|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1**If you are the first to arrive, you are the CERT Area Incident Commander (IC)  **2**Where to obtain keys to the Cache  See Page 2 for expanded explanations to footnotes (**1, 2,**etc.) | | | | |
|  | | | | |
| **The Incident Commander performs these functions until other individuals arrive. Refer to the PH CERT Field Operations Manual (FOM) for guidance regarding specific roles and responsibilities.** | | | | |
| **Things to Consider:**   * Depending on the situation and the number of persons on site, the order of these actions may vary. * Several of these actions can be performed by the same person initially. * The goal is to activate the response as efficiently and promptly as possible. * Avoid setting up a perfect or complete ICS organization structure before acting. * Act as soon as you have resources appropriate for the situation. | | | | |
|  | 3Open CERT Area storage container (cache). Remove:  * CERT Form #7 – PH (Equipment Inventory) * GMRS/FRS radios and antennas * **4**Forms * **5**Field Operations Manual (FOM) * Hanging pocket organizer (for 3”X5” cards) * Any tables/chairs you need (If it’s raining you may need canopies) |  |  | Sign iN and Record your observations  * Sign in using CERT Form #2 - PH (Personnel Resources Check-In) * Record observations on ICS 213 - PH (General Message) form. * Have each arriving volunteer do this, as well. |
|  | 6Establish communications WITHIN THE PH CERT AREA  * Tune a GMRS radio to the CERT Area primary emergency channel. * Open the FRS/GMRS radio net.   Record ALL incoming messages on **separate** ICS 213 - PH forms. |  |  | as NEEDED and time AND Personnel allow, SET UP  * GMRS antenna (needs 2 or 3 people) and Message Center area * Ham radio antenna and ham radio area   When a ham radio operator arrives, establish communication with the EOC.   * Sign-in area * Other areas |
|  | As volunteers arrive, assign duties:  * **7**Logistics (Equipment Inventory) * Message Center (GMRS/FRS) * **8**Planning (Personnel Check-in) * Scribe for Ham * Scribe for Message Center * **9**Operations |  |  | **AS INCIDENT COMMANDER, YOU:**   * **10**Begin to prioritize the incident reports (ICS 213 – PH forms) using PH TRACKLOG. * The IC is responsible for assessing this information and beginning to formulate an Action Plan for the CERT Area’s emergency response. * Prioritize **life** over property. * Identify situations that **PH CERT can handle** and those where additional help is needed. |

**EXPANDED INFORMATION**

1. Remain as IC until the arrival of a volunteer who has trained for that position. Brief them on what you have done and continue in whatever capacity the new IC assigns you.
2. The key to the PH CERT Area storage containers is available from:
   1. The PH CERT Area Coordinator or designee
   2. Pleasant Hill Police Department; Jim Bonato’s in-box on the second floor
   3. Other PH CERT Area-specific arrangement(s)
   4. If you do not have the keys, wait until the next volunteer arrives and send that person to get them.
3. Each item removed from the cache MUST be accounted for on CERT Form #7 – PH (Equipment Inventory). Include date/time and name of who received the item.
4. Familiarize yourself with the forms so that you know what’s there.
5. The Pleasant Hill CERT Field Operations Manual (FOM) contains detailed roles and responsibilities for key staff at a CERT Area Incident Command Post. Unlike the early stages of setting up a CERT Area ICP that are highlighted in this checklist, the FOM describes a fully operational ICP organization structure. It can serve as a vision for how the CERT Area ICP will evolve, and is a useful reference for guiding an Incident Commander forward as the ICP grows.
6. Tune a GMRS radio to the PH CERT Area primary emergency channel.
   1. Open the FRS/GMRS radio net as a first priority by calling out via radio to announce opening and seek responses.
   2. Set up the 30-foot GMRS antenna and attach a GMRS radio to the antenna as soon as possible. Two or three people are needed to set up this antenna.
   3. In some PH CERT areas, an antenna may be needed on an urgent basis to establish clear communication area-wide because of the area’s terrain.
7. Logistics Section Chief signs out all cache items on CERT Form #7 - PH (Equipment Inventory) and helps set up the ICP sections with tables, chairs, signage, canopies, etc.
8. Planning Section Chief (Personnel Sign-in) handles the CERT Form #2 - PH (Personnel Resources Check-in) form and makes sure volunteers record observed incidents on ICS 213 – PH forms.
   1. Gather arriving PH CERT Area members and convergent volunteers in a common staging area within the CERT Area ICP.
   2. Brief them (e.g. what is the disaster, to the extent known, and what we are planning or being asked to do at the moment), interview and assign individuals as appropriate based on skills and needs.
   3. Track their assignments using CERT Form #2 – PH and 3” X 5” cards in the hanging pocket organizer.
   4. Keep track of information and other documentation.
9. Operations Section Chief assembles, assigns, and tracks Search and Rescue (SAR) teams using CERT Form #1a – PH (Damage Assessment: Summary Level), CERT Form #3 – PH (Assignment Tracking Log), CERT Form #4 – PH (Team Task Assignment), PH SARASSESS, ICS 13 – PH.
10. ALL ICS 213 – PH forms go to either IC or Operations Section Chief (when one is assigned) for prioritization.

ALL Ham messages go to IC.

All ham and FRS/GMRS radio messages are logged on their respective PH ICPCOMLOG forms.