


ROWLETT CITIZEN CORPS COUNCIL ORGANIZATIONAL POLICY

TITLE: EastTex CERT Operations Plan

APPROVAL SIGNATURE:



NAME: Whitney P. Laning
TITLE: RCCC President

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SECTION: Operations

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Introduction

Rockwall County recognizes the need for an organized and trained group of volunteers that can respond to a disaster, crisis, emergency or the imminent threat of such in the Rockwall County area. This group of volunteers is known as the EastTex Community Emergency Response Team (CERT), an Authorized Program of the Rowlett Citizen Corps Council, co-sponsored and operating under the authority of the Rockwall County OEM.

The primary CERT mission is to operate independently after disaster strikes for up to 72 hours managing disaster control and rescue operations in the neighborhoods where CERT members reside. In the event of a disaster, CERT is self-activating and charged with assuming management of disaster relief in the immediate neighborhood of the responding members. Once public safety organizations begin to assume management of an incident site, CERT's mission is to support operations of local authorities. How CERT operates is modeled after principals of disaster management outlined in the National Incident Management System (NIMS) policy and procedures documentation.

As stated previously, CERT is self-activating and charged with assuming management of disaster relief in the immediate neighborhood of the responding members. CERT is also subject to activation by the Rockwall County Emergency Operations Center (EOC), or other Public Safety Agency. EastTex CERT may also be activated by appropriate agencies from communities that are designated Affiliated Communities under the definition and application outlined in the Bylaws of the Rowlett Citizens Corps Council. Rockwall County shall have first priority in the event of conflicting activation requests. EastTex CERT reports to the Incident Commander (IC), or the official designated by the IC. It is anticipated that EastTex CERT would function as a Branch reporting to the Operations Section Chief in the event of a major activation of the NIMS protocols. CERT also serves to help prepare the community to resist the effects of a disaster.

EastTex CERT trains and prepares to respond to crisis incidents that can affect neighborhoods such as tornadoes, flooding, wildfires and similar events. In addition, training that CERT members receive helps them to respond effectively to medical or traumatic emergencies, fires, search and rescue, evacuations and other smaller scale events that may occur. The organizational structure of CERT provides for communications, management of resources, specific action plans, and a better understanding of the events that are taking place prior to and during a disaster. CERT's training and structure can help mitigate as well as respond to an emergency incident.

Team Structure

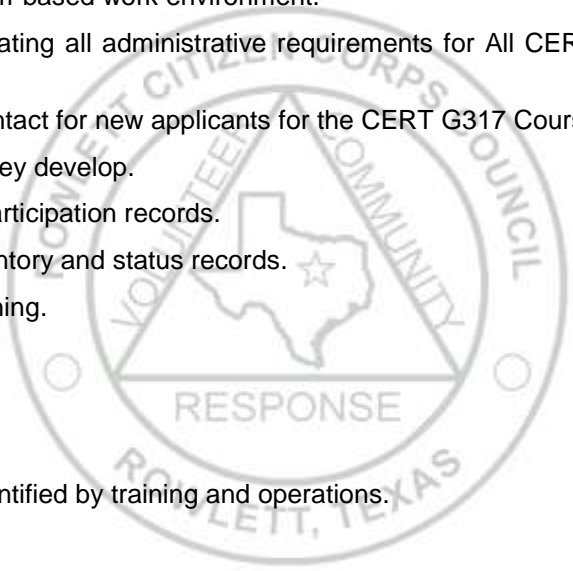
In the event of a Public Safety directed activation, Operational Teams are formed ad hoc in accordance with prevailing NIMS, ICS and EastTex CERT practices and procedures. This plan discusses Operational Teams.

Administration

The CERT program shall be administered by the CERT Coordinator appointed by the Rockwall County Emergency Management Office in consultation with the Rowlett Citizens Corps Council (RCCC) Board of Directors. The CERT Coordinator serves on the Board and takes guidance and instruction from Board directives. CERT leadership positions and duties may include, but are not limited to:

- **CERT Coordinator**

- Create an open and team-based work environment.
 - Provide leadership and direction consistent with the effective operation of the CERT Program.
 - Facilitating the activities of the CERT program as directed by the RCCC Board.
 - Responsible for the execution of all required activities as defined by governing documents.
 - Identify, develop and staff administrative positions as necessary to fulfill these duties.
- **Assistant Coordinator**
 - Create an open and team-based work environment.
 - Assist the CERT Coordinator in the execution of all duties associated with the effective operation of the CERT program.
 - Collateral duties and responsibilities may be assigned from time to time.
- **Administration and Logistics Coordinator**
 - Create an open and team-based work environment.
 - Responsible for coordinating all administrative requirements for All CERT Activities, including the G317 Course.
 - Serve as the point of contact for new applicants for the CERT G317 Course.
 - Maintain class lists as they develop.
 - Maintain training, and participation records.
 - General equipment inventory and status records.
 - Materials for drills & training.
 - Uniform parts.
 - Kit parts.
 - Tools.
 - Equipment needs as identified by training and operations.
- **Training Coordinator**
 - Create an open and team-based work environment.
 - Develop requirements for instructor core training.
 - Recruit and develop core training instructors.
 - Develop and deliver core all-CERT drills and exercises.
 - Coordinate core all-CERT drills and exercises with Special Projects Training, Logistics, and Administration.
 - Define equipment needs for core competencies.
 - Coordinate core training with Special Projects Training.
 - Support NIMS-compliant education and first responder training for all CERT personnel in a five-year training plan.
 - Adapt functional capabilities defined by the NIMS into training guidelines and courses that help stakeholders develop their team personnel.



- **Special Projects Training Coordinator**

- Create an open and team-based work environment.
- Develop and deliver specialized non-core training.
- Develop and deliver specialized drills, training and exercises.
- Coordinate Special Projects drills and exercises with core all-CERT drills and exercises, Logistics and Administration.
- Coordinate specialized operational, demonstration and competitive teams.
- Identify and recommend special equipment needs.
- Coordinate Special Projects training with core training.

CERT administrative leaders serve at the pleasure of the Rockwall County OEM and the RCCC Board of Directors.

The CERT Coordinator may remove from office any appointees appointed by the CERT Coordinator, subject to the review and appeals procedures outlined in the RCCC Bylaws. Reasons for removal may include, but are not limited to, a failure or inability to perform the duties of office extending for more than 90 days.

CERT Command and Control Structure during Self-Activation

During a self-activation, CERT is expected to be self-supporting and self-directing until public safety agencies assume operational command. The CERT Incident Commander shall appoint Section Chiefs in accordance with CERT and NIMS directives as the situation warrants. Figure 1 is a generalized CERT Command and Control structure in effect under self-activation conditions. Not all positions shown will be activated and filled. In some situations a single individual may fulfill more than one role. If a situation warrants, additional Section Chief positions may be activated and staffed, or additional deputies or other supporting staff roles may be created on an ad hoc basis. As an incident progresses, the Command and Control (CnC) structure shall expand and contract as appropriate to the progression of events and the requirements of the situation. When activated and staffed, the Section Chief positions form the Incident Command General Staff and serve as the senior command structure directly advising and supporting the Incident Commander. The CnC structure shall be the minimum size necessary to maintain appropriate control of the incident and to insure the safety of all volunteers. The prevailing CnC structure shall be guided by the demands of the situation, the training of the individuals responding, and NIMS doctrines of span-of-control that specify no supervisor is to be in direct supervision of more than seven individuals.

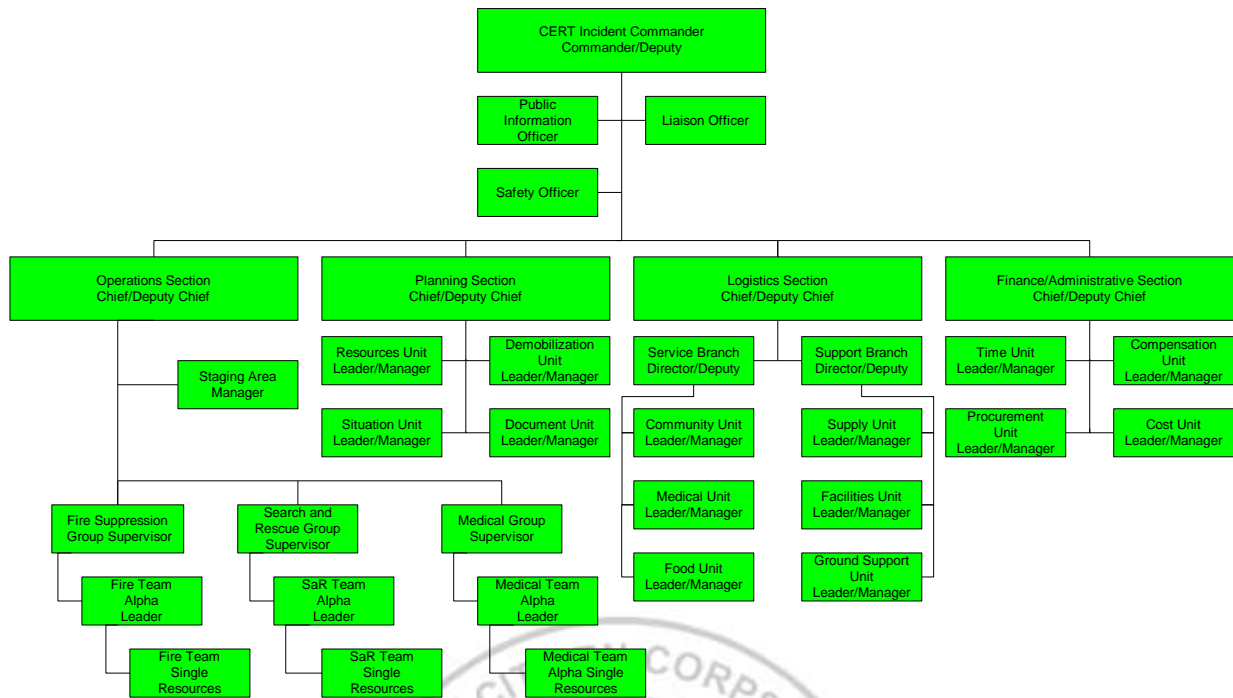


Figure 1: Self Activation Command and Control Structure

- CERT Incident Commander (IC)** is the overall commander of the incident response, and is designated as initially the first person on the scene. Incident command can be relinquished to subsequently arriving respondents at the discretion of the presently serving IC. The IC is charged with organizing and directing rescue operations, and incident scene stabilization and recovery activity. The primary objective of the IC is to conduct operations to preserve life and protect property at an incident scene. The IC appoints subordinate Section Chiefs as necessary, designates priorities, establishes objectives and coordinates the activities of the subordinate Section Chiefs in support of those objectives. It is the prerogative of the IC to determine the CnC structure required for appropriate control of an incident. No more than seven direct-reporting subordinate officers are authorized.

The Incident Commander has overall incident management responsibility by the appropriate jurisdictional authority. The designated Incident Commander develops the incident objectives on which subsequent incident action planning will be based. The Incident Commander approves the Incident Action Plan (IAP) and all requests pertaining to the ordering and releasing of incident resources. The Incident Commander performs the major ICS organizational functions of operations, logistics, planning, and finance/administration until determining that the authority for one or more of these functions should be delegated. The Incident Commander also performs the Command Staff functions of Safety, Liaison, and Public Information until determining that one or more of these functions should be delegated.

- Liaison Officer** is responsible for recording and managing all message traffic between the IC General Staff and subordinate units. The Liaison Officer also manages communications between the IC General Staff and Public Safety, and other external commands. The Liaison officer maintains copies of written messages, communicates via radio, telephone and other media to facilitate the efficient transmission and receipt of message traffic. Runners may be employed when electronic means are unavailable.

The Liaison Officer is the point of contact for representatives of other governmental agencies, non-governmental organizations, and/or private entities. Representatives from assisting or cooperating agencies and organizations coordinate through the Liaison Officer. Agency and/or organizational representatives assigned to an incident must have the authority to speak for their parent agencies and/or organizations.

- **Operations Section Chief** has overall responsibility for the Fire, Search & Rescue, and Medical Groups and Teams. The Operations Chief coordinates and has direct management of all incident-related operational objectives identified by the IC. The Operations Chief establishes tactical objectives for each operational period, with other Section Chiefs (Planning, Logistics, Finance/Administrative) and Unit Leaders establishing their own supporting objectives. The Operations Section Chief is responsible for maintaining accurate chronological events logs and a record of all expenses incurred by the Operation Section on behalf of the Incident Command team. These logs shall be passed to the Administration Section Chief periodically for inclusion in the official records of the incident. The Operations Section Chief may be assigned up to seven subordinates as necessary. Anticipated subordinates include a Staging Area Manager, a Fire Suppression Group Supervisor, a Search and Rescue Group Supervisor and a Medical Group Supervisor.

The Operations Section:

- Directs and coordinates all incident tactical operations
- Is typically one of the first organizations to be assigned to the incident
- Expands from the bottom up
- Has the most incident resources.
- May have Staging Areas and special organizations.
- **Staging Area Manager** is responsible for managing activity in the staging area. Duties include maintaining accurate records of volunteers checking into and out of the incident as responders, team assignments and the capabilities and status of volunteers while in the staging area. The Staging Manager shall coordinate closely with the Logistics Section Chief. The Staging Area Manager is responsible for maintaining an accurate chronological events log and a record of all expenses incurred by the staging area on behalf of the Incident Command team. These logs shall be passed to the Administration Section Chief periodically for inclusion in the official records of the incident.
 - **CERT Operational Teams** are formed by the Staging Area Manager. A Team Leader shall be assigned for each team. Team Leaders report to the Staging Supervisor until an operational assignment is made. Once an operational assignment is made, Team Leaders report to the officer responsible for that operational area. Operational Teams shall contain a minimum of three members and no more than eight members.
- **Fire Suppression Group Supervisor** directs as many as seven teams of three to eight volunteers that puts out small fires, turns off utilities, and secures large fires or Hazardous Materials areas. Each team shall have a Team Leader who reports to the Fire Suppression Group Supervisor.
- **Search and Rescue Group Supervisor** directs as many as seven teams of three to eight volunteers that conduct search and rescue operations in light and moderately damages buildings. Teams rescue or assist victims from buildings, conduct initial triage and facilitate victims' movements to triage areas for additional treatment. Each team shall have a Team Leader who reports to the Search and Rescue Group Supervisor.
- **Medical Group Supervisor** directs as many as seven teams of three to eight volunteers that conduct triage and administer first aid. Medical teams provide transportation, treatment and morgue services for the incident. Each team shall have a Team Leader who reports to the Medical Group Supervisor.
- **Logistics Section Chief** has overall responsibility for the logistics functions. Responsibilities include coordinating the procurement of materiel and equipment in support of objectives as directed by the IC and executed by the Operations Section Chief. The Logistics Section is responsible for all support requirements needed to facilitate effective and efficient incident management, including ordering resources from off-incident locations. Early recognition of the need for a separate Logistics function and section can reduce time and money spent on an incident. The Logistics Section shall coordinate closely with the Staging Area Manager. The Logistics Section Chief is responsible for maintaining an accurate chronological events log and a record of all expenses incurred by the Logistics Section on behalf of the Incident Command team. These logs shall

be passed to the Administration Section Chief periodically for inclusion in the official records of the incident. The Logistics Section Chief may be assigned up to seven subordinates as necessary. Anticipated subordinates include an Operations Group Service Branch Director.

- **Operations Group Service Branch Director** is responsible for the coordination and deployment of equipment and supplies to support operations. This position maintains detailed records of equipment and supplies assigned to the incident and where they are expended or deployed. The Operations Group Service Branch Director may be assigned up to seven subordinates as necessary.
- The **Communications Unit** is responsible for developing plans for the effective use of incident communications equipment and facilities; installing and testing of communications equipment; supervision of the Incident Communications Center; distribution of communications equipment to incident personnel; and maintenance and repair of communications equipment.
- The **Medical Unit** is responsible for the development of the Medical Plan, obtaining medical aid and transportation for injured and ill incident personnel, and preparation of reports and records.
- The **Food Unit** is responsible for supplying the food needs for the entire incident, including all remote locations (e.g., Camps, Staging Areas), as well as providing food for personnel unable to leave tactical field assignments.
- The **Supply Unit** is responsible for ordering personnel, equipment, and supplies; receiving and storing all supplies for the incident; maintaining an inventory of supplies; and servicing nonexpendable supplies and equipment.
- The **Facilities Unit** is responsible for the layout and activation of incident facilities (e.g., Base, Camp(s), and Incident Command Post). The Facilities Unit Leader provides sleeping and sanitation facilities for incident personnel and manages Base and Camp operations. Each facility (Base, Camp) is assigned a manager who reports to the Facilities Unit Leader and is responsible for managing the operation of the facility. The basic functions or activities of the Base and Camp Managers are to provide security service and general maintenance.
- The **Ground Support Unit** is responsible for supporting out-of-service resources; transporting personnel, supplies, food, and equipment; fueling, service, maintenance, and repair of vehicles and other ground support equipment; and implementing the Traffic Plan for the incident.
- **Planning Section Chief** has the overall responsibility of supporting the IC with incident action planning for rescue, and disaster stabilization and recovery activity. The Planning Section is typically responsible for gathering and disseminating information and intelligence critical to the incident, unless the Incident Commander places this function elsewhere. The Planning Chief is responsible for maintaining an accurate chronological events log and a record of all expenses incurred by the Planning Section on behalf of the Incident Command team. These logs shall be passed to the Administration Section Chief periodically for inclusion in the official records of the incident.

The Planning Section must look beyond the current and next operational period and anticipate potential problems or events. Technical Specialists are advisors with specialized skills required at the incident. Technical Specialists will initially report to the Planning Section, work within that Section, or be re-assigned to another part of the organization. Technical Specialist can be any discipline required (i.e., Environmental, Hazardous Materials, Training, Human Resources). The Planning Section Chief may be assigned up to seven subordinates as necessary. The Planning Section has the responsibility for:

- Maintaining resource status
- Maintaining and displaying situation status
- Prepare the Incident Action Plan (IAP)
- Develop alternative strategies
- Provide documentation services
- Prepare the Demobilization Plan

- Provide a primary location for technical specialists assigned to the incident.
- **Administration Section Chief** is responsible for maintaining all pertinent records of the event. Responsibilities include maintaining a chronological events log and a record of all expenses and expenditures made on behalf of the Incident Command Team. The Administration Section Chief is charged with the responsibility of collecting chronology and expense logs and receipts for inclusion in the official records of the incident. The Administration Section Chief may be assigned up to seven subordinates as necessary. Anticipated subordinates include a Cost Unit Leader and a Time Unit Leader.
 - **Cost Unit Leader** is responsible for maintaining a detailed record of all financial transactions associated with operations. These records include, but are not limited to, cash transactions, credit transactions, promissory notes and promise to pay agreements (verbal IOUs) that may be authorized by the command team. The Cost Unit is responsible for tracking costs, analyzing cost data, making cost estimates, and recommending cost-saving measures. Each Section Chief shall provide logs and receipts of expenses and other records necessary to facilitate this duty. The Financial Records Officer may be assigned up to seven subordinates as necessary.
 - **Time Unit Leader** is responsible for maintaining a detailed chronological log of all activities associated with the incident. The **Time Unit** is responsible for equipment and personnel time recording. Each Section Chief shall provide logs and other records necessary to facilitate this duty. The Incident Chronology Log Officer may be assigned up to seven subordinates as necessary.
 - The **Procurement Unit** is responsible for administering all financial matters pertaining to vendor contracts, leases, and fiscal agreements.

[CERT Command and Control Structure during a Public Safety Agency Directed Activation](#)

CERT operations conducted as part of a Public Safety Agency directed activation shall be in compliance with the Rockwall County Emergency Operations Plan. The Rockwall County Emergency Operations Center (EOC) executes and coordinates emergency operation in support of the Incident Commander. CERT normally reports to the Operations Section Chief, unless otherwise directed. During Public Safety directed activations, the CERT CnC structure is abbreviated to fit into the larger structure of CnC operating under the direction of the Incident Commander. In a full implementation of the NIMS structure, CERT would likely function as a Branch in the Operations Section of the structure.

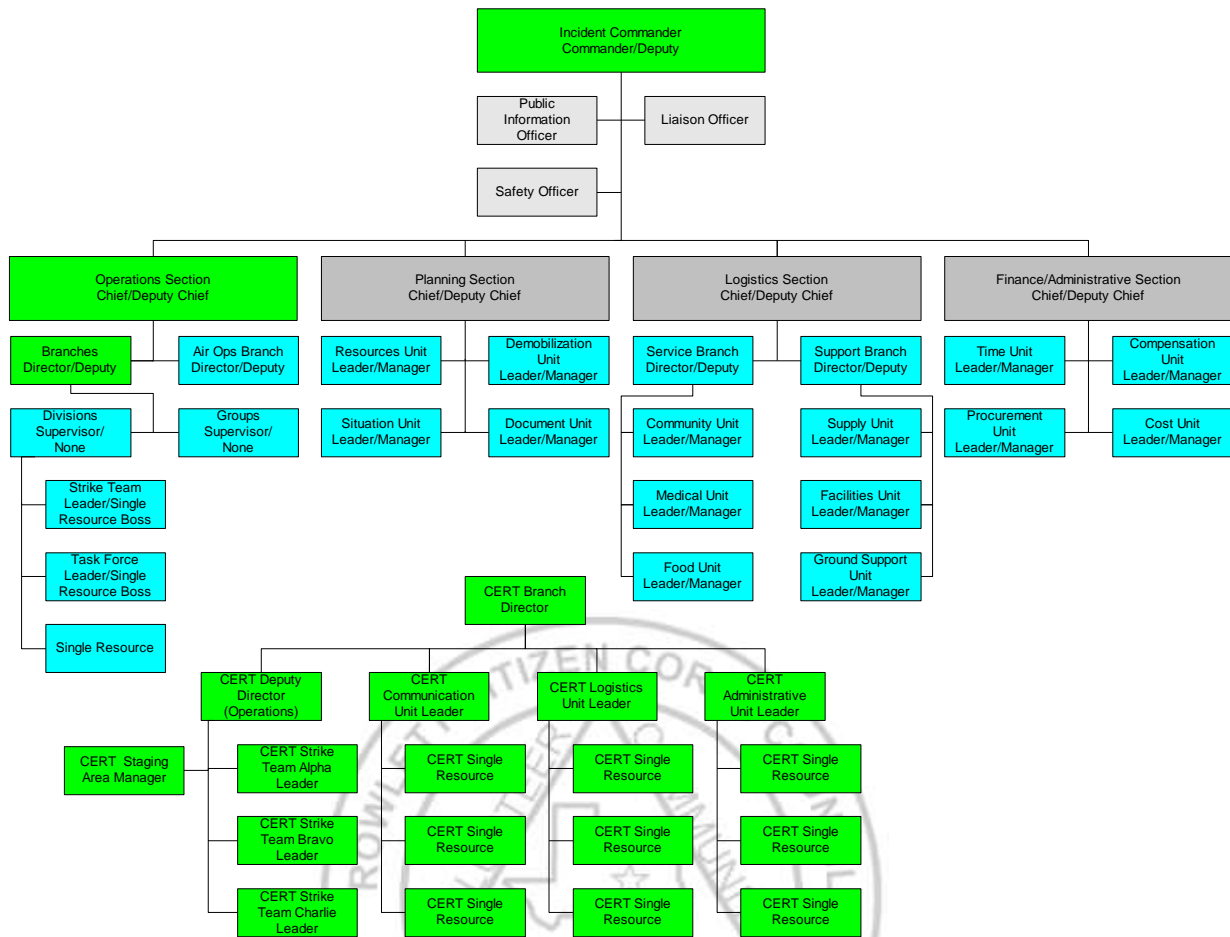


Figure 2: Public Safety Activation Command and Control Structure

- **CERT Branch Director** is the overall commander of CERT volunteers responding to Public Safety activations. The CERT Branch Director is designated as the first CERT responder available at the incident. Leadership can be relinquished to subsequently arriving respondents at the discretion of the presently serving CERT Branch Director. CERT policy is that the CERT Branch Director position be relinquished to the senior CERT volunteer responding to the incident as soon as practicable. The CERT Branch Director is charged with organizing and directing CERT operations as assigned by the Operations Section Chief or other appropriate authority. The primary objective is to conduct operations in support of the directives issued by appropriate authority. The CERT Branch Director appoints subordinate officers as necessary, designates priorities, establishes objectives and coordinates the activities of the subordinate officers in support of those objectives. It is the prerogative of CERT Branch Director to determine the CERT CnC structure required for the appropriate execution of duties assigned by Incident Command. No more than seven direct-reporting subordinates are authorized.
- **CERT Deputy Branch Director (Operations)** is the commander of deployed CERT Operational Teams, responding to Public Safety activations. The Assistant Branch Director (Operations) is responsible for maintaining an accurate chronological events log and a record of all expenses incurred by the CERT Operations Unit on behalf of the Incident Command team. The CERT Assistant Branch Director (Operations) is also responsible for assisting the CERT Branch Director to oversee all CERT operations.
 - **CERT Staging Area Manager** has overall responsibility for the staging functions and CERT Team operational assignments. Responsibilities include coordinating the procurement, staging and deployment of personnel to support of objectives as directed by CERT Branch Director and Incident Command. The CERT Staging Area Manager is responsible for maintaining an accurate chronological events log and a record of all expenses incurred by the Staging Section on behalf of

the Incident Command team. These logs shall be passed to the CERT Deputy Director (Operations) periodically for inclusion in the official records of the incident. The CERT Staging Area Manager may be assigned up to seven subordinates as necessary.

- **CERT Operational Teams (Strike Teams)** are formed by the CERT Staging Area Manager. A Team Leader shall be assigned for each team. Team Leaders report to the Staging Supervisor until an operational assignment is made. Once an operational assignment is made, Team Leaders report to the officer responsible for that operational area. It is anticipated that most teams will report to the CERT Deputy Branch Director (Operations). Operational Teams shall contain a minimum of three members and no more than eight members
- **CERT Strike Team Alpha Leader** is responsible for executing the duties assigned Strike Team Alpha. Strike Teams (Operational Teams) shall contain a minimum of three members and no more than eight members. The CERT Strike Team Leader is responsible for maintaining an accurate chronological events log and a record of all expenses incurred by the Strike Team on behalf of the Incident Command team. These logs shall be passed to the CERT Deputy Director (Operations) periodically for inclusion in the official records of the incident. Up to seven subordinates may be assigned as necessary.
- **CERT Communications Unit Leader** is responsible for recording and managing all message traffic between the CERT Branch Director, CERT units, and other units operating under the cognizance of the EOC. The Communications Unit Leader maintains copies of written messages, communicates via radio, telephone and other media to facilitate the efficient transmission and receipt of message traffic. Runners may be employed when electronic means are unavailable. The CERT Communications Unit Leader is responsible for maintaining an accurate chronological events log and a record of all expenses incurred by the Communications Unit on behalf of the Incident Command team. These logs shall be passed to the CERT Administrative Unit Leader periodically for inclusion in the official records of the incident. The CERT Communications Unit Leader may be assigned up to seven subordinates as necessary.
- **CERT Logistics Unit Leader** is responsible for the coordination and deployment of equipment and supplies to support operations. This position maintains detailed records of equipment and supplies assigned to the incident and where they are expended or deployed. The CERT Logistics Unit Leader is responsible for maintaining an accurate chronological events log and a record of all expenses incurred by the Logistics Unit on behalf of the Incident Command team. These logs shall be passed to the CERT Administrative Unit Leader periodically for inclusion in the official records of the incident. The Logistics Unit Leader may be assigned up to seven subordinates as necessary.
- **CERT Administrative Unit Leader** is responsible for maintaining all pertinent records of CERT activity pertaining to the event. Responsibilities include maintaining a chronological events log and a record of all expenses and expenditures made on behalf of the CERT organization during activation for inclusion in the official records of the incident. These records shall be periodically conveyed to the Administration Section Chief for inclusion in the official record of the incident. The CERT Administrative Unit Leader may be assigned up to seven subordinates as necessary.

[Activation and Call-out Procedures: General](#)

The first responsibility of each CERT volunteer is his or her own safety, the safety of the immediate family, and any other individuals whose welfare rises to immediate concern for the volunteer. CERT volunteers shall attend to the needs of the persons within their own personal area of concern prior to activating. Once activated, CERT personnel may be occupied for several hours or days without opportunity to revisit the status of family or others of concern, creating a potential distraction. Such distractions may lead to increased stress, poor decision-making abilities, accidents and injury. CERT volunteers shall never respond to an activation request until the welfare of these key persons has been established and assured.

[Activation and Call-out Procedures: Self Activation](#)

Each CERT Self-Activation Team is assigned responsibility for a Fire District. In the event of a sudden disaster event, such as a tornado or severe sudden flash flooding occurring within a CERT Self-Activation Team's Fire District responsibility area, members of that team are to report immediately to their designated primary assembly point. The first CERT volunteer to arrive at the primary assembly point is designated as Incident Commander. The Incident Commander shall be guided by the policies set forth in the CERT Command and Control Structure during Self-Activation portion of this plan. Before beginning operations, the IC shall attempt to contact the RCCC President, the EastTex CERT Coordinator, or other CERT central administration officials for instructions using any available means. Any available means includes, but is not limited to telephone, email, and radio contact. If contact is not possible, the IC shall attempt to contact the Rockwall County EOC at the non-emergency number and request instructions (see Appendix A). If unable to establish contact with the EOC, the IC shall establish a Command Post and begin operations in accordance with published policies and procedures, and within the boundaries of the training and experience of responding volunteers.

Activation and Call-out Procedures: Public Safety Activation

Public safety agencies authorized to activate EastTex CERT shall contact the RCCC President, the EastTex CERT Coordinator or other designated CERT official by any available means, including telephone, email, and radio or paging system. The CERT official receiving the activation notice shall initiate activation procedures prevailing at the time of the activation. If available, an automated call tree telephone message delivery system shall be utilized. The CERT official initiating the activation shall prepare a message to be conveyed to all appropriate CERT members utilizing the automatic call tree system. The activation message shall include the location of the staging area and the general nature of the emergency triggering the activation, and the time of the activation.

Upon receipt of an activation notice, CERT volunteers shall first notify a family member of their whereabouts and then proceed immediately, with their equipment, to the designated staging area. Upon arrival at the staging area, CERT volunteers shall report to the appropriate staging official. Usually this will be the CERT Staging Area Manager.

Operations

Upon activation, CERT volunteers shall proceed to the assigned staging area appropriately dressed (see Equipment later in this document), outfitted and prepared to deploy. CERT volunteers shall prominently display CERT issued identification at all times. Upon arrival at staging, CERT volunteers shall identify themselves to the appropriate official on site, usually the CERT Staging Area Manager, and sign in for processing and assignments as directed. CERT volunteers shall surrender their CERT Accountability ID card at that time, but shall continue to display their primary Identification card prominently. Persons without appropriate identification shall not be allowed to remain in the Staging Area.

Volunteers remain under the command of the CERT Staging Area Manager until assigned to an operational team. Volunteers shall not leave the staging area unless directed to do so. If a volunteer needs to leave the staging area for personal reasons, the volunteer shall sign out and retrieve their Accountability ID card. These volunteers will be shown as off-duty and out of the area until they return and process into the staging area again. The CERT Staging Area Manager assigns volunteers to operational teams consisting of a minimum of three and a maximum of seven persons, according to the operational needs of the Group or Unit to which the team is being assigned, and the training, skills and limitations of the responding volunteers. Each team shall be assigned a leader who reports to the official to whom the team is assigned.

Staging Area

A Staging area is the designated meeting or rally point for people and equipment associated with an event. Staging is where responding CERT volunteers report. The location of the staging area shall be selected in accordance with FEMA recommendations or EOC directives. Each CERT Self-Activation Team shall have a minimum of two pre-designated staging areas associated with self-activation. During a Public Safety activation, the staging area shall be identified in the activation message. All persons in the Staging Area should be properly identified and processed into the records of the event. Unauthorized persons will be asked to leave the staging area.

Non-RCCC CERT Volunteers

During an incident individual citizens or members of other area volunteer groups may come to the scene to assist. These personnel should be utilized wherever possible, but should not compromise the scene or safety of other personnel. Non-RCCC CERT volunteers operate at the discretion of the IC at all times. All volunteers shall report to the CERT Staging Area Manager for processing and documentation. If the volunteer does not have a CERT ID card issued by a recognized entity, the individual should be treated as a spontaneous volunteer as described later in this policy. Non-RCCC CERT volunteers shall be teamed with trained CERT volunteers wherever possible. Non-RCCC CERT volunteers younger than 18 years of age must be accompanied at all times by a parent or guardian who assumes responsibility for their safety. Non-RCCC CERT volunteers younger than 16 years of age shall not be accepted for assignment to operational teams.

Spontaneous Volunteers

During an incident trained or untrained citizens may come to the scene to assist in a meaningful way. They can be a very valuable resource to a system that is already taxed when handled in an appropriate manner. It is the obligation of the IC to establish when and where spontaneous volunteers are used at an incident. The CERT Staging Area Manager shall request that spontaneous volunteers sign in, present ID and certification cards, and await assignment pending approval by the IC or other authority figure. The CERT Staging Area Manager will assign someone to verify credentials for spontaneous volunteers as time and resources permit. Unverified spontaneous volunteers should be assigned to non-sensitive operations until their credentials can be verified.

Sample Forms

The applicable forms specified by the EOC at the time of activation shall be used.

Equipment

- Required Activation Equipment
 - CERT ID Badge.
 - Accountability Badge.
 - Helmet.
 - Reflective vest.
 - Equipment bag containing first aid gear, disaster tool, eye protection, dust mask, leather gloves, nitrate or latex gloves.
 - Whistle or other signaling device.
 - Flashlight.
 - Work boots, preferably steel toed.
 - Long pants and other clothing suitable for sustained outdoor operations in a rough environment.

- Personal comfort items sufficient for 72 hours of deployment such as water, snacks, cleansing pads, medications or other critical items of a personal nature.
- Optional Equipment
 - Light sticks, folding shovel, small hand tools, water, food.
 - FRS or GMRS radio, and spare batteries or power packs.
 - Surveyor's tape, masking tape, duct tape.
 - Fire extinguisher.
 - Any other item the volunteers may require.

Communications

- Non-Emergency Situations
 - RCCC Website, <http://www.rowlettcitizencorps.org>
 - RCCC President – 214-417-4857
 - EastTex CERT Coordinator
- Emergency Situations
 - RCCC President – 214-417-4857
 - EastTex CERT Coordinator.

Membership Requirements

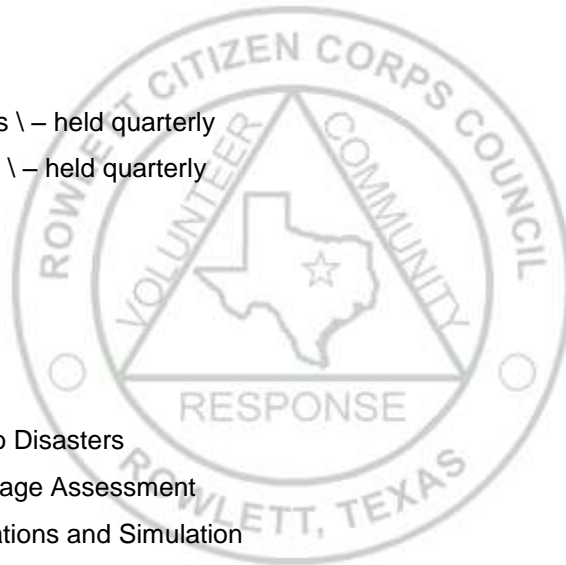
Membership requirements may include the completion of training and participation in scheduled events. A schedule of events and their point values shall be prepared by the CERT Coordinator and updated as additional events are added to the calendar throughout the year. The event schedule is posted on the RCCC Member's section website.

- EastTex CERT Adult Membership Eligibility Requirements
 - Rockwall County Residency.
 - Minimum Age 18.
 - Successful completion of the 20 hour CERT basic course (G317).
 - Successfully comply with background check requirements.
- EastTex CERT Junior Membership Eligibility Requirements
 - Rockwall County residency.
 - Minimum Age 16.
 - Must be accompanied by a currently serving adult CERT parent or guardian responsible for their welfare on all operational deployments.
 - Successful completion of the 20 hour CERT basic course (G317).
- Rowlett CERT Explorer Membership Eligibility Requirements (Rockwall County residents are eligible)

- City of Rowlett or affiliated community residency.
 - Minimum Age 14.
 - Must be accompanied by a currently serving adult Explorer leader, parent or guardian responsible for their welfare on all operational deployments.
 - Successful completion of the 20 hour CERT basic course (G317).
 - Must meet all currently prevailing Rowlett Explorer Post requirements for CERT deployment eligibility.
- EastTex CERT Minimum Membership Requirements
 - Satisfactorily meet all eligibility requirements.
 - The CERT Coordinator will follow the RCCC Bylaws concerning membership management and guidelines.
 - Successfully complete the IS-100 course offered by FEMA within six months of satisfying all eligibility requirements.

Meetings, Training and Exercises

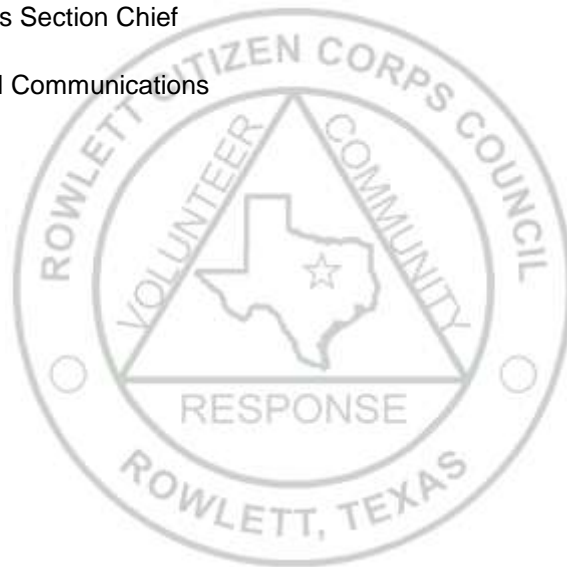
- CERT Meetings
 - EastTex CERT meetings \ – held quarterly
 - Rowlett CERT Meetings \ – held quarterly
- Basic Training
 - All-CERT Drills
- Specialty Training
 - Red Cross Introduction to Disasters
 - Red Cross Disaster Damage Assessment
 - Red Cross Shelter Operations and Simulation
 - Adult / Pediatric CPR/AED
 - Basic First Aid
 - SkyWarn Spotter Training
 - IS-100 EMI Independent Study Course: Introduction to Incident Command System
 - IS-700 EMI Independent Study Course: National Incident Management System (NIMS), An Introduction
 - SAR Awareness level training
 - Citizens Fire or Police Academy class
 - Volunteering for any event identified by the RCCC Board or CERT Leadership as qualified Public Service Event. Examples include, but are not limited to, Festivals and Highway Clean-Up Day
 - Teaching or assisting with a segment of the CERT Basic Training (G317) course
 - Teaching or assisting with any CERT developed training courses



Activation Checklists

Several checklists have been created to help remind team members the highlights of the designated responsibility. Checklist can be laminated and handed out by the CERT Staging Area Manager when assigning duties. Checklists review operational guidelines and safety considerations.

- Appendix A Self-Activation Procedures
- Appendix B Scene Incident Commander
- Appendix C Fire Suppression Group
- Appendix D Medical Group
- Appendix E Search & Rescue Group
- Appendix F Triage Operations
- Appendix G Logistics Section Chief
- Appendix H General Communications



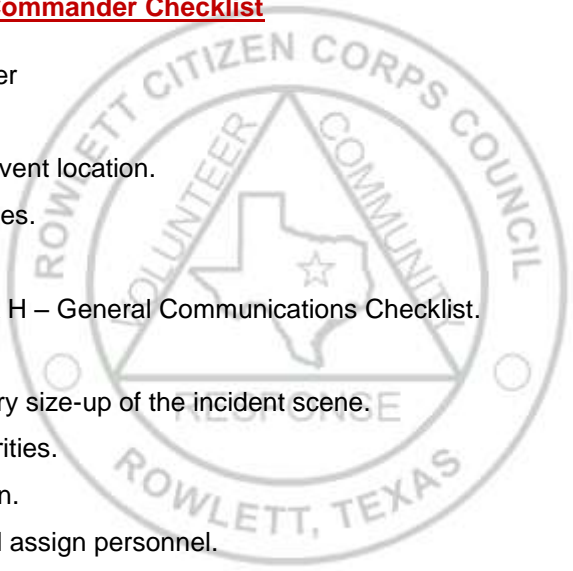
Appendix A: Self-Activation Procedures

CERT Teams may be self-activated with or without advanced warning. If the situation warrants self-activation, the following procedures should be followed.

1. Proceed to your pre-designated staging area.
2. Designate CERT Incident Commander.
3. Notify EOC of team activation by the following methods until successful.
 - a. Phone 911.
 - b. Phone EOC non-emergency number.
 - c. If unable to contact EOC, commence CERT operations and periodically attempt to contact EOC.
4. Commence CERT operations.

Appendix B: Scene Incident Commander Checklist

1. Setup scene command center
 - a. Uphill and up wind.
 - b. Record time, date, event location.
 - c. Identify your resources.
2. Establish communications.
 - a. Reference Appendix H – General Communications Checklist.
3. Gather facts
 - a. Conduct a preliminary size-up of the incident scene.
 - b. Establish rescue priorities.
 - c. Develop a rescue plan.
4. Establish working teams and assign personnel.
 - a. Check that all personnel have helmets, goggles, vests, dust masks, gloves, boots, proper clothing and whistles or other signal devices.
 - b. Medical and Morgue (two people minimum).
 - i. Setup medical and morgue areas as soon as casualties are confirmed, transport up hill and up wind.
 - c. Logistics and Communications (two people minimum).
 - i. Distribute supplies; first aid, stretchers, backboards, blankets, pry-bars, log sheets.
 - d. Fire Suppression (three people minimum).
 - e. Search and Rescue (three people minimum).
 - f. Issue maps, forms and other materials as necessary and available.
5. Evaluate progress.



6. Things to remember:

- a. Rotate crews.
- b. Food.
- c. Water.
- d. Shelter.

Appendix C: Fire Suppression Group Leader Checklist

- 1. Crews stay together, up hill and up wind.
- 2. Before you enter a structure, STOP, LOOK, LISTEN and assess the facts.
 - a. Does electricity need to be shut off?
 - b. Does gas need to be shut off?
 - c. Can the fire be fought safely?
 - d. Will the structure collapse?
 - e. Can you escape if it does?
- 3. Watch for hazards.
 - a. Is it safe? If not, STOP!
 - b. Watch for
 - i. Hazardous materials signs and placards.
 - ii. Flammable or combustible liquids.
 - c. If anybody shouts "STOP", then do so. They may see something you don't.

Appendix D: Medical Group Leader Checklist

- 1. Partners stay together, up hill and up wind.
- 2. Setup a
 - a. triage area,
 - b. a treatment area, a morgue (preferably some distance from live victims), and
 - c. a transportation staging area.
- 3. Assemble medical supplies and get ready to receive victims.
- 4. Talk to victims, even if they do not appear to be conscious.
 - a. Tell them who you are and what you are doing.
 - b. Ask permission to help conscious victims.
 - c. Perform total body assessments when appropriate.
- 5. Tell your partner what you are going to do to help the victim.
- 6. Treatment priorities: Airway, Breathing, Circulation, Bleeding, Spine, Shock and Evacuation.
 - a. Don't forget blanch test for capillary refill.
 - b. Check circulation often.
- 7. Document patient condition, location and complaints.
 - a. Describe; age, sex, body build, height, weight, clothing, injuries, treatment rendered, and transfer location.

Appendix E: Search and Rescue Group Leader Checklist

1. STOP, LOOK, LISTEN, Size-up for safety, plan the rescue.
 - a. Exercise caution.
 - b. Look for hazardous materials and areas risks: If anybody says STOP, Everybody STOP!
2. Conduct initial damage assessment
 - a. Map out affected areas.
 - b. Assign damage assessment teams.
 - c. Do quick Windshield Damage Assessment/Preliminary Damage Assessment (WDA/PDA) to gain scope of damage.
 - d. Develop SAR Plan.
3. Crews stay together, up hill and up wind.
4. Mark building.
 - a. Before entering, mark with first side of X and note time and number of rescuers.
 - b. Mark again with other side of X when leaving.
5. Conduct voice triage when you go in.
 - a. Call out and listen for responses.
 - b. Search quickly, but thoroughly. Time is critical.
6. Talk to victims, even if they do not appear to be conscious.
 - a. Tell them who you are and what you are doing.
 - b. Tell your partner what you are going to do to help the victim.
 - c. Ask permission to help conscious victims.
 - d. Perform total body assessments when appropriate: airway, breathing, circulation, bleeding, spine, shock.
 - e. Tag as I, D, or Dead using START Triage Algorithm (see Appendix F).
 - f. Evacuate using appropriate methods.
7. Document results, deployment, location, number of casualties and degree or severity.
8. Evaluate progress.

Appendix F: Triage Operations Checklist (START Triage Algorithm)

1. Checking the Airway and Breathing Rate
 - a. (30 breaths per minute average).
 - b. If higher, person is in shock. Mark I for immediate.
 - c. If lower, check circulation and control bleeding.
2. Check for Bleeding and Capillary Refill (2 seconds average)
 - a. If higher, person is in shock. Mark I for immediate.
 - b. If lower, check mental status.
3. Checking Mental Status

START Triage Assess, Treat, (use bystanders) When you have a Color, STOP - TAG - Move On.	
D E C I M E D I A T E D	— Move Walking Wounded
	— No Resp after <i>head tilt</i> breathing but UNCONSCIOUS
	Resp - over 30
	Perfusion Cap refill > 2 sec or No Radial Pulse <i>Control Bleeding</i>
	Mental Status - Unable to follow simple commands
	— Otherwise
REMEMBER R - 30 P - 2 M - Can Do	

- a. If failing to follow simple commands, possible head injury,
 - b. Mark I for immediate.
 - c. If following simple commands, mark D for Delayed.
4. Perform Head to Toe Assessment
- a. If structure is lightly damaged, check for bleeding or broken bones, then evacuate.
 - b. If structure is moderately damaged, evacuate to safe area.
 - c. Then perform assessment.
 - d. Heart rate normal 60 to 90 beats per minute.

Appendix G: Logistics Section Chief Checklist

1. Issue supplies: first aid, stretchers, backboards, blankets, pry-bars and all other equipment.
2. Arrange victim transport.
3. Provide water.
4. Provide food.
5. Sanitation.
6. Equipment.
7. Ground covers and tarps.
8. Arrange for and provide shelter.

Appendix H: Communications Officer Checklist

1. Organize all message form and daily report form blanks.
 - a. Place message form blanks at the team's radio base station.
2. Start generators if necessary and sign-on to the emergency net.
3. Place the HT radio battery pack charger in operation.
4. Set up a radio log and record the following information: time, call sign, message, operator's Initials
5. Record every message that comes in from the field units.
6. Post a copy of the service area map annotated with team locations and assignments.
7. Collect all field unit forms periodically and compile them the daily communications report.
8. Assign a communicator to operate the base station in 4 hour shifts during the entire disaster response.
 - a. Twenty-four hour coverage of the radios should be maintained until local authorities have been able to respond into the service area.
9. File all completed reports and message forms in the team's cache for future reference.