UNIT 6: CERT ORGANIZATION

In this unit you will learn about:

- **CERT Organization:** How to organize and deploy volunteer 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 will give you the opportunity to apply your knowledge of team organization.

UNIT 6: CERT ORGANIZATION

OBJECTIVES	At the conclusion of this unit, the participants should be able to: ▪ Describe CERT organization. ▪ Identify how CERTs interrelate with ICS. ▪ Explain documentation requirements.
SCOPE	The scope of this unit will include: ▪ Introduction and Unit Overview. ▪ CERT Organization. ▪ CERT Decisionmaking. ▪ Documentation. ▪ Activity: ICS Functions. ▪ Tabletop Exercise. ▪ Unit Summary.
ESTIMATED COMPLETION TIME	1 hour 45 minutes
TRAINING METHODS	The Lead Instructor will begin this session by welcoming the participants to Unit 6: CERT Team Organization, and will introduce the instructors for the session. The Instructor will then present a brief overview of this session. Next, the Instructor will introduce the concept of the CERT organization—its objectives, history, and characteristics—and how CERT efforts fit into the overall Incident Command System (ICS). Next, the Instructor will review how CERTs mobilize in a disaster situation. The Instructor will introduce CERT decisionmaking, emphasizing the primary concern for rescuer safety. This discussion will include how CERT strategies are affected by the severity of structural damage. Then, the Instructor will describe CERT documentation requirements. The emphasis will be on the importance of CERT documentation. The Instructor will introduce some of the forms that CERTs can use to document different types of information. Next, the Instructor will conduct a brief activity during which the participants will match the five ICS functions with situations that could arise during a CERT deployment. After all of the material is presented and discussed, the participants will take part in tabletop exercise that will provide experience in CERT planning and tactics. The plan developed during the tabletop exercise will form the basis for the full-scale exercise in which the groups will participate during the final session.

RESOURCES REQUIRED

- *Community Emergency Response Team* Instructor Guide
- *Community Emergency Response Team* Participant Manual
- Visuals 6.1 through 6.8

EQUIPMENT

The following additional equipment is required for this unit:

- A computer with PowerPoint software
- A computer projector and screen

NOTES

A suggested time plan for this unit is as follows:

Introduction and Unit Overview ..... 5 minutes
CERT Organization ..... 20 minutes
CERT Decisionmaking ..... 10 minutes
Documentation ..... 10 minutes
Activity: ICS Functions ..... 10 minutes
Tabletop Exercise..... 45 minutes
Unit Summary..... 5 minutes

Total Time: 1 hour 45 minutes

UNIT 6: CERT ORGANIZATION

INTRODUCTION AND UNIT OVERVIEW

INTRODUCE UNIT

Welcome the participants to Unit 6 of the CERT training program.

Introduce the instructors for this unit and ask any new instructors to describe briefly their experience with CERT team organization.

VISUAL 6.1

CERT Organization

- Describe the CERT organization.
- Identify how CERTs interrelate with ICS.
- Explain documentation requirements.

Visual 6.1

Remind the participants that in previous units, they learned specific strategies and tasks to use in specific situations. Tell them that, in this session, they will use that knowledge in a team environment, using the CERT organization as a foundation.

OBJECTIVES

Tell the participants that at the end of this unit, they should be able to:

- Describe the CERT organization.
- Identify how CERTs interrelate with ICS.
- Explain CERT documentation requirements.

INSTRUCTOR'S NOTE

Ask if anyone has any questions about the topics that will be covered in this unit.

CERT ORGANIZATION

INTRODUCE TOPIC

VISUAL 6.2

Purpose of On-Scene Management

- Maintain safety of disaster workers.
- Provide clear leadership and organizational structure.
- Improve effectiveness of rescue efforts.

Visual 6.2

Explain to the participants that emergency on-scene management in a disaster situation is needed to:

- Maintain the safety of disaster workers. CERT Incident Commanders 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 team 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 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 (CONTINUED)

INSTRUCTOR'S NOTE

Point out that the CERT organization is based on the Incident Command System (ICS), which is a proven management system used by most firefighters and all hazardous materials teams.

NEED FOR CERT ORGANIZATION

VISUAL 6.3

Need for CERT Organization

Provides:

- Common terminology that contributes to effective communication and shared understanding.
- Effective communication among team members.
- A well-defined management structure.
- Accountability.

Visual 6.3

Tell the participants that the specific CERT organizational structure now in use provides:

- Common terminology that contributes to effective communication and shared understanding.
- Effective communication among team members.
- A well-defined management structure (e.g., leadership, functional areas, reporting chain, working in teams).
- Accountability.

Add that the CERT organization fulfills these requirements, and also has the advantage of:

- <u>Common terminology</u> that contributes to effective communication and shared understanding.

CERT ORGANIZATION (CONTINUED)

INSTRUCTOR'S NOTE

Briefly cover some of the key terminology used by CERT (e.g., delayed, immediate, dead; light, moderate, and heavy damage, etc.)

- Consolidated action plans that coordinate strategic goals, tactical objectives, and support activities.
- Comprehensive resource management that facilitates application of available resources to the right incident in a timely manner.
- A manageable span of control that provides for a desirable rescuer/supervisor ratio of between three and seven rescuers per supervisor.

OBJECTIVES OF CERT ORGANIZATION

VISUAL 6.4

Objectives of CERT Organization

- Identifies the scope of the incident
- Determines an overall strategy
- Deploys resources
- Documents actions and results

Visual 6.4

Tell the group that, in a disaster situation, CERT organization:

- 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.

CERT ORGANIZATION (CONTINUED)

Stress that CERT organizational framework is flexible, so that it can expand or contract depending on the on-going assessment priorities determined by the IC, and people and resources available. This expansion and contraction helps ensure rescuer safety, doing the greatest good for the greatest number, manageable span of control and accountability of CERT members.

INCIDENT COMMAND SYSTEM

VISUAL 6.5

Tell the group that the Incident Command System (ICS) is the system used by fire and law enforcement agencies to manage emergency operations. When CERTs activate for their neighborhood or workplace, they become part of that system. Add the following to explain how CERTs interrelate with ICS:

- CERTs are part of ICS.
- All CERTs, through their Incident Commanders, report to the first fire or law enforcement official at their location and take directions from that person until told that the command system has changed, or until relieved.

CERT ORGANIZATION (CONTINUED)

Explain that the basic ICS structure is established by the person who arrives first to the scene, who becomes the Incident Commander. Initially, the Incident Commander may handle all of the command positions shown in the visual, but as the incident evolves, may assign personnel as the:

- Operations Section Chief.
- Logistics Section Chief.
- Planning Section Chief.
- Administration Section Chief.

PM, P. 6-3

Refer the participants to the organization chart titled, *CERT Command Function Organization Chart*, in the Participant Manual.

	PM, P. 6-3	**ICS Command Function Organization Chart**

ICS Command Function Organization Chart, showing the Incident Commander at the top and the four Section Chiefs (i.e., Operations, Logistics, Planning, and Admin) reporting to the Incident Commander.

CERT ORGANIZATION (CONTINUED)

As the incident expands, it may be necessary to assign other personnel in each section to handle specific aspects of the response while maintaining an effective span of control.

CERT STRUCTURE

VISUAL 6.6

CERT Structure

CERT Command Structure

Visual 6.6

Explain to the group the following points about CERT structure:

- Each CERT must establish a command structure.
- A CERT Leader—or, in ICS terms, Incident Commander—is appointed to direct team activities. For CERT volunteer activities and training, this person may be appointed. However, during activation for a disaster, this person is the first to arrive at a pre-designated staging area.
- The location established by the CERT Leader as the central point for command and control of the incident is called the Command Post for the CERT. The IC stays in the command post. If the IC has to leave, the responsibility of IC must be delegated to someone in the command post.
- The CERT Leader may appoint members to assist with managing resources, services, and supplies (logistics). CERT Leaders may also appoint members to collect and display information (planning/intelligence) and collect and compile documentation. To maintain span of control, this delegation occurs as the organization expands.

CERT ORGANIZATION (CONTINUED)

- The CERT may operate as a single team that performs all activities as required, or may be divided into smaller teams (under Operations) of at least three people to achieve specific goals developed by the IC (e.g., fire suppression, medical, search and rescue), with a leader for each.

- 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.

Stress to the group that CERT personnel should always be assigned to teams consisting of at least three persons:

- One person will serve as a runner and communicate with the Command Post.

- Two people will "buddy up" to respond to the immediate needs.

PM, P. 6-5

Refer the participants to the diagram titled, *Expanded CERT Operations Structure* in the Participant Manual.

Point out that the Logistics and Planning Sections may be expanded in the same way with:

- Logistics including Service and Support units.

- Planning including Situation and Status units.

	PM, P. 6-5	**Expanded CERT Operations Structure**

CERT Operations Section Structure, showing the Operations Section Chief at the top and the three Group Leaders underneath (Fire Suppression, Search and Rescue, and Medical). Reporting to the Fire Suppression Group Leader are all fire suppression teams and the Staging Area. Reporting to the Search and Rescue Team Leader are all search and rescue teams. Reporting to the Medical Group Leader are the Triage Team, the Treatment Team, and the Morgue Team.

CERT DECISIONMAKING

ASK QUESTION

Ask the participants if anyone has any questions about CERT structure or ICS.

Tell the group that the next topic will be CERT decisionmaking. Explain that some of the information will be a review of topics covered in Unit 5: Light Search and Rescue Operations.

CERT MOBILIZATION

INSTRUCTOR'S NOTE

The description below provides an explanation for CERT deployment based on the concept of a response to a catastrophic disaster. Each community needs to develop its unique standard operating procedures for CERT.

INTRODUCE MOBILIZATION

Introduce CERT mobilization by pointing out that CERT organization proceeds in the following way after an incident:

- Following the incident, CERT members take care of themselves, their families, their homes, and their neighbors.
- If the SOP calls for self-activation, CERT members proceed to the pre-designated staging area with their disaster supplies. Along the way, they make damage assessments that would be helpful for the CERT IC's decisionmaking.
- The first CERT member at the staging area becomes the initial IC for the response. As other CERT members arrive, the CERT IC may pass leadership to someone more qualified. Otherwise, the CERT IC develops the organization to ensure effective communication, to maintain span of control, maintain accountability, and do the greatest good for the greatest number without placing CERT members in harm's way.
- As intelligence is collected and assessed (from CERT members reporting to the staging area, emergency volunteers, and reports from working teams [e.g., search and rescue] by the planning function, the IC must prioritize actions and work with the Section Chiefs or leaders). The CERT organization is flexible and evolves based on new information.

CERT DECISIONMAKING (CONTINUED)

Remind the group that, following an incident, information—and, therefore, priorities—may be changing rapidly. Communication between the IC and response teams ensures that CERTs do not overextend their resources or supplies.

RESCUER SAFETY

INTRODUCE SAFETY

Introduce rescuer safety by telling the participants that effective emergency scene management requires the formulation and communication of strategic goals and tactical objectives that are based primarily on the safety of rescue personnel.

Remind the group that rescuer safety is paramount. The question, "Is it safe for the CERT members to attempt the rescue?" is primary.

VISUAL 6.7

CERT Decisionmaking

- Heavy damage = No rescue
- Moderate damage = Minimize rescuers and time in building
- Light damage = Locate, triage, treat, and prioritize victim removal

Visual 6.7

Emphasize that 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 any legal authority to stop or restrict someone who wants to enter an area. At best CERT members can warn others about the danger.
- If the damage is moderate, locate, triage (i.e., all immediates get airway control, bleeding control, and treatment for 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.

CERT DECISIONMAKING (CONTINUED)

- If the damage is light, locate, triage, treat, and prioritize removal of victims to the designated treatment area.

PM, P. 6-7

Refer the participants to the chart titled, *CERT Rescue Efforts Based On Degree of Damage*, in the Participant Manual, where specific strategies for rescue efforts based on degree of damage are identified. Review the strategies listed in the chart.

Explain to the group that the extent of involvement for the various CERT functional teams varies depending on the level of damage encountered.

	PM, P. 6-7	**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.
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, tag, and prioritize removal of victims to the designated treatment area.

PM, P. 6-8

CERT DECISIONMAKING (CONTINUED)

Refer the participants to the figure titled, *Teams Tasks Based on Damage Level*, in the Participant Manual.

	PM, P. 6-8	**Team Tasks Based on Damage Level**

Light Damage

Fire	Search & Rescue	Medical	Treatment Area
-Shut off utilities as needed -Document	-Locate -Triage -Tag -Continue sizeup -Document	-Triage again -Head-to-toe in place -Treatment in place -Transport when necessary -Document	-Triage -Head-to-toe -Treatment -Document

Moderate Damage

Fire	Search & Rescue	Medical	Treatment Area
-Shut off utilities -Extinguish small fires to save lives -Document	-Locate -Stabilize (triage) -Evacuate -Warn others -Continue sizeup -Document	-Triage again in safe zone -Head-to-toe in safe zone -Tag -Treatment -Transport -Document	-Triage -Head-to-toe -Treatment -Document

Heavy Damage

Fire	Search & Rescue
-Shut off utilities if safe to do so -Document	-Warn others -Gather information -Document

Tasks required of Fire, Search and Rescue, Medical, and Treatment Area teams based on the degree of damage to the structure.

CERT DECISIONMAKING (CONTINUED)

ASK QUESTION

Pose some "What would you do if . . ." questions that require the participants to identify rescue strategies appropriate for specific damage situations. For example, describe the type of disaster, type of structure, and visible or probable damage. Ask the participants to state what their primary mission is, what they would do, and why.

RECORD RESPONSES

Record the participants' responses on chart paper and conduct a brief discussion based on their remarks.

INSTRUCTOR'S NOTE

Ask the participants if anyone has any questions about how the CERT's mission and strategies are affected by the severity of damage.

Tell the group that the next topic that will be covered will be documentation requirements for CERT members.

INTRODUCE NEED TO DOCUMENT

DOCUMENTATION

Introduce the need to document by emphasizing the importance of documentation and communication about the disaster situation and resource status. Stress that efficient flow of information makes it possible for resources to be deployed effectively and for professional emergency services to be applied appropriately.

VISUAL 6.8

DOCUMENTATION (CONTINUED)

Responsibilities for Documentation

- Provide command post with ongoing information.
- Document incident status:
  - Incident locations
  - Access routes
  - Identified hazards
  - Support locations

Visual 6.8

Explain that, under the CERT organization, each level of authority has documentation responsibilities:

- Section Chiefs are responsible for providing the Command Post with ongoing information about damage assessment, group status, and ongoing needs.
- The Command Post is responsible for documenting the situation status, including:
  - Incident locations.
  - Access routes.
  - Identified hazards.
  - Support locations.

Note that support locations include the:

- Staging area.
- Medical treatment and triage area.
- Morgue, if there are fatalities.

This documentation must be provided to the first professional responders on the scene.

Stress that this information is vital for tracking the overall situation.

DOCUMENTATION (CONTINUED)

FORMS FOR DOCUMENTATION

INTRODUCE FORMS

Introduce this section by explaining that there are several standard forms that can be used to facilitate documentation and information flow. Refer the participants to the *Forms for Documentation* in the Participant Manual.

PM, PP. 6-10 THROUGH 6-16

- The Damage Assessment Survey is completed by CERT Leaders and provides a summary of overall hazards in selected areas. It is used for prioritizing and formulating action plans.

- The Personnel Resources form is completed by Section Chiefs and is used for:

  - Tracking personnel assigned to the group.
  - Monitoring group accountability.

- The Equipment Resources form is used by Logistics and Staging Area personnel to track resources loaned to CERT members.

- The Incident Briefing form helps CERT Team Leaders record known information about the incident site, including hazards and actions taken.

- The Message Form is used for sending messages between command levels and groups. (Stress the need for messages to be clear and concise.)

- The Incident Status Record is used by the command post for keeping abreast of situation status. It contains essential information for tracking the overall situation.

- Site maps and building plans are used for visually tracking response activities. Plastic overlays make it possible to update information on a continual basis.

- The Victim Treatment Area Record is used to document each person brought into the treatment area, his or her general condition (D, I, or Dead), and his or her location.

	PM, P. 6-10	Damage Assessment

Date: 10/20/01	**Person Reporting:** Joe Montana	**Page #:** 1
Time Received: 9:50	**Person Receiving:** Jim Harkins	

		Burning	Out	Gas Leak	H2O Lead	Electric	Chemical	Damage*	Collapsed	Injured	Trapped	Dead	Access	No Access	Assignment Completed
Time	**Location/Address**	**Fires**		**Hazards**				**Structures**		**People**			**Roads**		**/X**
9:45	13267 Magnolia				X	X		M							X

FOR USE BY EVERYONE www.cert-la.com 10/08/01

Summary of all hazards in area - fill out this form on your way to Command Post and give it to Incident Command.
(* for structure damage: h=heavy, m=moderate, l=light)
Incident Command: Choose an incident, put a slash in the assignment completed column, copy the address/location to the incident name section on Incident Briefing, and give Incident Briefing and Assignment Status to incident team leader. Copy address/location to Post-Incident Status and enter start time. When incident is complete, put a backslash in the assignment completed column and the incident end time on the Post-Incident Status form.

	PM, P. 6-11	**Personnel Resources**

Date: 10/20/01	**Person Reporting:** Mary Smith	**Page #:** 1

Print Name and Time In			**Skill Specialty Rank From 1-5 or Print "No"**					
Name	**Time In**	**Time Assigned**	**Fire**	**Medical**	**S&R**	**Transport**	**Document**	**Other**
Mary Smith	9:15	9:15						Personnel & Equipment Mgr.
Jim Harkins	9:15	9:15						Incident Commander
~~Jerry Rice~~	9:32	10:05	~~1~~	~~2~~	no	3	no	
Frank Thomas	9:35	10:00	2	3	~~1~~	4	no	
~~J.J. Stokes~~	9:43	10:05	~~2~~	~~1~~	4	3	no	radio
Babe Ruth	9:45	10:00	3	2	~~1~~	4	5	
Steve Young	9:50	10:00	~~1~~	~~2~~	3	4	5	
Mark McGwire	9:50	10:00	1	no	~~2~~	3	no	
Willie Mays	9:50	10:00	2	3	~~1~~	4	5	
~~Joe Montana~~	9:52	10:05	~~1~~	~~2~~	4	5	3	
Lou Gehrig	9:55	10:00	1	no	~~2~~	3	no	
Serena Williams	9:58	10:03	1	2	3	no	~~4~~	heavy equipment
Sammy Sosa	10:03	10:03	3	2	1	5	4	to Treatment Area
Leah Malot	10:11		2	3	1	4	5	catering truck
Gete Wami	10:19		1	3	2	5	4	
Jerry Rice	12:00		2	1	4	3	no	radio

FOR USE BY LOGISTICS AND STAGING www.cert-la.com 10/08/01

Have people sign in and mark their special skills. When you assign someone to a team, circle that team's box next to their name and enter the time assigned. When someone returns from an assignment, draw a line through their name and all boxes and have the person sign in again. Remember to check how long people have been assigned and who hasn't been assigned yet.

	PM, P. 6-12	**Equipment Resources**

Date: 10/20/01	**Person Reporting:** Mary Smith	**Page #:** 1

		Fire Extinguisher	Wrench	Flashlight	First Aid Kit	Blankets	Stretchers				
Time:	**Loaned To:**										
9:15		+4	+6	+7	+2	+1	2				
10:05	to Willie Mays			-2							
10:05	to Frank Thomas		-1	-2							
10:06	to Joe Montana	-2		-1	-1	-2	-1				
10:10	Balance	2	5	2	1	8					
10:55	from Joe Montana	+2		+1	+1		+1				
11:00	Balance	4	5	3	2	8	1				

FOR USE BY LOGISTICS AND STAGIN www.cert-la.com 10/08/01

Enter equipment and supplies as they come in and out. Total periodically.
If an item is returned empty (for instance, a fire extinguisher), add it back in and circle the number, so you don't include it in your next total.

	PM, P. 6-13	**Incident Briefing**

Prepared By: Jim Harkins	**Date:** 10/20/01	**Time:** 9:50
Incident Name: 13267 Magnolia		

Map Sketch:

Current Organization:	**Incident Commander:** Jim Harkins	**Battalion:** 8

Summary of Current Actions

Be aware of hazards! Work as a team!

Gas, electricity, water shut off.

Found and removed 6 victims.
1 dead inside.

Treated 1 minor, 3 delayed and 2 immediate.

Transported 6 victims to treatment area,
then transported 3 victims to Kaiser Hospital.

FOR INCIDENT COMMANDER www.cert-la.com 10/08/01

Incident Command: Transfer an incident from Damage Assessment sheet. Sketch a map of the incident area, if known, with any hazards. Enter Incident Commander's name and Battalion number under current organization. Give to incident team leader with Assignment Status sheet.

Incident team leader: Sketch a map of the incident area with any hazards, if not done by Incident Command. Summarize the actions of your teams. When incident is complete, return this form, along with Assignment Status, to Incident Command.

	PM, P. 6-14	**Message Form**

To: Logistics	Message Center Use Only
From: S&R 1	Incident: 13267 Magnolia Time:_____ Date: 10/20/01
Time: 10:40	☐ Incoming ☐ Outgoing

Message Text:
Found one person trapped.
Need 2 prybars and enough cribbing for 2 supports, each 2 feet high
Action Taken:
Running short of cribbing.
Am sending 2 prybars and 18" of cribbing, procuring more

USE CLEAR CONCISE TEXT www.cert-la.com 10/08/01

Examples: assignment completed, additional resources needed, unable to complete, special information/status update.

	PM, P. 6-15	**Incident Status**

Date:	**Person Reporting:**		**Page:**
Address/Location	**Assignment**	**Start Time**	**End Time**
8203 Sepulveda	Mary Smith	9:15	10:25
8203 Sepulveda	Jim Harkins	9:15	10:25
7212 Sepulveda	Frank Thomas	10:00	
7212 Sepulveda	Babe Ruth	10:00	
7212 Sepulveda	Steve Young	10:00	

FOR INCIDENT COMMAND www.cert-la.com 10/08/01

Record incident assignments from Damage Assessment sheets. When incident is complete, enter end time and make a backslash for that incident on the Damage Assessment.

PM, P. 6-16

Victim Treatment Area Record

Date: 10/20/01	Person Reporting: Rich Richins			Page #:	
Time In:	**Name or Descriptio**	**Triage Tag**	**Condition**	**Moved To:**	**Time Out**
10:19	Rich Richins	D	Minor cut on forehead		
10:35	White male, about 45 years, balding, overweight	I	Deep cut on right thigh, unconscious, shock		
10:52	Willard Scott	D	Broken left arm, swollen left ankle	Kaiser	12:08
11:15	White female, blond, late 20's, pregnant	I	Unconscious, shallow breathing, shock	Kaiser	12:08
11:20	White female, 60s, "Annie"	I	Disoriented, large bump on forehead, shock	Kaiser	12:08
11:47	Jill Johns	D	Minor cuts and bruises, shock		

FOR MEDICAL TREATMENT AREA www.cert-la.com 10/08/01

Document each person brought to the treatment area.

If Victim Cannot Give Name, Write a Brief Description (e.g., Sex, Approximate Age, Hair Color, Race, etc).

Tag color: red=Immediate, yellow=Delayed, green=Minor, Black=Dead

DOCUMENTATION (CONTINUED)

INSTRUCTOR'S NOTE

Review each of these forms briefly, and describe they types of information that each should include.

PM, APPENDIX 6-A

Tell the participants that full-size versions of these forms are included at the end of Unit 6 in the Participant Manual. Explain that these can be copied for use by the participants during practice exercises and actual disaster incidents.

PM, P. 6-17

Refer the participants to the table titled, *Forms Used for Response Documentation,* in the Participant Manual for examples.

	PM, P. 6-17	**Forms Used For Response Documentation**

Form	Purpose
Damage Assessment Survey	▪ Completed by CERT leaders. Provides a summary of overall hazards in selected areas, including: • Fires. • Utility hazards. • Structural damage. • Injuries and casualties. • Available access. ▪ Essential for prioritizing and formulating action plans.
Personnel Resources Form	▪ Completed by CERT members as they arrive at the Staging Area. Provides information about: • Who is on site. • When they arrived. • When they were assigned. • Their special skills. ▪ Used by Staging personnel to track personnel availability.
Equipment Resources Form	▪ Completed by Logistics and Staging Area personnel to track the loan of equipment to CERT members.
Incident Briefing	▪ Completed by the Incident Commander (Team Leader) to identify damage, known hazards, and actions taken.
Message Form	▪ Used for sending messages between command levels and groups. Messages should be clear and concise and should focus on such key issues as: • Assignment completion. • Additional resources required. • Special information. • Status update.
Victim Treatment Area Record	▪ Completed by Medical Treatment Area personnel to record victims entering the treatment area, their condition, and their status.
Incident Status Record	▪ Used by the command post for keeping abreast of situation status. Contains essential information for tracking personnel assignments.

INSTRUCTOR'S NOTES

DOCUMENTATION (CONTINUED)

Additional sample forms are provided on the CERT web site:
http: training.fema.gov/emiweb/cert/. Feel free to adapt these forms, as necessary, to fit your community's needs.

Ask if anyone has any questions about CERT documentation requirements.

CONDUCT ACTIVITY

ACTIVITY: ICS FUNCTIONS

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

Instructions: To conduct this activity, complete the following steps:

1. Assign the participants to small table groups.
2. Explain that this exercise will provide the group with the opportunity to decide under which ICS functions the listed activities will fall.
3. Tell the group to review the list of activities and use the initials, "IC," "O," "P/I," or "L" to indicate which ICS function would cover each activity.
4. When the groups have finished, ask a spokesperson from each group to provide the group's answers to the class.

	PM, P. 6-18	**Activity: ICS Functions**

Instructions:

Using your knowledge about the five ICS functions, decide under which function the following 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 = Incident Commander
O = Operations
P = Planning
L = Logistics

L	1. It's dark, all the lights are out, you need additional flashlights to continue your response.
L	2. The designated first aid site has a downed power line.
O	3. A neighbor reports the smell of gas in his house, but he cannot shut off the gas at the meter.
L	4. The batteries for the portable radio are dead.
P & I	5. The City wants to know the overall status of your neighborhood.
0	6. Several of your neighbors have minor injuries and need first aid.
P	7. Fire from another neighborhood is moving toward your neighborhood.
O	8. There is a pit bull-type dog seen wandering near the first aid station.
IC	9. A news crew has arrived with a camera to film your activities.
P & O	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.
L	11. It's starting to rain. Your command post and the first aid area are not under shelter.
P	12. Too many people are coming to the Incident Commander to ask questions. The IC asks for someone to act as a "gatekeeper."
O	13. There is a great increase of car and foot traffic through your neighborhood because other roadways are blocked.
P	14. The Incident Commander is very tired and is going to hand over responsibilities to someone else. She wants a report on the status of the neighborhood before doing so.
L/O	15. Many neighborhood residents have come to volunteer their help.
IC	16. Reports have come in of damage and injuries in the next block. Teams must be assigned to assess the situation.
IC	17. A professional responder has arrived at the scene and would like a briefing on situation status.

DOCUMENTATION (CONTINUED)

Tell the group that the remainder of the unit consists of a tabletop exercise. The exercise will give the participants the opportunity to apply much of the knowledge that they have gained in this course to an actual disaster scenario.

Introduce the "Rules of Engagement." Stress the need for following directions, communicating, and making safe decisions.

FYI

INSTRUCTOR'S NOTES

For the following tabletop exercise, choose a situation that might occur in your community to which your CERT would be deployed. Select and integrate into the exercise the hazards that your CERT members would face in the event.

As part of the exercise, you may wish to develop a list of potential situations that could occur in your community and ask the participants to prioritize their responses based on the greatest good for the greatest number.

TABLETOP EXERCISE

CONDUCT EXERCISE

Purpose: This exercise is an interactive tabletop activity that gives the participants an opportunity to apply what they have learned about team organization.

Instructions: To conduct this exercise, complete the following steps:

1. Assign the participants to small table groups.

HO

HANDOUT 6.1

2. Distribute the *CERT Tabletop Exercise* that you have developed, and explain the objectives of the exercise.

TABLETOP EXERCISE (CONTINUED)

3. Explain that this exercise will provide the group with experience in command decisionmaking.

   Remind the group that CERT command objectives are to:

   - Identify the scope of the incident.
   - Determine an overall CERT strategy.
   - Set priorities and deploy resources.

4. Review the participants' roles in the exercise and advise them that they will have 30 minutes to complete the exercise.

5. At the end of the exercise, reconvene the participants into a large group to discuss the exercise results and answer any questions that the participants may have.

UNIT SUMMARY

SUMMARIZE KEY POINTS

Summarize the key points from this unit:

- The ICS concept has proven useful in Emergency response. ICS provides a flexible means of controlling personnel, facilities, equipment, and communication and can be expanded as necessary. Its principles are used as the basis for the CERT organization.

- The key question that CERT 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.

- It is vital to document and communicate information about situation and resource status to all CERT levels.

  - Response teams and their functional groups must provide the command post with ongoing information about damage assessment, group status, and ongoing needs.
  - The command post must document the situation status so that the overall disaster situation can be tracked.

INSTRUCTOR'S NOTE

Ask the participants if anyone has any questions about anything covered in this unit.

Explain that the next unit will address disaster psychology as it applies to CERTs.