

NASSAU COUNTY, NEW YORK CERT ACTIVATION PLAN



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

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**Nassau County Community Emergency Response (CERT)
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I. Authority and Signatories to the CERT Emergency Activation Plan

This Plan shall be an addendum to the CERT Bylaws as approved by the CERT voting membership as stipulated in Article IX of the CERT Bylaws.

This Plan and organization shall be subordinate to Nassau County Office of Emergency Management (NCOEM) plan during a disaster.

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II. Record of Changes to Plan

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III. Basic Plan

A. Purpose

The purpose of the CERT Activation Plan (CAP) is to establish policies, procedures, and tasks for the operational actions that will take place prior to, during and following an emergency or disaster when the Nassau County, NY CERT organization is activated.

An activation is initiated only when an Office of Emergency Management (OEM) designee notifies the CERT Director, or other approved representative of the OEM or local first responder, that CERT is being activated when an emergency or other event requires additional human resources for assistance.

The CAP utilizes the National Incident Management System (NIMS) and incorporates operating procedures from the “Incident Command System” (ICS).

B. Definitions

National Incident Management System (NIMS) was enacted in February 2003 to provide a consistent framework for incident management using an Incident Command System. NIMS establishes standard incident management processes and procedures so that all responders can work together more effectively. Components include:

- Command and Management
- Preparedness
- Resources Management
- Communications and Information Management
- Supporting Technologies
- Ongoing Management and Maintenance

Incident Command System (ICS) is the national standard for on-scene emergency management. It is designed to meet the needs of any size event and allows personnel to integrate in a common management structure. Unified Command (multiple agencies, and/or multiple jurisdictions) provide logistical and administrative support to operations and maintain cost effectiveness/accountability during the incident. ICS objectives are to:

- Understand policy & direction
- Assess situation
- Establish incident objectives
- Establish appropriate strategy to meet objectives
- Develop tactical direction
- Perform follow up (After Action Report)

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Nassau County Office of Emergency Management (OEM): Nassau County OEM coordinates the County's efforts during emergencies and disasters.

Nassau County Office of Emergency Management Emergency Operations Center (NCEOC): EOC is located at a facility designated by Nassau County OEM.

CERT Emergency Operations Center (CEOC): CERT is located at a facility designated by NCEOC.

CERT Incident Command Post (CICP): Cert CICP will be staffed by CERT members and will provide a standardized process for site incident command of emergency operations in the field. CERT Command Posts will also provide a contact point for teams and arriving resources, radio communications with the EOC, a process for requesting resources and notification of emergency operations status.

CERT Muster Sites: CERT Muster Sites for local CERT Teams will be designated with in each CERT Teams Emergency Activation Plan.

CERT Staging Area(s): CERT Staging Area is a temporary location of available resources and established by CERT Operations Section Chief to enable positioning of and accounting for resources not immediately assigned. The CERT Staging Area can be any location in which personnel, supplies, and equipment can be temporarily housed while awaiting operational assignment.

The Nassau County CERT Activation Calling Tree (Calling Tree): The document that provides the up-to-date names and contact information which is utilized for notification of entire membership.

C. General Information

CERT members are not emergency services personnel as defined by State law and as such are not exempt from federal, state and local laws when responding to emergencies.

There are three (3) emergency level classifications that are relative to the magnitude of the emergency:

Level I ("Standby/Alert" Decentralized): The emergency includes incidents that can be managed using normal response operations. The EOC is not activated, but appropriate EOC personnel are informed and placed on alert status.

Level II ("Partial Activation" EOC Open Small): The emergency can no longer be managed using normal procedures. The EOC is partially activated, i.e. some, but not all positions are filled to coordinate and support the response to the incident. EOC staffing decisions are made by the Director.

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Level III (“Full Activation” EOC Open Big): A major emergency, such as an earthquake or significant terrorist event. The EOC is fully activated and all positions are filled to coordinate and support the response the incident.

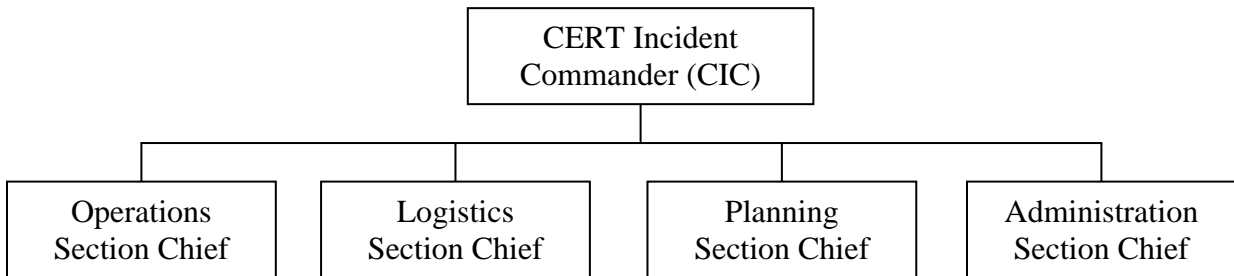
D. Tasks and Responsibilities

It is imperative that all CERT members will act first to aid their own families and adjacent neighbors before responding to activation.

The Director or other approved Representative of the Nassau County OEM is responsible for appointing the CERT Incident Commander (CIC), providing the initial event information and acting as the liaison between Nassau County EOC and CERT.

The CIC initiates and maintains the communication process within CERT and with the General Staff. The General Staff will be provided with ongoing statuses as soon as a potential activation situation has been identified.

CERT members will be provided with specific instructions on where to go, and/or Guidelines to initiate the response and recovery process. These communications will follow the Calling Tree Process noted in the (F) Communications section of this Plan. All instructions will be provided by the CIC to designated Team Leaders who will be selected at the time of activation.



CERT Incident Command – A CERT Incident Commander (CIC) and General Staff will be assigned for the CEOC and CICP if needed. The CIC has overall responsibility for management of an incident by setting objectives, planning strategy and implementing tactics. The CIC activates and assigns the General Staff positions as needed: Operations Section Chief, Logistics Section Chief, Planning Section Chief, and Finance & Administration Section Chief.

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2009 Activation General Staff Organization

Incident Commander	First available Sections Chief, appointed by Director
Operations Section Chief	Mike Acari
Deputy Operations Section Chief	Maria Gallo
Logistics Section Chief	Jerry Barnett
Deputy Logistics Section Chief	Al Turschmann
Planning Section Chief	Nancy Fischer
Deputy Planning Section Chief	Kathy Seyfried
Administrative/Finance Section Chief	Maria Gallo
Deputy Administrative/Finance Section Chief	Linda Walkowiak

The CIC will prepare the initial Incident Briefing Form (ICS 201) and the Incident Objectives Form (ICS 202). ICS 201 includes a map sketch of the event area usually provided to CERT by OEM), summary of current actions (all response actions to the point of the initial briefing), current organization, and resource summary (both personnel and equipment needed for the event). ICS 202 outlines the Incident Action Plan which includes general objectives, weather forecast and safety message/issues for the incident. These documents are provided to the General Staff at the initial Incident Briefing meeting.

After the Initial Incident Briefing Meeting, the Incident Command Organization Chart (ICS 207) is prepared once all positions have been identified and assigned.

Depending on the size and duration of the event, additional Incident Briefing meetings may be held and the Planning Section Chief will be responsible for preparing updated versions of the ICS 201 and 202 documents to be presented at future Incident Briefing meetings.

The use of these forms is to relay information to CICP IC and CEOC on a regular basis for inclusion in the hourly briefings at EOC and for compiling data for the After Action Report. The completion of these forms is important to the success of the activation.

Operations Section Chief is responsible for developing and managing the operations section to accomplish incident objectives set by the CIC (per form ICS 202), including light search and rescue, triage and first aid, and sheltering. Members will be assigned to these specific tasks at the CERT Staging Area. The Operations Section Chief will brief leaders of assignment divisions/groups using the Incident Briefing form (ICS 201). The Operations Section Chief will work closely with both the Planning Section Chief and Logistics Section Chief to coordinate the accomplishment of the Incident Objectives. The Operations Section will prepare the following forms:

Operational Planning Worksheet (ICS 215) which provides a list of work assignments required by division or group, the resource type (personnel or equipment) requirement for each work assignment along with their reporting location and requested arrival time. A copy

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of this form will be given to the Planning Section Chief to fulfill the required resources (personnel or equipment) for Operations Section to complete their work assignments.

Incident Status Summary (ICS 209) provides an update of the incident operations. This form outlines all task assignments and provides the status of each task (i.e., completed, on going, etc.). This form is provided to the Planning Section Chief for inclusion in the Incident Objectives package for presentation at Incident Briefing meetings.

The use of these forms is to relay information to CICP IC and CEOC on a regular basis for inclusion in the hourly briefings at EOC and for compiling data for the After Action Report. The completion of these forms is important to the success of the activation.

Logistics Section Chief provides the resources and support services, including communications, food, supplies, and transportation. Members will be assigned to these specific tasks at the CERT Staging Area. The size of the incident determines the need and extent for this section. The Logistics Section Chief will work closely with both the Planning Section Chief and Operations Section Chief to coordinate the accomplishment of the Incident objectives. The Logistics Section will prepare the following forms:

Incident Radio Communications Plan (ICS 205) which provides for radio communications for the incident, including radio channels and their assignment to specific incident personnel/operation. This form is provided to the Planning Section Chief for inclusion in the Incident Objectives package for presentation at Incident Briefing meetings.

Radio Requirements Worksheet (ICS 216) which outlines the radio requirements for each division/group involved in the incident.

Radio Frequency Assignment Worksheet (ICS 217) which provides a list of radios needed and the area to which they are assigned.

Medical Plan (ICS 206) which provides a list of incident medical aid stations, ambulance services available, incident ambulances on site, hospitals in the area that can receive victims, and medical emergency procedures protocols. This form is provided to the Planning Section Chief for inclusion in the Incident Objectives package for presentation at Incident Briefing meetings.

The use of these forms is to relay information to CICP IC and CEOC on a regular basis for inclusion in the hourly briefings at EOC and for compiling data for the After Action Report. The completion of these forms is important to the success of the activation.

Planning Section Chief is responsible for preparing the Incident Action Plan (IAP), collecting information, maintaining resource status and documenting incident records. The IAP includes ICS 202, ICS 203, ICS 204, ICS 205, and ICS 206 (explained below). Branches under this heading would include but not limited to, resources both personnel & equipment, Documentation of activities and demobilization of resources. Members will be assigned to these specific tasks at the CERT Staging Area. The Planning Section Chief will work closely

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with both the Logistics Section Chief and Operations Section Chief to coordinate the accomplishment of the Incident objectives. The Planning Section will prepare the following forms:

Incident Objectives (ICS 202) outlines the Incident Action Plan which includes general objectives, weather forecast and safety message/issues for the incident.

Organization List (ICS 203) provides names of personnel to assigned areas and is included as an attachment to the Incident Objectives form.

Assignment List (ICS 204) provides a list of teams for the incident including each Incident Team Unit Leader, operation for the teams, any special instructions and communication protocol. This form is included as an attachment to the Incident Objectives form.

Check In/Check Out form provides the means for members responding to an incident to record the time they arrive at the check in point and the time they have be released from duty. Once the incident has been completed and all personnel have been demobilized, this form is forwarded to the Finance and Administration Section Chief.

The use of these forms is to relay information to CICP IC and CEOC on a regular basis for inclusion in the hourly briefings at EOC and for compiling data for the After Action Report. The completion of these forms is important to the success of the activation.

Finance & Administration Section Chief is responsible for handling the administration of the incident, including accounting, time keeping, and procurement (contracts). Branches under this heading would include but not limited to Procurement (monitoring contracts), Accounting (dollars spent), and Time Keeping for personnel. These Branches will be assigned at the CERT Staging Area. Members will be assigned to these specific tasks at the CERT Staging Area.

The Finance & Administration section will receive the Check In/Check Out form from the Planning Section upon completion of the incident. This form will be used to total the member hours during the incident for inclusion in the AAR.

The use of these forms is to relay information to CICP IC and CEOC on a regular basis for inclusion in the hourly briefings at EOC and for compiling data for the After Action Report. The completion of these forms is important to the success of the activation.

Member Volunteers will assemble at the location assigned to them by the assigned phone contact person or by their local TUL at the team's local emergency site. All volunteers should sign in when they arrive at any/each muster site.

Designated Incident Team Leaders will be selected at the time of activation by the Director, other OEM representative or local first responder.

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All Incident Team Leaders should maintain complete and accurate records of the incident that will be submitted in the After Action Report.

Unit Log (ICS 214) should be completed during the operation of the task. It provides a list of team members and any major event activities that occur during the operational period of the team.

The use of these forms is to relay information to CICP IC and CEOC on a regular basis for inclusion in the hourly briefings at EOC and for compiling data for the After Action Report. The completion of these forms is important to the success of the activation.

E. CEOC

If you are assigned to the CEOC, you will occupy the CERT desk to perform your tasks. All pertinent information, instruction and forms for the activation will be located in the Activation binder located on top of the CERT desk.

F. Communications

CERT Members will be activated only by the Director or other approved representative of NCOEM when an emergency or other event requires additional human resources for assistance. Activation begins when the Director or other approved representative of OEM contacts the Primary Contact from the Nassau County Calling Tree and contacts the Planning Section Chief. Until a formal CIC is established, the Primary Contact will act as CIC.

1) Initial Volunteer Communications

A. Primary Contact

- I. First contact the Planning Section Chief.
- II. Then initiates the Nassau County Calling Tree and provide the following information: type of incident (description), area of the incident (address), number of volunteers needed for the incident (if available), mustering area, any available instructions, and the name/contact information of the Planning Section Chief. (This first notification may be limited in scope and CERT will be on Standby Activation until further information can be obtained.)
- III. Will email the completed Activation/Standby sheet to all Team Unit Leaders and Deputy Team Unit Leaders. The email will include the name/contact information of the Planning Section Chief.

B. Tier 1

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There are two branches that flow from Tier 1. Each Tier 1 contact will contact Tier 2 in their branch. In the event, that they are unable to reach any of their Tier 2 contacts, they must continue down the tree to the next Tier 3 contact. The Tier 1 contact will provide the following information: type of incident (description), area of the incident (address), number of volunteers needed for the incident (if available), mustering area, any available instructions, and the name/contact information of the Planning Section Chief. (This first notification may be limited in scope and CERT will be on Standby Activation until further information can be.)

C. Tier 2

Each Tier 2 contact will contact the Tier 3 in their branch. In the event, that they are unable to reach any of their Tier 3 contacts, they must continue to contact all the members in that Tier 3 group. The Tier 2 contact will provide the following information: type of incident (description), area of the incident (address), number of volunteers needed for the incident (if available), mustering area, any available instructions, and the name/contact information of the Planning Section Chief. (This first notification may be limited in scope and CERT will be on Standby Activation until further information can be.)

The availability of any and all members should be reported directly back to the Planning Section Chief. The CERT Activation Log is used to track all contact efforts and can be called in to 516 573-0648 or emailed to OEMCERT@nassaucountyny.gov with “Activation Log” in the subject line.

D. Tier 3

Each Tier 3 contact will contact the members in their team(s). The Tier 3 contact will provide the following information: type of incident (description), area of the incident (address), number of volunteers needed for the incident (if available), mustering area, any available instructions, and the name/contact information of the Planning Section Chief. (This first notification may be limited in scope and CERT will be on Standby Activation until further information.

The availability of any and all members should be reported directly back to the Planning Section Chief. The CERT Activation Log is used to track all contact efforts and can be called in to 516 573-0648 or emailed to OEMCERT@nassaucountyny.gov with “Activation Log” in the subject line.

E. The Planning Chief will contact the rest of the General Staff.

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2) Subsequent Volunteer Communications

- A. The Planning Chief will send the Activation/Standby Sheet to the General Staff.
- B. The CIC will determine the necessity of activating the specific members of the General Staff.
- C. The Planning Chief will maintain the master Activation Schedule.
- D. The Planning Chief will set up an email list with available/potential volunteers and call and/or email the volunteers on the Activation Schedule as updated information is available.

3) Coordination with NCOEM

The CIC will maintain on-going contact with Director or OEM representative for Activation Status and will proceed to NCEOC to assist with the activation, if warranted.

The Planning Chief and the Administrative/Finance Chief will also proceed to NCEOC, if warranted.

The CIC will hold periodic briefings with the General Staff and provide updates to the NCOEM.

4) Deactivation Procedures

Deactivation refers to the end of a volunteer's shift duty and/or when the activation is over. Upon notification to begin deactivation CERT members must:

- Complete all tasks you are performing, unless otherwise directed.
- Ensure that all of your records and files are up to date.
- Brief your relief or if you are not being relieved, your supervisor on the status of your assignments.
- Brief your subordinates, and introduce your relief, if applicable.
- Return or transfer custody of all equipment that you have been assigned to you.
- Attend debriefing meeting (hot wash) to review activation procedures, including but not limited to what went right and what went wrong with activation procedures.

Incident Team Leaders should complete an After Action Report (AAR) during the activation and forward to the CIC. The CIC compiles a summary AAR and presents it to the Planning Team.

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Depending on your assignment and the nature of the incident, you may also be required to attend CERT Care Team Debriefings (CCTD). *Do not* ignore these debriefings. They are intended to ensure that you are all right and to inform you of special services that may be available to you should you experience physical and/or psychological problems when you return home.