

University of Houston
Office of Emergency Management

2024 Ride-Out Team
Supervisor/Lead/Deputy Lead
Training

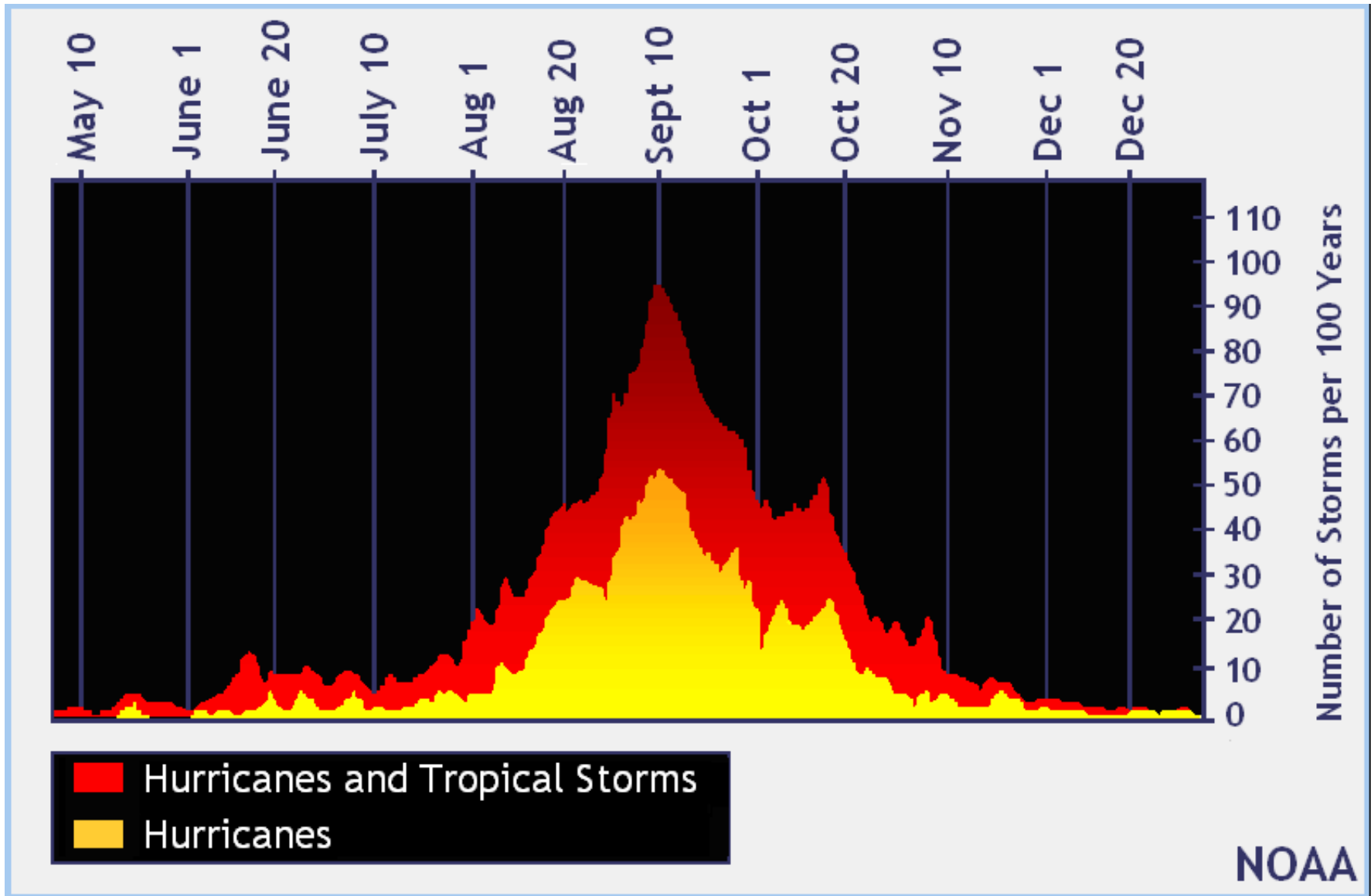
Presented by:
Office of Emergency Management

UNIVERSITY of HOUSTON



This creates moisture in the air.

UNIVERSITY of **HOUSTON**



UNIVERSITY of HOUSTON

ATLANTIC STORM NAMES

2024 HURRICANE SEASON

ALBERTO

BERYL

CHRIS

DEBBY

ERNESTO

FRANCINE

GORDON

HELENE

ISAAC

JOYCE

KIRK

LESLIE

MILTON

NADINE

OSCAR

PATTY

RADAEI

SARA

TONY

VALERIE

WILLIAM

UNIVERSITY of **HOUSTON**



UNIVERSITY of **HOUSTON**

THE SAFFIR-SIMPSON HURRICANE WIND SCALE



NOAA Radar Pro

Source: National Hurricane Center

WIND SPEED (mph)

CATEGORY NUMBER

TYPE OF DAMAGE

74-95



MINIMAL



96-110



MODERATE



111-129



EXTENSIVE



130-156



EXTREME



157+



CATASTROPHIC



UNIVERSITY of HOUSTON

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

University of Houston

National Incident Management System (NIMS) &
Incident Command System (ICS)

Basic

Personnel with any role in emergency preparedness, incident management or response should complete the following:

- ICS-100, Introduction to ICS
- IS-700, NIMS: An Introduction

Intermediate

Emergency response personnel with a critical role in response should complete the following four courses:

- ICS-100, Introduction to ICS
- IS-700, NIMS: An Introduction
- ICS-200, ICS for Single Resource and Initial Action Incidents
- IS-800, National Response Framework, An Introduction

Advanced

Emergency response personnel are typically obligated to command and/or manage an incident should complete the following:

- ICS-100, Introduction to ICS
- IS-700, NIMS: An Introduction
- ICS-200, ICS for Single Resource and Initial Action Incidents
- IS-800, National Response Framework, An Introduction
- ICS-300, Intermediate ICS for Expanding Incidents
- ICS-400, Advanced Incident Command System

Free online classes:

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

Submit certificates to Maia Solomon at

misolomo@central.uh.edu

UNIVERSITY of HOUSTON

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 to 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

UNIVERSITY of HOUSTON

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:



Welcome Center Garage



Elgin Street Garage

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					



UNIVERSITY OF HOUSTON

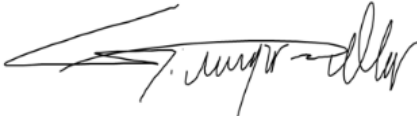
Ride-Out Team

2024-2025

Access Level

CAMPUS - WIDE

The individual holding this credential is a critical member of the University of Houston Ride-Out Team. Their presence is required on campus. Please allow the holder of this credential passage or access to the UH Central Campus.



Ginger Walker, Director of Emergency Management
University of Houston Office of Emergency Management

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 – Ride-Out Team Supervisor/Department Head
- 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
- Possible Triggers for a Ride-Out Team Activation
 - Emergency Operations Center has activated to Level 2 or Level 1 due to an incident or emergency
 - Recommendation Notification from the EOC
 - Department Leadership Recommendation



NOTE If your team chooses not to activate, a liaison must be chosen to communicate with the EOC

Ride-Out Team Basics – Reporting Incidents:

- UHPD – Life Safety
- FIXIT – Facilities Concerns
- EOC – All other needs and reports



Ride-Out Team: 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 Cockpit

The screenshot displays a Microsoft Teams chat window for the group '(This is a DRILL) Ride-Out Team Training 2024'. The interface includes a top navigation bar with search and notification icons, a left-hand sidebar with navigation options, and a main chat area. The member list on the left shows 41 members, with 'Present' (1) and 'Not Present' (40) counts. The chat area contains two messages from Evan Broadbent: one updating the room status to 'Training Room' and another submitting a 'Situation Report : #1081'. The right-hand sidebar shows a 'Threads' section with one thread titled 'Situation Report #1081' and a 'Siderooms' section listing various roles like 'UHS Emergency Managers' and 'UH Leadership'.

Ride-Out Team: Veoci Dashboard

EOC Dashboard
Home / University Of Houston / *UH Incidents/Events / (This Is A DRILL) Ride-Out Team ...

Members | New | Edit | Tools | View

Forms

- Ride Out / EOC Check-In
- EOC Liaison Situation Report
- Create a Hot Wash Strengths/Improvements
- Create an Ad-hoc Task

EOC Liaison Situation Reports 0

EOC Liaison Check-Ins Filter Grid Data

Check-In Time	Check-Out Time	First Name	Last Name	Department	Cell Number	Liaison Department
No Form Entries						

UH EOC Status

Status

Level 4 - Normal Readiness

UH ALERT

UH ALERT

Ride Out Team Dashboard

Ride Out Team Check-Ins Filter Grid Data

Check-In Time	First Name	Last Name	Department	Cell Number
No Form Entries				

Ride Out/EOC Check-Outs Filter Grid Data

Check-Out Time	First Name	Last Name	Cell Number	Department
No Form Entries				

Important Links

Check-In Link:

Situation Report Submission:

Ride Out Team Cheat Sheets

- File: Ride Out Team Situation Report Cheat Sheet
- File: Ride Out Team Check In Cheat Sheet
- File: Ride Out Team Check Out Cheat Sheet

Ride-Out Team: Veoci Check-in and Situation Reports

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

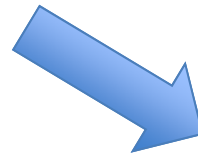
Check
In
Process



Form for Check In Process:

- First Name REQUIRED: Enter Text...
- Last Name REQUIRED: Enter Text...
- Activation Function:
 - Ride-Out Team
 - EOC Liaison
- Reset
- Department REQUIRED: Select an Option
- Function REQUIRED: Select an Option
- Email REQUIRED: Enter Text...
- Cell Number REQUIRED: Enter Text...
- Ride Out / Responding Location REQUIRED: Enter Text...
- Status REQUIRED:
 - Check-In
 - Check-Out
- Reset
- Check-In Time REQUIRED: 2023-03-03 09:29

Situation
Report



Form for Situation Report:

- Event: (This is a DRILL) Ride-Out Team Traini
- Name: Ginger Walker
- Department: Enter Text...
- Date & Time: 2023-03-03 09:30
- Current Situation (provide a General Update based on your Department's current situation):
Type something
- Outstanding Issues/Challenges/Problems:
Type something
- *OEM ONLY*
Select an Option

Ride-Out Team: Hot Wash Notations – Veoci

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

The screenshot displays the Veoci EOC Dashboard interface. The top navigation bar includes the breadcrumb path: Home / University Of Houston / *UH Incidents/Events / (This Is A DRILL) Ride-Out Team ... The main content area is divided into several sections:

- Members:** A dropdown menu with options: Edit, Tools, View.
- Forms:** A blue tile with a grid icon and a list of options: Ride Out / EOC Check-In, EOC Liaison Situation Reports, Create a Hot Wash Strengths/Improvements, and Create an Ad-hoc Task. A large green arrow points to this tile.
- EOC Liaison Check-Ins:** A table with 1/59 Entries. The table has columns: First Name, Last Name, Activation Function, Liaison Department, Email, and Cell Number. A dropdown menu is open showing 'OEM - Deputy EOC Manager' with a count of 1. Below it, a row is visible for Evan Broadbent, EOC Liaison, OEM - Deputy EOC Manager, email elbroadb@uh.edu, and cell number 832-458-.
- EOC Liaison Situation Reports:** A green tile with a grid icon, an information icon, and a count of 36.
- UH EOC Status:** A blue tile showing the status as 'Level 4 - Normal Readiness'.
- UH ALERT:** A red tile with a grid icon and an information icon.
- Ride Out Team Dashboard:** A grey header for the bottom section.
- Ride Out Team Check-Ins:** A table with columns: First Name, Last Name, Activation Function, Liaison Department, and Department. A row is visible for Evan Broadbent, Ride-Out Team, and Office of Emergency Management.
- Ride Out/EOC Check-Outs:** A table with columns: First Name and Last Name. Rows include Keith Martin, David Geis, and Steven Shadow.
- Important Links:** A yellow tile with a grid icon and an information icon, containing links for 'Check-In Link:' and 'Situation Report Submission:'.

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 interface. The top navigation bar includes the 'EOC Dashboard' title and breadcrumb navigation: 'Home / University Of Houston / *UH Incidents/Events / (This Is A DRILL) Ride-Out Team ...'. The main content area is divided into several sections:

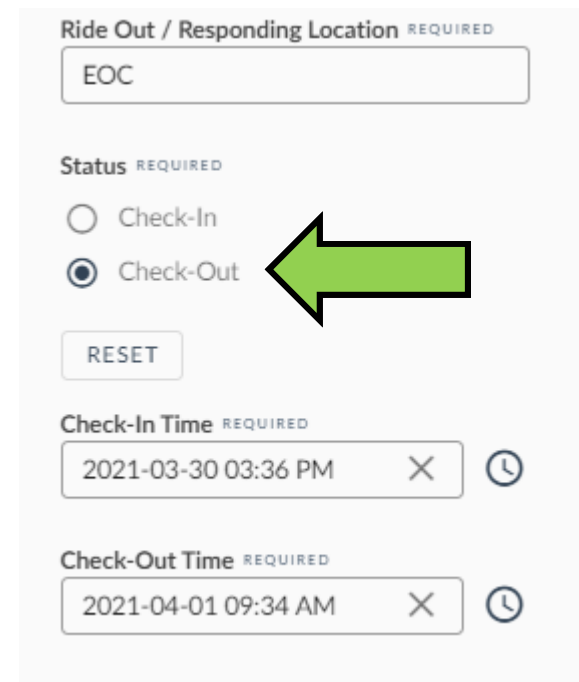
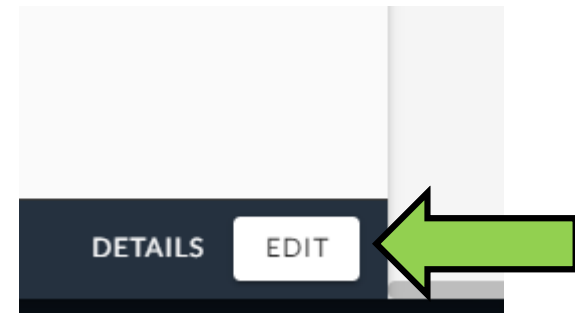
- Members:** A dropdown menu with options 'New', 'Edit', 'Tools', and 'View'.
- Forms:** A list of forms including 'Ride Out / EOC Check-In', 'EOC Liaison Situation Report', 'Create a Hot Wash Strengths/Improvements', and 'Create an Ad-hoc Task'.
- EOC Liaison Situation Reports:** A green card showing a count of 36 reports.
- EOC Liaison Check-Ins:** A table with 1/59 entries. The table has columns: First Name, Last Name, Activation Function, Liaison Department, Email, and Cell Number. A row is expanded for 'OEM - Deputy EOC Manager' with 1 entry: Evan Broadbent, EOC Liaison, OEM - Deputy EOC Manager, elbroadb@uh.edu, 832-458-...
- UH EOC Status:** A card showing 'Status: Level 4 - Normal Readiness'.
- UH ALERT:** A red card with the text 'UH ALERT'.
- Ride Out Team Check-Ins:** A table with columns: First Name, Last Name, Activation Function, Liaison Department, and Department. A row shows Evan Broadbent, Ride-Out Team, and Office of Emergency Management. A green arrow points to the 'Department' column header.
- Ride Out/EOC Check-Outs:** A table with columns: First Name and Last Name. Rows include Keith Martin, David Geis, and Steven Sharlow.
- Important Links:** A yellow card with fields for 'Check-In Link:' and 'Situation Report Submission:'.

Ride-Out Team: Check Out Process

in Veoci

Demobilization Process:

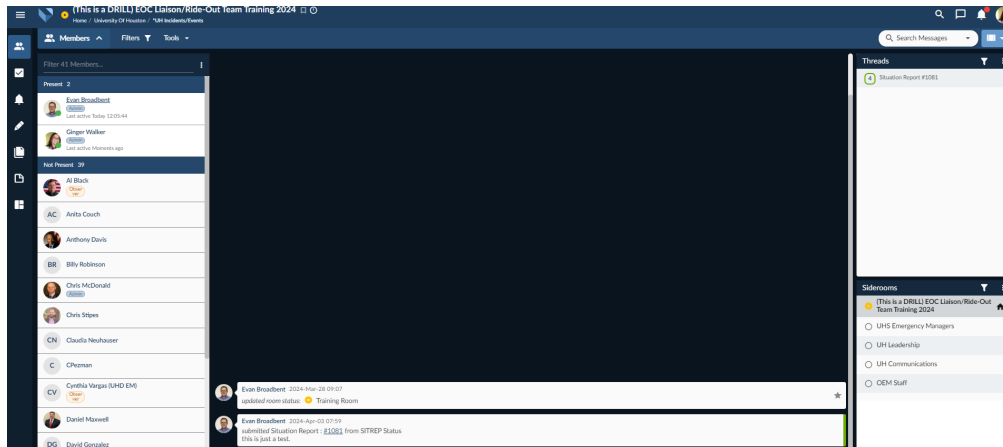
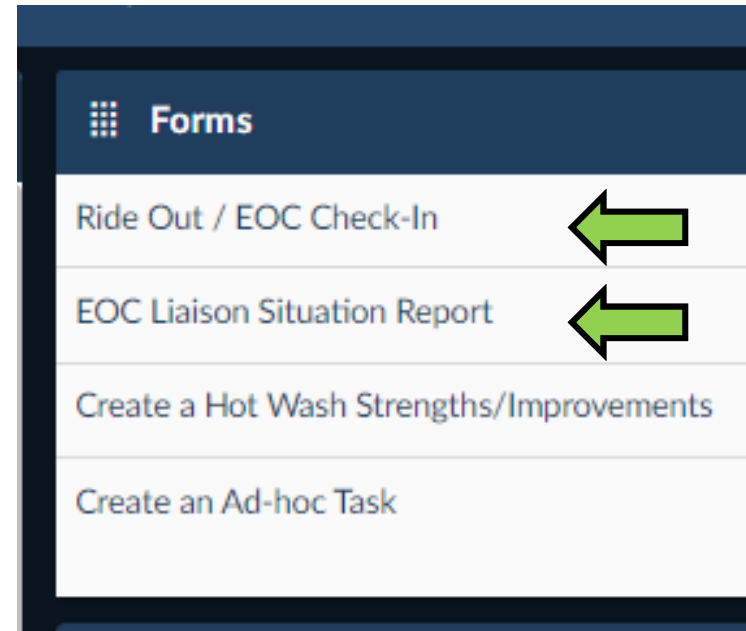
- 1) Select a member and click “Edit”
 - 2) Select “Check-Out” and click “Update” on the far right
- *Return to Dashboard for additional check outs

A screenshot of the Veoci form showing the 'Ride Out / Responding Location' field with the value 'EOC'. Below it is the 'Status' section with two radio buttons: 'Check-In' and 'Check-Out'. The 'Check-Out' radio button is selected, and a green arrow points to it. Below the status section is a 'RESET' button. At the bottom are two time selection fields: 'Check-In Time' with the value '2021-03-30 03:36 PM' and 'Check-Out Time' with the value '2021-04-01 09:34 AM'. Each time field has an 'X' icon and a clock icon.

Practice Session - Complete These Tasks in Veoci

Complete Skills:

- Sign into Veoci – **Join** EOC Liaison/Ride-Out Team 2024 Training Room
- **Post** in the Cockpit any message of your choosing
- **Check-in** via the link on the Dashboard
- Complete a test **Situation Report** by clicking link in Dashboard



University of Houston Office of Emergency Management



Evan Broadbent

Emergency Management Specialist

E-mail: elbroadb@uh.edu

Office: 713-743-0682



Ginger Walker

Director, Emergency Management

E-mail: gkwalker@uh.edu

Office: 832-842-0583



Maia Solomon

Emergency Management
Specialist

E-mail: misolomo@central.uh.edu

Office: 713-743-0256

OEM Evaluation



UNIVERSITY of **HOUSTON**