

# MANHATTAN BEACH



## ASSOCIATION

### Manhattan Beach CERT Activation Plan

**Date: 09/19/16**

**Revision: #13**

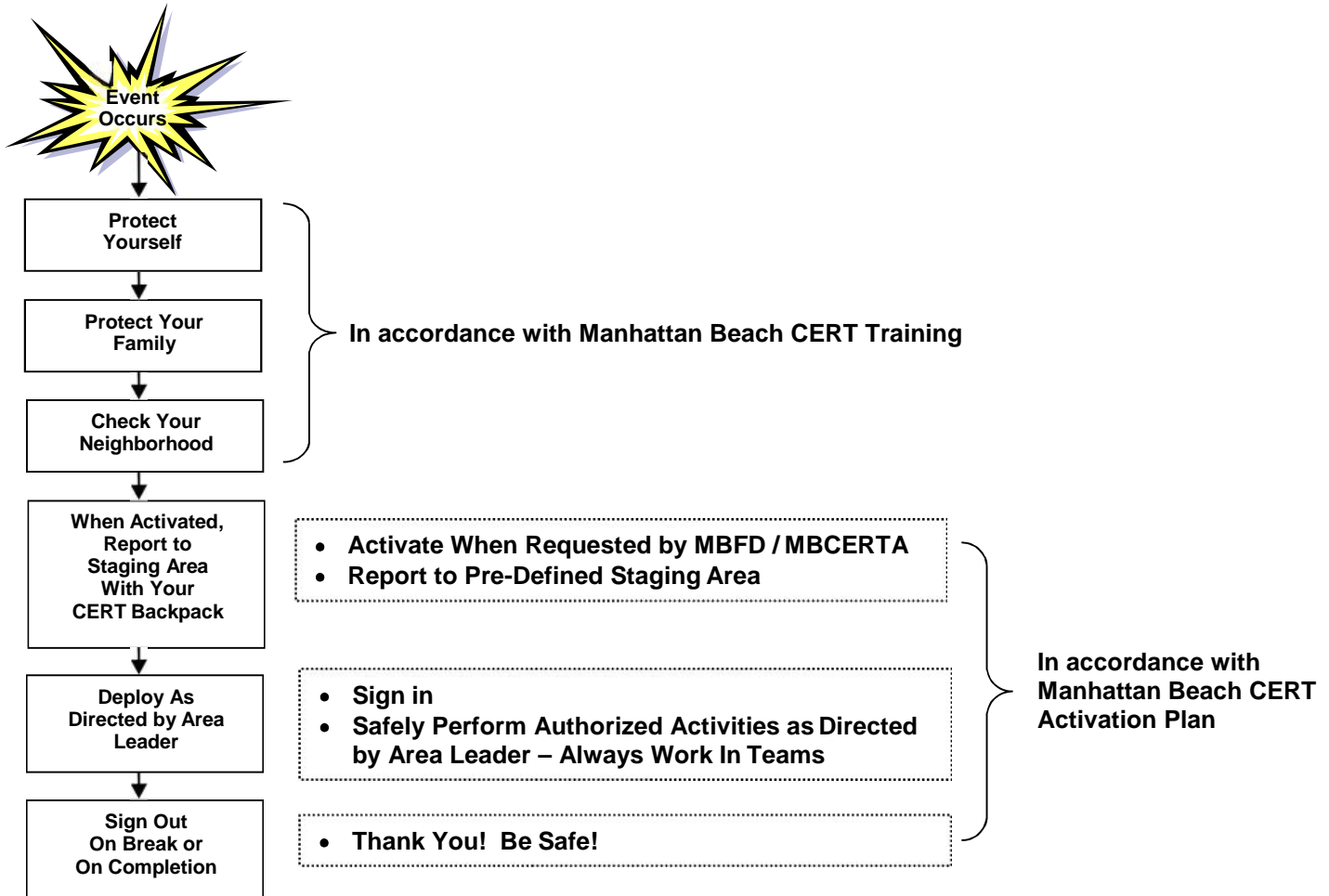
This plan contains personal private information on MBCERTA members in Appendices A and D, which may not be publicly disseminated. The plan without Appendices A and D may be freely disseminated.



## Purpose

The purpose of this document is to describe the objectives, organization, activation, mobilization, deployment and communications of Manhattan Beach Community Emergency Response Team (CERT) in response to a disaster or emergency, and in a community event or deployment drill.

The diagram below depicts the actions to be taken by Manhattan Beach Community Emergency Response Team Association (MBCERTA) members in a disaster or emergency. The first steps are performed in accordance with the Manhattan Beach CERT training. The remaining steps are performed in accordance with this document.



## Objectives

The primary objective for a Manhattan Beach CERT deployment in case of a disaster or emergency is to provide volunteer support to the Manhattan Beach Fire Department to assist in a disaster until Fire, Police and other resources are available, consistent with our Mission. Incident objectives include:

- Perform assessments to identify damage, hazards, injuries, and casualties
- Triage and treat injuries, based on skills and training.
- Mitigate hazards where possible and appropriate, based on skills and training.
- Report damage, hazards, injuries, casualties, and mitigations to the City's Emergency Operations Center (EOC) to help build a Common Operating Picture of the affected area(s) of the City.

The incident objectives for a non-emergency Manhattan Beach CERT deployment are to serve the City, to serve as a training opportunity to refresh and increase the skills and proficiency of MBCERTA members, and for community awareness and education.



## **MBCERTA Geographical Organization**

MBCERTA is organized geographically, subdivided into four geographic regions to support the city of Manhattan Beach in the event of an emergency or disaster. The City of Manhattan Beach is defined as Rosecrans Ave to the North, (plus El Porto), Aviation Ave to the East, Artesia Ave to the South, and the Ocean to the West. The four geographic regions are defined below:

<b><u>Area</u></b>	<b><u>Region</u></b>
1	Northwest portion of the city, North Side of MBB, West Side of Sepulveda, Plus North MB (El Porto)
2	Northeast portion of the city, North Side of MBB, East Side of Sepulveda
3	Southwest portion of the City, South Side of MBB, West Side of Sepulveda
4	Southeast portion of the City, South Side of MBB, East Side of Sepulveda

The deployment command structure for MBCERTA establishes an MBCERTA Incident Commander who is responsible to the City's Incident Commander and Emergency Operations Center (EOC). The MBCERTA Incident Commander will establish an Incident Command Post which may be co-located with the City EOC; this will be known as the "CERT EOC (CEOC)". More information regarding the deployment command structure, responsibilities and activities performed during Deployment is provided below.

## **Alert**

An alert may be issued prior to a disaster; it is intended only to inform MBCERTA of the potential for occurrence of an event. An alert does not constitute a directive to begin any response. An alert will probably not be available for most disaster situations. However, if the alerted event does occur, MBCERTA should be activated without any further notice, since disruption of standard communications methods are expected.

## **Activation - Deactivation**

There are three basic methods of MBCERTA activation. The first is from an Alert described above. The second is communication from the Fire Department. The third is self-activation.

Activation based on communication from the Manhattan Beach Fire Department may be via phone call, email, Nixle, radio or other communication directly or from another MBCERTA member transferring that message via a phone tree, email, radio or some similar method of communication. MBFD will call a dedicated phone number to activate MBCERTA; it is set up to reach the MBCERTA President and his or her designee(s). That person then ensures that someone is sent to the EOC and each of the four Areas is contacted. Each Area would then contact their members for mobilization.

The phone numbers are divided into four sections and listed in Appendix A, MBCERTA Activation Lists:

1. MBCERTA Area 1 List
2. MBCERTA Area 2 List
3. MBCERTA Area 3 List
4. MBCERTA Area 4 List

Self-Activation should be performed when it can be reasonably assumed that a MBCERTA response is necessary based on the magnitude of a given event / disaster, such as a major earthquake with substantial damage. Although MBCERTA members may self-activate, they should not self-deploy to an incident. Deployment will be performed in teams only for the safety of the team and the community. If a person self-deploys, he/she may forfeit all protection from liability provided by the MBCERTA program. Furthermore, the individual may be removed from the MBCERTA program.



MBCERTA Deactivation notification is issued by the City’s Incident Commander and flows down the communications chain. In addition, any member of the Command Staff (MBFD or MBCERTA) or Professional First Responders may remove a MBCERTA member from a scene for any reason as they see fit.

Activation for non-emergency events is only upon request by the MBFD, either in advance of the event or during the event. Activation for non-emergency events may follow the flow down by Area or may be a general announcement to all MBCERTA members by phone, email, or other method. Deactivation is automatic at the conclusion of the event, unless otherwise directed by MBFD.

**Mobilization**

Upon Activation, all available MBCERTA members will report to their respective staging Areas based on their geographic region numbers above and described below as well as in the map which follows.

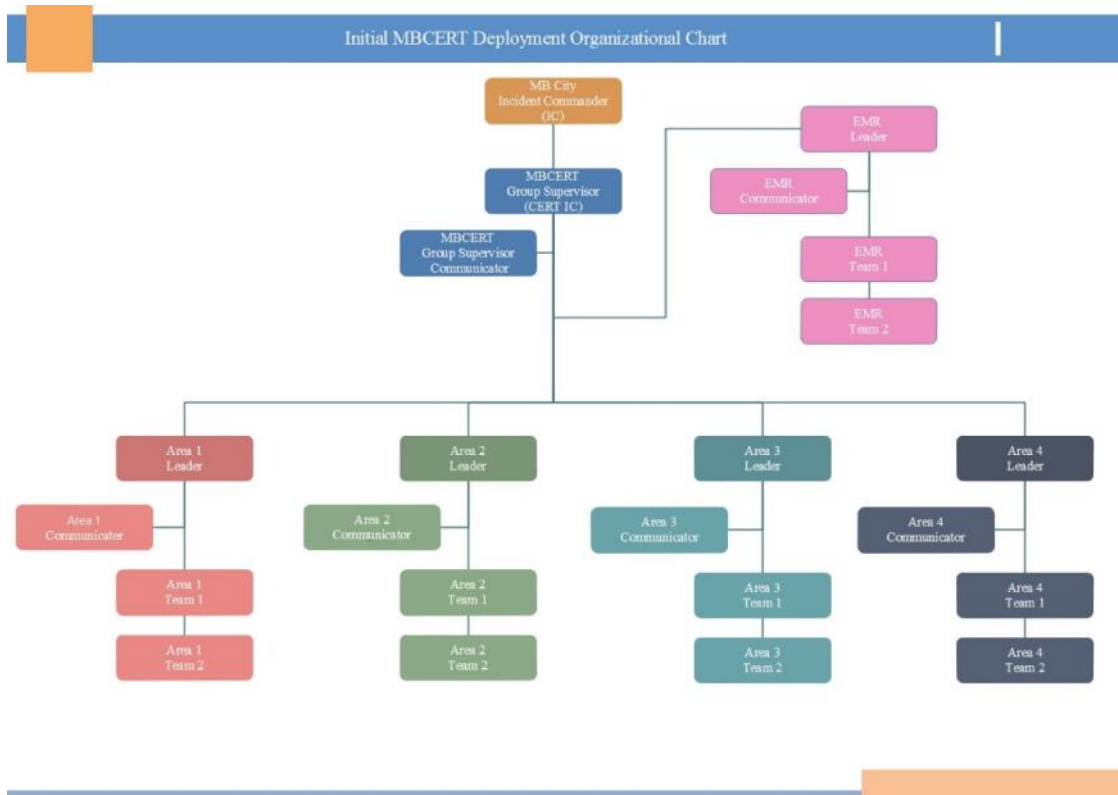
<b><u>Area</u></b>	<b><u>Staging Area</u></b>
1	South Baseball Field next to Joslyn Center on Valley
2	SW Gazebo / Polliwog Park
3	Green Belt between Ardmore and Valley North of 6 <sup>th</sup> Street
4	The Small Park on 8 <sup>th</sup> Street between N. Redondo Street and Harkness St.
EMR	Fire Station#1 15 <sup>th</sup> St. / Valley Dr., Rear Parking Lot at CERT Trailer

Members should report with all their equipment for possible deployment. All traffic laws should be obeyed while traveling to the respective staging areas.



## **Deployment**

Upon Mobilization, the MBCERTA deployment command structure is established as follows.



The deployment command structure for MBCERTA establishes an MBCERTA Incident Commander, consistent with the National Incident Management System (NIMS) Incident Command System (ICS). He or she is responsible for overseeing all activities performed by MBCERTA members during deployment and reports to the Incident Commander for the City of Manhattan Beach. The CERT IC and other Command Staff personnel shall be selected and assigned by the Board of Directors or the Executive Board. He or she establishes an MBCERTA Incident Command Post which may be co-located with the City Emergency Operations Center (EOC); this will be known as the “CERT EOC” (CEOC).

Anyone assigned or reporting to the MBCERTA Incident Command Post and finding it no longer at MBFD Station 1, will note that it is now mobile and may have been moved. If unable to determine or get to the new location, one should report to Area 1, unless otherwise directed. The other key member of the MBCERTA CEOC is the MBCERTA Incident Communicator, whose role is to relay field information to the City EOC. If in each respective staging Area, a pre-determined Leader has not arrived, one shall be selected by those present. The Area Leader will establish an MBCERTA Area Incident Command Center (AICC) as follows. The Area Leader should select an Area Communicator, if one that has been pre-determined has not arrived, whose role will be to provide communications from the AICC to the CEOC. The Area Leader will also deploy at least two people to procure the MBCERTA equipment / supplies for their respective Area. The Area Leader will form Teams from the remaining reporting MBCERTA members and deploy as appropriate to perform the activities detailed below. Each Team will then select a Team Leader who will also select a Team Communicator. The Area Leader and Area Communicator will remain at the staging



area, now designated as the Area Incident Command Center, to manage and coordinate any and all MBCERTA activities and Teams and all communications with the CEOC for their respective Area. If sufficient MBCERTA members respond, it is highly recommended that the Area Leader also assign a Deputy for their area to assist in ensuring safe and effective operations during mobilization.

MBCERTA is organized geographically. The formal ICS structure of specialized Section Chiefs for Operations, Logistics, Planning and Administration is more complex than MBCERTA requires. The Area Leader performs the duties of these Section Chiefs, using Teams as required to accomplish specific tasks.

A set of MBCERTA Deployment Forms have been developed to facilitate the effective deployment of MBCERTA members. These forms are to be used at each AICC upon activation and deployment of MBCERTA. The Area Leader is responsible for ensuring that these forms are used appropriately and that the completed forms are provided to the CEOC upon completion of an MBCERTA deployment. Appendix E contains the forms, detailed information on how to use them, and sample forms. The forms are ICS-compliant to the extent practicable. ICS Form equivalents are noted on the MBCERTA forms.

Once again, it should be noted that MBCERTA members should not self-deploy to an incident. Deployment will be performed in teams only. If a person self-deploys, he/she may forfeit all protection from liability provided by the MBCERTA program. Furthermore, the individual may be removed from the MBCERTA program. While individual response to an incident is prohibited, the Manhattan Beach City Incident Commander may nonetheless authorize it.

For a non-emergency event, an Event Coordinator is identified. He or she then sets up any command structure necessary to ensure a successful event. Since training is a key objective of non-emergency events, it is recommended that as many elements of the emergency command structure as are practical also be used.

### **Authorized Activities During Deployment**

Deployed MBCERTA members can be utilized to assist with basic scene and support functions, as directed by the Area Leader, including:

- Area Assessment & Reporting of damage, casualties, and service needs
- Communication among teams, between Areas, and to the CEOC
- Basic First Aid
- Triage of Victims
- Setting up treatment, rehab, or similar sectors
- Extinguishment of small fires utilizing makeshift aids or fire extinguishers
- Light Search and Rescue to include cribbing / leveraging and removal of victims from danger
- maintaining accountability for fellow MBCERTA members
- Supervising MBCERTA sectors and / or groups
- Traffic Management under direction and supervision of Manhattan Beach Police Department
- Any other operations required to remedy a given scenario that does not endanger any MBCERTA members.



### **Communications Needs**

In a disaster or other emergency, communications between Areas and the CEOC are required for several purposes, including casualty reports, damage assessment reports, logistics requests and “health and welfare” traffic. In addition, reliable communications between and among MBCERTA members will enhance their ability to successfully complete their missions.

In a disaster or other emergency, normal means of communication, including landline and cellular phones, will be disrupted or unavailable. Therefore, it is important to have a layered approach utilizing a variety of methods, with alternate communications capability in place and available.

### **Communications Roles**

Effective communications requires that certain roles be assigned to one or more MBCERTA Team members. One of the most important of these roles is that of “communicator”. As noted above, an overall MBCERTA Incident Communicator is required, along with an Area Communicator for each staging area. Additionally, any MBCERTA member in possession of a radio (Family Radio Service (FRS), Amateur Radio or Land Mobile Radio (LMR) may be called upon to communicate using his/her radio.

The role of the communicator on a MBCERTA team is to be that team’s focal point for communications. If a radio amateur is available, he or she is the logical choice to assume this role. All other MBCERTA team members should be prepared to assume at least some role in communications.

### **Communications Modes**

During MBCERTA activation, MBCERTA teams will use at least the following modes of communication:

1. Family Radio Service (FRS) Radios
2. Licensed Amateur Radios
3. Licensed Land Mobile Radio

Note that the Amateur Radio Service is a “licensed” service and an FCC license is required. It is the responsibility of the individual operators to obtain the required licenses. The licensed LMR frequencies we will use are licensed by our vendor, and we do not need additional licenses to use them.

FRS radios are the primary tool used by MBCERTA teams to communicate among themselves (intra-team communications), and to back to their AICC. Each MBCERTA Area will be assigned a unique frequency (channel) based on their geographic region. The FRS frequencies/channels to be used are defined in Appendix B. Note that some FRS radio models also include the capability to broadcast on General Mobile Radio Service (GMRS) frequencies; if these GMRS frequencies are used an FCC license is required.

Amateur radios, operated by licensed amateurs, may be used to communicate between AICCs and the CEOC. The frequencies to be used are listed in Appendix C.

The Land Mobile Radios will be used in conjunction with Amateur Radios to communicate between the AICCs and the CEOC.



## **Team Communications**

The Area Communicator should assess the number of radios available and the capabilities of each radio. FRS radios should be available to each Area ICC and each MBCERTA Team. The radios should be set on the correct channel in accordance with Appendix B and each radio should be tested before being deployed.

The Area Communicator (preferably using an Amateur Radio) should attempt to communicate with the CEOC on the appropriate frequency/channel (different from the neighborhood frequency, if using FRS radios). The initial communication should be in the form of a quick “check-in” and should identify the Area number, the Area Leader name, number of members reporting, and the status of the team. For example:

“CEOC – This is CERT Area 2 checking in with 17 people, our Area Leader is xxx, we are commencing a check of our neighborhood”.

Amateur Radio operators should comply with all applicable FCC rules and regulations and additionally any local emergency communications plans.

The CEOC will be extremely busy and may not immediately respond. If the transmission is not acknowledged, change your location and try again. The communicator should wait a minimum of 2 minutes and attempt again, trying every 2-5 minutes until communications are established. In the meantime, communicators should continue to use the FRS radios to communicate between team members as required.

## **Safety**

Safety of self is paramount in all MBCERTA activities. MBCERTA Team Members should always work with and take care of each other in all endeavors and do not work or move outside their scope of training or practice. Leave that to the trained professionals.

## **Resources Available**

A listing of MBCERTA members showing their Area and contact information is provided in Appendix A. A list of and special skills that MBCERTA members may have is provided in Appendix D. This may be useful in getting special needed skills and trained personnel to a given location quickly. Both Appendices A and D are restricted to MBCERTA members only and may not be publicly disseminated.

## **Support Vehicles Available**

MBCERTA has 5 vehicles (5 trucks and 1 trailer) which have been outfitted with light rescue, first aid, and survival materials, including AEDs, generators, firefighting water pumps, rescue equipment and tools, first aid supplies, shelters, fire extinguishers, communications equipment, etc. These vehicles are located around the City, ready to be deployed when needed. The locations are as follows.

<b><u>Area</u></b>	<b><u>Vehicle</u></b>	<b><u>Location</u></b>
1	Truck #1	MBFD Station #1, Underground
2	Truck #2	MBFD Station #2, MBB and Rowell Ave.
3	Truck #3	MBFD Station #1, Underground
4	Truck #4	Water Towers 8 <sup>th</sup> Street Entrance
	Cmd Truck	MBFD Station #1, Rear Lot/Underground
	M.C.I. Trailer	MBFD Station #1, Rear Lot



## **CERT Reporting Locations**

Reporting locations: Indicated by **BLUE SQUARES**

**Area #1 – South Baseball Field/Joslyn**

**Area #2 – S.W. Gazebo/Polliwog Park**

**Area #3 – Greenbelt/6<sup>th</sup> & Valley Dr.**

**Area #4 – 8<sup>th</sup> Street Park/Between Redondo and Harkness.**

**EMR Team Reports to Station #1, MCI trailer.**



Vehicle Locations: Indicated by **BLACK/RED SQUARES**

**Truck #1 \_ Area #1 MBFD Station #1, Underground**

**Truck #2 – Area #2 MBFD Station #2 MBB and Rowell Ave.**

**Truck #3 – Area #3 MBFD Station #1 Underground**

**Truck #4 – Area #4 Water Tower, 8<sup>th</sup> Street Entrance.**

**Cmd Truck MBFD Station #1, Rear Lot/Underground**

**MCI trailer MBFD Station #1, Rear Lot**



## AREA #1

**South ball field, North of Joslyn Ctr.  
Looking North**



## AREA #2

**S.W. Gazebo, Polliwog Park  
Looking North**



## AREA #3

**Greenbelt, north of 6<sup>th</sup> and Valley  
Redondo**

Looking North



## AREA #4

**Park / 8<sup>th</sup> St. between Harkness &**

Looking South





# **Appendices**

Appendix A – MBCERTA Activation Lists

Appendix B – Radio Types and Frequency's

Appendix C – MBCERTA Members Skills Listing

Appendix D – MBCERTA Deployment Forms

Appendix E – Revision History



## Appendix A – **MBCERTA Activation Lists**

The information below contains personal private information on MBCERTA members. It may only be copied and disseminated to MBCERTA members or to members of the Manhattan Beach Fire and Police Departments. If you have received this appendix in error, please destroy it and all information contained in it and notify MBCERTA immediately at 310-701-0101.

This list will be distributed personally to members only! Not on the website for distribution.



# Appendix B Radio Types and frequencies

INCIDENT RADIO COMMUNICATIONS PLAN			Manhattan Beach CERT Emergency Communications Plan CERT Emergency Frequencies			Date/Time Prepared 21-Nov-14			Operational Period Date/Time Use During CERT Activation		
Commercial Land-Mobile Radio Frequencies - MB CERT											
Ch #	Function	Channel Name/Trunked Radio System Talk group	Assignment	RX Freq.	N or W	RX Tone/NAC	TX Freq.	N or W	Tx Tone/NAC	Mode A, D or M	Remarks
1	Incident Command	CEOC Primary	CERT	"PV"						D	Motorola LMR Commercial Radio
2	Incident Command	CEOC Backup 1	CERT	"Mt. Wilson"						D	Motorola LMR Commercial Radio
Amateur Radio Frequencies - MB CERT											
3	Incident Command	CEOC Backup 2 / Net Control	CERT	446.0000 W		None	Simplex			A	Amateur Radio - License Required
4	Tactical	TAC1	CERT	445.9500 W		None	Simplex			A	Amateur Radio - License Required
5	Tactical	TAC2	CERT	147.5400 W		None	Simplex			A	Amateur Radio - License Required
FRS Radio Frequencies - MB CERT											
6	Incident Command	FRS Net Control	CERT	467.6125 W		74.4 (Code 3)	Simplex			A	FRS Radio Ch. 10-3
7	Operations Area 1	FRS-1	CERT	467.6375 W		74.4 (Code 3)	Simplex			A	FRS Radio Ch. 11-3
8	Operations Area 2	FRS-2	CERT	467.6625 W		74.4 (Code 3)	Simplex			A	FRS Radio Ch. 12-3
9	Operations Area 3	FRS-3	CERT	467.6875 W		74.4 (Code 3)	Simplex			A	FRS Radio Ch. 13-3
10	Operations Area 4	FRS-4	CERT	467.7125 W		74.4 (Code 3)	Simplex			A	FRS Radio Ch. 14-3
Prepared By (Communications Unit) Manhattan Beach CERT Communications Committee / Robert Heintz KJ6PLN						Incident Location: Manhattan Beach, CA 90266 County: Los Angeles   State: CA   Latitude: 33.8889° N   Longitude: 118.4053° W					

The convention calls for frequency lists to show four digits after the decimal place, followed by either an "N" or a "W", depending on whether the frequency is narrow or wide band. Mode refers to either "A" or "D" indicating analog or digital (e.g. Project 25) or "M" indicating mixed mode. All channels are shown as if programmed in a control station, mobile or portable radio. Repeater and base stations must be programmed with the Rx and Tx reversed.



# Appendix C – MBCERTA Members Skills Listing

The information below contains personal private information on MBCERTA members. It may only be copied and disseminated to MBCERTA members or to members of the Manhattan Beach Fire and Police Departments. If you have received this appendix in error, please destroy it and all information contained in it and notify MBCERTA immediately at 310-701-0101.




# Appendix D – MBCERTA Deployment Forms

The MBCERTA Deployment Forms have been developed to facilitate the effective deployment of Manhattan Beach CERT members. These forms are to be used at the MBCERTA EOC (CEOC) and the Area Incident Command Centers (AICC) upon activation and deployment of MBCERTA. The MBCERTA Incident Commander and Area Leaders are responsible for ensuring that these forms are used appropriately; Area Leaders are responsible to provide the completed forms to the CEOC upon completion of an MBCERTA deployment. The forms are designed to be as self-explanatory, quick and easy to use as possible, while capturing all essential data for future use and reference.

An overview of why and how the forms are used is provided below. Following the overview is a more detailed description of how to use each form. A complete set of forms and samples of each form are also provided below.

The safety and well-being of MBCERTA members is key to a successful deployment. Consequently, it is important to track who has reported for deployment as well as when they leave for breaks and/or upon completion of deployment. The **Team Members Sign-in / Sign-Out Sheet** is used for this purpose, both at the CEOC and AICCs.

As MBCERTA members report to their Areas and select Area Leaders and Communicators, the MBCERTA Incident Commander documents the names and assignments of the incident organization on the **CEOC Incident Organization Assignment List**. This form is used only at the CEOC.

The Area Leader sets up teams to assess damage in their Areas and/or assigns them particular tasks as delineated above in section “Authorized Activities During Deployment”. The Area Leader keeps track of the teams’ assignments and status using the **Team Assignment Status Sheet**, so that the Area Leader understands where his/her team members are at all times, both for safety and effectiveness. The MBCERTA Incident Commander may also use this form if he or she sends teams out to perform assignments.

Primary activities of MBCERTA during a deployment are to assess damage, take action as authorized and appropriate, and communicate that information. The **Team Damage Assessment** and **Team Action Report** are used by team members to record information so that it can be accurately communicated. As equipment is needed to successfully complete assignments, it is checked out and in using the **Equipment Checkout Form**, to ensure effective use and return of MBCERTA equipment.

The Incident and AICC Communicators play a key role during MBCERTA deployment. They document all message traffic to or from the CEOC and AICCs using the **Area Communicator Message** form. The purpose of the log is to ensure effective communication, add clarity, avoid duplication, and so that communications can be referred to later as needed.

The Area Leader may take key actions over and above team assignments; these are recorded on the **Area**



**Leader Action Log.** These might include Change of Command or other key actions. In addition, the Area Leader may need to make a request for resources or special action from the CEOC, another Area, or someone other than the Area teams. If so, s/he records this on the **Area Leader Resource Request**, along with the response taken. Finally, at the completion of the deployment, the Area Leader summarizes the activities of the Area using the **Incident Summary Report**. He or she then provides this and all the Area forms used to the MBCERTA Incident Commander at the CEOC.

The MBCERTA Incident Commander may use the Area forms as necessary for effective deployment. In this case, the “Area” would be filled in as “CEOC”. Similarly, the MBCERTA Incident Communicator will use “CEOC” as the Area when using the Area Communicator Message form.

At the completion of the deployment, once the MBCERTA Incident Commander has each of the Area Incident Summary Reports, he or she creates a summary Incident Summary Report.

#### **Team Members Sign-In / Sign-Out Sheet**

- Leader fills in Area number, date, his/her name, page number(s), event or incident name/description. When used by MBCERTA Incident Commander, Area = “CEOC”.
- Members sign in, enter the time and a contact phone number they can be reached at during the deployment.
- Members sign out if they go on break and/or are released from deployment.
- If a member returns after previously signing out, they sign in again on a new line.
- Continue on additional pages as needed; write in page numbers.

#### **CEOC Incident Organization Assignment List**

- MBCERTA Incident Commander fills in date and time, event or incident name/description, page number(s), the City’s Incident Commander, his/her name, and the name of the MBCERTA Incident Communicator.
- As Areas report in, the names of the Area Leaders and Areas Coordinators are recorded.
- If additional MBCERTA members report to the CEOC and are given special assignments, these are recorded as well.

#### **Team Assignment Status Sheet**

- Area Leader fills in Area number, date, his/her name, Area Communicator name, page number(s) and the event or incident name/description. When used by MBCERTA Incident Commander, Area = “CEOC”.
- For every team formed, the Area Leader fills in a name for the team (“Team Name”), the start time of their assignment, the names of the team members (at least 2 people), a brief description of the assignment given to the team, and the start time they begin the assignment. When the team returns, enter the end time.
- Use a different column for each team sent out on a deployment assignment.
- If a team is sent on another assignment, use a new column and fill out as described above.
- Continue on additional pages as needed; write in page numbers.



### **Team Damage Assessment**

- Team sent out on assessment fills in Area number, date, event or incident name/description, page number(s), team name, Area Leader, and a brief description of the area they have been asked to assess.  
As hazards, damage or other relevant problems are identified, use a line for each location. Record the time and address of locations found with damages or hazards. Record the number of hazards of each type under the boxes which best describe the situation at that location, including access limitations.
- Assessment teams would normally not take corrective action as their purpose is to quickly assess and return for follow-up actions. However, if action is taken (e.g., turning off the gas when a gas leak is detected), write down action taken.
- Add additional comments if needed.
- When assessment of assigned area is complete, team returns to the AICC and turns the damage assessment form in to the Area Leader.
- Area Leader notes time received, gives completed Team Damage Assessment form to Area Communicator for communication to the CEOC.
- Area Communicator communicates damage assessment information to the CEOC and records the time the CEOC was notified, and then returns the form to the Area Leader.
- Area Leader also uses the damage assessment forms as a basis for follow-up action for locations as he or she deems appropriate.
  - If a location is selected for follow-up, so indicate with a slash ("/") in the "Assignment Completed" column for that location to indicate that this location is assigned for action but not yet complete.
  - Task a team for the selected action and record on the Team Assignment Status sheet as described above.
  - If the team successfully completes the assignment, so indicate in the "Assignment Completed" column by adding a backslash to form an "X".
  - In the event that a team mitigates all hazards for a given location during their initial assessment, (e.g., gas leaks), the Area Leader also puts an "X" in the "Assignment Completed" column for that location to indicate that no follow-up is required.

### **Team Action Report**

- Team sent out on assignment fills in Area number, date, event or incident name/description, page number(s), team name, and Area Leader, as well as the address/location they are to go to.
- Team describes the damage and/or hazards they find, actions taken, the time they complete actions at this location, and any comments.
- Team uses a separate action report form for each location.
- When the team completes their assignments, team returns to the AICC and turns in the completed Team Action Report form(s) to the Area Leader.
- Area Leader notes time received and gives completed Team Action Report form(s) to Area Communicator for communication to the CEOC.
- Area Communicator communicates team action information to the CEOC and records the time the CEOC was notified, then returns the form(s) to the Area Leader.



### **Equipment Checkout Sheet**

- Area Leader fills in Area number, date, his/her name, page number(s), and event or incident name/description.
- Equipment Checkout Sheet is posted on or near the MBCERTA vehicle from which equipment is checked out.
- When equipment is taken to use on a team assignment, write down the item to be used, the name of the person checking it out, and the time.
- When the equipment/item is returned to the vehicle, note the time it is returned.

### **Area Communicator Message**

- Area Communicator fills in Area number, date, event or incident name/description, message number, Area Leader, and his/her name as Area Communicator.
- When used by the MBCERTA Incident Communicator, use “CEOC” as the Area.
- For each message sent or received, note to whom it is received and their position (most likely the MBCERTA Incident Communicator), your name and position (i.e., Area xx Communicator), subject of the message, and the time it is sent.
- Write down the message sent, sign and note your position, and indicate any reply received along with the date, time, from whom the reply was received and their position.
- Continue on additional pages as needed; write in message numbers.

### **Area Victim Treatment Record**

- Fill in Area number, date, event or incident name, page number(s), names of Area Leader, Area Communicator, and person completing the form.
- Document each person brought to the treatment area with the time they were brought in, their name, the triage tag color assigned to them, and their condition. If the victim’s name is not known, provide a brief description, including sex, approximate age, hair color, race, etc.
- Triage tag colors are: Red = Immediate, Yellow = Delayed, Green = Minor, Black = Dead.
- If this record is used in a community service event, the medical team is comprised of the members who sign in on the Sign-In / Sign-Out Sheet. If the record is used in an emergency, the medical team members are documented on the Team Assignment Status sheet.

### **Area Leader Action Log**

- Area Leader fills in Area number, date, event or incident name/description, page number(s), his/her name, and name of Area Communicator.
- If/when Area Leader takes key actions over and above team assignments, note time, action taken and comments. Such actions include change of command and other key actions.
- Note that this log is not used for actions or assignments given to Area teams; the assignment status log is used for that purpose.



### **Area Leader Resource Request**

- Area Leader fills in Area number, date, event or incident name/description, page number(s), his/her name, and name of Area Communicator.
- If/when Area Leader requests additional resources or special actions, note time and the resources requested. When resources respond, note date, time and a brief description of the response.

### **Incident Summary Report**

- Area Leader fills out this form once a deployment is complete.
- Area Leader fills in Area number, date, page number(s) his/her name, the name of the Area Communicator, event or incident name/description, and the operational period of the Event or Incident.
- Using the forms above, the Area Leader provides a summary of the incident (see form for requested information).
- Area Leader notes time deployment is complete.
- MBCERTA Incident Commander completes an overall Incident Summary based on inputs from the four Area Leaders and his/her CEOC results. Area is noted as “CEOC”.



MBCertActPlan Rev13 Effective 09-19-16




To Identify MBCERTA Members Reporting for Deployment and When Released  
Functional Equivalent to ICS Forms 211 and 221

MBCERTA
4/5/10



# MBCERTA CEOC Event or Incident Organization Assignment List



<b>Date:</b>	<b>Time:</b>	<b>Event or Incident:</b>	<b>Page #    of</b>
<b>Incident Commander</b> ( <i>City of MB / MBFD</i> ):			
<b>MBCERTA Incident Commander:</b>			
<b>MBCERTA Incident Communicator:</b>			
<b>Area 1</b>	<b>Area Leader:</b>	<b>Area Communicator:</b>	
<b>Area 2</b>	<b>Area Leader:</b>	<b>Area Communicator:</b>	
<b>Area 3</b>	<b>Area Leader:</b>	<b>Area Communicator:</b>	
<b>Area 4</b>	<b>Area Leader:</b>	<b>Area Communicator:</b>	
<b>CERT EOC (CEOC) Special Assignments (If Any)</b>			
<b>Assignment:</b>		<b>Name:</b>	
<b>Assignment:</b>		<b>Name:</b>	
<b>Assignment:</b>		<b>Name:</b>	
<b>Assignment:</b>		<b>Name:</b>	
<b>Assignment:</b>		<b>Name:</b>	

For MBCERTA Incident Commander to Record Command Structure & Assignments During Deployment  
Functional Equivalent to ICS Form 203

MBCERTA 4/5/10



# MBCERTA

## Team Assignment Status

Area: \_\_\_\_\_



<b>Date:</b>		<b>Area Leader</b>		<b>Area Communicator</b>		<b>Page #</b>		<b>of</b>	
<b>Event or Incident:</b>									
<b>Team Name:</b>		<b>Team Name:</b>		<b>Team Name:</b>		<b>Team Name:</b>			
Start Time	End Time	Start Time	End Time	Start Time	End Time	Start Time	End Time		
1.		1.		1.		1.			
2.		2.		2.		2.			
3.		3.		3.		3.			
4.		4.		4.		4.			
5.		5.		5.		5.			
<b>Assignment</b>		<b>Assignment</b>		<b>Assignment</b>		<b>Assignment</b>			
<b>Comments</b>		<b>Comments</b>		<b>Comments</b>		<b>Comments</b>			

To Track MBCERTA Team Members On Assignment

Functional Equivalent to ICS Forms 204 and 210

MBCERTA 4/5/10

Area Leader: Designate Team Name & print Team Members' names in numbered boxes. When Team completes assignment and returns to Staging Area, use new column for the next assignment.



**MBCERTA**  
**Team Damage Assessment**  
**Area: \_\_\_\_\_**



<b>Date:</b>		<b>Event or Incident:</b>												<b>Page #    of</b>		
<b>Team Name:</b>						<b>Area Leader:</b>						<b>Time Rcvd:</b>				
Assessment Area:		BURNING	OUT	GAS LEAK	H2O LEAK	ELECTRIC	CHEMICAL	DAMAGED (H=Heavy, M=Moderate, L=Light)	COLLAPSED	INJURED	TRAPPED	DEAD	PARTIAL ACCESS	NO ACCESS	Goal is Assessment, Not Action	ASSIGNMENT COMPLETED*
TIME	ADDRESS/LOCATION	FIRES		HAZARDS				STRUCTURES EQUIPMENT		PEOPLE			ROADS		COMMENTS / QUICK ACTIONS	/ X
	Sample: 520 10th St.			1	1			L					1		Turned off gas; chimney down; tree down	

Summary of All Hazards in Area; For Use By MBCERTA Team Members      \* "Assignment Completed" column for use by Area Leader      MBCERTA    4/5/10  
 Team: Mark # hazards of each type encountered & # of people involved (if any). Add comments if needed. Note any quick actions taken taken. Turn in to Area Leader. Area  
 Leader: Note time received. Have Area Communicator call info into CEOC & return sheet to you.

If Team assigned to Location, document on Team Assignment Status form & put a slash (/) in "Assignment Completed" column. When  
 Team completes assignment, add backslash in column to mark complete(X)

**CEOC Notified Time:**



# MBCERTA Team Action Report Area: \_\_\_\_\_



<b>Date:</b>	<b>Event or Incident:</b>	<b>Page # of</b>
<b>Team Name:</b>	<b>Area Leader:</b>	<i>Time Rcvd:</i>
<b>Address / Location:</b>		
<b>Damage / Hazard(s):</b>		
<b>Actions Taken:</b>		
<b>Time Completed</b>		
<b>Comments:</b>		

For Deployed Team Members Assigned & Responding to Location for Action

MBCERTA 4/5/10

Turn in to Area Leader

Area Leader: Note time received. Have Area Communicator call into CEOC & return sheet to you.

<b>CEOC Notified Time:</b>
----------------------------



MBCERTA 4/5/10



**MBCERTA**  
**Area Communicator Message**  
**Area: \_\_\_\_\_**



<b>Date:</b>	<b>Event or Incident:</b>	<b>Message #</b>
<b>Area Leader:</b>		<b>Area Communicator:</b>
<b>GENERAL MESSAGE</b>		
<b>To:</b>		<b>Position:</b>
<b>From:</b>		<b>Position:</b>
<b>Subject:</b>		<b>Time:</b>
<b>Message:</b>		
<b>Signature:</b>		<b>Position:</b>
<b>Reply:</b>		
<b>Date:</b>	<b>Time:</b>	<b>Signature / Position:</b>

For Area Communicator to Record Communications  
 Functional Equivalent to ICS Form 213

MBCERTA 4/5/10



# MBCERTA

## Area Victim Treatment Record

Area: \_\_\_\_\_



<b>Date:</b>	<b>Event or Incident:</b>				<b>Page #    of</b>	
<b>Area Leader:</b>			<b>Area Communicator:</b>			
<b>Person Reporting:</b>						
TIME IN	NAME OR DESCRIPTION	TRIAGE TAG	CONDITION	MOVED TO:	TIME OUT	

For Medical Treatment Area MBCERTA 4/5/10  
 Document each person brought to the treatment area. If victim cannot give name, write a brief description, e.g., sex, approximate age, hair color, race, etc.  
 Tag color: Red = Immediate, Yellow = Delayed, Green = Minor, Black = Dead



# MBCERTA Area Leader Action Log

Area: \_\_\_\_\_



<b>Date:</b>	<b>Event or Incident:</b>	<b>Page #    of</b>
<b>Area Leader:</b>		<b>Area Communicator:</b>
<i>MBCERTA Members Responding for Deployment Recorded on Sign-In/Sign-Out Sheet</i>		
<b>Action / Activity Log</b> <i>(Record Key Actions Taken, Including Change of Command, etc.):</i>		
<b>Time:</b>	<b>Key Action Taken / Comments:</b>	
<b>Time:</b>	<b>Key Action Taken / Comments:</b>	
<b>Time:</b>	<b>Key Action Taken / Comments:</b>	
<b>Time:</b>	<b>Key Action Taken / Comments:</b>	
<b>Time:</b>	<b>Key Action Taken / Comments:</b>	
<b>Time:</b>	<b>Key Action Taken / Comments:</b>	

For Area Leader to Record Key Actions Taken  
Functional Equivalent to ICS Form 214

MBCERTA 4/5/10



**MBCERTA**  
**Area Leader Resource Request**  
**Area: \_\_\_\_\_**



<b>Date:</b>	<b>Event or Incident:</b>	<b>Page #    of</b>	
<b>Area Leader:</b>		<b>Area Communicator:</b>	
<b>Date / Time:</b>	<b>Resource Requested</b>	<b>Date / Time:</b>	<b>Resources Responding / Comments</b>
<b>Date / Time:</b>	<b>Resource Requested</b>	<b>Date / Time:</b>	<b>Resources Responding / Comments</b>
<b>Date / Time:</b>	<b>Resource Requested</b>	<b>Date / Time:</b>	<b>Resources Responding / Comments</b>
<b>Date / Time:</b>	<b>Resource Requested</b>	<b>Date / Time:</b>	<b>Resources Responding / Comments</b>
<b>Date / Time:</b>	<b>Resource Requested</b>	<b>Date / Time:</b>	<b>Resources Responding / Comments</b>

For Area Leader to Record Requests for Additional Resources

Functional Equivalent to ICS Form 308

MBCERTA 4/5/10



# MBCERTA

## Event or Incident Summary Report

Area: \_\_\_\_\_



<b>Date:</b>		<b>Page #      of</b>	
<b>Area Leader:</b>		<b>Area Communicator:</b>	
<b>Event or Incident:</b>		<b>Operational Period of Incident:</b>	
<b># MBCERTA Members Responding for Deployment</b> <i>(See Sign-In/Sign-out Sheet for names):</i>			
<b>% of Area Assessed:</b> <i>(Explain in Comments if Not 100%):</i>		<b># Locations with Damage / Hazards:</b>	
<b># Hazards Identified:</b>		<b># Hazards Mitigated:</b>	
<b># Communications with CEOC:</b>			
<b>Summary of Key Actions Taken:</b>			
<b>Summary of Resources Requested / Received:</b>			
<b>Summary Comments:</b>			
<b>Time Completed</b>			

For Area Leader To Summarize MBCERTA Activities During Deployment  
Attach All Completed Area Deployment Forms

MBCERTA 4/5/10



To Identify MBCERTA Members Reporting for Deployment and When Released  
Functional Equivalent to ICS Forms 211 and 221



**MBCERTA  
CEOC  
Event or Incident  
Organization Assignment List**



Date:	Time:	Event or Incident:	Page #	of
11/13/08	10:15	Great Shakeout Drill	1	1
Incident Commander (City of MB / MBFD): Tom Nolan				
MBCERTA Incident Commander: Graham Burdon				
MBCERTA Incident Communicator: Van Wilson				
Area 1	Area Leader:	Peter Jones	Area Communicator:	Alan Adams
Area 2	Area Leader:	Carolyn Garcia	Area Communicator:	Ted Mundt
Area 3	Area Leader:	Steve Chu	Area Communicator:	Grace Davis
Area 4	Area Leader:	John McNeal	Area Communicator:	Mary Smith
CERT EOC (CEOC) Special Assignments (If Any)				
Assignment:		Runner / Messenger	Name: Danny Tesla	
Assignment:			Name:	
Assignment:			Name:	
Assignment:			Name:	
Assignment:			Name:	



# MBCERTA

## Team Assignment Status

Area: 4



Date:	11/13/08	Area Leader	John McNeal	Area Communicator	Mary Smith	Page #	1	of	2
Event or Incident: Great Earthquake Drill									
Team Name: RED		Team Name: GREEN		Team Name: PURPLE		Team Name: PURPLE			
Start Time	End Time	Start Time	End Time	Start Time	End Time	Start Time	End Time	Start Time	End Time
10:20	12:10	10:20	11:50	10:40	11:20	11:20	11:40	11:20	11:40
1. Susan James		1. Peter Johnson		1. Liz Kennedy		1. Liz Kennedy		1. Liz Kennedy	
2. Bill Klein		2. Ann Sullivan		2. David Adams		2. David Adams		2. David Adams	
3. Joe Rodriguez		3. Jill La Croix		3.		3.		3.	
4.		4.		4.		4.		4.	
5.		5.		5.		5.		5.	
Assignment		Assignment		Assignment		Assignment			
Assess		Assess		Assess		Following on water			
Sedulveda to Peck		Peck to Aviation		Peck to Aviation		Peak at 137 8th St.			
2nd to Artesia		2nd to Artesia		MBB to 8th					
Comments		Comments		Comments		Comments			
CLEAR		CLEAR		CLEAR		CLEAR			

To Track MBCERTA Team Members On Assignment Functional Equivalent to ICS Forms 204 and 210 MBCERTA 4/5/10  
 Area Leader: Designate Team Name & print Team Members' names in numbered boxes. When Team completes assignment and returns to Staging Area, use new column for the next assignment.



Area: 4

[illegible]

Summary of All Hazards in Area; For Use By MBCERTA Team Members	"Assignment Completed" column for use by Area Leader	MBCERTA	4/5/10
<p>1. Mark # hazards of each type encountered &amp; # of people involved (if any). Add comments if needed. Note any <u>quick</u> actions taken. Turn in to Area Leader.</p> <p>Leader: Note time received. Have Area Communicator call info into CEOC &amp; return sheet to you.</p>			

Team assigned to Location, document on Team Assignment Status form & put a slash (/) in "Assignment Completed" column. When Team completes assignment, add backslash in column to mark complete(X)

**CEOC Notified Time:** 11:25



**MBCERTA**  
**Team Action Report**  
**Area: 4**



Date: 11/13/08	Event or Incident: Great Shakeout Drill	Page # of 1 1
Team Name: PURPLE	Area Leader: John McNeel	Time Rcvd: 11:40
Address / Location: 1137 8th St.		
Damage / Hazard(s): Water leak		
Actions Taken: Shut off water service - leak stopped		
Time Completed 11:35		
Comments:		

For Deployed Team Members Assigned & Responding to Location for Action  
 Turn in to Area Leader

MBCERTA 4/5/10

Area Leader: Note time received. Have Area Communicator call into CEOC & return sheet to you.

**CEOC Notified Time:**

11:45



[illegible]



**MBCERTA**  
**Area Communicator Message**  
 Area: 4



Date: 11/13/08	Event or Incident: Great Shakeout Drill	Message # 1
Area Leader: John Mc Neal		Area Communicator: Mary Smith
<b>GENERAL MESSAGE</b>		
To: Van Wilson		Position: CEDC Communicator
From: Mary Smith		Position: Area 4 Communicator
Subject:		Time: 10:15
Message:  Initial check-in : Area 4, 10:15 Area Leader John McNeal "Communicator Mary Smith 10 people reporting, commencing check of neighborhood		
Signature: Mary Smith		Position: Area 4 Communicator
Reply:  Message rec'd		
Date: 11/13/08	Time: 10:16	Signature / Position: by Van Wilson CEDC Comm



**MBCERTA**  
**Area Victim Treatment Record**

Area: 4

[illegible]

For Medical Treatment Area

Document each person brought to the treatment area. If victim cannot give name, write a brief description, e.g., sex, approximate age, hair color, race, etc.

Tag color: Red = Immediate, Yellow = Delayed, Green = Minor, Black = Dead

MBCERTA 4/5/10



# MBCERTA

## Area Leader Resource Request

Area: 4



Date / Time:	Event or Incident:	Area Communicator:	Page # of /
Area Leader:	John McNeal	Mary Smith	
Date / Time:	Resource Requested	Date / Time:	Resources Responding / Comments
11/13/08 2:15	Public Works Sewage leak 1053 Rowell		
Date / Time:	Resource Requested	Date / Time:	Resources Responding / Comments
Date / Time:	Resource Requested	Date / Time:	Resources Responding / Comments
Date / Time:	Resource Requested	Date / Time:	Resources Responding / Comments
Date / Time:	Resource Requested	Date / Time:	Resources Responding / Comments



**MBCERTA**  
**Event or Incident Summary Report**  
 Area: 4



Date: <u>11/13/08</u>		Page # <u>1</u> of <u>1</u>
Area Leader: <u>John McNeal</u>		Area Communicator: <u>Mary Smith</u>
Event or Incident: <u>Great Shakedown Drill</u>		Operational Period of Incident: <u>11/13/08 1000 - 1321</u>
# MBCERTA Members Responding for Deployment (See Sign-In/Sign-out Sheet for names): <u>11</u> *		
% of Area Assessed: <u>100%</u> <small>(Explain in Comments if Not 100%):</small>	# Locations with Damage / Hazards: <u>15</u>	
# Hazards Identified: <u>19</u>	# Hazards Mitigated: <u>17</u>	
# Communications with CEOC: <u>5</u>		
Summary of Key Actions Taken: <u>* Released 1 volunteer to assist Area 2</u>		
Summary of Resources Requested / Received: <u>Public works - Water &amp; Sewage leak 1053 Rowell</u> <u>PENDING</u>		
Summary Comments:		
Time Completed <u>13:21</u>		



# Appendix C - Revision History

**Original Release:** 17 October 2008

**Revision 1:** 1/19/09

Changes:

- Clarify that Incident Commander is from MBFD and Command Staff may be either MBFD or MBCERTA (Section “Activation - Deactivation”)
- Add paragraph regarding licensing of Amateur Radio Service (Section “Communications Modes”)
- Minor formatting changes

**Revision 2:** 4/6/09

Changes:

- Add Appendix E: MBCERTA Deployment Forms and reference to Appendix E in Section “Deployment”
- Change terminology to “AICC Leader” and “AICC Communicator” throughout
- Change appendix reference for FRS radio channels from “A” to “B” (Section “Team Communications”)
- Add section “Revision History”
- Minor formatting changes

**Revision 3:** 6/10/09

Changes:

- Update Member List

**Revision 4:** 9/11/09

Changes:

- Changed Reporting sites for Area #3 and #4
- Update Member List

**Revision 5:** 9/18/09

Changes:

- Update Member List
- Update FRS Radio Frequencies

**Revision 6:** 11/1/09

Changes:

- Update FRS Radio Frequencies on Reporting Map

**Revision 7:** 2/02/10

Changes:

- Changed meeting location, Area #2 on Reporting Map

**Revision 8:** 3/21/10

Changes:

- Update Appendix “A” Member List



**Revision 9:**

4/5/10

**Changes:**

- Update for NIMS/ICS Form compliance (see below)
- Update to include MBCERTA incident command structure
- Update for use in Community Service non-emergency events
- Changed “TBD” in Activation section to indicate that the list MBFD will call from is the MBCERTA Officers
- Update to provide MBCERTA Vehicle Location Information
- Update to include information on GMRS frequency use
- Update Appendix B FRS channels to be in compliance with FCC regulations
- Minor formatting changes, e.g., separate Appendix page numbering, footer ordering, etc.

ICS Form	Title	Recommendation
Form 201	Incident Briefing	N/A – Needed only at MBFD-Level or Higher
Form 202	Incident Objectives	Document objectives for activation for a community event / drill and activation during an emergency and include in Activation Plan.
Form 203	Organization Assignment	Create new MBCERTA form for use at CERT-EOC Level
Form 204	Assignment List	Use MBCERTA Team Assignment Status Sheet as Functional Equivalent
Form 205	Incident Radio Communications Plan	Incorporate appropriate info into Activation Plan
Form 206	Medical Plan	N/A – Needed only at MBFD-Level or Higher
Form 207	Organizational Chart	Incorporate appropriate info into Activation Plan
Form 209	Incident Status Summary	N/A – Needed only at MBFD-Level or Higher
Form 210	Status Change Card	Use MBCERTA Team Member Sign-In and Team Assignment Status Sheets as Functional Equivalent
Form 211	Check-In List	Use MBCERTA Team Member Sign-In Sheet as Functional Equivalent
Form 213	General Message	Tailor for use to upgrade / replace MBCERTA Area EOC Communications Log
Form 214	Unit Log	Modify Area Leader Action Log and use upgraded form as functional equivalent
Form 215	Operational Planning Worksheet	N/A – Needed only at MBFD-Level or Higher
Form 215a	Incident Action Plan Safety Analysis	N/A – Needed only at MBFD-Level or Higher
Form 216	Radio Requirements Worksheet	Incorporate appropriate info into Activation Plan
Form 217	Radio Frequency Assignment Worksheet	Incorporate appropriate info into Activation Plan
Form 218	Support Vehicle Inventory	Incorporate appropriate info into Activation Plan
Form 219	Card Stock (ID Cards)	Use MBCERTA ID Cards as Functional Equivalent
Form 220	Air Operations Summary	N/A
Form 221	Demobilization Plan	Change name of MBCERTA Sign-In Sheet to Sign-in / Sign-Out Sheet then use MBCERTA form as Functional Equivalent
Form 226	Individual Personnel Rating	N/A
Form 308	Resource Order Form	Create new MBCERTA form



**Revision 10:** 8/1/11

Changes:

- Deployment procedures on Page 4 and 5 to reflect the establishment of a predetermined Command Staff when available.
- Trucks and Trailer renamed (Numbered) to correspond with the areas that they are deployed to.

**Revision 11:** 11/1/14

Changes”

- Trucks added, and Trailer renamed (Numbered) to correspond with the areas that they are deployed to. Command vehicle added to the system.

**Revision 12:** 4/13/15

Changes”

- Added Communications Radio and Frequencies to Appendix B, renaming C-E.

**Revision 13:** 9/19/16

Changes”

- Added EMR meeting location to Fire Station 1.
- Updated CERT Initial Response Organizational Chart.