



# CERT INCIDENT COMMANDER CHECKLIST

## STRATEGY



### ❖ Establish Command and Command Post

- Mark Command Post and make known to all
- Assign Command Post Scribe/Assistant
  - Secure necessary operational office supplies
  - Maintain written communication. Such as: Incident Status, Assignment Status.
- CERT FOG (Field Operation Guide)

### ❖ Incident Briefing with CERT Team

Receive update every 8 hours or sooner if needed

- SIZEUP
  - Gather information and explain the scope of the incident
- What happened to cause the incident
  - Any known special hazards at this time
  - Determine the area/boundaries you will consider your CERT responsibility
    - (IC/SAR Map Grid)
- Summary of current actions you are taking

### ❖ Assign Safety Officer

- Provide Safety Officer Packet from CERT Trailer
- Establish communication frequency for Personnel Accountability Report (PAR)

### ❖ Assign Logistics Section Chief

- Provide Section Chief with Logistics Packet from CERT Trailer
- Confirm communications needed
  - Establish frequency of status reports
- Confirm equipment cache area
- Confirm Rehabbing Area for CERT Members and volunteers

### ❖ Assign Operations Section Chief

- Provide Section Chief with Operations Packet from CERT Trailer
- Confirm Staging area
- Confirm SAR group
- Confirm Medical group
- Confirm Fire group

❖ Assign SAR Director (If No Operations Section Chief)

- ❑ Provide Director with SAR Packet from CERT Trailer
- ❑ Determine number of groups needed/available
- ❑ Confirm Search Area
  - Prepare rough draft sketch map of area “IC/Logistic Map Grid”
- ❑ Make sure all groups know the search marking system
- ❑ Confirm communications needed
  - Establish frequency of Status Reports such as: Damage Assessment Survey

❖ Assign Medical Director (If No Operations Section Chief)

- ❑ Provide Director with Medical Packet from CERT Trailer
- ❑ Confirm medical area and make known to all
- ❑ Reinforce cooperation between Medical and Logistics to start on supply needs
- ❑ Confirm communications needed
  - Establish frequency of status updates on victims and transports

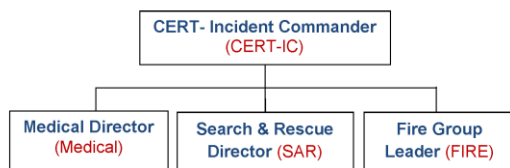
❖ Assign Fire Group Leader (If No Operations Section Chief)

- ❑ Provide Leader with Fire Packet from CERT Trailer
- ❑ Reinforce cooperation between Fire and SAR on communications
- ❑ Confirm having a DOT HazMat Orange Book

Consideration:

- Receive weather updates, current status and potential weather fronts
- Arrange a debriefing immediately following the incident and again several days after
  - Collect and retain all documents from team leaders.
  - Transferred documents to Olathe D.O.C.
- Maintain communication with the Olathe Fire D.O.C. with incident updates and status reports as appropriate. Contact #: 913.971.7970 or 913.971.7972
- Develop an “Action Plan” and constantly re-evaluate

SIMPLE SCALE



FULL SCALE

