



CERT Basic Training

Unit 2: CERT Organization



FEMA

Unit Objectives



- Describe the CERT organizational structure
- Explain the Incident Command System (ICS) and how CERT operates within this structure
- Describe the 9-step one-scene size-up process
- Describe how to use CERT standard documents



Principles of On-Scene Management



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



CERT On-Scene Management



- Well-defined management structure
- Manageable span of control
- Common terminology
- Effective communication
- Consolidated action plans
- Comprehensive resource management
- Accountability



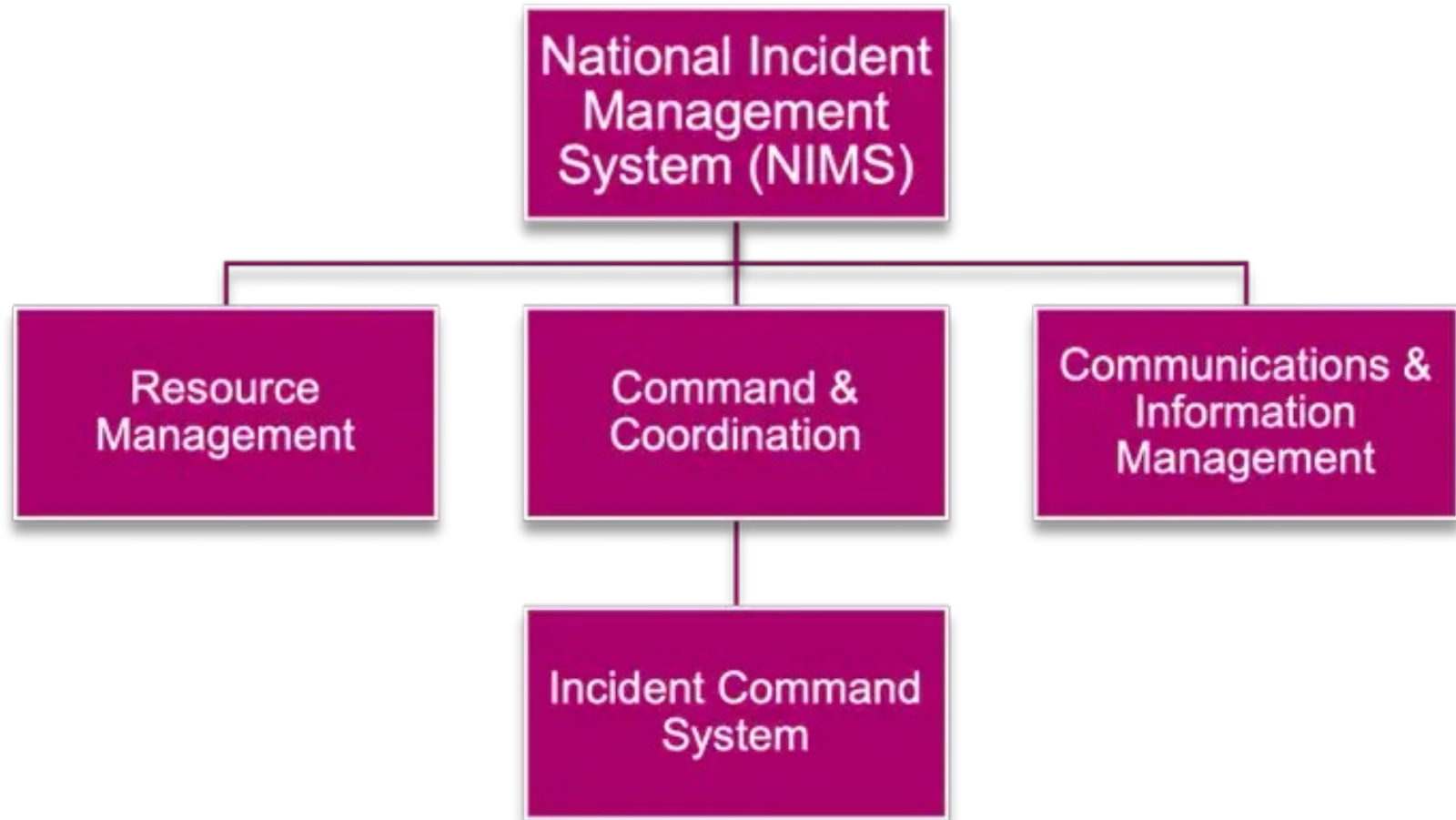
Objectives for On-Scene Management



- Identify scope of incident
- Determine overall strategy
- Deploy resources
- Document actions and results



National Incident Management System



Incident Command System (ICS)



- Developed by **FIREScope** in California.
- Originally created to manage rapidly expanding wildland fires.
- Designed to solve common response challenges:
 - Too many people reporting to one supervisor (span of control)
 - Different organizational structures among responding agencies.
 - Unclear lines of authority and responsibility
 - Different terminology used by different disciplines
 - Lack of common incident objectives and action plans



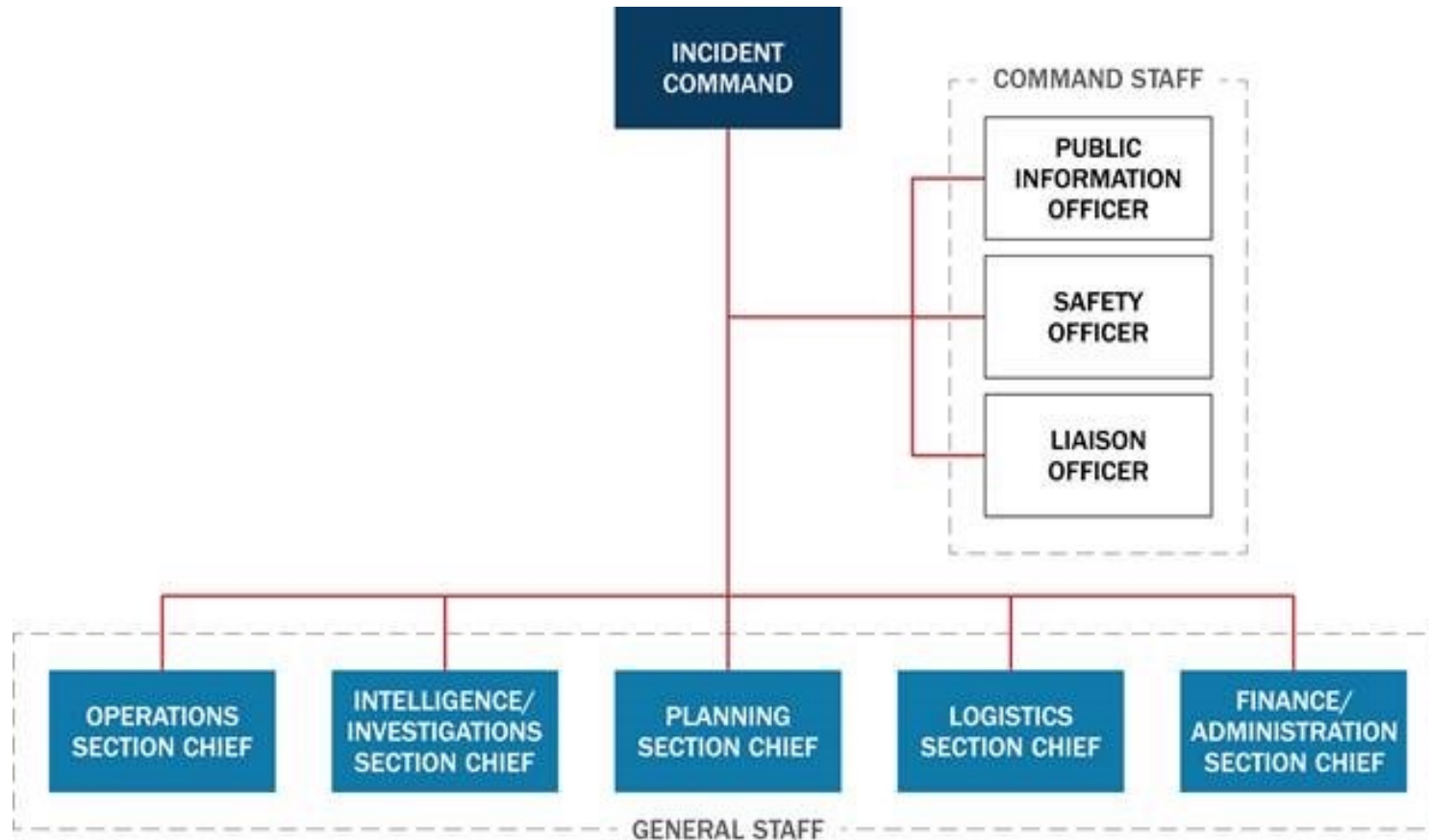
ICS Principles



- Common terminology
- Modular organization
- Manageable span of control
- Unified objectives
- Integrated communications
- Accountability
- Resource management



Incident Command System (ICS)



Incident Command System (ICS)



- **Incident Commander “Boss”**
Is appointed to direct team activities and is usually the first person to the scene
- **Operations Section Chief “Do-er”**
Develops a plan to achieve the scene objectives
- **Logistics Section Chief “Get-er”**
Responsible for communications, supplies and facilities
- **Planning Section Chief “Plan-er”**
Manages the planning process
- **Finance/Administration Section Chief “Payer”**
Responsible for the financial aspect of the rescue



Emergency Operations Center (EOC)



PM 2-5

CERT Basic Training Unit 2: CERT Organization



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CERT Operations



- Command structure
- CERT Team Leader
- Command Post
- Expanded structure as needed



Dealing with the Media



- Refer media inquiries to CERT Incident Commander/Team Leader
- Do not let media inhibit CERT goals
- Be careful about information released



NIMS Implementation



- Ability to work together
- IS-100: Introduction to ICS
 - <https://training.fema.gov/is/courseoverview.aspx?code=is-100.c>
- IS-700: Introduction to NIMS
 - <https://training.fema.gov/is/courseoverview.aspx?code=is-700.b>
- Required for Activatable CCFD CERT Members

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Enter Search Term(s): Search

IS-100.C: Introduction to the Incident Command System, ICS 100

Enter Keyword(s) or Course Code Search IS

Course Date: 6/25/2018

Course Overview: ICS 100, Introduction to the Incident Command System, introduces the Incident Command System (ICS) and provides the foundation for higher level ICS training. This course describes the history, features and principles, and organizational structure of the Incident Command System. It also explains the relationship between ICS and the National Incident Management System (NIMS). The Emergency Management Institute developed its ICS courses collaboratively with:

- National Wildfire Coordinating Group (NWCG)
- U.S. Department of Agriculture
- United States Fire Administration's National Fire Programs Branch

Course Objectives: At the completion of this course, you should be able to:

- Explain the principles and basic structure of the Incident Command System (ICS).
- Describe the NIMS management characteristics that are the foundation of the ICS.
- Describe the ICS functional areas and the roles of the Incident Commander and Command Staff.
- Describe the General Staff roles within ICS.
- Identify how NIMS management characteristics apply to ICS for a variety of roles and discipline areas.

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NOTICES

Test questions are scrambled to protect test integrity



Exercise 2.1



- Using your knowledge about the 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:
 - Team Leader = TL
 - Operations = O
 - Planning = P
 - Logistics = L



CERT Mobilization



- CERTs take care of themselves, their families, their homes, their neighbors
- Proceed to predesignated staging area
- TL is established, organizes the group
- TL prioritizes actions
- Organization is flexible and evolves based on new information



On-Scene Size-up



1. Gather Facts
2. Assess and Communicate Damage
3. Consider Probabilities
4. Assess Your Own Situation
5. Establish Priorities
6. Make Decisions
7. Develop Plan of Action
8. Take Action
9. Evaluate Progress



Rescuer Safety



- Rescuer safety = first priority
- Heavy damage = No rescue
- Moderate damage = Locate, assess, evacuate
- Light damage = Locate, assess, continue size-up, and document



Documentation



- Command Post
 - Documents situation status
 - Incident locations
 - Access routes
 - Identified hazards
 - Support locations
- Section Chiefs
 - Provide Command Post with information



Documentation



Write it down!





NAME / TEAM LEADER NAME:				DATE PREPARED:								TIME PREPARED:							PAGE #:	
NEIGHBORHOOD:				TEAM NUMBER:								OPERATIONAL PERIOD:							COMMAND POST ONLY:	
				BURNING	OUT	GAS LEAK	H ₂ O LEAK	ELECTRIC	CHEMICAL	IMMEDIATE	DELAYED	MINOR	DECEASED	TRAPPED	DAMAGE (3)	SEARCHED (4)	ACCESS	NO ACCESS	ASSIGNMENT COMPLETED	REPORTED TO EOC
MSG#	TIME	LOCATION/ADDRESS	OTHER INFO	FIRES	HAZARDS (1)						PEOPLE (2)					STRUCTURE	ROADS	\ X	TIME	

Prepared By (Name and Position):

(1) Hazards - Utilities: X - Leak, TO – Turned Off; (2) People: U if victims but actual number unknown;
 (3) Structure - Damage: L – Light, M – Moderate, H – Heavy, C – Collapsed; (4) Structure - Searched: \ – partial , X – complete



Medical Treatment Area Patient Tracking Log



CERT Medical Treatment Area Patient Tracking Log



Incident Name:		Date:	Scribe / Team:	Treatment Area Name / Location:			Page #: of
Time In:	Name/Description:	Triage Color:	Condition/Injuries:	Treatment Provided:	Brought By:	Disposition:	Time Out:
		☐ RED ☐ YELLOW ☐ GREEN ☐ BLACK					
		☐ RED ☐ YELLOW ☐ GREEN ☐ BLACK					
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Record each patient upon arrival to the Treatment Area. Update triage, condition, treatment, and disposition as changes occur.
Transfer this record to responding Fire/EMS during handoff. Direct questions to your Team Leader or the CERT Coordinator.

FOR OFFICIAL USE ONLY



Documentation Forms



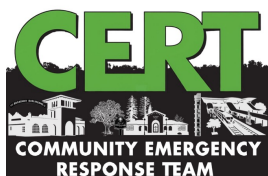
- Damage Assessment
- Personnel Resources Sign-In
- CERT Assignment Tracking Log
- Briefing Assignment
- Treatment Area Record
- Communications Log
- Equipment Inventory
- General Message



Damage Assessment



DAMAGE ASSESSMENT FORM		CERT					DATE								
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 ____					



CERT
COMMUNITY EMERGENCY
RESPONSE TEAM

Assignment Tracking



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)							

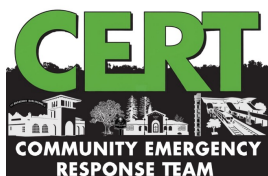




Treatment Area Record



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



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



Equipment Inventory



EQUIPMENT INVENTORY		CERT				DATE		
ASSET #	ITEM DESCRIPTION	OWNER	ISSUED TO		QTY	TIME	INITIALS	COMMENTS
				ISSUED				
				RETURNED				
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General Message



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

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



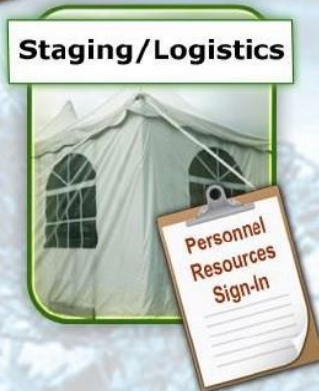
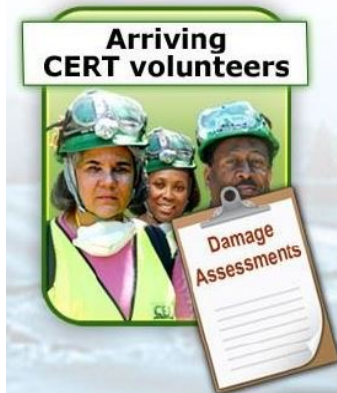
Documentation Flow



Command Post



Documentation Flow



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CERT Basic Training Unit 2: CERT Organization



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Documentation Flow



Documentation Flow



Documentation Flow



Unit Summary



- ICS provides flexible means of organization
- Ask “Is it safe to attempt the rescue?”
- Document and communicate information to all CERT levels
- Provide Command Post with ongoing information about damage assessment, group status, and needs
- Command Post documents and tracks situation status



Homework Assignment



- Read unit to be covered in next session
- Bring necessary supplies to next session
- Wear appropriate clothes to next session

