Section Checklists for CERT Incident Command Post

Contents:

Incident Commander
Communication Technician
Safety/Security Officer
Scribe

Operations Section Chief
Search Team Leader
Medical Team Leader

Logistics Chief
Staging Leader

Plans Chief
Situation Recorder
**Incident Commander:** You are the decision maker for your CERT Area.

The first person to arrive at the CERT Staging Area is the Incident Commander until someone more experienced arrives.

- Appoint a scribe to document your actions
- Appoint a Communications Technician to handle radio communications
- Establish communications with the City EOC
- Organize and brief your staff:
  - Safety Officer
  - Operations Section Chief
  - Plans/Administration Section Chief
  - Logistics Section Chief
  - Operations Section Chief
- Identify safe Command Post location, staging area for resources, medical treatment area and communications post
- **Assess** your situation
  o Identify incidents your group *can* handle.
  o Identify incidents your group *cannot* handle.
- **Plan** which incidents your group will handle and prioritize
  o Consider your group’s training
  o Consider your group’s resources
  o Consider life hazards
  o Consider property hazards
  o Evaluate probability of success
- **Act** on your plan
- Send resources to handle your incidents.
  o Leaders
  o Personnel
  o Equipment
- Maintain documentation of all activities.

**INCIDENT COMMAND Considerations**

Your effective span of control is 3 to 7 people. Organizations must grow as your resources and number of incidents grow.
Operations Section Chief: You assign resources and monitor their progress in achieving objectives of the response.

NOTE: You will be supervising either multiple team types or multiple group supervisors (Search and Rescue; Medical Operations; Animal Response and Sheltering).

___ Appoint a scribe if possible
___ Write down your assignment.
___ Assess situation before beginning your operation.
___ Obtain resources (personnel and equipment).
___ Maintain group status sheet (recruit a scribe if necessary).
___ Create your teams.
___ Give your teams their assignment.
___ Maintain a log.

Considerations

✓ Safety is your #1 priority at all times
✓ Make sure teams always use a buddy system.
✓ Oversee and manage your resources. Do not get involved.
✓ Monitor work progress and make changes when necessary.
✓ Keep the Incident Commander updated on progress and needs.
✓ Familiarize yourself with all considerations for utility control, search and rescue, and medical group supervisors because you will be in charge of all types of groups or teams.
✓ If a Disaster Animal Response Team is activated, Operations manages both the DART response and the Animal Shelter operations.
✓ Coordinate with adjacent resources.
Search Team Leader (Part of Operations Section)
You assess the safety of light search and rescue operations, and coordinate safe search and rescue operations.

- Receive briefing, write down your assignment.
- Assess situation before beginning your operation.
- Obtain resources (personnel and equipment).
- Maintain group status sheet (recruit a scribe if necessary).
- Inform your personnel of assignments.
- Create your teams.
- Give your teams their assignment.

For all situations, first:
  - Perform a walk-around to size-up the structure
  - Perform a voice triage

For lightly damaged structures:
  - Search
  - Triage
  - Report
  - Advise Operations of finds

For moderately damaged structures:
  - Assess/handle utilities
  - Search
  - Check for breathing
  - Stop major bleeding
  - Remove from structure
  - Send request to Operations for back-up

For heavily damaged structures:
  - **STAY OUT**
  - Secure utilities if practical

- Maintain a log.

Considerations
- Safety is your #1 priority at all times.
- Stop any unsafe operations. You are responsible for your group's safety.
- Always use a buddy system.
- Oversee and manage your resources. Do not get involved.
- Keep the Incident Commander or Operations Section Chief (if appointed) updated on progress and needs.
Medical Team Leader (Operations)
You manage triage and treatment of the injured, coordinate procurement of supplies, monitor health of working team members, and oversee the morgue. This is a treatment area assignment.

___ Receive briefing, Write down your assignment.

___ Appoint a scribe if possible

___ Assess situation before beginning your operation. Estimate number of potential victims.

___ Obtain resources (personnel and equipment).

___ Maintain group status sheet

___ Inform your personnel of assignments.

___ Select a medical operations area that:
   o Is large enough for anticipated number of victims
   o Is free of hazards
   o Has good access points for transportation
   o Provides for separation of: delayed treatment area; immediate treatment area; and the morgue

___ Create your triage team(s). Triage teams:
   o Perform head-to-toe assessments and document

___ Create your treatment team(s). Treatment teams:
   o Open airway
   o Control bleeding
   o Treat for shock

___ Give your teams their assignment.

___ Notify other teams/groups of the location of the medical operations area.

___ Maintain a log.

Considerations
   o Patients must be re-triaged periodically.
   o Consider identifying resources for grief counseling.
Plans Chief: You maintain the Situation Status boards, records and documentation for members of the Incident Command Post.

___ Use a scribe if possible

___ Set up a Situation Status board (can be several flip charts) to track the overall situation (may set up similar boards to track victims, location of shelters, etc.)

___ Establish situation map.
   - Be able to provide a description of your CERT Area based on field reports.
   - Stay current.

___ Appoint someone to collect any documentation for safe-keeping

___ Keep Incident Commander up to date on situation statuses

Forms you use:

Incident Status Record, for keeping track of the status and priority of incidents that can be handled.

Damage Assessment Survey, for helping to organize which incidents the IC will or will not send resources to.

Message Form.
Situation Recorder (Plans)

You report to the Plans Section Chief. You maintain an zone map showing incidents and resources, evaluate how conditions and other factors can affect incidents and operations, and keep the Plans Section Chief informed of any changes in such conditions or other factors. You will work in close relation to the Communication Technician.

___ Record all incidents from Damage Assessment Survey forms on an area map.

___ Use colored pens to indicate the following information:

Red — fires, hazards
Blue — medical operations areas, IC post, communications, staging areas
Green — search and rescue operations
Black — wind speed and direction, other factors or resources

___ Assess wind direction and relative speed/force.

___ Evaluate wind direction and speed/force will affect incidents and operations.

___ Inform the Incident Commander when conditions or other affective factors change.
Logistics Chief: You provide facilities, services, materials and personnel in support of the incident

Choose a runner (if needed).

Choose a scribe (if needed).

Set up a personnel check-in area and assign someone to track all personnel and/or volunteers upon arrival (NOTE: you may choose to have separate check-in areas for CERTs and volunteers to avoid confusion.)

Choose a Staging Leader after the Incident Commander establishes a staging location where resources can be kept while not in service

Consider Medical Treatment needs and begin requesting materials, personnel

Direct Staging Leader to continuously maintain an Equipment Resource Form listing all current resources such as:

- Personnel
- Extinguishers
- Blankets
- Wrenches
- Bandages

Considerations

√ Keep the IC and Plans updated on resource status

√ Determine need for more resources based upon the number of incidents that the IC has identified as manageable.

√ If you determine that you have inadequate resources, notify the IC and try to gather additional resources with IC approval.

√ Schedule transportation of supplies and injured people

Forms you use:

Equipment Resources Form to track resources loaned to CERT members

Personnel Resources form for checking in personnel as they arrive (NOTE: Once a CERT is assigned to a Section Leader, the Section Leader is responsible for tracking their whereabouts. When the CERT is no longer being used by the Section leader, they should check back in with Logistics and either be listed as "available" or "out of service."
Staging Leader (Logistics)
You continuously maintain a current list of all available resources (people AND materials) at
your staging area.

___ Choose a runner who will take regular resource status updates to Plans.

___ Choose a scribe (if needed).

___ Gather the materials necessary for keeping lists.

___ Resources can include:
   o Personnel
   o Extinguishers
   o Blankets
   o Wrenches
   o Bandages
   o Shelters

___ Consider establishing separate personnel check-in areas for both CERTs and for
volunteers. Assign someone to handle each of these areas.

____ Keep the Logistics Manager updated at all times.

___ Your primary job is to add and subtract.
Group or Division Scribe
You maintain the records of assignments for your group

Forms you may use with the direction of your Leader:

___ Incident Briefing Form, for recording all of the information about the incident site of your group, including hazards and action taken

___ You also need to document the number and conditions of your victims.

___ You can also act as a runner to notify the IC or Section Chief of the need for additional resources, or update IC on the status of the incident.
Safety/Security Officer: You develop and implement a plan to keep the Incident Command Post safe and secure

- Assess situation before beginning your operation.
- Develop a plan to secure the safety of:
  - The Incident Command post
  - Communications
  - Medical operations areas
  - Equipment areas
  - Transportation
- Obtain resources to maintain security/safety (personnel and equipment).
- Create your teams.
- Give your teams their assignment.
- Maintain group status sheet (recruit a scribe if necessary).
- Document complaints and suspicious occurrences.

Considerations

- Keep the peace, prevent assaults, and settle disputes.
- Prevent theft if possible.
Communication Technician

MISSION: You maintain communication between CERT members within the CERT Area and Search Teams on assignment and the Command Post/Section Chiefs. You also are the communication link between the CERT Command Post and the City EOC.

___ Establish radio net with the City's EOC.

___ Establish communication plan within the CERT Area Command Post.

___ Establish communication plan for Search Teams.

___ Maintain communication log or diary.

___ Appoint a runner to take messages and updates to Plans to ensure that Plans is able to keep an up-to-date status.

___ Use a scribe if necessary.