

## **SEPT 11 CERT DRILL ROLES**

### **ORGANIZED BY CERT INCIDENT COMMAND SECTION**

(NOTE: Key roles requiring experience will be pre-assigned and are not open to general registration. If you have questions about a particular position, please contact your City's CERT Coordinator)

*Updated August 2, 2010*

### **COMMAND SECTION**

**CERT Incident Commander (this role will be pre-assigned)**

**Scribe for Operations Chief**

**CERT Safety Officer**

The Safety Officer is responsible for monitoring incident operations and advising the Incident Commander on all matters relating to operational safety, including the health and safety of CERT personnel.

**Safety Team Member**

Safety Team members will work under the supervision of an experienced Safety Officer to ensure that the Command Post is operating under safe conditions.

**Public Information Officer**

The Public Information Officer is the contact point for media inquiries. **(this role will be pre-assigned)**

## **OPERATIONS SECTION**

Operations is responsible for all tactical incident operations and implementing the Incident Action Plan.

**In CERT, Medical Treatment, Search and Rescue, and Cribbing are part of Operations.**

**Operations Section Chief (this role will be pre-assigned)**

**Scribe for Operations Chief**

**Operations Staging Area Supervisor**

Staging Areas are established for the temporary location of available resources. A Staging Area can be any location in which personnel, supplies, and equipment can be temporarily housed or parked while awaiting operational assignment. The Staging Area manager checks in all incoming resources, dispatches resources at the Operations Section Chief's request, and requests Logistics Section support, as necessary, for resources located in the Staging Area.

**Search & Rescue Teams**

**Search and Rescue Supervisor (this role will be pre-assigned)**

**Scribe for Search and Rescue Supervisor**

**Search & Rescue Team Leaders (this role will be pre-assigned)**

**Search and Rescue (SAR) team members (18 total)**

Will be assigned to a SAR team with an experienced Team Leader. SAR Teams will be deployed to various "incident sites" on the Fire District Training Center grounds to search, perform triage, and call for assistance as needed.

**Cribbing Team**

**Cribbing Team Leader (this role will be pre-assigned)**

**Cribbing Team members (8 total)**

Cribbing Team members will be deployed to an incident and perform cribbing under the direction of an experienced Team Leader.

## Operations, continued

### Medical Operations

**Medical Team Supervisor (this role will be pre-assigned)**

**Scribe for Medical Team Supervisor**

**Medical Operations Team members (14 volunteers needed)**

Medical Operations Team members will set up a Medical Treatment Area under the direction of an experienced Supervisor and will conduct Disaster Medical Operations following the CERT manual (head-to-toe examination, basic treatment). Medical Team members must be able to lift 30 pounds.

## **LOGISTICS SECTION**

Logistics provides resources and other services to support the response. This includes communications, medical support to incident personnel, food for incident personnel, supplies, facilities and ground support (transport).

### **Logistics Chief (this role will be pre-assigned)**

### **Logistics Scribe**

### **Logistics Set-Up Supervisor (this role will be pre-assigned)**

### **Set-up Crew (6 needed)**

The set-up crew will help set-up the Incident Command Post under the direction of an experienced Team Leader. Volunteers must be able to lift 30 pounds. Following set-up, set-up crew volunteers may be reassigned to other positions as needed, such as scribe or runner.

### **Communications Team**

The Communications Team manages radio communications between CERTs in the field, the Incident Commander, and the EOC. Some Comms Team positions will be pre-assigned (see below).

### **Communications Team scribes (3 needed)**

Scribes for the Comms Team will be assigned to a Ham operator. No radio experience needed.

### **FRS relay operator (2 needed)**

The FRS relay operator will receive messages from Search and Rescue teams in the field and transmit messages via FRS to the Ham operator.

### **Material Crew (2 needed)**

Under the direction of the Logistics Section Chief, will be responsible to supply the field SAR Team with supplies (e.g. bottles of water) and equipment (e.g. gloves, headlamps) as needed.

### **Logistics Material Crew Supervisor (this role will be pre-assigned)**

## Logistics, continued

### **Transport (12 needed)**

Transport volunteers will be assigned to a team and deployed to transport victims or Search and Rescue Teams. Must have a valid CA driver's license and be able to lift 30 pounds.

### **Logistics – Transport Supervisor (this role will be pre-assigned)**

### **Security & Crowd Control Supervisor (this role will be pre-assigned)**

#### **Security & Crowd Control team members (2 needed)**

Under the direction of the Logistics Section Chief, will lead a small team and ensure that CERT and non-CERT personnel do not interfere with work in the Command Post, Medical Triage, Logistics and other critical areas. Will establish tape/barrier perimeters as necessary

## **PLANNING SECTION**

Planning is responsible for the collection, evaluation and dissemination of operational information related to the incident, and for preparing the Incident Action Plan. Planning also maintains information on the current and forecasted situation and on the status of resources assigned to the incident.

### **Plans Chief (this role will be pre-assigned)**

#### **Resource Status Supervisor (this role will be pre-assigned)**

The Resources Unit oversees all check-in activities and maintains the status of all incident resources.

#### **Situation Status Supervisor (this role will be pre-assigned)**

The Situation Unit collects and analyzes information on the current situation, prepares situation summaries and develops maps and projections.

#### **Message Center workers & Planning Scribes (8 total)**

Volunteers will work as scribes and message center workers to help the Planning & Intelligence section meet its mission of tracking all relevant information related to the response

#### **Check-in (4 needed)**

Check-in volunteers will check drill participants in and out, and will assist with updating drill rosters, other necessary paperwork. May be reassigned as scribes, runners, etc. as workload ebbs and flows.