MANHATTAN BEACH

ASSOCIATION

Manhattan Beach CERT Activation Plan

Date: 06/01/24

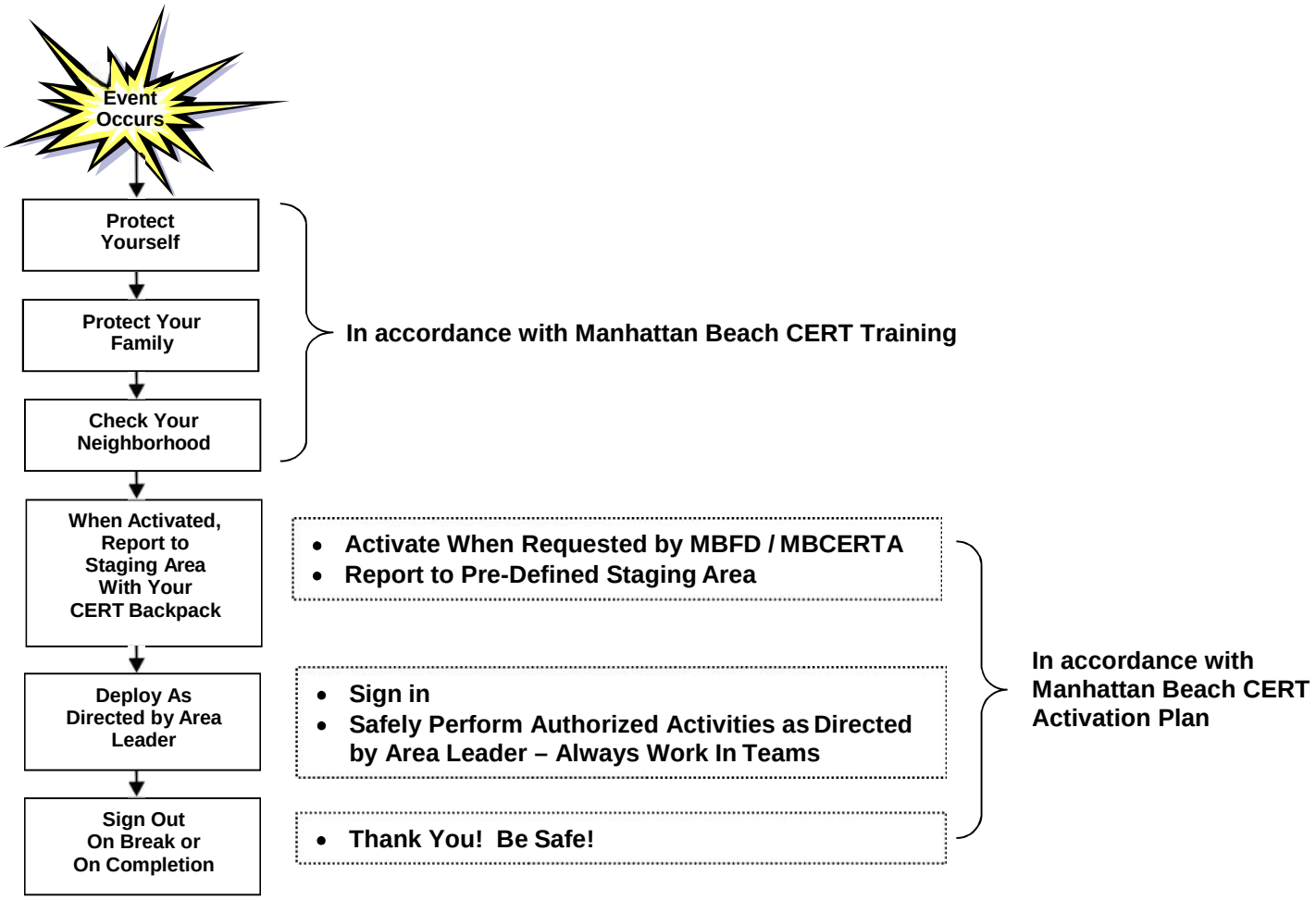
Revision: #16

This plan contains personal private information on MBCERTA members in Appendix A, which may not be publicly disseminated. The plan without Appendix A 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 two 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 two geographic regions are defined below:

Area	Region
1	West portion of the city, West Side of Sepulveda
2	East portion of the City, 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, Everbridge Alert System, 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 two Areas are contacted. Members of the two areas would then be contacted for mobilization.

The phone numbers are divided into 2 sections and listed in Appendix A, MBCERTA Activation Lists:

1. MBCERTA Area 1 List
2. MBCERTA Area 2 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

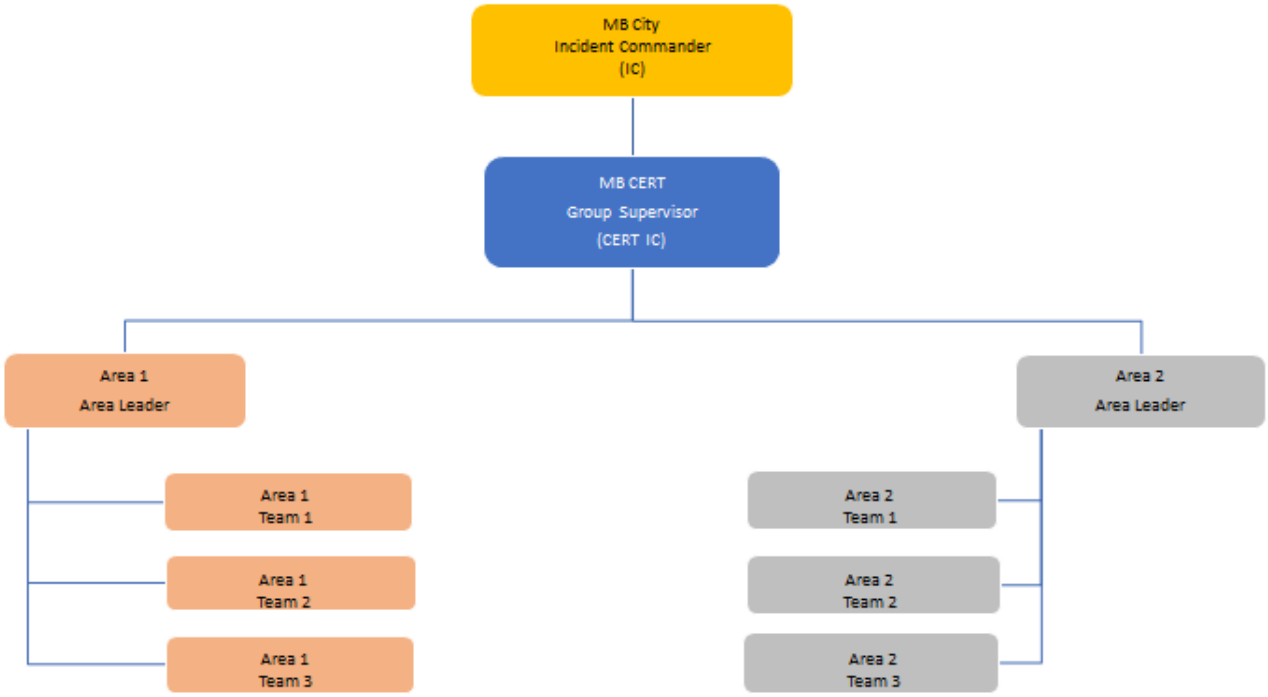
Upon Activation, all available MBCERTA members will report to their respective staging Areas based on their geographic region numbers above and described below as well as in the map which follows.

Area	Staging Area
1	South Baseball Field next to Joslyn Center on Valley
2	SW Gazebo / Polliwog Park

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.



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 utilized as needed tby MBCERTA. The Area Leader initially 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 C contains the forms, detailed information on how to use them, and sample forms. The forms are ICS-compliant to the extent practicable.

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.

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, (Land Mobile Radio (LMR), (Family Radio Service (FRS), or Amateur Radio 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. Licensed Land Mobile Radio ("LMR" Radios)
2. Licensed Amateur Radios ("Ham" Radios)
3. Family Radio Service ("FRS" Radios)

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.

The **Land Mobile Radios** will be used in conjunction with Amateur Radios to communicate between the AICCs and the CEOC. The frequencies/channels to be used are defined in Appendix B.

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 B.

FRS radios are tertiary tool used by MBCERT teams to communicate within a team (intra-team communications), or if comms on LMR Radios is compromised. Each MBCERT Area will be assigned a unique frequency (channel) by CEOC. 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.

Team Communications

The Area Communicator should assess the number of radios available and the capabilities of each radio. LMR and 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. Radios should be signed out to each team or individual using a radio sign out form.

The Area Communicator should attempt to communicate with the CEOC using the LMR radio on the appropriate frequency/channel listed in Appendix B. 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.

If LMR Communications cannot be established within a reasonable time, the Amateur Radios should be set up and the CEOC should be hailed on the appropriate amateur frequency listed in Appendix B

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. Appendix A is restricted to MBCERTA members only and may not be publicly disseminated.

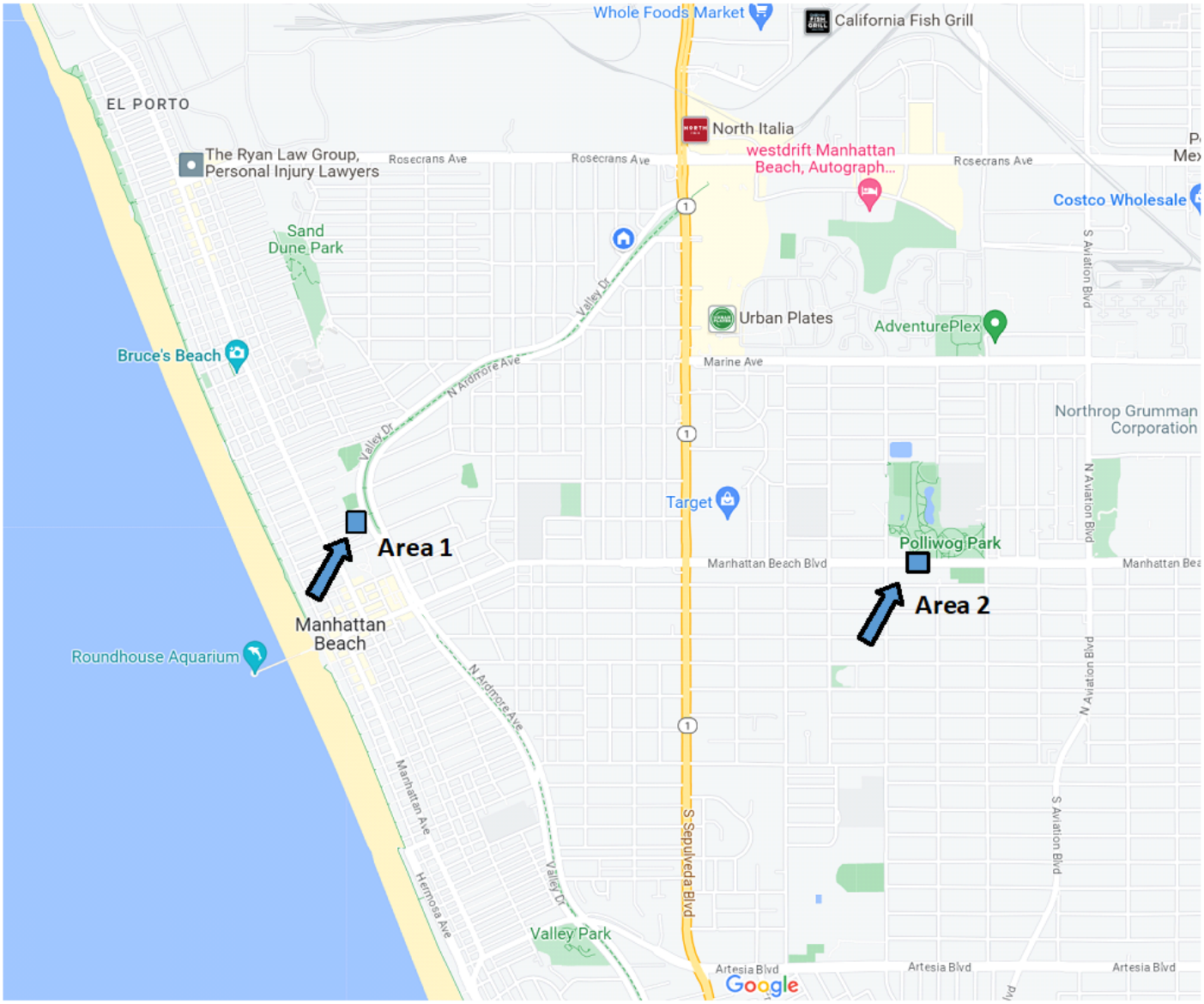
Support Vehicles Available

MBCERTA has 4 vehicles 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 underground at Fire Station 1, ready to be deployed when needed.

Area	Vehicle	Location
1	Truck #1	MBFD Station #1, Underground
2	Truck #2	MBFD Station #1, Underground
	Cmd Truck	MBFD Station #1, Underground
	Event Vehicle	MBFD Station #1, Underground

CERT Reporting Locations

Reporting locations: Indicated by BLUE SQUARES
Area #1 – South Baseball Field/Joslyn
Area #2 – S.W. Gazebo/Polliwog Park



Vehicle Locations:

Truck #1 _ Area #1 MBFD Station #1, Underground
Truck #2 – Area #2 MBFD Station #1, Underground
Command Truck MBFD Station #1, Underground
Event Vehicle MBFD Station #1, Underground

AREA #1

South ball field, North of Joslyn Ctr.

Looking North

AREA #2

S.W. Gazebo, Polliwog Park

Looking North

Appendices

Appendix A – MBCERTA Activation Lists

Appendix B – Radio Types and Frequency's

Appendix C – MBCERTA Deployment Forms

Appendix D – 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.

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

Appendix B - Emergency Communication Plan

INCIDENT RADIO COMMUNICATIONS PLAN	Manhattan Beach CERT Emergency Communications Plan **CERT Emergency Frequencies**	Date/Time Prepared 6-Oct-23	Operational Period Date/Time Use During CERT Activation

Function	Channel Name/Trunked Radio System Talkgroup	Assignment	RX Freq N or W	RX Tone/NAC	TX Freq N or W	Tx Tone/NAC	Mode A, D or M	Remarks
Incident Command	CIC - PV	CERT	LMR Channel 11		LMR Channel 11		D	Motorola LMR Commercial Radio
Incident Command Backup	CIC - Mt. Wilson	CERT	LMR Channel 12		LMR Channel 12		D	Motorola LMR Commercial Radio
Area 1 (West)	TAC1	CERT	LMR Channel 1		LMR Channel 1		D	Motorola LMR Commercial Radio
Area 2 (East)	TAC2	CERT	LMR Channel 2		LMR Channel 2		D	Motorola LMR Commercial Radio
Incident TAC3	TAC3	CERT	LMR Channel 3		LMR Channel 3		D	Motorola LMR Commercial Radio
Incident TAC4	TAC4	CERT	LMR Channel 4		LMR Channel 4		D	Motorola LMR Commercial Radio
Medical	TAC5	CERT	LMR Channel 5		LMR Channel 5		D	Motorola LMR Commercial Radio
Incident Command	Amateur Net Control	CERT	446.0000 W	None	Simplex		A	Amateur Radio - License Required
Tactical	AMTAC1	CERT	445.9500 W	None	Simplex		A	Amateur Radio - License Required
Tactical	AMTAC2	CERT	147.5400 W	None	Simplex		A	Amateur Radio - License Required
Incident FRS TAC1	FRS-1	CERT	467.6125 W	74.4 (Code 3)	Simplex		A	FRS Radio Ch. 10-3
Incident FRS TAC2	FRS-2	CERT	467.6375 W	74.4 (Code 3)	Simplex		A	FRS Radio Ch. 11-3
Incident FRS TAC3	FRS-3	CERT	467.6625 W	74.4 (Code 3)	Simplex		A	FRS Radio Ch. 12-3
Incident FRS TAC4	FRS-4	CERT	467.6875 W	74.4 (Code 3)	Simplex		A	FRS Radio Ch. 13-3
Incident FRS TAC5	FRS-5	CERT	467.7125 W	74.4 (Code 3)	Simplex		A	FRS Radio Ch. 14-3

Prepared By (Communications Unit)	Incident Location: Manhattan Beach, CA 90266
Manhattan Beach CERT Communications Committee / Robert Heintz KJ6PLN / K6MBC	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 Deployment Forms

Using Forms to Communicate with Responders/Emergency Management

Forms Used for Response Documentation

Damage Assessment Form

Completed by CERT Volunteers as they travel through the area to the CERT's staging location, then given to the CERT Team Leader; provides a summary overall summary of hazards in selected areas including: Fires; Utility Hazards; Structural Damage; Injuries and deaths;Available access; and Essential for priortizing and formulating Action Plans.

CERT Personnell Resources Check-In Form

Used to sign in CERT volunteers as they arrive at the staging location; provides information about: Who is on Site; When they arrived; When they were assigned; Their special skills; and used by staging personnel to track personnel availability.

CERT Assignment Tracking Log

Used by the Command Post for keeping awarness of situation status; contains essential information tracking the overall situation.

CERT Briefing Assessment Form

Used by the Command Post to provide instructions to functional teams; used by teams to log their actions and report new dammage assessment information.

CERT Team Action Log

Completed by CERT Volunteers to document team actions and findings. Every action is listed with a time stamp.

CERT Treatment Area Record

Completed by medical tretment area personnel to record survivors entering the treatment area, their condition, and their status.

CERT Communication Log

Completed by the radio operator; used to log incoming and outgoing transmissions.

CERT Equipment Inventory Form

Used to check out and check in CERT managed equipment.

CERT General Message Form

Used for messages between command levels and groups; messages should be clear and concise and should focus on such key issues as: Assignment completion; Additional resources required; Special information; and status update.

DAMAGE ASSESSMENT FORM	CERT	DATE
LOCATION		

SIZE UP

(check if applicable)

FIRES		HAZARDS				STRUCTURE		PEOPLE			ROADS		ANIMALS		
BURNING	OUT	GAS LEAK	H20 LEAK	ELECTRIC	CHEMICAL	DAMAGED	COLLAPSED	INJURED	TRAPPED	DEAD	ACCESS	NO ACCESS	INJURED	TRAPPED	ROAMING

OBSERVATIONS

CERT MEMBER	PAGE ____ OF _____

CERT FORM #1

PERSONNEL RESOURCES CHECK-IN		CERT						DATE		
CHECK IN TIME	CHECK OUT TIME	NAME	ID # (CERT badge or other)	CONTACT (cell # or radio)	PREFFERRED ASSIGNMENT			SKILLS	TEAM ASSIGNMENT	TIME ASSIGNED
					FIRE	MEDICAL	SAR			
SCRIBE(S)								PAGE ____ OF _____		

CERT FORM #2

ASSIGNMENT TRACKING LOG	CERT	DATE

ASSIGNMENT		ASSIGNMENT		ASSIGNMENT		ASSIGNMENT	
LOCATION		LOCATION		LOCATION		LOCATION	
TEAM		TEAM		TEAM		TEAM	
TEAM LEADER/CONTACT #		TEAM LEADER/CONTACT #		TEAM LEADER/CONTACT #		TEAM LEADER/CONTACT #	
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	
OBJECTIVES		OBJECTIVES		OBJECTIVES		OBJECTIVES	
RESULTS		RESULTS		RESULTS		RESULTS	

CERT LEADER/ INCIDENT COMMANDER	PAGE ___ OF ___
SCRIBE(S)	

CERT FORM #3

BRIEFING ASSIGNMENT	CERT	DATE	
COMMAND POST CONTACT #		TIME OUT	TIME BACK

INSTRUCTIONS TO TEAM

TEAM NAME	LOCATION

OBJECTIVES

EQUIPMENT ALLOCATED

REPORT FROM RESPONSE TEAM

FIRES		HAZARDS				STRUCTURE		PEOPLE			ROADS		ANIMALS		
BURNING	OUT	GAS LEAK	H20 LEAK	ELECTRIC	CHEMICAL	DAMAGED	COLLAPSED	INJURED	TRAPPED	DEAD	ACCESS	NO ACCESS	INJURED	TRAPPED	ROAMING

CERT FORM #4.a

TEAM ACTION LOG
(time stamp each action; draw map if needed)

SCRIBE

VICTIM TREATMENT AREA RECORD	CERT	DATE
TREATMENT AREA LOCATION		

TIME IN	NAME OR DESCRIPTION	TRIAGE TAG (circle)	CONDITION/TREATMENT (update as needed)	MOVED TO	TIME OUT
		IMMED DELAY MINOR			
		IMMED DELAY MINOR			
		IMMED DELAY MINOR			

SCRIBE(S)	PAGE ___ OF ____

CERT FORM #5

COMMUNICATIONS LOG	CERT	DATE
	RADIO OPERATOR NAME	

LOG			
TIME	FROM	TO	MESSAGE

PAGE_____ OF_____

CERT FORM #6 (Based on ICS 309)

EQUIPMENT INVENTORY	CERT	DATE

ASSET #	ITEM DESCRIPTION	OWNER	ISSUED TO		QTY	TIME	INITIALS	COMMENTS
				ISSUED				
				RETURNED				
				ISSUED				
				RETURNED				
				ISSUED				
				RETURNED				
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				RETURNED				

SCRIBE(S)	PAGE ___ OF ___

CERT FORM #7 (Based on ICS 303)

GENERAL MESSAGE

TO	POSITION	
FROM	POSITION	
SUBJECT	DAT	TIME

MESSAGE

SIGNATURE	POSITION

REPLY

DATE	TIME	SIGNATURE/POSITION

CERT FORM #8 (ICS 213)

GENERAL MESSAGE

TO	POSITION	
FROM	POSITION	
SUBJECT	DAT	TIME

MESSAGE

SIGNATURE	POSITION

REPLY

DATE	TIME	SIGNATURE/POSITION

CERT FORM #8 (ICS 213)

Form 2.1: CERT Damage Assessment Form

DAMAGE ASSESSMENT FORM	CERT WILSONVILLE	DATE ## / ## / ##
LOCATION SE CORNER 16TH AND OAK ROAD UP TO THE SCHOOL IS CLEAR.		
CERT MEMBER SUSAN ADAMS		PAGE 1 OF 1

CERT FORM #1

PERSONNEL RESOURCES CHECK-IN		CERT: WILSONVILLE						DATE: ## / ## / ##		
CHECK IN TIME	CHECK OUT TIME	NAME	ID # (CERT badge or other)	CONTACT (cell # or radio)	PREFFERRED ASSIGNMENT			SKILLS	TEAM ASSIGNMENT	TIME ASSIGNED
					FIRE	MEDICAL	SAR			
9:20 AM	12:45 PM	MARIANNE SHAW	756	(212) 522-2222				RADIO OPS	SAR 1	9:37 AM
SCRIBE(S): JOHN TAYLOR, SHEILA EVANS								PAGE 1 OF 2		

CERT FORM #2

Form 2.2: CERT Personnel Resources Check-In Form

ASSIGNMENT TRACKING LOG	CERT	DATE
	WILSONVILLE	## / ## / ##

ASSIGNMENT	ASSIGNMENT	ASSIGNMENT	ASSIGNMENT
Structural damage-Tornado			
LOCATION	LOCATION	LOCATION	LOCATION
SE Corner 16th and Oak			
TEAM	TEAM	TEAM	TEAM
SAR 1			
TEAM LEADER/CONTACT #	TEAM LEADER/CONTACT #	TEAM LEADER/CONTACT #	TEAM LEADER/CONTACT #
Marianne Shaw (212) 522-2222			
START TIME / END TIME	START TIME / END TIME	START TIME / END TIME	START TIME / END TIME
9:37AM / 10:22 AM	/	/	/
1 Taejin Kim	1	1	1
2 Rina Jah	2	2	2
3 Burt Manning	3	3	3
4 Alison McKittredge	4	4	4
5	5	5	5
OBJECTIVES	OBJECTIVES	OBJECTIVES	OBJECTIVES
To conduct a search and rescue of damaged high school gym			
RESULTS	RESULTS	RESULTS	RESULTS
No victims located. Gym lightly damaged. Saw heavy damage to west wing of school			

CERT LEADER/ INCIDENT COMMANDER	Elizabeth King	PAGE 1 OF 2
SCRIBE(S)	Billy Rogers, Jorge Garcia	

CERT FORM #3

Form 2.3: CERT Assignment Tracking Log

Form 2.4a: CERT Briefing Assignment Form

BRIEFING ASSIGNMENT	CERT	DATE	
	WILSONVILLE	## / ## / ##	
COMMAND POST CONTACT #		TIME OUT	TIME BACK
(212) 555-1212		9:50 AM	10:36 AM

INSTRUCTIONS TO TEAM

TEAM NAME	LOCATION
Medical 2	Delmonico's Italian Restaurant, 810 King Street

OBJECTIVES

To conduct medical sizeup of any victims found.

EQUIPMENT ALLOCATED

REPORT FROM RESPONSE TEAM

FIRES		HAZARDS				STRUCTURE		PEOPLE			ROADS		ANIMALS		
BURNING	OUT	GAS LEAK	H20 LEAK	ELECTRIC	CHEMICAL	DAMAGED	COLLAPSED	INJURED	TRAPPED	DEAD	ACCESS	NO ACCESS	INJURED	TRAPPED	ROAMING
								3			✓				

CERT FORM #4.a

Form 2.4b: CERT Team Action Log

TEAM ACTION LOG
(time stamp each action; draw map if needed)

10:52 Team arrived at the restaurant. Made our way through the debris to victim #1, Bill Baker. Conscious and in pain. Ankle was trapped under a heavy bookcase. Extricated him. Two team members carried him to treatment area.

10:54 Victim #2, Carol Loughney. Bleeding on head from falling ceiling. Walked her to treatment area.

10:55 Victim # 3. Found in kitchen. Unconscious but breathing. May have broken leg. Splinted leg. Moved by stretcher to treatment area.

SCRIBE

Sam Ariton

CERT FORM #4.b

VICTIM TREATMENT AREA RECORD	CERT	DATE
	WILSONVILLE	## / ## / ##

TREATMENT AREA LOCATION: RIDGEWAY PARK

TIME IN	NAME OR DESCRIPTION	CONDITION/TREATMENT (update as needed)	MOVED TO	TIME OUT
10:24 AM	Stephen Edmondson, 35 yo, very tall	10:30 Heavy bleeding from cut at right temple—bandaged 10:45 Complained of dizziness an d nausea	Sibley Hospital	12:15 PM

SCRIBE(S): REGGIE OSBORN

PAGE 2 OF 2

CERT FORM #5

Form 2.5: CERT Treatment Area Record

Form 2.6: CERT Communications Log

COMMUNICATIONS LOG	CERT	DATE
	RADIO OPERATOR NAME	

LOG			
TIME	FROM	TO	MESSAGE

PAGE_____ OF_____

CERT FORM #6 (Based on ICS 309)

EQUIPMENT INVENTORY	CERT				DATE			
	WILSONVILLE				## / ## / ##			
ASSET #	ITEM DESCRIPTION	OWNER	ISSUED TO		QTY	TIME	INITIALS	COMMENTS
727880	STRETCHER	FD	MED 2	ISSUED	1	10:45 AM	AR	
				RETURNED	1	3:10 PM	AR	
				ISSUED				
				RETURNED				
				ISSUED				
				RETURNED				
				ISSUED				
				RETURNED				
				ISSUED				
				RETURNED				
				ISSUED				
				RETURNED				
				ISSUED				
				RETURNED				
				ISSUED				
				RETURNED				
				ISSUED				
				RETURNED				
				ISSUED				
				RETURNED				
SCRIBE(S)								
SYLVIE D'ANJOU						PAGE 1 OF 1		

CERT Form #7 (Based on ICS 303)

Form 2.7: CERT Equipment Inventory Form

GENERAL MESSAGE		
TO	POSITION	
FROM	POSITION	
SUBJECT	DATE	TIME
MESSAGE		
SIGNATURE	POSITION	
REPLY		
DATE	TIME	SIGNATURE/POSITION

CERT FORM #8 (ICS 213)

GENERAL MESSAGE		
TO	POSITION	
FROM	POSITION	
SUBJECT	DATE	TIME
MESSAGE		
SIGNATURE	POSITION	
REPLY		
DATE	TIME	SIGNATURE/POSITION

CERT FORM #8 (ICS 213)

Form 2.8: CERT General Message Form

Appendix D **- 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.

Revision 14: 10-15-23

Changes"

- Updated all areas with change to two response areas.
- Removed response areas 3 and 4.

Revision 15: 03-01-24

Changes:

- Updated Vehicles
- Updated Forms

Revision 16: 06-01-24

Changes:

- Cleaned up wording
- Removed Member Skills Appendix