communication with MRCS Site Operation Room through and radios.
5. Work in consultation with OSC to establish base/evacuation point/ Casualty Collection Point (CCP).
6. Attend to Triage/First Aid (if necessary/Medical Evacuation for casualties.
7. Transfer victims from evacuation/collection point to designated relief centres.
8. Transfer casualties from site to CCP/First Aid post.

9. Maintain a record of the number of beneficiaries rescued, treated and evacuated and their place of evacuation.
10. Ensure proper return of all equipments and materials in good order and with proper receipt of all returned equipments and materials after stand down.

Team Leader's Responsibilities

1. On arrival – report to on scene commander (Bomba).
2. Maintain a duty roster (8 hours per shift) for rotation of teams throughout the operation.
3. Ensure safety of team members.
4. Report immediately to field commander on action taken (e.g coverage area, number of beneficiaries, further damage/incident, etc).
5. To conduct debriefing with team members.
6. Ensure proper handing over of duties.

Relief Team at Chapter Level

Composition : 1 Officer
7 Members

Tasks : Deployment of volunteers to activate relief activities.

Team Leader Responsibilities

1. Report to Welfare Officer on site.
2. Registration of beneficiaries.
3. Distribution of water and food.
4. Transportation of beneficiaries to relief centers.
5. Ensure proper waste disposal.
6. Receiving and accountability of donated items.
7. Establish route maps to relief center.
8. Ensure general security of Relief Centres.
9. Progress report to welfare/field commander as appropriate.
10. Tracing services.

FIELD CLINIC TEAM AT CHAPTER LEVEL

Composition : 1 MO/ MA/ SN - PARAMEDIC
7 First Aiders

Task : 1) To establish first aid post

2) To establish Blood Donor recruitment when needed.

3) Transportation of casualties.

4) Provide Psychological Support

Team Leader Responsibilities.

1. Report to field hospital
2. Ensure sufficient personnel for first aid/ blood donor recruitment.
3. Ensure sufficient required equipments.
4. Ensure safety of his team personnel.
5. Maintain record of casualties.
6. Support Rescue / Evacuation team (if required)

Mass Cooking and Feeding Team at Chapter Level.

Composition

1. 1 Officer
2. 11 members

Task

1. To provide quality and nutritious food to the beneficiaries and supporting teams.
2. Food is stored, prepared and consume in a safe and appropriate manner both at household and community level and acceptable to the beneficiaries

Team Leader Responsibilities

1. Liaison with Welfare Department on the authority and system (catering or cooking) for feeding.
2. Setting up and operating a central cooking system or arranging for collection and delivery of cooked food from suppliers. It could also be a combination of both.
3. Receive food supplies from well wishers and distribute accordingly.
4. Ensure preparedness of mobile kitchen and additional Clinton Cookers / Almunief.

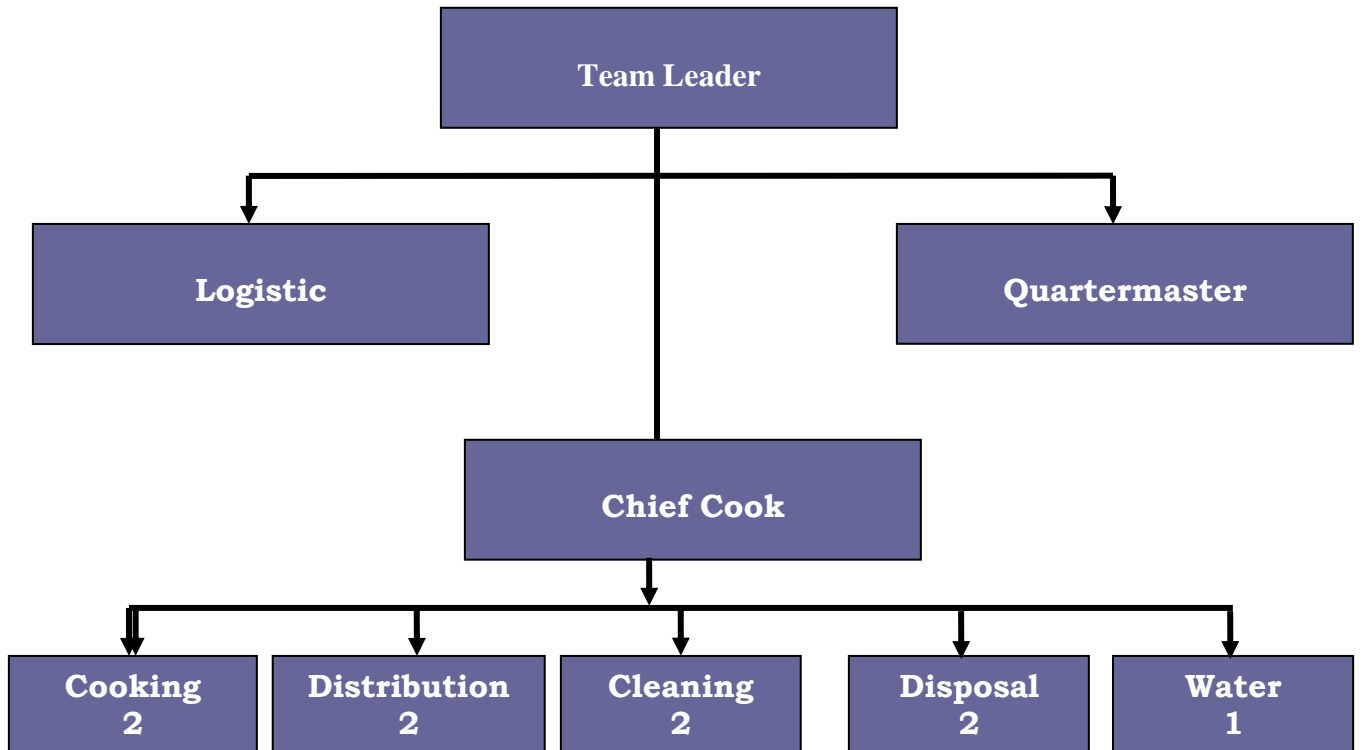
5. Organize roster of team of volunteers for mass cooking and distribution to the beneficiaries and other rescue and relief contingents.
6. Ensure proper waste disposal.
7. Mass cooking will be done for 250 beneficiaries and above.
8. Ensure adequate clean water storage (cooking/washing)
9. Liaise with relief teams on daily basic/meal basis.
10. Supervision of cooking teams
11. Control of supplies issued
12. Ensure wet rations supply at least 6 hours before feeding time and dry rations 24 hours.
13. Procurement from appointed supplies
14. Ensure proper inventory of all equipment
15. Take necessary action on vector control and general security of equipment and kitchen

NOTES: *Relevant Forms and Equipments*

*Forms: DMSA 01/DMSC 01/DMBC 01/DMRFV 01/DM CRN 01/DMLO 01;
DMCOM 01/DMRFM 01/DMLBA 01/DMDN 01/DMPRF 01/DMDC 01;
DMPA 01; DMENR 01*

Equipments: DMHC 01/DMR 01/DMSRE 01/DMMK 01/DMOPS 01

MRCS FEEDING STRUCTURE



MENU

Day 1

Breakfast

1. Fried Rice Noodles
2. Tea/Coffee

Lunch

1. White Rice
2. Chicken Curry
3. Vegetables
4. Warm Water

Dinner

1. White Rice
2. Sweet Sour Fish
3. Vegetables
4. Warm Water

Day 2

Breakfast

1. Fried Rice Noodles
2. Tea/Coffee

Lunch

1. White Rice
2. Fish Curry
3. Vegetables
4. Warm Water

Dinner

1. White Rice
2. Stew Chicken
3. Vegetables
4. Warm Water

Day 3

Breakfast

1. Fried Rice Noodles
2. Tea/Coffee

Lunch

1. White Rice
2. Chicken Korma
3. Vegetables
4. Warm Water

Dinner

1. White Rice
2. Fish Towchoo
3. Vegetables
4. Warm Water

Feeding Time

1. Breakfast - 6.30 am to 7.30 am
2. Lunch - 12.00 noon to 2.00 pm
3. Dinner - 7.00 pm to 9.00 pm

Estimate Average Food Distribution for 25 Beneficiaries

1. Rice - 1 kg x 10 person x 25 kg => 250 person
2. Chicken - 1 chicken x 14 pieces 18 chicken => 252 person
3. Fish - Medium Size x 1 person x 25 fish => 25 person
4. Vegetable - 1 kg x 1 person x 25 kg => 250 person
5. Condensed Milk - 1 small tin x 8 person x 32 tin => 256 person
6. Sugar - 1 kg x 25 person x 20 kg => 25 person
7. Coffee - 5 kg
8. Tea - 5 kg.

DISASTER VICTIM RATIONS

Bil	Jenis Barang	Satu Keluarga 5 Orang	
		Untuk Sehari	Untuk 5 Hari
1.	Beras	(3 kati) 1.8 kg	10 kg
2.	Garam Kasar	(1 tahlil) 1 paket (35 gram)	1 paket (70 gm)
3.	Sardin	(14 oz) 2 tin (145 gm)	10 tin
4.	Bawang Besar (Merah/ Putih)	500 gm	2 kilo
5.	Cili Kering	50 gm	200 gm
6.	Susu	1 tin (145 gm)	5 tin
7.	Minyak Masak	(4 tahlil) 150 gm)	1 botol (1 kilo)
8.	Gula	(5 tahlil) 185 gm	1 kilo
9.	Kopi	(4 tahlil) 150 gm	1 paket (250 gm)
10.	Teh	(4 tahlil) 150 gm	1 paket (100 gm)
11.	Biskut Kering	(1 kati) 600 gm	3 kilo
12.	Ikan Kering	(1/2 kati) 300 gm	1.5 kilo