

## **5. OHCC CERT ACTIVATION**

### **5.1 INTRODUCTION**

When a disaster or major emergency occurs, or upon alert notification via telephone or the OHCC Emergency Radio Network, OHCC CERT members will be “self-activated”.

After caring for themselves and family, all OHCC CERT members who are able to do so, should report to their pre-designated staging area<sup>1</sup> or other location as directed by Command Staff or Team Leaders. Additionally, Emergency Radio Network operators should immediately report their status to TLs who, in turn, will pass the information on to the Incident Command Post (ICP).

While en route to the staging areas, members may assist neighbors and make damage and injury assessments in accordance with the following Mobilization Plan.

### **5.2 MOBILIZATION PLAN**

#### **5.2.1 GENERAL INFORMATION**

1. For safety reasons, all team members should wear long pants (no shorts), closed-toe shoes (no sandals) and layers of clothing to enable adjustments according to weather and other conditions.
2. Although water and snacks may be available during the incident, it is advisable to take some water and snacks when you leave your home.
3. Wear and/or take personal protective equipment such as high-visibility vest, gloves, eye protection, flashlight, 4 in 1 emergency shut-off tool, etc.
4. All Emergency Radio Network (ERN) operators should immediately turn on their radios and make a status report to their Team Leader or to Command Staff, as appropriate.
5. ERN operators should provide clear, concise, accurate and timely information to team leaders or command staff, as appropriate. This information is critical for both the OHCC Command Post and the City’s Emergency Operations Center (EOC) in assessing our situation and developing Incident Action Plans (IAP).

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<sup>1</sup> See APPENDIX B

6. Team members who are assigned to perform a task by their team leader, must stay together and not “free lance” away from that task without approval.
7. CERT teams must not self-deploy to any incident that the fire department, EMS, or law enforcement has already arrived on scene. For control purposes, requests for CERT support by other agencies must be approved by command staff.
8. Team members should not attempt to perform tasks beyond their scope of training and/or assignment.
9. After dismissal from an assignment, team members should return to their staging location for debriefing by TLs. The team leader will, as soon as possible, contact the OHCC Incident Command Post to convey the results of the assignment and debriefing.

## **5.2.2 RESPONDING TO STAGING AREAS**

### Tactical Team Members

When responding to their assigned staging area, CERT members and Active volunteer members should assist their immediate neighbors (within their training and skill level) and, while continuing en-route, make assessments of property damage, road conditions and injuries. This important information will be reported to Team Leaders and Command Staff without delay, either by ERN radio (if available) or when checking in at the staging area.

### Medical Team Members (MT)

All medical team members should report to the pre-designated medical treatment location in the Clubhouse or as directed by the Team Leader.

### Support Volunteer Members (SV)

Unless directed otherwise by a Team Leader, Support volunteer members should report directly to their pre-designated staging area for assignment.

### Team Leaders (TL)

1. When an incident occurs, TLs shall immediately turn on their ERN radio and make a status report to Command staff (on CH 1) and to their team members on assigned CH 3 through 6. After completing the status report, TLs must monitor their assigned team CH and CH 1 (using the radio scan feature). TLs may assign team members to perform tasks before responding to the staging area. TLs must keep command staff informed of personnel assignments, team activities and outcomes.

2. Team leaders will set priorities and delegate responsibility and specific assignments for each team member.
3. Teams must have a minimum of two (2) members before being assigned a task and those team members stay together until reassigned.
4. Team Leaders will be responsible for their team communications with the OHCC Incident Command Post (ICP).
5. Team leaders will notify the OHCC ICP for further instructions after completing their assigned task(s), and will await further deployment or dismissal instructions from command staff.

#### Command Staff

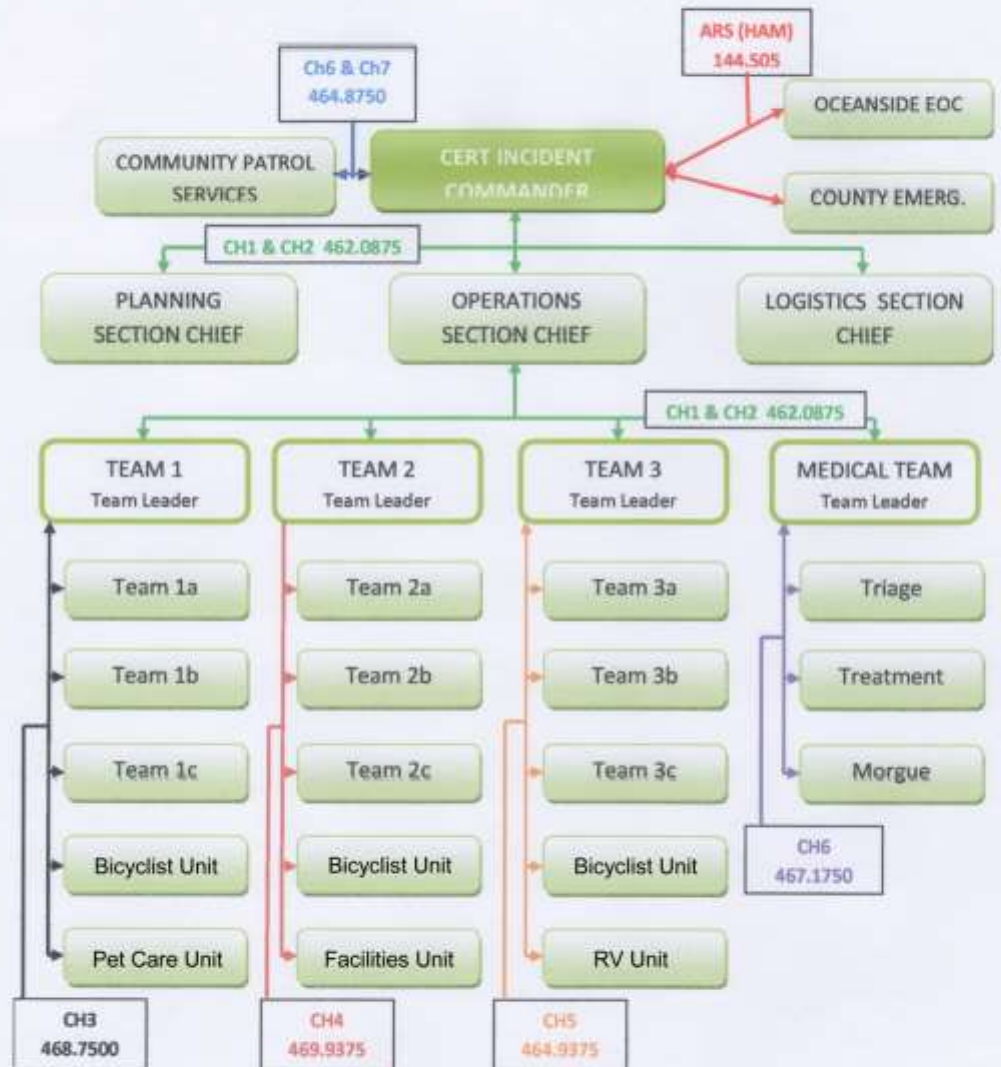
As soon as becoming aware of an emergency incident, command staff shall report their status (on CH 1) to other staff members and team leaders. The first member to arrive at the command post (CP) will assume the position as Incident Commander (IC) until relieved and shall notify the other staff members if the CP is safe to activate. If not, the IC will designate a safe temporary site.

#### Emergency Radio Network (ERN) Operators

When communicating in an emergency, operators must make sure they have a clear frequency before transmitting a message. Information provided by radio should, as much as possible, follow this sequence: the reason for the message, the supporting information, and the conclusion. Make every word count. Avoid jargon, codes, and acronyms. Use common names for all personnel and facilities. Omit unnecessary details.

# Ocean Hills Country Club

## Emergency Radio Network



#### Bicyclist Unit Members

Bicyclist Units are assigned to each of the 3 Tactical Teams and, when responding to an incident, must follow the guidelines for CERT members, Active volunteers, or Support volunteers, whichever is applicable. Bicyclists must report with their emergency equipment and bicycle.

#### Facilities Unit Members

Members of this unit are assigned to Tactical Team 2 and should report for assignment to their pre-designated staging area or as directed by their team leader.

#### RV Unit Members

Members of the RV Unit provide assistance to Tactical Team staging areas only when it is safe to do so and upon direction provided by Tactical Team Leader 3.

#### Pet Care Unit Members

Members of this unit are assigned to Tactical Teams and shall report for assignment to their pre-designated staging areas or as directed by their team leaders.