

Town of Davie CERT

Attachment 8 – CERT Response Checklist

The following checklist should serve as a guide for CERT members following a disaster that has affected their community.

- Ensure that you are safe, that your family is safe and that your residence is intact and/or safe.
- Locate your CERT equipment and keep it with you at all times. All CERT equipment should be stored safely in one place so that it can be easily located when an emergency occurs. Be sure to have your CERT identification card with you.
- Attempt to contact your designated CERT Zone Captain/Group Leader(s). If you can not contact the CERT Zone Captain/Group Leader attempt to contact other CERT members on your phone list. If you are unable to make telephone contact and it is safe to leave your residence, proceed to the predetermined rendezvous location.
- After your team is assembled at the rendezvous location the CERT leader will complete a Group Status Sheet (attachment 9) showing all CERT personnel that are present. **DO NOT** start out on your own to perform search and rescue activities.
 - The location of the CERT Zone Captain/Group Leader is considered the Command Post for the CERT
 - You may provide basic preventative safety procedures, triage and basic first aid to those in need while en route to the rendezvous location.
- The CERT Zone Captain/Group Leader appoints members to assist with managing resources, services, and supplies (logistics)
 - The CERT may be divided into smaller teams of at least three people to achieve specific goals as required (e.g. search and rescue, medical, fire suppression, damage assessment) with a leader for each small team.
 - The CERT may operate as a single team that performs all functions as required
- The CERT Zone Captain/Group Leader will then attempt to contact the CERT Coordinator or designated Field Operations Center (FOC) representative and provide the following information:
 - The name of the CERT Group
 - Name of the Team Leader and call back number (cellular telephone, etc.)
 - Location that the team has assembled
 - Number of CERT personnel on scene
 - Status of personnel on scene (injuries, etc.)
 - Immediate threats to life or safety observed in the neighborhood

- The CERT will complete a Damage Assessment Surveys for each assignment. A written record must be kept of all activities. This form should be completed in duplicate.
- The Group Status Sheet will be maintained by all teams and delivered to the CERT Command Post on a regular basis.
- All formal messages passed between the CERT and the CERT Coordinator or designated representative of the Town of Davie Field Operations Center should be documented on a message form. Messages may be delivered by hand, telephone, or other electronic means such as the Internet or amateur radio.
CERT members are encouraged to use amateur radio as a means of communication. The Town of Davie Field Operation Center maintains a ham radio. The FOC will have amateur radio frequencies assigned to the CERT Program. Your FOC representative will provide CERT members with the appropriate frequency.
- It is the responsibility of the CERT Zone Captain/Group Leader to keep track of his or her personnel at all times. It is also the responsibility of the CERT Zone Captain/Group Leader to ensure that the team takes appropriate rest breaks, receives proper nourishment and drinks enough fluids during a disaster operation.
- CERT Zone Captain/Group Leaders should monitor their members for signs of Critical Incident Stress and should report the first indications of it to the CERT Coordinator or FOC representative. If a member of the CERT starts to suffer from Critical Incident Stress Syndrome, the team member should be removed from the environment, assigned another member to monitor them, and be allowed to relax. This member is not to be placed back into the field until properly screened by a Fire Rescue or Police representative trained in CISM.