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