



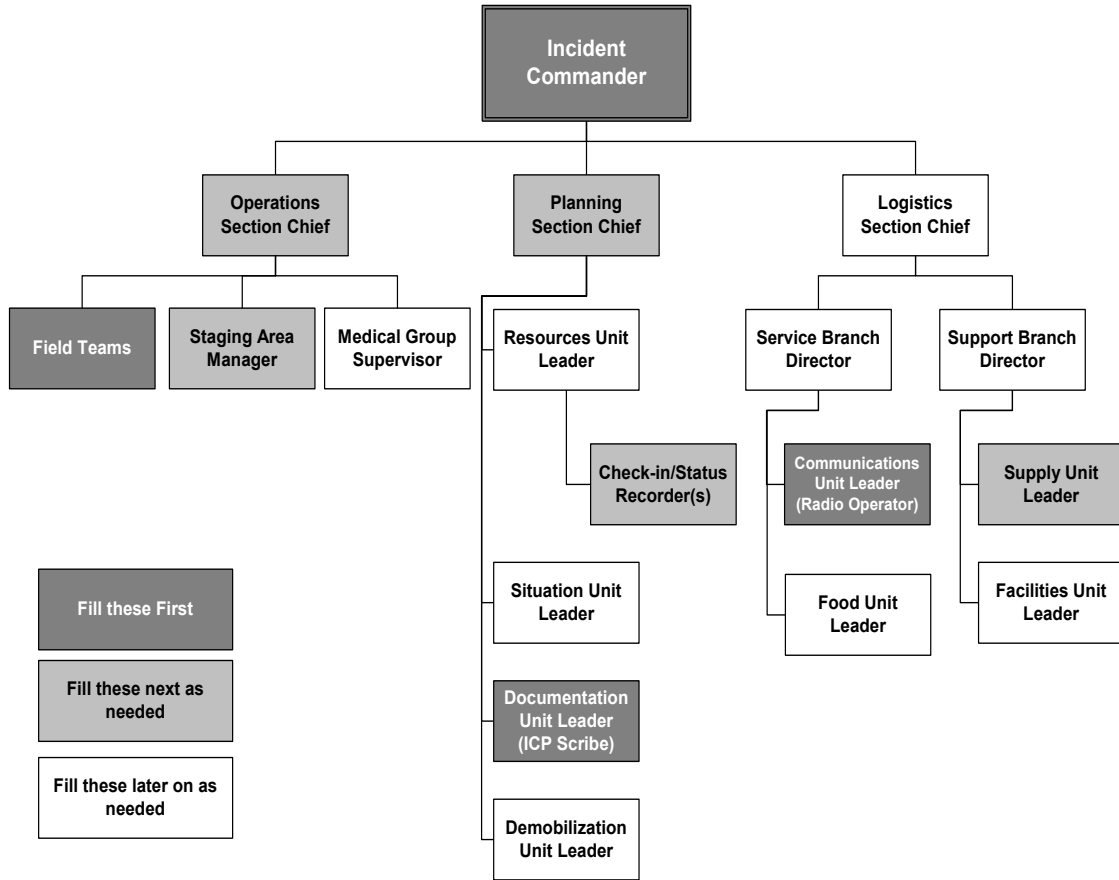
FOSTER CITY CERT ICP in a Box

BINDER #1 INCIDENT COMMANDER (START HERE)

**FIRST EDITION
22 AUGUST 2011**

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CERT ICS ORGANIZATION



INITIAL ACTIONS

- Identify the Incident Commander (IC)
 - The Incident Commander will be the first team member at the primary assembly point (or secondary assembly point if the primary is unsafe or unusable)
 - If multiple team members arrive at the same time, the most qualified person should be the IC
 - The IC will remain IC unless and until relieved by someone more qualified or a second operational period starts

The IC should now take possession of this binder. The IC is responsible for the following:

- Set up an Incident Command Post (ICP) in a safe location
- Organize the ICP staff
- Ensure that proper CERT procedures are followed including accountability and documentation
- Organize Field Teams
- Conduct an Initial Neighborhood Survey
- Identify incidents and assign teams to respond to those that CERT can handle
- Report status and incidents that cannot be handled to the EOC

ICP SETUP AND TEAM ORGANIZATION

- Evaluate safety of ICP location. If unsafe, leave immediately and relocate all personnel to a safe alternate location
- Start Personnel Resources Sign-in Sheet (see front pocket of this binder). All CERT personnel must sign in and out with name and time.
- Start the ICP Unit Log (ICS 214). Indicate time and how you heard about activation.

Assess available resources

Qualified CERTs available	Permissible Actions
1	Cannot Activate ICP Bring up neighborhood radio net and establish net control.
2-4	Activate ICP with staff of 2. Collect information from radio reports or walk-ins.
5	Activate ICP with staff of 2. Assign one field team of 3.
6+	Activate ICP. Assign resources as needed. Maintain proper span of control. Plan for additional operational periods.

- Provide for the functions of Radio Operator (FRS and/or Amateur Radio) and Scribe.
 - Select people with the appropriate skills
 - One person can serve multiple roles if necessary
 - The IC can fill positions if needed
- Give Binders #2a (and/or #2b) to the Radio Net Control Operator - FRS (and Radio Operator - HAM)
- Give Binder #3 to the Scribe
- Have the Radio Operator(s) and Scribe begin their checklists in the respective binders
- Quickly set up high priority ICP facilities:
 - Work area with tablespace, seating, shelter if available.
 - Staging area for non-ICP personnel separate from the ICP work area.
 - Defer time-intensive or lower priority facilities items until after field teams have been deployed.

- Quickly review the primary forms and usage if you are unfamiliar with them.

Form Name	Usage	Primary Responsibility
Personnel Resources Sign-in Sheet	Provides accountability for all CERT resources. All personnel need to personally sign in and sign out.	Started by the IC. Each member signs in/out. Monitored by the ICP Scribe if assigned.
ICS 214 Unit Log	Records all activities for a position, the ICP, a field team or other group or unit. Every ICP and Field Team must maintain an ICS 214. It is recommended that other positions, groups, units such as Radio Net Control Operator, Medical Group, etc. also maintain their own ICS 214.	Started and maintained by the IC or Scribe for a particular unit or by an individual if the log is a position log.
ICS 213 General Message	Used for all formal messages, assignments and responses/results.	Anyone originating a formal message or copying a formal message by radio.
Equipment Resources	Used to track all critical resources and supplies, such as medical bags, radios, etc.	Maintained by the Scribe or Logistics if assigned.
Incident Report Log	The "TO DO" list. All incidents or rumors of incidents are recorded here so they can be prioritized and assigned	IC's primary tool for tracking work to be done. Maintained by the Scribe and/or by the IC.
Team Personnel Tracking Sheet	The teams are documented here. The IC will assemble a team from available resources and their information will take one team slot on this sheet. Used by the IC and other ICP positions to track team membership and current assignments and status.	IC's primary tool for tracking teams. Maintained by the Scribe and/or the IC.
Neighborhood Damage Summary	"What was found" after a neighborhood survey or investigating reported incidents. This is a summary of situation reports that is used to create an overall assessment of the neighborhood and to relay information to the EOC.	Used by Field Teams for individual Surveys. Also maintained in aggregate by the Scribe with information derived from ICS 214 and ICS213 forms.

- Start the Incident Report Log. Document any known incidents.
- Check in to FCARES Net on VHF channel ECHO 1. See ICS 205 Communications Plan in Binder #2b.
- Notify the CERT Unit Leader¹, Foster City EOC that the ICP is operational. The message should include:
 - Neighborhood Number
 - Exact ICP Location
 - Full Name of the IC
 - Total personnel and number of field teams assigned and unassigned.
 - Significant incidents already identified

Initial Priorities

- Unless otherwise instructed by the EOC, Create and Assign Field Teams to begin the **Initial Neighborhood Survey**. Follow Creating Field Teams and Team Assignment Procedure later in this section. Materials for the Initial Neighborhood Survey specific to your neighborhood are in a separate tab in this binder.
- Record survey results in the Neighborhood Damage Summary
- Record incidents that need further attention in the Incident Report Log and begin prioritizing
- Send status reports to the EOC on a timely basis
- Request neighborhood supplies from the CERT trailer be delivered to the ICP.
- Assign field teams to high priority incidents
- (Re)prioritize incidents and assignments based on developing information, life safety, team capabilities and doing the greatest good for the greatest number of people
- Continue to operate field teams as needed

¹ The CERT Unit Leader is the position in the Foster City EOC responsible for directing CERT Operations within Foster City. Operationally all Neighborhood Incident Commanders report to the CERT Unit Leader.

Creating Field Teams

- Form field teams of 3 or more members each and record teams on Team Personnel Tracking Sheet. Continue to form additional teams as resources become available.
- Assign a new number to each new team.
- Ensure that each team has a Team Leader. The IC can appoint one or ask the team to select one.
- Ensure that each team has received and reviewed a Field Team Packet (If available - otherwise issue individual forms or plain paper)
- Instruct team leaders to follow their checklists. The checklist includes the following actions:
 - Review their position card in the team packet
 - Select a Scribe and Radio Operator (can be same individual) and have them review their position cards
 - Ensure that the team is properly equipped (see Equipment Checklist in Field Team Packet) and that radios are in working order
 - Ensure that the ICS 214 Unit Log for the team is started and properly maintained
 - Wait in the staging area until called for assignment

Briefing Teams

- Brief all teams as a group or individually including
 - an overview of the current situation
 - safety concerns
 - equipment requirements
 - communications procedures including primary and backup channels
 - convergent volunteer policy
 - expected weather conditions
 - radio reporting procedures

Assigning Teams (In-Person)

- Call the team leader in from the staging area. The rest of the team should stay in staging.
- Give the assignment (in writing) to the team leader on the field team's copy of the ICS 213.
- Review the assignment verbally and confirm that the team leader understands the assignment.
- Instruct the team leader to begin assignment.
- Update and maintain the IC's copy of the ICS 213, indicating team number and time assigned.
- Update the Team Personnel Tracking Sheet with any comments about the assignment.
- Let the Scribe know that the team has been assigned

Reassigning Teams (By Radio)

- Send the assignment to the Team Leader via radio by giving the Radio Net Control Operator the field team's copy of the ICS 213.
 - The Field Team's Radio Operator must create a copy of the ICS 213 (if available) based on the transmitted message and give it to the Team Leader.
 - If there are any questions or clarifications, the team should ask for more information via radio.
 - The Radio Net Control Operator should let the Scribe know when the assignment has been received by the team.
- Update and maintain the ICs copy of the ICS 213, indicating team number and time assigned.
- Update the Team Personnel Tracking Sheet with any comments about the assignment.
- Let the Scribe know that the team assignment is pending via radio.

Assignment Completion Procedure

When a team completes an assignment they should report by radio. They may be reassigned to another location or recalled to the ICP. Upon return of the team, the team leader should report to the IC and the IC (or designated ICP Staff) will:

- Check that all documentation is properly completed. Missing or incomplete information must be corrected by the Team Leader before the documentation is accepted.
- File the teams ICS213 form under "Completed Assignments" file
- Update the teams status as appropriate on the Team Personnel Tracking Sheet
- Transfer all new assignment details to the Neighborhood Damage Summary form for transmission to the EOC.
- Give the team another assignment or send them back to staging.

Expanding Operations

After the initial response and as the incidents grow in complexity, resources and duration you will need to begin to consider the following items:

- Planning for replacement personnel
- Logistics for team members - supplies, food, water, supplies, sanitation.
- Medical operations
- Additional planning and operations support.

For more information about expanded operations and planning please see Binder #6 - Planning