

# Nassau County Community Emergency Response (CERT) CERT ACTIVATION PLAN

## Appendix 11

### CERT PREPAREDNESS

#### A. Pre-Activation Readiness

Your pre-activation readiness and your ability to perform your assigned task during an emergency/disaster greatly depend on your personal and family preparedness. In this section we will first review steps you can take to properly prepare yourself for Activation, Check-in and Post Check-in procedures, and Demobilization.

If you know that you are on an emergency call-up roster of personnel who will work at an incident – or if your day-to-day position is one that would be activated for all incidents reaching a specific size and/or complexity, you will do well to prepare in advance. Knowing what position you will fill on scene will help you prepare, but even if you aren't sure when or how you will be deployed, there are some items you should assemble in advance. Preparing your "CERT BAG" will help ensure that you have everything that you will need and reduce the time between Activation and check in.

#### Assembling your CERT BAG

Your CERT bag should include all of the items that you received during your basic training. Make sure all items are in good condition (i.e., batteries for flashlight). Additional items you may want to consider are as follows:

- Pens, pencils and paper
- Calling Tree
- Clipboard
- Whistle
- Marker
- Water bottles

In addition to your CERT bag, you should also prepare a "Go Kit" for your personal items in the event your activation requires an extended period. Below is a list of items you should include in your Go Kit:

- One or more change of clothing (including shoes) as appropriate to the incident, season and climate.
- Outerwear, as appropriate to the incident, season and climate.
- Toiletries and hygiene supplies.
- Medication (prescription and over the counter). Note: If the medication that you take has a shelf life, always make sure you have the newest medication in your Go Kit.
- Snacks.
- Bring reading material, portable CD player or other entertainment for your time off.

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If you are on the emergency call-up list you should assemble these items and keep them available at all times. If you may only be deployed occasionally, make a checklist of the items that you want to take so that you can gather them quickly, if needed.

## **B. Activation Procedures**

CERT members will be activated only by the Director or other approved representative of the OEM or local jurisdiction OEM when an emergency or other event requires additional human resources for assistance. Here are some examples of question you should ask when receiving your Activation notification:

- When and where should I report?
- To whom will I be reporting?
- How long should I plan to be activated?
- How many CERT Volunteers are needed?

You may not be able to gather all you information you need at the time of activation, but you should gather as much information as you can. The next step is to activate your “Calling Tree”. Prepare a list of CERT volunteers who will be responding to the activation and proceed to the mustering site.

## **C. Check-In and Post Check-In Procedures**

Once you have arrived at the mustering site, you should immediately check in. After checking in, report to your supervisor immediately and provide the list of CERT volunteers who will be responding. Designated Team Leaders will be selected at the time of activation by approved representative of the OEM or local jurisdiction OEM. If you are designated as a Team Leader, get the information that is critical to your job. You may need to ask the following questions:

- What is the current situation?
- What are my specific job responsibilities?
- Who are my co-workers
- Where will I be working?
- What equipment is available to help me do my job?
- What are the procedures for obtaining additional supplies and/or equipment?
- Who do I see if I need help?
- Where will I eat? (If applicable)
- Where will I sleep? (If applicable)

Take notes during your briefing, you will then need to brief your Team members. As a Team Leader, you will need to maintain a log, indicating the names of the personnel assigned to you and the activities accomplished during your operational period.