



# OPERATIONS SECTION CHIEF CHECKLIST

## TACTICAL



- As the CERT Incident grows to large scale, or if it starts as a large CERT incident, the CERT-Incident Commander (CERT-IC) may assign an Operations Section Chief. Responsibility will include: Medical, Search and Rescue, Fire and Staging.
- The Operations Section Chief will confirm the strategy the CERT-IC wishes to deploy and develop the “Tactical” needs to accomplish the strategies.

### STAGING MANAGER

#### ❖ Assign Staging Manager

**If no Manager assigned, Section Chief assumes this role.**

- Establish staging area for CERT members and spontaneous volunteers to receive their initial assignment. This area will serve additional as the “rehabbing area” for returning teams to rest and await re-assignments.
  - Establish necessary support needed such as food, water and shelter for team members.
  - Keep Logistics updated on needs.
  - Develop a cooling / warming station within the Rehab section
- DIRECT ALL MEDIA TO THE OFD ADMINISTRATION FOR MORE INFORMATION**
- Maintain communication with Operations for briefings and updates.
- Retain all incident documentation from incident.

#### ❖ Assign SAR Director

**If no Manager assigned, Section Chief assumes this role.**

- 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 Manager assigned, Section Chief assumes this role.**

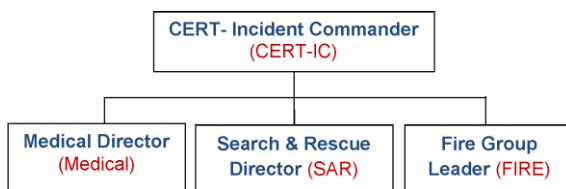
- Provide Director with Medical Packet from CERT Trailer
- Confirm medical area and make known to all
- Reinforce cooperation between Medical and Logistics to start on supply needs
- Confirm communications needed
  - Establish frequency of status updates on victims and transports

❖ Assign Fire Group Leader

**If no Manager assigned, Section Chief assumes this role.**

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

SIMPLE SCALE



FULL SCALE

