

4. POSITION DESCRIPTIONS ¹

4.1 INCIDENT COMMANDER (IC)

The IC has overall responsibility for managing the Incident by setting objectives, planning Strategies (means to accomplish a purpose) and implementing Tactics (how strategies will be executed). Initially, assigning resources and overseeing operations will be under the direct supervision of the IC.

The position of IC is appointed by the OHCC CERT Planning Group. However, immediately following an Incident and in the absence of the appointed IC or designee, the first CERT member reporting to the Staging Area may assume responsibilities as the IC until relieved.

The IC is also responsible for:

- a. Activating the Incident Command Post (central point for command and control of the Incident) and Staging Area (location where personnel and equipment wait for assignments)
- b. Initiating an Incident Action Plan (IAP) which may be oral or written and contain four elements:
 1. What do we want to do
 2. Who is responsible for doing it
 3. How do we communicate with each other
 4. What is the procedure if someone is injured
- c. Establish and maintain liaison with the OHCC contract patrol services commander/supervisor
- d. Depending on the scope and complexity of the Incident, appointing CERT members to the positions of:
 1. Operations Section Chief
 2. Planning Section Chief
 3. Logistics Section Chief

4.2 OPERATIONS SECTION CHIEF

- a. Directs and coordinates all Team Operations
- b. Assumes the responsibilities of Incident Commander when the IC is not available
- c. Communicates with and provides support and guidance to all Team Leaders

4.3 PLANNING SECTION CHIEF

- a. Collects, evaluates and displays Incident intelligence and information
- b. Prepares and documents Incident Action Plans (IAP)
- c. Tracks resources assigned to the Incident
- d. Develops contingency plans
- e. Provides documentation services

¹ See CERT Organization Chart APPENDIX C

4.5 LOGISTICS SECTION CHIEF

- a. Orders, obtains, maintains and accounts for essential personnel, equipment and supplies
- b. Provides communication planning and resources
- c. Coordinates the set-up and maintenance of Incident Facilities
- d. Organizes support transportation

4.6 TEAM LEADERS (TL)

Team leaders are individuals who have exhibited the desire and capability of leading a team of CERT and/or Volunteer members during the stressful environment of a large-scale emergency or disaster. TLs manage a diverse group of people and must ensure that their members: understand team goals and objectives; are appropriately trained; appreciate and practice personal safety; and will perform as part of a team toward the achievement of their assignments.

The team leader must possess knowledge of team functions, operations, and safety. The team leader must have successfully completed CERT Academy training and any other training applicable to their assignment.

A team leader should enjoy coaching, working with people, and bringing about improvement through guidance and leadership.

During large-scale emergencies, the team leader is the central point of coordination for the team members and the OHCC Incident Command Post (ICP).

All TLs are issued a hand-held radio for operating on the OHCC Emergency Radio Network (ERN).

4.7 ASSISTANT TEAM LEADERS (A-TL)

An assistant team leader provides necessary support for the team leader to manage and account for all team members. They follow the direction of the team leader and assume the roles assigned. Additionally, they assist the team leader in planning and coordinating efforts. An A-TL must be able to spontaneously step up to a team leader position in cases when the team leader is unavailable. This means the A-TL must be familiar with the team leader's responsibilities.

Like team leaders, assistant team leaders are expected to have successfully completed applicable CERT training. An exception may be granted for the Medical Team.

In the absence of the TL, A-TLs become the central point of coordination for the team and the OHCC Incident Command Post (ICP).

All A-TLs are issued a hand-held radio for operating on the OHCC Emergency Radio Network (ERN).

4.8 CERT TEAM MEMBERS

CERT Team Members have graduated from the CERT Basic Training Academy and have been issued a certificate for that accomplishment. CERT Team Members must maintain a proficient level of training in order to effectively respond to a wide range of emergency situations. CERT Team Members work under the direction of the Team Leader and/or Assistant Team Leader. They help plan and carry out team assignments.

CERT Team Members are responsible to tell his or her Team Leader of any condition limiting their ability to perform an assigned task, or their lack of understanding of the task assigned.

CERT Team Members are encouraged to take additional training to advance to intermediate and advanced CERT certifications

4.9 MEDICAL TEAM MEMBERS

Medical Team Members are retired medical professionals or individuals who have significant medical training and have volunteered to assist and coordinate OHCC CERT medical operations.

After a disaster and caring for self and family, members self-activate to the clubhouse (or other area designated by the Team Leader) and establish a centralized Emergency Medical Aid (EMA) station. The station will provide triage and first aid for as many injured residents as possible.

In addition to other duties, the Medical Team Leader assists Command Staff:

- a. Assess the medical needs of our community
- b. Maintain adequate medical supplies for the clubhouse and storage facility
- c. Develop appropriate Action Plans during an Incident

4.10 VOLUNTEER MEMBERS

Volunteer members are residents of our community who wish to assist OHCC CERT in Disaster Preparation and/or Disaster Response. They have not completed the formal CERT Basic Training Academy.

There are two categories of Volunteer Members: Active and Support.

4.10.1 ACTIVE VOLUNTEER MEMBERS

Active Volunteer Members are individuals who have sufficient prior experience in emergency services (i.e. medical professionals, firefighters, law enforcement, etc.)

or

have satisfactorily completed OHCC CERT training in Emergency Medical Aid, Damage and Hazard Assessment, Utilities Control, Proper use of Fire Extinguishers, and Safety Issues.

4.10.2 SUPPORT VOLUNTEER MEMBERS

Support Volunteer Members are individuals who do not qualify as an Active Volunteer but wish to support CERT in disaster preparation (i.e. village liaison position, clerical assistant, planner, etc.) and/or disaster response operations (i.e. radio operator, transportation, messenger, monitor, etc.).

Support Volunteer Members are encouraged to attend the Oceanside CERT Basic Training Academy as provided by the Oceanside Fire Department or complete the OHCC CERT training required to become an Active Volunteer Member.

4.11 PET CARE UNIT

Members of the Pet Care Unit are dedicated volunteers, whether CERT trained or not, who wish to assist pet owners and pets that are in need of temporary help during a disaster (these may be animals that have gotten away from their owners or perhaps, whose owners have been injured and are not capable of taking care of their pets). Requests for the Pet Care Unit must be directed to Team Leader 1.

4.12 FACILITIES UNIT

Volunteers who will assist Logistics in setting up and providing facilities, as needed, for the Tactical and Medical Teams. Requests for the Facilities Unit must be directed to Team Leader 2.

4.13 RV UNIT

Volunteers who make their Recreational Vehicles available for facilities that may be needed at Staging Areas, Medical Team areas, or at the Command Post. Requests for the RV Unit must be directed to Team Leader 3.

4.14 BICYCLIST UNIT

The Bicyclist Unit is comprised of dedicated cyclists who wish to assist the OHCC CERT teams. They may or may not have undergone the formal CERT training as provided by the Oceanside Fire Department or completed the OHCC CERT training required to become an Active Volunteer Member. Depending on their training, bicyclists may be

dispatched for utilities control ² and/or conducting reconnaissance and evaluation of property damage, road conditions and other hazards in their Team's area. Additional support functions may include transportation of emergency supplies or equipment and acquiring needed items from local retail stores, fire stations or other supply locations. Bicyclists may also be used as message runners and other critical communications services. Bicyclists Units are assigned to each Tactical Team.

² See Utilities Control for Clubhouse (APPENDIX E)