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**The Emergency Response Team (ERT) Command Structure consists of Command and General Staff positions. The Incident Commander has total authority and accountability. The Operations, Planning, Administration, and Logistics Section Chiefs and the Safety Officer report to the Incident Commander. During ERT activation the OHCC Community Patrol will coordinate their activities with the Incident Commander.**

## **Incident Commander – John Slayton**

The Incident Commander is responsible for:

- Having clear authority and knowing FEMA and CERT processes and procedures.
- Coordinating with Authorities having Jurisdictions to form a Unified Command.
- Ensuring incident safety.
- Establishing an Incident Command Post.
- Setting priorities and determining incident objectives and strategies to be followed.
- Establishing the ICS organization needed to manage the incident.
- Approving the Incident Action Plan.
- Coordinating Command and General Staff activities.
- Approving resource requests and use of volunteers and auxiliary personnel.
- Ensuring after-action reports are completed.
- Authorizing information release to the media.
- Ordering demobilization as needed.

### **Role and Responsibilities - Tactical Assignment**

## **Operations Section Chief Responsibilities – Tom Porter**

The Operations Section Chief is responsible for managing all tactical operations at an incident. The Incident Action Plan (IAP) provides the necessary guidance. The need to expand the Operations Section is generally dictated by the number of tactical resources involved and is influenced by span of control considerations.


Major responsibilities of the Operations Section Chief are to:

- Assure safety of tactical operations
- Manage tactical operations
- Develop the operations portion of the IAP
- Supervise execution of operations portions of the IAP
- Request additional resources to support tactical operations

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- Approve release of resources from active operational assignments
- Make or approve expedient changes to the IAP
- Maintain close contact with IC

### **SERT Emergency Response Team (ERT) Operations Reporting Structure**

The Emergency Response (ER) Director reports to the Operations Section Chief. If the Operations Section Chief is unavailable, the ER Director will report to the Incident Commander. The ER Staging Area Supervisor and ER Assessment Supervisor report to the ER Director. In the absence of the ER Director a qualified ER Supervisor will be assigned the ER Director role and responsibility and will report to the Operations Section Chief.

Upon activation, the ER Director and ER Supervisors will effectively manage the tactical resources within Ocean Hill Country Club and manage the tactical activities as detailed in the Incident Action Plan. The key Action Steps include the following:

The **ER Director – (Ken Krueger)** position reports to the Operations Section Chief. Responsibilities include:

- Ensuring all ERT Members have been contacted via the Information and Emergency Response Telephone System requesting they report to the OHCC Clubhouse staging area. The Radio Specialist may assist in this task.
- Providing Incident Briefing to all members
  - Stress personal safety to all team members
    - Do not enter the structure if a natural gas odor is detected
    - Do not attempt to turn off the gas meter without resident knowledge
    - Do not attempt to extinguish fires
    - Ensure all ERT members have a working radio
- Defining the tasks ER Supervisors are to achieve within a specific time
- Approving ER Assessment Supervisor safety release of cleared streets and buildings
- Assigning ER personnel to respond to emergency response situations that may include
  - Emergency First Aid
  - Light search and rescue
  - OHCC resident assistance


The **Safety Officer** position will functionally report to the Operations Section Chief. Responsibilities include:

- Monitoring the overall safety of the ERT members during an activation
  - Reporting issues/concerns to the appropriate Supervisor

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- Maintaining a log of issues and submits a daily report to the ER Director and Operations Section Chief
- Participating in all safety related ERT briefings
- Stopping any activity deemed unsafe

The **ER Staging Area Supervisor** – reports to the ER Director. Responsibilities include:

- Assigning Staging Area Support Staff
- Establishing Check-In, Check-out process of all ERT members
- Prioritizing Staging Area Infrastructure Set-Up
- Managing Staging Area
- Requesting resources to maintain response efficiency
- Coordinating with First Aid Team Unit Leader to establish the First Aid Station
- Managing the demobilization of the Staging Area upon conclusion of emergency response

The **Staging Area Mobilization Manager** reports to the ER Staging Area Supervisor. Responsibilities include:

- Coordinating the set-up of resources necessary to support the efficient operation of the ER and First Aid staging areas
- Maintaining the flow of ER team members in/out of this area
- Assisting non-ERT members to find the emergency resources they are seeking

The **Staging Area First Aid Station Unit Leader** reports to the ER Staging Area Supervisor.

Responsibilities include:

- Managing triage of patients needing assistance
- Maintaining a log of in/out of patients and their status
- Coordinating logistical medical supplies requests and distribution
- Assigning first aid personnel for patient assistance


The **ER Assessment Unit Supervisor – (Jim McDonough)** reports to the ER Director. Responsibilities include:

- Managing the process for the systematic Life Safety Assessment and Community Property Damage survey using the Incident Action Plan.
- Forwarding assessments, situational status, and tactical assignments to the ER Director within the specified time
- Coordinating emergency restoration efforts in cleared areas upon specific street all clear authorization from the Operations Section Chief or ER Director.

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The **Damage Assessment Unit Leader** reports to the ER Assessment Unit Supervisor. Responsibilities include: Managing the process whereby tactical resources are assigned for the systematic Life Safety Assessment and Community Property Damage survey using the Incident Action Plan

- Managing the process whereby accurate and current Life Safety Assessment and Community Property Damage survey results are recorded and analyzed
- Forwarding assessment information to the ER Assessment Supervisor within the specified time

The **Tactical Assignment Group Leader** reports to the Damage Assessment Unit Leader. Responsibilities include:

- Coordinating Emergency Response Tactical team members and resources to perform Life Safety Assessment and Community Property Damage surveys as directed
- Developing strategies and implementing emergency response tactics necessary to mitigate Immediately Dangerous to Life and Health (IDLH) conditions found during Life Safety Assessment and Community Property Damage surveys
- Managing up to Ten (10) tactical response teams
  - 8-Sections Teams
  - 2-Reserve Teams
- Maintaining communications with teams to support logistical requirements and to maintain safety
- Maintaining traffic control status of street's safety and accessibility


### **SERT ERT Reporting Structure**

When activated, Emergency Response (ER) and Reserve ER Team Members report to the Staging area and check-in to receive their assignment. At the completion of their assignment, they will return to the staging area to receive a new assignment or to check-out.

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**Role and Responsibilities - ER Team Member:**

- Adhering to all safety protocols as trained and/or as instructed by their assigned leader or members of the Incident Command Team
  - Do not enter the structure if a natural gas odor is detected
  - Do not attempt to turn off the gas meter without resident knowledge
  - Do not attempt to extinguish fires
- Communicating with their assigned Supervisor or Unit Leader as necessary and/or as assigned
- Performing house-to-house evaluation of structures and reporting the level of damage within specified time schedule
- Providing First Aid assistance based on their level of training
- Performing Radio Check-in as scheduled using the provided ER Network Radio at least once a month or requests a leave of absence from the Incident Commander or Operations Section Chief
- Recruiting new ER team members

**Reserve ER Team Member:**

*(Note will only be activated if all ER Team members have been fully committed)*

- Adhering to all safety protocols as trained and/or as instructed by their assigned leader, or members of the Incident Command Team
- Communicating with their assigned leader as necessary and/or as scheduled
- Providing administrative support to members of the ER Team as directed


**Reserve ER Team Member** qualifications and training:

- Graduate of a FEMA CERT Academy program or Advanced Emergency Preparedness Course through the OHCC SERT Incident Command Team
- Annually re-commits to serving as a Reserve ER Team Member
- Completion of an annual one 1-hour safety and emergency response refresher course
- Possess communications skills as evaluated by the ERT Command Staff:
  - Demonstrated ability to use multiple forms of communication. Examples – effective verbal communications (2-Way Radio, cell phone) written communications (Text, email)
- Physical abilities:
  - Possess sound cognitive abilities as evaluated by the ERT Command Staff
  - Ability to stand, aided if necessary, for 30-minutes
  - Ability to sit in a chair for 1-hour

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## Planning Section Chief Responsibilities – Jill Lemons

The Planning Section Chief reports to the Incident Commander. The Situation Analysis Manager, and Documentation Manager report to the Planning Section Chief. If the Planning Section Chief is unavailable, Planning Section members report to the Incident Commander.

The Planning Section Chief is responsible for providing planning services for the incident. Under the direction of the Planning Section Chief, the Planning Section collects situation and resources status information, evaluates it, and processes the information for use in developing action plans. Dissemination of information can be in the form of the IAP, informal briefings, or through map and status board displays.


Major responsibilities of the Planning Section Chief are to:

- Collect and manage all incident-relevant operational data
- Supervise preparation of the IAP
- Provide input to the IC and Operations in preparing the IAP
- Incorporate Traffic, First Aid, and Communications Plans and other supporting materials into the IAP
- Conduct and facilitate planning meetings
- Reassign personnel within the ICS organization
- Compile and display incident status information
- Establish information requirements and reporting schedules for units (e.g., Resources and Situation Units)
- Determine need for specialized resources
- Establish specialized data collection systems as necessary (e.g., weather)
- Assemble information on alternative strategies
- Provide periodic predictions on incident potential
- Report significant changes in incident status
- Oversee preparation of the Demobilization Plan

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**Situation Analysis Manager** - responsibilities include:

- Establishing and Maintaining the Situation Board.
- Maintaining maps, and documenting incident-related required actions.
- Preparing situation summaries.
- Reporting changes in status as requested to Planning Section Chief
- Planning for and activates releasing of personnel.

**Documentation Manager** – responsibilities include:

- Conducting all check-in/out activities.
- Maintaining the status of all incident resources.
- Providing duplicate forms needed to run all aspects of a Critical Incident.
- Maintaining and archiving all incident-related documentation.

## **Administration Section Chief - Jill Lemons**

The Administration Section Chief report to the Incident Commander. The Finance Manager reports to the Administration Section Chief. If the Planning Section Chief is unavailable the Finance Manager reports to the Incident Commander.

The Administration Section Chief is responsible for managing all financial aspects of an incident.


Major responsibilities of the Administration Section Chief are to:

- Manage all financial aspects of an incident
- Provide financial and cost analysis information as requested
- Gather pertinent information from briefings with responsible agencies
- Develop an operating plan for the Administration Section and fill Section supply and support needs
- Meet with assisting and cooperating agency representatives as needed
- Ensure that all obligation documents initiated at the incident are properly prepared and completed
- Provide input to the IAP

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**Finance Manager – (Gary Baur)** responsibilities include:

- Providing financial summary on materials and services
- Procuring resources, as necessary
- Documenting all receipts for reimbursements

## **Logistics Section Chief – Bob Becker**

### **Logistics Reporting Structure**

The Radio Manager and Supplies Manager report to the Logistics Section Chief. If the Logistics Section Chief is unavailable, they report to the Incident Commander. The First Aid Supplies Coordinator and Golf Cart & RV Coordinator report to the Supplies Manager. In the absence of the Supply Manager a qualified First Aid Supplies Coordinator or Golf Cart & RV Coordinator will be assigned the Supplies Manager role and responsibility and will report to the Logistics Section Chief.

The Logistics Section Chief provides all incident support needs. The Logistics Section is responsible for providing:

- Facilities
- Transportation
- Communications
- Supplies
- Equipment maintenance and fueling or charging
- Food services (for responders)
- First Aid services (for responders)
- All off-incident resources

Major responsibilities of the Logistics Section Chief are to:


- Provide all facilities, transportation, communications, supplies, equipment maintenance and fueling, food and first aid services for incident personnel, and all off-incident resources
- Manage all incident logistics
- Provide logistical input to the IAP
- Brief Logistics Staff as needed
- Identify anticipated and known incident service and support requirements
- Request additional resources as needed
- Ensure and oversee the development of the Communications, First Aid, and Traffic Plans as required
- Oversee demobilization of the Logistics Section and associated resources

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Upon activation, the Radio Manager and Supplies Manager will effectively coordinate resources within OHCC and manage the tactical activities as detailed in the Incident Action Plan. The key Action Steps include the following:

The **Radio Specialist** reports to the Logistics Section Chief. Responsibilities include:

- Supporting effective 2-way radio efficiency through replacement of malfunctioning radios and maintaining a supply of fully charged batteries

The **Supplies Manager** reports to the Logistics Section Chief. Responsibilities include:

- Ensuring all ERT Members have been contacted via the Information and Emergency Response Telephone System requesting they report to the OHCC Clubhouse staging area. The Radio Specialist may assist in this task.
- Providing Incident Briefing to all members
  - Ensuring all team members log in and out
  - Verifying all team members have vest and backpacks
  - Establishing team groups
  - Ensuring all ERT members have a working radio
  - Defining the tasks Coordinators are to achieve within a specific time
- Monitoring supplies, personnel, and equipment
  - Communicating with First Aid Coordinator and Golf Cart & RV Coordinator on status
  - Reviewing distribution of first aid supplies

The **First Aid Coordinator** reports to the Supply Manager. Responsibilities include:

- Coordinating with First Aid Team Manager on supplies and needs
- Establishing Check-In, Check-out process of First Aid supplies
- Prioritizing distribution of First Aid supplies
- Managing First Aid supplies
- Requesting needed First Aid supplies
- Coordinating with First Aid Team Manager in the First Aid Station


The **Golf Cart & RV Coordinator** reports to the Supply Manager. Responsibilities include:

- Requesting and coordinating the golf carts and RV's needed to support the required efficient operation of the Staging Areas
- Maintaining equipment needed for golf cart operation and use of the RV's services
- Assisting Staging Area Manager with the golf carts and RV's services

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## Qualifications and Training

Director/Supervisor/Safety Officer/Radio Manager/Unit Leader/Group Leader, and Tactical members qualifications and training:

- Graduate of a FEMA CERT Academy program or Advanced Emergency Preparedness Course through the OHCC SERT Emergency Command Team within the last 3-years
- Completion of the (on-line) Red Cross Adult First Aid/AED/CPR course with recertification every two-years
- Completion of two annual 1-hour safety and emergency response refresher courses year
- Completion of one annual 4-hour emergency response drill
- Physical abilities:
  - Ability to lift 25-pounds without restrictions
  - Ability to walk 2-mile without the aid of crutches and/or a walker
  - Possess sound cognitive abilities as evaluated by the ERT Command Staff

Director/Supervisor/Safety Officer/Radio Manager/Unit Leader/Group Leader Completion of the following FEMA courses:

- Mandatory - FEMA ICS-100: Introduction to the Incident Command System
- Strongly Recommended - FEMA ICS-200: Basic Incident Command System for Initial Response (this course is MANDATORY for Command Staff members).
- Possess both leadership and communications skills as evaluated by the ERT Command Staff
  - Demonstrated ability to lead others. Examples - past or present OHCC club leadership position, Village Board member, HOA Board member, work history
  - Demonstrated ability to use multiple forms of communication. Examples – (2-Way Radio, cell phone, Text, email

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