
UNIT 6: CERT ORGANIZATION

In this unit you will learn about:

- **CERT Organization: How to organize and deploy CERT resources according to CERT organizational principles.**
- **Rescuer Safety: How to protect your own safety and your buddy's during search and rescue.**
- **Documentation: Strategies for documenting situation and resource status.**
- **Team Organization: A tabletop exercise to apply your knowledge of team organization.**

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COMMUNITY EMERGENCY RESPONSE TEAM
UNIT 6: CERT ORGANIZATION

INTRODUCTION AND UNIT OVERVIEW

UNIT OBJECTIVES

At the end of this unit, you should be able to:

- **Describe the CERT structure.**
- **Identify how CERTs interrelate with the Incident Command System (ICS).**
- **Explain documentation requirements.**

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UNIT TOPICS

This unit will provide you with a thorough understanding of CERT organization and policy.

- CERT Organization
- CERT Mobilization
- Documentation

Effective CERT operations, like all aspects of emergency response, rely on effective communication.

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CERT ORGANIZATION

PRINCIPLES OF ONSCENE MANAGEMENT

Onscene management in a disaster situation has three primary goals:

- **Maintain the safety of disaster workers.** The CERT Incident Commander/Team Leader (IC/TL) must continually prioritize response activities based on the team's capability and training and the principle that rescuer safety is the number one concern. CERT functional leadership assigns activities and accounts for team members. CERT members work in the buddy system and respond based on their sizeup of the situations that they encounter.
- **Provide clear leadership and organizational structure** by developing a chain of command and

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roles that are known by all team members. Each CERT member has only one person that he or she takes direction from and responds to.

- **Improve the effectiveness of rescue efforts.**

Disaster information is collected and responses are prioritized based on rescuer safety and doing the greatest good for the greatest number according to the team's capabilities and training.

CERT organization is based on the Incident Command System (ICS), which is a proven management system used by emergency responders.

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CERT ONSCENE MANAGEMENT

The specific CERT organizational structure and protocols provide:

- A well-defined management structure (e.g., leadership, functional areas, reporting chain, working in teams)
- A manageable span of control that provides for a desirable rescuer-to-supervisor ratio of between three and seven rescuers per supervisor
- Common terminology that contributes to effective communication and shared understanding
- Effective communication among team members and with professional responders, including the use of radios
- Consolidated action plans that coordinate strategic goals, tactical objectives, and support activities

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- **Comprehensive resource management that facilitates application of available resources to the incident in a timely manner**
- **Accountability**

OBJECTIVES FOR CERT ONSCENE MANAGEMENT

In a disaster situation, the CERT:

- **Identifies the scope of the incident (What is the problem?)**
- **Determines an overall strategy (What can we do, and how will we do it?)**
- **Deploys teams and resources (Who is going to do what?)**
- **Documents actions and results**

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THE NEED FOR FLEXIBILITY

Disasters create a dynamic, ever-changing environment. The CERT organizational framework is flexible so that it can expand or contract depending on the ongoing assessment priorities determined by the CERT Incident Commander/Team Leader (IC/TL), and people and resources available. This expansion and contraction helps ensure:

- Rescuer safety**
- Doing the greatest good for the greatest number**
- A manageable span of control**
- Accountability of CERT members**

INCIDENT COMMAND SYSTEM

The Incident Command System (ICS) is the system used by emergency response agencies to manage

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emergency operations. When CERTs activate, they become part of that system.

Basic ICS structure for CERT is established by the person who arrives first on the scene. This person becomes the Incident Commander/Team Leader (IC/TL). Initially, the IC/TL may handle all of the command positions of ICS but, as the incident evolves, he or she may assign personnel as needed to the four ICS Command Functions:

- Operations Section Chief
- Logistics Section Chief
- Planning Section Chief
- Finance/Administration Section Chief

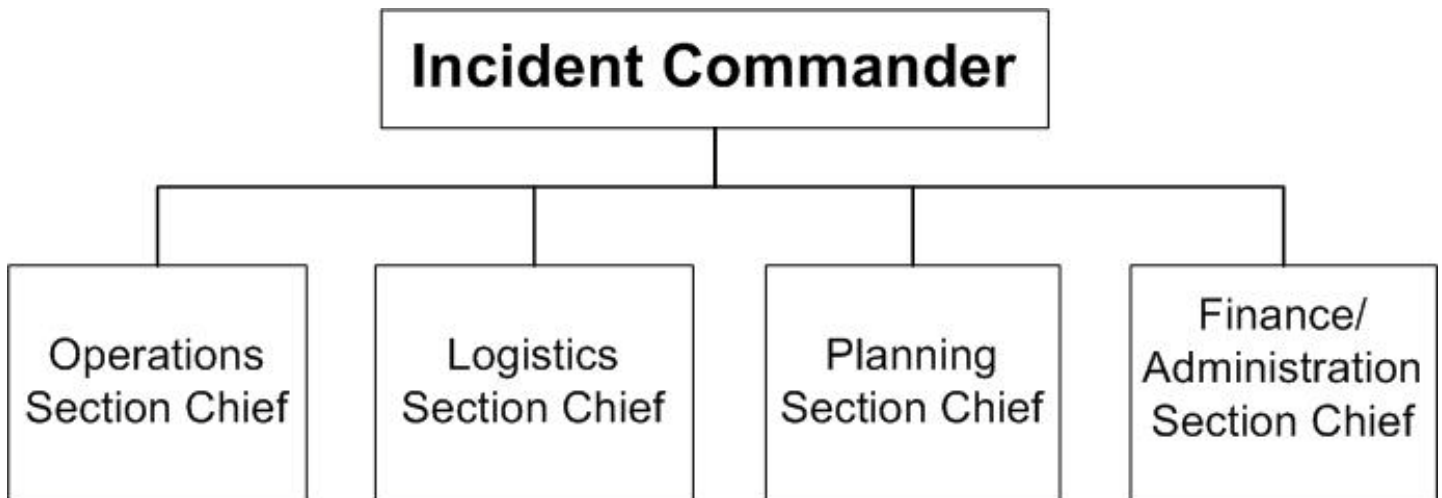
Through an effective ICS, all CERT members report through a chain of command to the IC/TL. The IC/TL reports to the first fire or law enforcement official at

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their location and takes direction from that person until otherwise directed or until the CERT is relieved.

ICS COMMAND FUNCTION ORGANIZATION CHART



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Although there are a number of detailed responsibilities under each ICS function, the system itself is straightforward. CERTs will typically require the Operations, Planning, and Logistics functions. The CERT Incident Commander/Team Leader (IC/TL) is responsible for handling or delegating each function.

As the incident expands, CERT members are assigned or re-assigned to each section to handle specific aspects of the response while maintaining an effective span of control.

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CERT Incident Commander/Team Leader

- Provides overall leadership for incident response
- Ensures incident safety
- Establishes incident objectives
- Is responsible for all functions until delegated
- Delegates authority to others
- Provides information to internal and external parties
- Establishes and maintains liaison with other responders (e.g., fire, law enforcement, public works, other CERTs)
- Takes direction from agency official

Operations Section

- Directs and coordinates all incident tactical operations
- Is typically one of the first functions to be assigned

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Planning Section

- Tracks resource status (e. g., number of CERT members who have “reported for duty”)
- Tracks situation status
- Prepares the Team’s action plan
- Develops alternative strategies
- Provides documentation services

Logistics Section

- Provides communications
- Provides food and medical support to Team members
- Manages supplies and facilities

Finance and Administration Section

- Contract negotiation and monitoring

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- **Timekeeping**
- **Cost analysis**
- **Compensation for injury or damage to property**

Finance and Administration is a function in the formal Incident Command System; however, CERTs will have very limited need, if any, for this function.

CERT OPERATIONS

Based on the principles of ICS, CERTs follow these protocols:

- **Each CERT must establish a command structure.**
- **The CERT Incident Commander/Team Leader (IC/TL) directs team activities. During activation for a disaster, the first person at a predesignated staging area assumes this responsibility. The initial IC/TL may hand off this role to a predesignated leader when that person arrives.**

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- The location established by the CERT IC/TL as the central point for command and control of the incident is called the Command Post for the CERT. The IC/TL stays in the Command Post. If the IC/TL has to leave, the responsibility of IC/TL must be delegated to someone in the Command Post.

Using the ICS structure, CERT members are assigned to assist with a range of functions:

- **Logistics** — managing resources, services, and supplies
- **Planning/Intelligence** — collecting and displaying information; collecting and compiling documentation
- **Operations** — conducting fire suppression, medical operations, search and rescue

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In all situations, each unit assigned must have an identified leader to supervise tasks being performed, to account for team members, and to report information to his or her designated leader.

In all situations, a manageable span of control is three to seven team members reporting to their designated leader.

CERT personnel assigned to Operations should always be assigned to teams consisting of at least three to four persons:

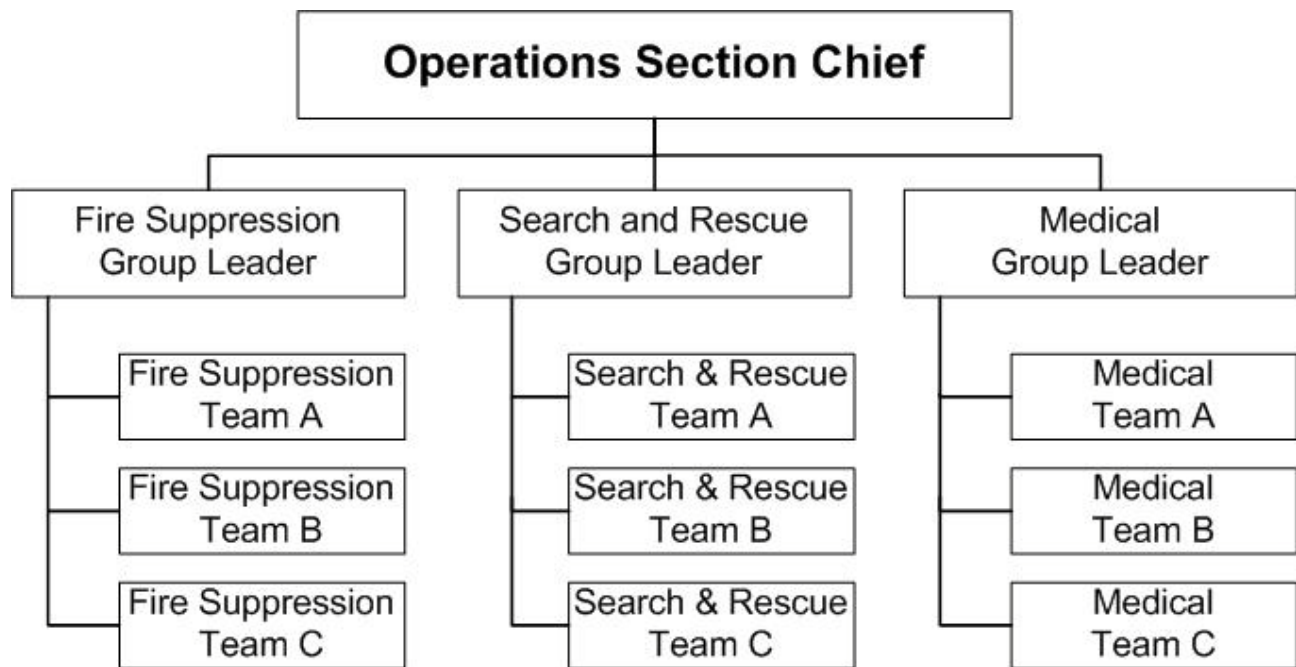
- One person will serve as runner and communicate with the Command Post.
- Two people will “buddy up” to respond to the immediate needs.
- Search and rescue teams must include at least four people, with a safety person remaining outside the

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area to be searched and at least two people to conduct the search.

EXPANDED CERT OPERATIONS STRUCTURE



CERT operations section structure, showing the Operations Section Chief at the top and the three Group Leaders underneath

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DEALING WITH THE MEDIA

CERT members should refer any media inquiries to the CERT IC/TL. The IC/TL should then refer the media inquiries to the Public Information Officer of the CERTs' sponsoring organization.

If the Public Information Officer of the sponsoring organization refers media to the CERT IC/TL or otherwise authorizes them to speak with the media, the IC/TL should:

- Refrain from addressing the media until doing so will no longer inhibit or delay the team's ability to do the greatest good for the greatest number in the shortest amount of time
- Establish an area for briefing the media if necessary
- Be careful about the information he or she releases,

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making sure it is both accurate and approved for release, while also keeping in mind victims' right to privacy

- **Not feel compelled to answer every question asked**

NIMS COMPLIANCE

The Incident Command System is part of the National Incident Management System (NIMS). NIMS provides a consistent, comprehensive approach to incident management. It applies at all jurisdictional levels and across all emergency management functions and types of incidents.

NIMS was established so that first responders, including CERT members, from different jurisdictions and disciplines can work together better to respond to disasters and emergencies.

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- To meet NIMS standards, CERT members must complete both the IS-100.a (*Introduction to Incident Command System*) and IS-700.b (*Introduction to National Incident Management System [NIMS]*) courses.
- Both independent study courses are available online from FEMA at <http://training.fema.gov/IS/NIMS.asp>.

CERT MOBILIZATION

The following steps describe how CERTs mobilize when an incident occurs. Immediately following the incident, CERT members take care of themselves, their families, their homes, and their neighbors.

- **If the standard operating procedure (SOP) calls for self-activation, CERT members proceed to the predesignated staging area with their disaster supplies. Along the way, they make damage assessments that would be helpful for the CERT IC/TL's decision-making.**
- **The first CERT member at the staging area becomes the initial IC/TL for the response. As other CERT members arrive, the CERT IC/TL may pass leadership to someone else. The CERT IC/TL establishes operations to ensure effective**

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communication, to maintain span of control, to maintain accountability, and to do the greatest good for the greatest number without placing CERT members in harm's way.

- **One of the CERT IC/TL's first decisions will be to locate the team's Command Post. The staging area may become the Command Post; however, if another location would be safer or otherwise better, the Command Post should be set up there.**
- **As intelligence is collected and assessed, the IC/TL must prioritize actions and work with the Section Chiefs or leaders. The CERT organization is flexible and evolves based on new information.**

Following an incident, information — and, therefore, priorities — may be changing rapidly. Communication between the CERT IC/TL and response teams ensures

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that CERTs do not overextend their resources or supplies.

RESCUER SAFETY

Effective emergency scene management requires the formulation and communication of strategic goals and tactical objectives to do the most good for the greatest number while maintaining the safety of rescue personnel.

Remember that rescuer safety is paramount. The first question to ask is, “Is it safe for the CERT members to attempt the rescue?” The answer to this question is based mainly on the degree of damage:

- If the damage is heavy: No rescue should be attempted. Use tape around the area or mark the area as heavy damage. CERT members do not have

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any legal authority to stop or restrict someone who wants to enter an area. At best, CERT members can warn others about the danger and inform the CERT IC/TL immediately if it is known that people are in the building.

- **If the damage is moderate:** Locate, triage (quickly evaluate, and treat Immediates for airway obstruction, bleeding, and shock), and immediately evacuate victims to a safe area while minimizing both the number of rescuers inside the building and the amount of time that they remain inside.
- **If the damage is light:** Locate, triage, continue sizeup, and document.

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CERT RESCUE EFFORTS BASED ON DEGREE OF DAMAGE	
Degree of Damage	Should Rescue Be Attempted?
HEAVY	No. Too dangerous to enter. Warn people to stay away. Inform the CERT Incident Commander/Team Leader (IC/TL) immediately if it is known that people are in the building.
MODERATE	Yes, but perform only quick and safe removals; limit onsite medical care to checking for breathing, stopping major bleeding, and treating for shock. Minimize the number of rescuers inside the building.
LIGHT	Yes. Locate, triage, continue sizeup, and document.

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CERT TASKS BASED ON DAMAGE LEVEL

Light Damage Site

Fire <ul style="list-style-type: none"> - Shut off utilities as needed - Extinguish small fires - Document 	Search & Rescue <ul style="list-style-type: none"> - Locate - Triage - Treat airway/major bleeding - Continue sizeup - Document 	Medical (on site) <ul style="list-style-type: none"> - Triage again - Move to treatment area - Head-to-toe assessment - Treatment - Facilitate transport as needed - Document
Medical (off site) <ul style="list-style-type: none"> - Triage again - Head-to-toe assessment - Treatment - Facilitate transport as needed - Document 		

Moderate Damage Site

Fire <ul style="list-style-type: none"> - Shut off utilities if safe - Extinguish small fires - Document 	Search & Rescue <ul style="list-style-type: none"> - Locate - Triage - Treat airway/major bleeding - Evacuate - Warn others - Continue sizeup - Document 	Medical (nearby) <ul style="list-style-type: none"> - Triage again - Move to treatment area (nearby safe location) - Head-to-toe assessment - Treatment - Facilitate transport as needed - Document
Medical (off site) <ul style="list-style-type: none"> - Triage again - Head-to-toe assessment - Treatment - Facilitate transport as needed - Document 		

Heavy Damage Site

Fire <ul style="list-style-type: none"> - Shut off utilities if safe - Document 	Exterior Search & Rescue Only <ul style="list-style-type: none"> - Mark area for heavy damage - Warn others - Gather information - Inform CERT IC/TL immediately - Document
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Tasks required of Fire, Search and Rescue, Medical, and Treatment Area teams based on the degree of damage to the structure.

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DOCUMENTATION

It is extremely important to document and communicate information about the disaster situation and resource status.

Efficient flow of information makes it possible for resources to be deployed effectively and for professional emergency services to be applied appropriately.

Documenting serves several purposes:

- The CERT IC/TL will know what is happening throughout the incident.**
- The CERT IC/TL will have written information to pass on to the professional responders when they arrive.**

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- The CERT will be able to show how many volunteer hours it provided to the sponsoring agency or entity.
- Liability exposure will be documented.
- Communication will be improved:
 - Between the functional areas
 - Between shifts

Under the CERT structure, each level of organization has documentation responsibilities:

- Section Chiefs are responsible for providing the Command Post with ongoing information about damage assessment, group status, and ongoing needs.

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- **The Command Post is responsible for documenting the situation status, including:**
 - **Incident locations**
 - **Access routes**
 - **Identified hazards**
 - **Support locations**

Support locations include:

- **A staging area**
- **A medical treatment and triage area**
- **A morgue, if there are fatalities**

This information is vital for tracking the overall situation and for the CERT IC/TL to be ready to provide the documentation to the first professional responders on the scene.

Write it down! The most important thing to do is to

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write down what happened.

The information can be written down on the sample forms provided in this unit or it can be written down on a piece of paper.

Every entity such as a functional team or staging location must have a scribe to record everything. The CERT IC/TL typically designates the scribe and provides some simple instructions.

DOCUMENTATION FORMS

There are eight standard forms that can be used to facilitate documentation and information flow. The forms are functionally consistent with Incident Command System (ICS) forms and are designed to be NIMS compliant.

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The CERT forms are:

- **Damage Assessment**
- **Personnel Resources Sign-In**
- **Incident/Assignment Tracking Log**
- **Incident Briefing**
- **Victim Treatment Area Record**
- **Communications Log**
- **Equipment Inventory**
- **General Message**

Remember that scribes can produce useful, high-quality documentation without using the forms as long as they take detailed notes of all activities.

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FORMS USED FOR RESPONSE DOCUMENTATION	
FORM	Purpose
Damage Assessment [CERT Form #1]	<ul style="list-style-type: none">▪ Completed by CERT members as they travel through the area to the CERT's staging location, then given to the CERT IC/TL; provides a summary of overall hazards in selected areas, including:<ul style="list-style-type: none">• Fires• Utility hazards• Structural damage• Injuries and casualties• Available access▪ Essential for prioritizing and formulating action plans

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FORMS USED FOR RESPONSE DOCUMENTATION	
FORM	Purpose
Personnel Resources Sign-In [CERT Form #2]	<ul style="list-style-type: none">▪ Used to sign in CERT members as they arrive at the staging location; provides information about:<ul style="list-style-type: none">• Who is on site• When they arrived• When they were assigned• Their special skills▪ Used by staging personnel to track personnel availability

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Form	Purpose
Incident/Assignment Tracking Log [CERT Form #3]	<ul style="list-style-type: none">▪ Used by the Command Post for keeping abreast of situation status; contains essential information for tracking the overall situation
Victim Treatment Area Record [CERT Form #4]	<ul style="list-style-type: none">▪ Completed by medical treatment area personnel to record victims entering the treatment area, their condition, and their status
Incident Briefing [CERT Form #5]	<ul style="list-style-type: none">▪ Used by the Command Post to provide instructions to functional teams; used by teams to log their actions and report new damage assessment information

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<p>Communica- tions Log [CERT Form #6 (based on ICS 309)]</p>	<ul style="list-style-type: none">▪ Completed by the radio operator; used to log incoming and outgoing transmissions
<p>Equipment Inventory [CERT Form #7(based on ICS 303)]</p>	<ul style="list-style-type: none">▪ Used to check out and check in CERT-managed equipment
<p>General Message [CERT Form #8 (ICS 213)]</p>	<ul style="list-style-type: none">▪ Used for sending messages between command levels and groups; messages should be clear and concise and should focus on such key issues as:<ul style="list-style-type: none">• Assignment completion

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	<ul style="list-style-type: none">• Additional resources required• Special information• Status update
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DOCUMENTATION FLOW

Here is how a CERT would use these standard documents within the context of an event. Remind participants that, even if the forms are not used, this should give them an idea of the preferred information that needs to be collected and communicated between groups.

- The CERT IC/TL assembles teams and makes assignments based on this information. This person keeps the Incident/ Assignment Tracking Log, which is the most important tool for recording the activities of the functional teams. The scribe of each functional team uses the back side (blank side) of the form to log team actions. The form is returned to the Command Post when the team checks in.
- The Damage Assessment Form is completed by

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CERT members as they travel through the area to the CERT's staging location. The form is then given to the CERT IC/TL. The form provides a summary of overall hazards in selected areas. The information is used for prioritizing and formulating activities.

- A scribe at the staging location signs in each volunteer using the Personnel Resources Sign-In Form, noting any particular preferred team assignments or skills. This information needs to be passed on to the Command Post.
- The Incident Briefing Form is shared by the Command Post and the functional team. The CERT IC/TL uses the front side of the form to communicate instructions about an incident such as address, incident type, and team objectives. The scribe of the functional team uses the back side

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(blank side) of the form to log team actions. The form is returned to the Command Post when the team checks in.

- The Victim Treatment Area Record is used to document each person brought into the treatment area and his or her condition (Immediate, Delayed, or Minor).
- The Communications Log is used to log incoming and outgoing transmissions; it is typically kept by the radio operator.
- The Equipment Inventory is kept in the area or vehicle in which equipment is stored.
- The General Message form is used for sending messages between any command levels and groups. The messages must be clear and concise.

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DOCUMENTATION FORMS

Area maps, site maps, and building plans are also very useful for tracking response activities.

The forms on the following pages will assist in collecting and organizing critical information during CERT operations. However, information needs to be recorded even if the correct form is not available.

That is one reason why all members need a small notebook and a pen in their personal CERT kit.

NOTE: For many of the forms, one section is filled out as an example.

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DAMAGE ASSESSMENT FORM		CERT WILSONVILLE				DATE ## / ## / ##									
LOCATION SE CORNER 16 TH AND OAK															
SIZE UP (check if applicable)															
FIRES		HAZARDS				STRUCTURE		PEOPLE			ROADS		ANIMALS		
BURNING	OUT	GAS LEAK	H2O LEAK	ELECTRIC	CHEMICAL	DAMAGED	COLLAPSED	INJURED	TRAPPED	DEAD	ACCESS	NO ACCESS	INJURED	TRAPPED	ROAMING
						X		X			X				
OBSERVATIONS															
<p>HIGH SCHOOL GYM DAMAGED BY TORNADO, PARTICULARLY WEST END.</p> <p>MAY BE PEOPLE TRAPPED INSIDE.</p> <p>ROAD UP TO THE SCHOOL IS CLEAR.</p>															
CERT MEMBER SUSAN ADAMS										PAGE <u>1</u> OF <u>1</u>					

CERT FORM #1

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PERSONNEL RESOURCES CHECK-IN		CERT		WILSONVILLE			DATE			
CHECK IN TIME	CHECK OUT TIME	NAME	ID # (CERT badge or other)	CONTACT (cell # or radio)	PREFERRED ASSIGNMENT		SKILLS	TEAM ASSIGNMENT	TIME ASSIGNED	
					FIRE	MEDICAL				
						SAR				
9:20 AM	12:45 PM	MARIANNE SHAW	756	(212) 522-2222			RADIO OPS	SAR 1	9:37 AM	
SCRIBE(S)		JOHN TAYLOR, SHEILA EVANS						PAGE 1 OF 2		

CERT FORM #2

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ASSIGNMENT TRACKING LOG				CERT		WILSONVILLE		DATE		## / ## / ##	
ASSIGNMENT <i>Structural damage-Tornado</i>	ASSIGNMENT	ASSIGNMENT		ASSIGNMENT		ASSIGNMENT		ASSIGNMENT		ASSIGNMENT	
LOCATION <i>SE Corner 16th and Oak</i>	LOCATION	LOCATION		LOCATION		LOCATION		LOCATION		LOCATION	
TEAM <i>SAR 1</i>	TEAM	TEAM		TEAM		TEAM		TEAM		TEAM	
TEAM LEADER/CONTACT # <i>Matthew Shaw (212) 522-2222</i>	TEAM LEADER/CONTACT #	TEAM LEADER/CONTACT #		TEAM LEADER/CONTACT #		TEAM LEADER/CONTACT #		TEAM LEADER/CONTACT #		TEAM LEADER/CONTACT #	
START TIME <i>9:37AM</i>	END TIME <i>10:22 AM</i>	START TIME	END TIME	START TIME	END TIME	START TIME	END TIME	START TIME	END TIME	START TIME	END TIME
1 <i>Tae Jin Kim</i>		1		1		1		1		1	
2 <i>Rina Jah</i>		2		2		2		2		2	
3 <i>Burt Manning</i>		3		3		3		3		3	
4 <i>Alison McKittredge</i>		4		4		4		4		4	
5		5		5		5		5		5	
OBJECTIVES <i>To conduct a search and rescue of damaged high school gym.</i>	OBJECTIVES	OBJECTIVES		OBJECTIVES		OBJECTIVES		OBJECTIVES		OBJECTIVES	
RESULTS <i>No victims located. Gym lightly damaged. Saw heavy damage to west wing of school</i>	RESULTS	RESULTS		RESULTS		RESULTS		RESULTS		RESULTS	
CERT LEADER/ INCIDENT COMMANDER <i>Elizabeth King</i>	CERT LEADER/ INCIDENT COMMANDER	Elizabeth King		Elizabeth King		Elizabeth King		Elizabeth King		Elizabeth King	
SCRIBE(S) <i>Billy Rogers, Jorge Garcia</i>	SCRIBE(S)	Billy Rogers, Jorge Garcia		Billy Rogers, Jorge Garcia		Billy Rogers, Jorge Garcia		Billy Rogers, Jorge Garcia		Billy Rogers, Jorge Garcia	
PAGE 1 OF 2											

CERT FORM #3

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BRIEFING ASSIGNMENT	CERT WILSONVILLE	DATE ## / ## / ##													
COMMAND POST CONTACT # (212) 555-1212	TIME OUT 9:50 AM	TIME BACK 10:36 AM													
INSTRUCTIONS TO TEAM															
TEAM NAME Medical 2	LOCATION Delmonico's Italian Restaurant, 810 King Street														
OBJECTIVES To conduct medical sizeup of any victims found.															
EQUIPMENT ALLOCATED															
REPORT FROM RESPONSE TEAM															
FIRES		HAZARDS		STRUCTURE		PEOPLE		ROADS		ANIMALS					
BURNING	OUT	GAS LEAK	H2O LEAK	ELECTRIC	CHEMICAL	DAMAGED	COLLAPSED	INJURED	TRAPPED	DEAD	ACCESS	NO ACCESS	INJURED	TRAPPED	ROAMING
								3			✓				

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TEAM ACTION LOG	
(time stamp each action; draw map if needed)	
10:52	Team arrived at the restaurant. Made our way through the debris to victim #1, Bill Baker. Conscious and in pain. Ankle was trapped under a heavy bookcase. Extricated him. Two team members carried him to treatment area.
10:54	Victim #2, Carol Loughney. Bleeding on head from falling ceiling. Walked her to treatment area.
10:55	Victim # 3. Found in kitchen. Unconscious but breathing. May have broken leg. Splinted leg. Moved by stretcher to treatment area.
SCRIBE	Sam Arton

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VICTIM TREATMENT AREA RECORD		CERT	WILSONVILLE	DATE	## / ## / ##
TREATMENT AREA LOCATION					
TIME IN	NAME OR DESCRIPTION	TRIAGE TAG (circle)	CONDITION/TREATMENT (update as needed)	MOVED TO	TIME OUT
10:24 AM	Stephen Edmondson, 35 yo, very tall	IMMED DELAY MINOR	10:30 Heavy bleeding from cut at right temple—bandaged 10:45 Complained of dizziness and nausea	Sibley Hospital	12:15 PM
		IMMED DELAY MINOR			
		IMMED DELAY MINOR			
SCRIBE(S) REGGIE OSBORN				PAGE 2 OF 2	
CERT FORM #5					

COMMUNITY EMERGENCY RESPONSE TEAM
UNIT 6: CERT ORGANIZATION

COMMUNICATIONS LOG	CERT		DATE
	RADIO OPERATOR NAME		
LOG			
TIME	FROM	TO	MESSAGE
			PAGE ____ OF ____

CERT FORM #6 (Based on ICS 309)

COMMUNITY EMERGENCY RESPONSE TEAM

UNIT 6: CERT ORGANIZATION

EQUIPMENT INVENTORY	CERT	WILSONVILLE				DATE		# / # / #	COMMENTS
		ITEM DESCRIPTION	OWNER	ISSUED TO	QTY	TIME	INITIALS		
ASSET #									
727880		STRETCHER	FD	MED 2	1	10:45 AM	AR		
						3:10 PM	AR		
SCRIBE(S)	SYLVIE D'ANJOI								
									PAGE 1 OF 1

CERT Form #7 (Based on ICS 303)

COMMUNITY EMERGENCY RESPONSE TEAM

UNIT 6: CERT ORGANIZATION

GENERAL MESSAGE			
TO	POSITION		
FROM	POSITION		
SUBJECT	DATE	TIME	
MESSAGE			
SIGNATURE	POSITION		
REPLY			
DATE	TIME	SIGNATURE/POSITION	

CERT FORM #8 (ICS 213)

GENERAL MESSAGE			
TO	POSITION		
FROM	POSITION		
SUBJECT	DATE	TIME	
MESSAGE			
SIGNATURE	POSITION		
REPLY			
DATE	TIME	SIGNATURE/POSITION	

CERT FORM #8 (ICS 213)

COMMUNITY EMERGENCY RESPONSE TEAM

UNIT 6: CERT ORGANIZATION

ACTIVITY: ICS FUNCTIONS

Purpose: This activity will give you an opportunity to relate the ICS functions to specific situations.

Instructions:

- 1. Break into small table groups.**
- 2. This exercise will provide you with the opportunity to decide under which ICS functions the listed activities will fall.**
- 3. Review the list of activities and use the initials, “IC/TL,” “O,” “P,” or “L” to indicate which ICS function would cover each activity.**

While Finance/Administration is a part of ICS, it is generally not used by CERTs.

COMMUNITY EMERGENCY RESPONSE TEAM

UNIT 6: CERT ORGANIZATION

ACTIVITY: ICS FUNCTIONS

Instructions:

Using your knowledge about the five ICS functions, decide under which function the following CERT activities would fall. Some activities may involve more than one function to be completed.

Use the following key to fill in the blanks before each activity:

IC/TL = Incident Commander/Team Leader

O = Operations

P = Planning

L = Logistics

COMMUNITY EMERGENCY RESPONSE TEAM

UNIT 6: CERT ORGANIZATION

	<p>1. It's dark, all the lights are out, you need additional flashlights to continue your response.</p>
	<p>2. The designated first aid site has a downed power line.</p>
	<p>3. A neighbor reports the smell of gas in his house, but he cannot shut off the gas at the meter.</p>
	<p>4. The batteries for the portable radio are dead.</p>
	<p>5. The city wants to know the overall status of your neighborhood.</p>
	<p>6. Several of your neighbors have minor injuries and need first aid.</p>

COMMUNITY EMERGENCY RESPONSE TEAM

UNIT 6: CERT ORGANIZATION

	<p>7. Fire from another neighborhood is moving toward your neighborhood.</p>
	<p>8. There is a pit bull-type dog seen wandering near the first aid station.</p>
	<p>9. A news crew has arrived with a camera to film your activities.</p>
	<p>10. Two hysterical neighbors are demanding help. One cannot find her adolescent child who was playing outside when the disaster struck. The other wants help moving a bookcase off of his wife. He says she's bleeding from a wound on the head.</p>
	<p>11. It's starting to rain. Your command post and the first aid area are not under shelter.</p>

COMMUNITY EMERGENCY RESPONSE TEAM

UNIT 6: CERT ORGANIZATION

	<p>12. Too many people are coming to the Incident Commander to ask questions. The IC/TL asks for someone to act as a “gatekeeper.”</p>
	<p>13. There is a great increase of car and foot traffic through your neighborhood because other roadways are blocked.</p>
	<p>14. The IC/TL is very tired and is going to hand over responsibilities to someone else. He or she wants a report on the status of the neighborhood before doing so.</p>
	<p>15. Many neighborhood residents have come to volunteer their help.</p>

COMMUNITY EMERGENCY RESPONSE TEAM

UNIT 6: CERT ORGANIZATION

	<p>16. Reports have come in of damage and injuries in the next block. Teams must be assigned to assess the situation.</p>
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	<p>17. A professional responder has arrived at the scene and would like a briefing on situation status.</p>
--	--

COMMUNITY EMERGENCY RESPONSE TEAM

UNIT 6: CERT ORGANIZATION

ACTIVITY: TABLETOP EXERCISE

Purpose: This exercise is an interactive tabletop activity that gives you an opportunity to apply what you have learned about ICS for CERT activation.

Instructions:

- 1. Break into small table groups.**
- 2. As a group, go through the exercise as if you were in command and in charge of decision-making.**
- 3. Remember that CERT command objectives are to:**
 - Identify the scope of the incident**
 - Determine an overall CERT strategy**
 - Set priorities and deploy resources**

COMMUNITY EMERGENCY RESPONSE TEAM

UNIT 6: CERT ORGANIZATION

UNIT SUMMARY

The key points from this unit:

- The ICS is the system used by emergency response agencies and CERT to manage emergency operations. ICS provides a flexible means of managing personnel, facilities, equipment, and communication and can be expanded as necessary.
- The key question that CERT Incident Commanders/Team Leaders must always ask is: *“Is it safe for CERT members to attempt the rescue?”* Whether or not to attempt a rescue depends on the degree of damage to the structure involved. Remember: CERT members’ safety is the number one priority.

- **It is vital to document and communicate information about situation and resource status to all CERT levels.**
 - **Sections, Groups, and Teams *must provide the Command Post with ongoing information* about damage assessment, incident status, and ongoing needs.**
 - **The command post must document the situation status so that the overall disaster situation can be tracked and reported to emergency response agencies.**

HOMEWORK ASSIGNMENT

Read and become familiar with the unit that will be covered in the next session.

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UNIT 6: ADDITIONAL MATERIALS

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DAMAGE ASSESSMENT FORM	CERT	DATE
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LOCATION

SIZE UP
(check if applicable)

FIRES		HAZARDS				STRUCTURE		PEOPLE			ROADS		ANIMALS		
BURNING	OUT	GAS LEAK	H2O LEAK	ELECTRIC	CHEMICAL	DAMAGED	COLLAPSED	INJURED	TRAPPED	DEAD	ACCESS	NO ACCESS	INJURED	TRAPPED	ROAMING

OBSERVATIONS

CERT MEMBER	PAGE ____ OF ____
-------------	-------------------

PERSONNEL RESOURCES CHECK-IN		CERT					DATE			
CHECK IN TIME	CHECK OUT TIME	NAME	ID # (CERT badge or other)	CONTACT (cell # or radio)	PREFERRED ASSIGNMENT			SKILLS	TEAM ASSIGNMENT	TIME ASSIGNED
					FIRE	MEDICAL	SAR			
SCRIBE(S)								PAGE ____ OF ____		

ASSIGNMENT TRACKING LOG		CERT		DATE			
ASSIGNMENT		ASSIGNMENT		ASSIGNMENT		ASSIGNMENT	
LOCATION		LOCATION		LOCATION		LOCATION	
TEAM		TEAM		TEAM		TEAM	
TEAM LEADER/CONTACT #		TEAM LEADER/CONTACT #		TEAM LEADER/CONTACT #		TEAM LEADER/CONTACT #	
START TIME	END TIME	START TIME	END TIME	START TIME	END TIME	START TIME	END TIME
1		1		1		1	
2		2		2		2	
3		3		3		3	
4		4		4		4	
5		5		5		5	
OBJECTIVES		OBJECTIVES		OBJECTIVES		OBJECTIVES	
RESULTS		RESULTS		RESULTS		RESULTS	
CERT LEADER/ INCIDENT COMMANDER						PAGE ___ OF ___	
SCRIBE(S)							

BRIEFING ASSIGNMENT		CERT				DATE									
COMMAND POST CONTACT #						TIME OUT			TIME BACK						
INSTRUCTIONS TO TEAM															
TEAM NAME				LOCATION											
OBJECTIVES															
EQUIPMENT ALLOCATED															
REPORT FROM RESPONSE TEAM															
FIRES		HAZARDS				STRUCTURE		PEOPLE			ROADS		ANIMALS		
BURNING	OUT	GAS LEAK	H2O LEAK	ELECTRIC	CHEMICAL	DAMAGED	COLLAPSED	INJURED	TRAPPED	DEAD	ACCESS	NO ACCESS	INJURED	TRAPPED	ROAMING

TEAM ACTION LOG

(time stamp each action; draw map if needed)

SCRIBE

VICTIM TREATMENT AREA RECORD		CERT	DATE		
TREATMENT AREA LOCATION					
TIME IN	NAME OR DESCRIPTION	TRIAGE TAG (circle)	CONDITION/TREATMENT (update as needed)	MOVED TO	TIME OUT
		IMMED DELAY MINOR			
		IMMED DELAY MINOR			
		IMMED DELAY MINOR			
SCRIBE(S)				PAGE ___ OF ___	

COMMUNICATIONS LOG	CERT	DATE
	RADIO OPERATOR NAME	

LOG

TIME	FROM	TO	MESSAGE

EQUIPMENT INVENTORY		CERT				DATE		
ASSET #	ITEM DESCRIPTION	OWNER	ISSUED TO		QTY	TIME	INITIALS	COMMENTS
				ISSUED				
				RETURNED				
				ISSUED				
				RETURNED				
				ISSUED				
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				ISSUED				
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				ISSUED				
				RETURNED				
SCRIBE(S)						PAGE ___ OF ___		

GENERAL MESSAGE		
TO	POSITION	
FROM	POSITION	
SUBJECT	DATE	TIME
MESSAGE		
SIGNATURE	POSITION	
REPLY		
DATE	TIME	SIGNATURE/POSITION

CERT FORM #8 (ICS 213)

GENERAL MESSAGE		
TO	POSITION	
FROM	POSITION	
SUBJECT	DATE	TIME
MESSAGE		
SIGNATURE	POSITION	
REPLY		
DATE	TIME	SIGNATURE/POSITION

CERT FORM #8 (ICS 213)

