CERT 5 PRE-PLAN

Team 5 Bell Hill-Highland Hills
Highland Hills Maintenance Commission (HHMC), an HOA Community

"Prepare for the Worst, Hope for the Best"

"The Wondrous Tale of Alroy." Benjamin Disraeli,
author and Prime Minister of the UK, penned the novel in 1833.

Revision History

Date	Changes
24 September 2024	Released draft
4 October 2024	Restructure draft; add rally squad points
10 October 2024	Division Feedback

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Acronyms	Meaning
AM/FM	Amplitude Modulation/Frequency Modulation
ATV	All-Terrain Vehicles
HHMC	Highland Hills Maintenance Commission, HOA Community
CCEOC	Clallam County Emergency Operations Center
CCFD3	Clallam County Fire District 3
CERT	Community Emergency Response Team
EMD	Emergency Management Division, State of Washington
EMT	Emergency Medical Technician
FEMA	Federal Emergency Management Agency
FRS	Family Radio Service
GMRS	General Mobile Radio Service
HAM	Amateur Radio
HHMC	Highland Hills Maintenance Commission
HOA	Homeowners Association
HTT	Head-To-Toe
ICP	Incident Command Post, Highland Hills
MGRS	Military Grid Reference System
PUD	Public Utility District
SAR	Search and Rescue
SARR	SAR Squad Action Report
SOA	Sequim Operations Area
SOA EOC	Sequim Operations Area Emergency Operations Center
SV	Spontaneous Volunteers
US	United States
USNG	United States National Grid
VOAD	Voluntary Organizations Active in Disaster

EXECUTIVE SUMMARY

INTRODUCTION

This Pre-Plan information is provided as a precautionary measure to obtain County-level pre-authorization to deploy CERT 5 Bell Hill - Highland Hills, in the event that a local, major disaster situation might otherwise preclude normal command and control communications. CERT 5 would activate within its designated operating area, and in accordance with the limits of its formal training. Once approved, this Pre-Plan will assist Sequim Operational Area Command Center authorities' oversight and cognizance of deployed CERT 5 resources and activities until such time that normal command and control communications can be established.

As such, this Pre-Plan is a framework on which any disaster operations may be initiated and proceed, though as written it is focused on a major earthquake event. A CERT 5 Operations Guide, under separate cover will provide the finer details of the operational plan and specific procedures envisioned for the Team 5 operational area.

VISION

Recruit, train, equip, and deploy an all-volunteer team of individuals from the HHMC Community who will come to the aid of their community neighbors in the event of a disaster. Disaster is defined as an event of great magnitude where Sequim and Clallam County professional first responders are unavailable to respond to the emergency needs of the Community. The volunteers, certified members of CERT 5, all have formal training prescribed by FEMA and Clallam County Fire District 3 CERT organization in Emergency Disaster Operations.

PURPOSE

The CERT 5 purpose is to become a community resource for assistance after a disaster strikes until normal professional emergency services are re-established.

MISSION

Purpose and scope: After disaster occurs, CERT 5 will support Emergency Disaster organizations (i.e., Federal, State, County, Sequim, and CERT sponsor CCFD3) by providing local area information and status before and after the disaster, conduct safe and effective search and rescue (SAR) of community residents needing such help, and provide first aid medical treatment and care to those residents who are injured or become ill before professional medical care can be arranged, while using tools and procedures that are consistent with CERT training and certification.

Essential Tasks: Prepare for an emergency disaster and immediate response needed by the community, i.e., assess the hazards and resources of the community, learn CERT policy and procedures, practice and exercise emergency response skills, and gather and store equipment and supplies needed immediately to respond effectively and efficiently to the Community's needs after a disaster.

OBJECTIVE

To maximize the survival rate of the entire community following a major disaster until normal services are available. Follow the CERT motto: DO THE GREATEST GOOD FOR THE GREATEST NUMBER [SAFELY AND IN THE SHORTEST TIME].

TEAM AREA DESCRIPTION

The CERT 5 designated operational area is an approximately 406-acre private residential community in Clallam County, organized as a Washington State non-profit Homeowners Association (HOA) called Highland Hills Maintenance Commission (HHMC), located on "Bell Hill" south of the City of Sequim. HHMC is one of several housing communities on Bell Hill. The Team's boundaries are the HOA boundaries.

CERT Sequim Operational Area (SOA)

Highland Hills Maintenance Commission (HHMC) Area within SOA
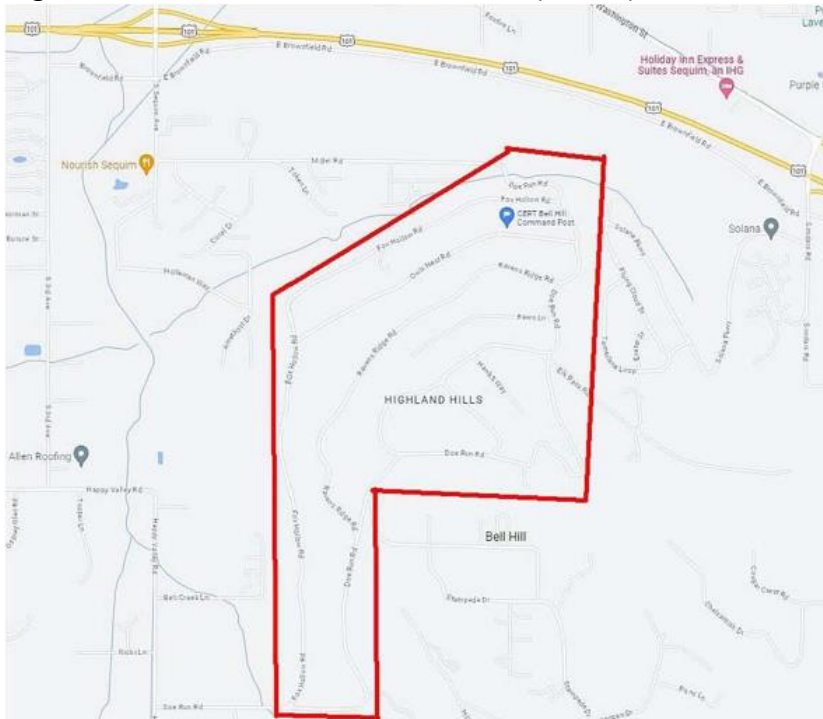
The Team's operational area can also be described by reference to the FEMA Grid System as designated by CERT CCFD3. The CERT 5 Operational Area is covered in portions of six (6) FEMA Grid System maps. Other CERTs share portions of these same FEMA grid maps.

After a disaster, when the usual means to describe locations, such as street signs, are gone, the U.S. National Grid (USNG) provides a standardized reference system that is seamless across jurisdictional boundaries and allows for pinpointing exact locations. Since USNG is standardized, it can be understood and used as a common geographic framework for response.

The six FEMA grid maps applicable to the CERT 5 operational area are the following:

- 10U DU 9221, SW portion of area, consisting of 3 lots,
- 10U DU 9222, SE portion of area, consisting of 23 lots,
- 10U DU 9223, NW portion of area, consisting of 16 lots,
- 10U DU 9321, SW portion of area, consisting of 1 lot,
- 10U DU 9322, SE portion of area, consisting of 65 lots, and
- 10U DU 9323, NE portion of area, consisting of 129 lots.
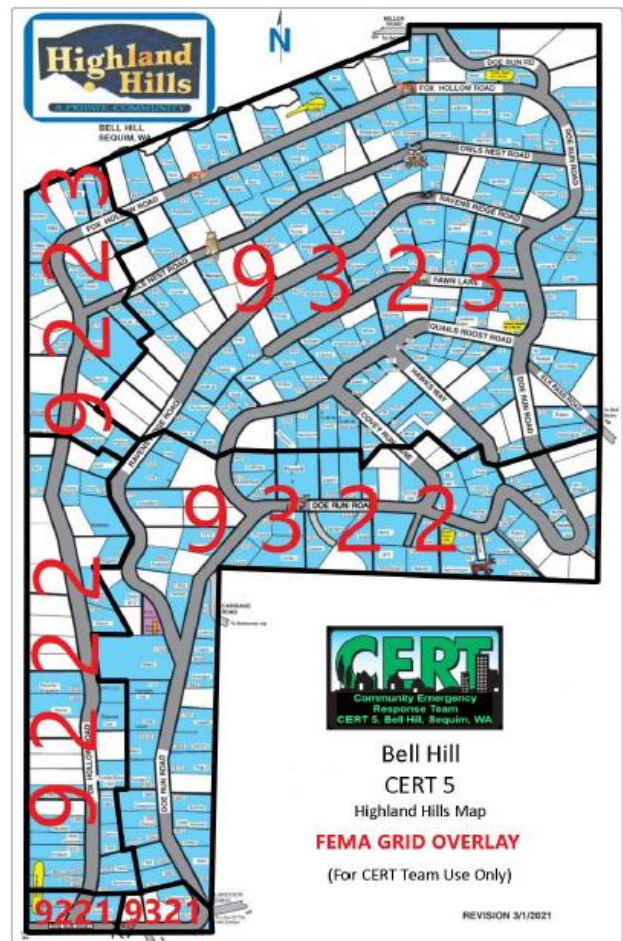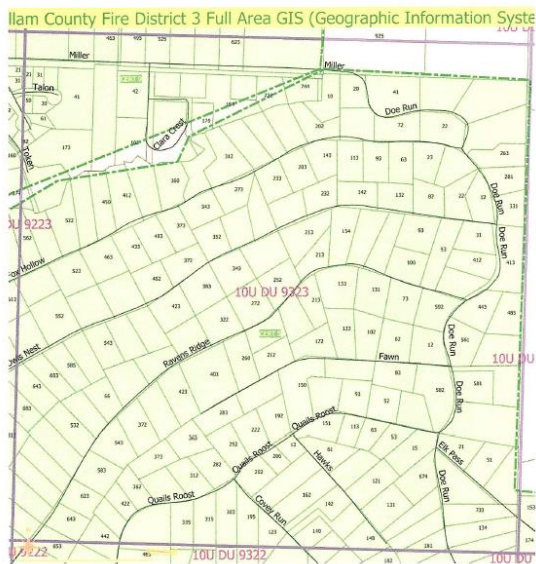
OPERATIONAL ENVIRONMENT

- The Highland Hills community is located at the mid-level, north, east, and west facing portion of Bell Hill.
- Bell Hill is a conical-shaped hill, that rises over 1,000 feet above sea-level and more than 800 feet above the center of Sequim.
- The geology of Bell Hill is underlying basaltic rock, lightly covered by variable depth sedimentary glacial soils. Ground water seeps through overlying soils.
- HHMC has 345 nominally 1-acre lots, of which 245 have been developed with single-family homes.
- Unimproved lots may be heavily forested with mature trees and lower underbrush or wild grasses. Developed house lots are most often highly landscaped beyond just grass lawns. An HOA mowing-program requires lots to be mowed down by late summer. While mowed, clippings are not removed and thus left to dry and decompose.
- There are many shallowed-rooted, mature trees which are bound to fall from earth movement, toppling on houses and roadways.
- Most houses in the community have at least two stories and can be greater than four stories. Many, that have been remodeled or are new construction, have at least one main floor bedroom used as the Master Bedroom. None the less, there are multiple stories and several flights of stairs.
- Most residents are retirees from Washington and other US states, and households nominally consist of two persons. Some households have three, some have only one. Some are "snowbirds" or traveling and the house will be empty. Currently, there is one multi-resident assisted living care home of unrelated individuals and a rotating group of care givers.
- Generally, adult resident ages are from 55 to 95 and only a few children are residents. The advanced ages of both CERT members and residents in the Highland Hills community may come with some degree of lessened physical strength and stamina.
- HHMC has approximately seven (7) miles of private roads. It is responsible for maintaining Doe Run, Fox Hollow, Owls Nest, Fawn Lane, Ravens Ridge, Quails Roost, Elk Pass (partial), Stag Lane, Hawks Way, and Covey Run.
- HHMC is also responsible for managing storm water in five (5) catch basins maintained on the acreage, and associated ditches beside and culverts under the roads.
- An open water ditch, owned and managed by the Highland Irrigation District, runs along the northern boundary of the Highland Hills Community. It is agricultural irrigation water and is not potable. Residents of HHMC have no authority to use this water for any purpose but must take care to not disturb its course or flow.
- There are 23 fire hydrants spread throughout HHMC currently. Additional hydrants are added as needed when new houses are built. Houses in some areas are covered only by hydrants located on roads either above or below the road the house is located on. CCFD3 may use mobile water tankers to enhance fire hydrant locations if a fire occurs.
- Residential potable water is supplied by Clallam County PUD through the Evergreen Water District's wells, tank reservoirs, and system of valves and piping. Fire hydrants and irrigation systems for landscaping also use this water. Water for the HHMC community is distributed from two water tank reservoirs on Bell Hill.
  - The upper tank is Stampede Drive (R-4), 94,000 gals. It sits on the top of Bell Hill. In addition to the HHMC Community, this tank supplies water to all communities located on Bell Hill.

- o A lower tank is Ravens Ridge (R-3), 150,000 gals. It is located on Ravens Ridge, above Fox Hollow.
- Two types of potable water shut off valves are found at houses. The standard PUD water supply valve is usually found next to the roadway on the house property for which it supplies potable water. In some cases, because several roads were later added to the community after the water system infrastructure was installed, PUD valves may be found on a different property, generally side by side with that other property's valve, or on an entirely different road, i.e., water shut off valves for some houses on Owls Nest are found on Fox Hollow properties.
- The second type of potable water shut off valve can usually be found close to the house foundation, but can be found either outside the foundation or inside the foundation to which there is no outside access.
- A third type of shut off valve, the irrigation system backflow preventer and water shut off to irrigation piping, valves, and controllers, are generally found close to the PUD water supply valve, unless the PUD water supply valve is on a different property as described above. In that case the irrigation shut off valve(s) are not consistently located but at a "convenient" location at installation.
- Sewer lines are provided by the City of Sequim Public Works Department. Wastewater is underground, buried beside roadways. There is a Doe Run Pump Station at the west end of Doe Run but it is not on the HHMC property.
- Many houses in the community use propane for some household appliances. Each household provides its own gas needs from individual propane tanks serviced by local propane suppliers. Individual propane tanks are generally installed close to the house. Installation of seismic shutoff valves is not common, nor is every tank secured by tie downs.
- Electricity is supplied by Clallam County PUD through high voltage lines and distributed by substations. Electrical lines are underground, buried beside roadways. Nearly all houses rely on the electrical grid to supply heating and power the myriads of basic and convenient appliances to operate the household.
- In general, in older houses, the electrical Main Shutoff Switch is found in electric power panels within garages. The panels generally are located deep in the garage, opposite of where the electrical meter is outside of the garage. In newer houses, the Main Shutoff Switch is found outside, co-located with the electrical meter, but the panel may be locked for security purposes.
- Communication lines are telephone cables; no internet cabling is installed. They are underground, buried beside roadways. Internet is individually supplied, by phone cables, cellular, microwave, or satellite. Communication dishes are often installed on or near each house, but not necessarily at ground level.
- A new Clallam County effort, called Clallam Ready, is being started to make residents aware of the need for disaster preparation before disaster strikes and ways and means to prepare.
- There are no schools, businesses, airports, or hospitals, nor is there a community center building within the CERT 5 operational area.

# LIMITATIONS AND RISKS - Situational Hazards and Operational Problems

- Bell Hill's elevation, its conical shape, and the undulations of the surface ground cause line-of-sight radio communications difficulties within the Team 5 operations areas. At the same time, the height of transmissions on Bell Hill severely interferes with radio communications of other CERT members in the lower Sequim area.
- The geology of Bell Hill, in addition to the steep and undulating nature of the surface terrain, creates a potential for landslides of either forested/grass areas or house sites and may cause road closures.
- There are only three access roads available to the HHMC community, all of which have steep and winding sections:
  - Doe Run (east) from Miller Road,
  - Doe Run (west) from Happy Valley, and
  - Doe Run (south) from Carriage Run to Stampede to Happy Valley.
- Several other HOA communities on Bell Hill, above HHMC, use these roads as access. Any road closure will cause transportation disruptions.
- Houses are often situated either high above or well below their road access. This creates very steep, and sometimes, sinuous driveways. The ease of access to homes across the area can be arduous by non-motorized means. Oftentimes driveways and associated landscaping vegetation obscures the house from the road.
- PUD water tanks positioned high on Bell Hill, their associated valves and piping systems, and irrigation piping distributed throughout the community, when ruptured or broken by earth movements, could cause cascading waterfalls, adding to the potential for landslides or flooding. Loss of water from these water reservoirs will leave the area without a potable water supply, except where potable water has been previously stored by individual residents.
- Water shut off valves to a house may be difficult to find as location of valves is not standardized.
- Sequim sewer lines, buried underground, could rupture and release sewage to the surface and allow it to flow downhill.
- Any lack of electrical power will not only disrupt daily life, but for those that depend on life-giving medical equipment, may be fatal. Solar panels (on-grid type), whole house generators, contractor-type generators – some of which are dual fuel propane and gasoline, and power stations fueled by mobile solar panels are beginning to be seen within the community. All of these devices have faults as long-term solutions to supply electricity. Without batteries, on-grid solar panels will not supply power when the grid goes down. Whole house and contractor generators are limited by the quantity of stored fuel available. Power Stations fueled by solar panels are limited by battery capacity and solar panel wattage.
- Shutting off house electrical power may be difficult to accomplish because the electrical Main Shutoff Switch will be either inaccessible in a garage or outside but often secured by a lock.
- Any communications using satellite dishes may fail with the electricity outage, due to the reorientation of the dish, or the failure of the installation support.
- If cell towers become inoperable, communications may be limited to radio transmissions only, until electricity and cell tower and satellite service can be restored. Battery-powered AM/FM/Weather radios, HAM radio systems, and handheld FRS radios will become a necessity. The supply of one-use or rechargeable batteries will be critical.

- Lack of seismic shutoff valves or unsecured propane tanks can produce potential fire hazards in an earthquake. The potential of one loose tank or spark from a broken propane line can be limited to a single house or could affect multiple houses.
- Any fire that occurs in the community, to house or land, could potentially devastate the entire area quickly because fire hydrants would be dry of water and no other firefighting/wildfire equipment or manpower would be available.
- Because of the advanced ages of both CERT members and residents in the Highland Hills community, the physical requirements of some CERT activities will be hampered or made slower than if the population age were lower. Age and life experience traditionally comes with better judgement and greater know how to work smarter, but such activities as needed in Search and Rescue will not be achieved as fast or surely as with a younger, fitter population of CERT members.
- Locating and rescuing non-ambulatory adult-sized survivors will be difficult or impossible because of multi-storied houses with flights of stairs to negotiate.
- The lack of a functional community group to effect initial reconnaissance of the area and help in the care and feeding of affected resident survivors adds greater effort to the Team 5 CERT members to fill the gaps. Pre-disaster preparation and volunteerism after the disaster event by community residents are the only foreseeable means to enhance the purpose and functioning of CERT 5.
- Hopefully, the success of the new Clallam County community program, Clallam Ready, will make residents better prepared for disasters, as well as make them aware of the presence and purpose of CERT and how helping CERT can help themselves.

APPROACH TO DISASTER OPERATIONS

Major Elements of Disaster Operations

- CERT members' First Response to an Earthquake Event: Drop, Cover and Hold On
- Turn on CERT radio
- Take care of your family first and secure your own home
- If no communications, tune to KSQM (91.5 FM) for updates
- Start CERT Disaster Operations
  - The first person reaching the ICP will assume 5-Captain Position until relieved by a more knowledgeable CERT member
  - Immediately Begin Communications
  - Immediately Perform Area Rapid Needs Assessment (Recon) as members travel to rally points
  - Set Up Incident Command Center (ICP)
- Start SAR Operations
  - Squads gather at Squad rally points – first person reaching the rally point assumes Squad Leader position until relieved by a more knowledgeable CERT member
  - Squad Leader prepares squad for Assignment
  - Squad Leader coordinates with ICP/5-Captain (shares latest recon)
  - Area Size-Up [as Squad Moves to Assigned Location]
  - Assigned Location Size-Up
  - Structure Size-Up at Assigned Location [360 Evaluation]
  - Regroup: Evaluate 360 Results
  - Regroup: Prepare for SAR Operations (if necessary)
  - Initiate Search and Rescue
  - Prepare for Triage / HTT / First Aid Operations / Procedures
  - Prepare for Transport Operations from Assigned Location to Medical Treatment
  - Prepare Leaving Assigned Location
- Start Medical Treatment Operations
  - Set Up Medical Treatment Area
  - Start Medical Operations including Transport Receiving, On-site Release, Off-site Release
- Wrap Up CERT Disaster Operations
- Team organization during disaster operations
  - CERT 5 Squads will consist of a minimum of 3 persons (Squad Leader and two Squad members), but nominally 5 (Squad Leader and 4 Squad members), and there may be 6 with the addition of a Squad Scribe.
  - The Buddy System, pairs of two persons, will be required for CERT members involved in reconnaissance, search, rescue, first aid, survivor transport, and any other physical operations with greater risk, e.g., cribbing.
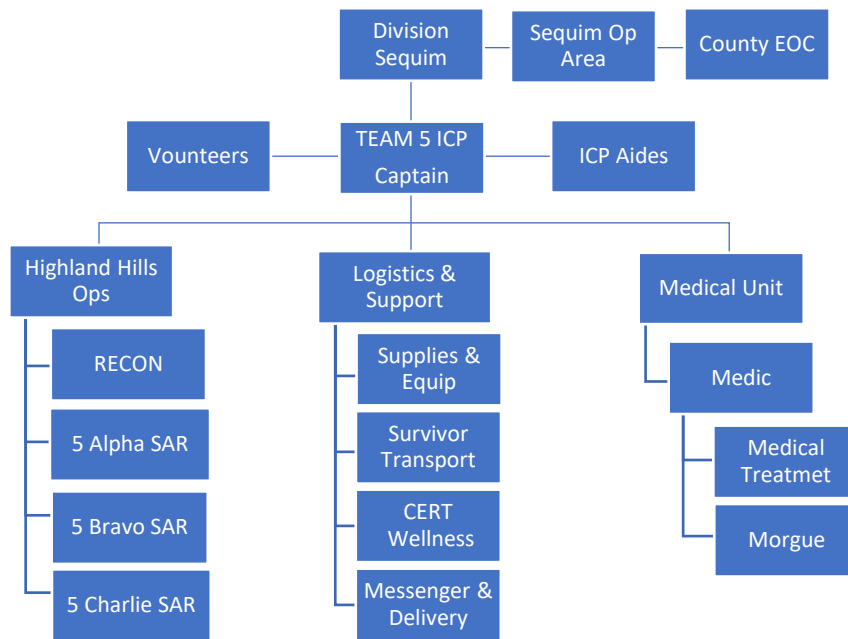
EMERGENCY NOTIFICATION AND ACTIVATION

Activation will commence after an earthquake of a magnitude significant enough to cause (1) CERT Sponsor CCFD3 to deploy CERT response or (2) a disaster that precludes normal command and control communications to trigger an immediate deployment of CERT, and as quickly as possible after enough CERT 5 members are available to start intra-Team communications and begin the establishment of the Incident Command Post (ICP).

Establishing communications as soon as possible is urgent. The EOC needs situational status from all CERT members in the SOA to compile the "big picture" of the emergency, thereby enabling them to focus on providing resources to where the need is greatest.

CERT 5 members will begin communications by handheld radio within the Squad as soon as possible after disaster conditions occur. The Team Captain will begin communications, also by radio, with the Squad Leaders and Sequim Operations Area (SOA) Emergency Operations Center (EOC) as soon as possible.

Rally points

A CERT 5 Incident Command Post (ICP) will be established. The primary ICP site is located at 142 Owls Next Road, the John and Cindy Corrigan residence. A secondary ICP site is located at 22 Owls Nest, the Carol and Daniel Benjamin residence. If neither site is suitable at the time disaster strikes, a safe and stable location will be round. The chosen location of the ICP will be immediately announced by handheld radio to CERT 5 members.

Alpha Squad (top of the hill) – 1232 Doe Run (Habib and Kitty Boozari residence)

Bravo Squad (west side of the hill) – 1034 Fox Hollow (Deb Flint residence)

Charlie Squad (east side of the hill) – at the ICP

Medical Squad – 581 Doe Run (Bev Harn residence)

COMMUNICATIONS

Assumption: All usual means of communications with be disrupted. Communications by radio will be the only viable means of communication until electricity, cell towers, and/or satellite signals are re-established.

- Communications flow will comply with the EOC Chain of Command and use CERT Family Radio System (FRS) or General Mobile Radio Service (GMRS) radio channels to receive and transmit SOA CERT communications.
  - o Washington State – Camp Murray
  - o Department of Homeland Security – Region 2
  - o Clallam County Emergency Operations Center (CCEOC)
  - o CERT Emergency Command Center repeater
  - o Division Chief ……………………………………………………………….. Channel 7 and repeater
  - o Sequim Operations Area (SOA)…………………………………… Channel 7
  - o Team 5 Captain………………………………………………………….. Channel 7 /Channel 6
  - o Team 5 Squad Leaders………………………………………………….. Channel 6 / Channel 22
  - o Team 5 Members……………………………………………………….. Channel 22
- Person-to-person voice communications are encouraged to be used when Team members are in range to hear each other. Purpose is to relieve cell phone or radio traffic.
- Cell phones may be used if the infrastructure remains/becomes usable. Texting by cell phone is encouraged as this communication method is more reliable and efficient than by voice. It also maintains a "written" record of communications.
- If cell phones, satellite phones, or two-way radios are not available or unsuccessful in communications, a backup plan using runners/messengers with messages may have to be deployed.
- All Team members will carry at least a Family Radio System (FRS) radio, a 1W, RT-625 (or equivalent) and a supply of extra batteries.
- Squads Leaders and Captain will also carry a second FRS radio, a 2W, RT-27 (or equivalent) and a supply of extra batteries.
- HAM operator assets may be available within the CERT 5 operations area, but are not formally organized at this time. Use of satellite communications has not yet been explored.
- An FRS/GMRS Base Station (MXT-105) will be established at a location by CERT 5. The setup includes a booster antenna kit including tripod stand, a Li-ion 10,000 mAH power pack, and a vehicle "cigarette" plug DC 12V connector. The base station is required for reliable radio communications within Team 5's assigned operational area because of the conical shape and undulating topography of Bell Hill.
- The following radio channels will be used by Team 5:
  - o Channel 22 between Team members and Squad Leaders. Team members in all SOA CERT members nominally use channel 5 for intra-team communications. Because of the elevation height of Team 5 operations, all its communications can overpower lowland CERTs. Use of Channel 22 will mitigate the resulting interference, Team 5 has requested use of channel 22.
  - o Channel 6 between Squad Leaders and Captain.
  - o Channel 7 between Captain and Division Chief at the Division ICP.
- Team 5 will use Callsigns to initiate radio communications. Callsigns are to be used uniformly throughout the Team and designed to be logical, consistent in form, and as brief as possible to mesh with other CERTs' callsigns.

- o Standard form is: TEAM# / SQUAD / FUNCTION
  TEAM number is assigned by SOA CERT. I.e., 5
  SQUAD– SQUADs use phonetic alphabet designations.
  FUNCTION duty label (where Duty can apply to any Squad).
  E.g., 5 Alpha Lead or 5 Bravo Search

- All CERT 5 members are asked to monitor FRS channel 22 as soon as possible after disaster occurs, listening for Team 5 activation notices and instructions, and reporting their status and availability.
- The Incident Command Post (ICP) will continuously monitor all communications on FRS Channels 6, 7, and 22 as well as on AM/FM/Weather commercial radio stations for regional emergency broadcasts and announcements.
- The ICP will immediately transmit warnings of aftershocks to Squad Leaders when such announcements are received, so that Squad Leaders can inform their squad members in a timely manner.
- Pertinent weather forecasts, disaster news, and SOA / EOC instructions will also be passed to Squad Leaders from the ICP.
- Community resident's communications options will also be disrupted. For those residents without FRS radios, other methods to report their circumstances and need for help are available.

Other Means of Communication

- The OK/HELP Sign
  - o Residents can place a HELP/OK sign in a front-facing area of their home, in a visible window or tape it outside on a visible door, to help emergency responders tasked with checking door-to-door after a disaster. These are simple signs with the words "HELP" printed on one side and "OK" on the reverse; they may be red and green for increased visibility.
  - o A HELP sign lets responders know someone needs assistance. An OK sign means that responders can move on and focus on those who need immediate help.
  - o Because of terrain and location of Highland Hills houses, most OK/Help signs may not be seen from the roads.

- Ribbon Display Near Location of Driveway at Road
  - o For use similar to the OK/HELP sign, the posting of a green or red ribbon near the end of the driveway at the road by the resident, will also signal to first responders that assistance is needed or not.
  - o Steep and long driveways may inhibit posting ribbons at the driveway/road location for shaken or injured residents.

- If no signage is found at a residence, someone (e.g., a neighbor) who has checked the house or spoken with residents, may post the appropriate ribbon or use chalk on the driveway surface, noting date and time of posting on ribbon or driveway.

Signage is a sometimes-overlooked communication technique. CERT will become the liaisons between disaster operations and the information the residents receive. Use of signage may alleviate incessant verbal questions and interruptions from disaster operations.

Signage is the use of words to communicate information or graphic designs, as symbols, emblems or colors. Signage is used for identification or as a means of giving directions or warning.

- Signage has many forms:

- o Facility identification, e.g., ICP, Medical Tent, Information Desk, colored Triage signs.
- o Bulletin boards, e.g., general information, message center, meeting announcements.
- o Direction arrows, e.g., enter, exit.
- o Caution and danger ribbon.
- o Road closure and detour signs.

Team Roster with radio designators by Squads:

Position	Callsign
Captain	5-Captain
ICP Aide/Scribe	5-Aide/Scribe
ICP Recon & Transport	5-Transport
ICP-Logistics	5-Logistics
Alpha Squad Leader	5-Alpha-Leader
Alpha Squad Aide/Scribe	5-Alpha-Aid/Scribe
Alpha Squad Search (2)	5-Alpha-Search
Alpha Squad Rescue (2)	5-Alpha-Rescue
Bravo Squad Leader	5-Bravo-Leader
Bravo Squad Aide/Scribe	5-Bravo-Aid/Scribe
Bravo Squad Search (2)	5-Bravo-Search
Bravo Squad Rescue (2)	5-Bravo-Rescue
Charlie Squad Leader	5-Charlie-Leader
Charlie Squad Aide/Scribe	5-Charlie-Aid/Scribe
Charlie Squad Search (2)	5-Charlie-Search
Charlie Squad Rescue (2)	5-Charlie-Rescue
Medical Medic	5-Medical

ROLES AND RESPONSIBILITIES

Captain

- Recognize the command structure, and be cognizant that the SOA EOC makes the final decisions.
- Provide overall leadership for Team's disaster response.
- Monitor FRS/GMRS channels for critical, relevant communications. Monitor news and weather information as available on KSQM or other commercial radio sources.
- Ensure CERT members' safety policies and practices are followed.
- Determine Team's disaster response strategy.
- Responsible for all ICP functions until delegated. Delegate authority to other members of the Team.
- Choose Squad Leaders and assign CERT members to Squads.
- Collect Damage Assessment/Rapid Needs Assessment reports. Assess and prioritize critical locations needing immediate response. Deploy resources (Squads and equipment) to specific locations.
- Communicate with Squads Leaders. Document all communication exchanges.
- Communicate with SOA EOC. Document all communication exchanges.
- Assess Squad performance.
- Collect documentation from Squads as they complete SAR and First Aid from specific locations.
- Plan Ahead, e.g., available resources, next day's deployment to remaining SAR areas, new and ongoing medical treatment activities.

ICP Aide/Scribe

- Capture or relay communications between Team Captain and SOA EOC.
- Capture or relay communications between Team Captain and Squad Leaders.
- Keep track of Assigned Locations assigned and SAR activities status and completed.
- Maintain status and statistics on FEMA Grid maps.
- Keep track of Survivor(s) locations, statistics, and triage classifications.
- Track down SAR, First Aid, and Medical Treatment documents and maintain in ICP files.

SAR Squad Leaders

- Recognize the command structure, and be cognizant that the Captain makes the final decisions.
- Provide overall leadership for Squad's disaster response.
- Direct SAR Squad activities.
- Act as outside "Objective Observer and Safety Officer."
- Ensure CERT members' safety policy and practice, and CERT member injury reporting.
- Communications via voice or radio to Squad members and Team Captain.
- Document communications, plans, and actions as SAR proceeds.

SAR Searcher

- Recognize the command structure, and be cognizant that the Squad Leader makes the final decisions.
- Work as a team and always maintain the Buddy system.
- Based on 360 evaluation, enter only lightly damaged structure, and moderately damaged structure if stable.
- Choose search methodology. Start where you stand, or start at known critical location.

- Find potential survivors as quickly and safely as possible, balancing quickness while not missing a survivor.
- Move light weight objects and debris to find survivors and create safe route from entry. Do not attempt to lift heavy or awkward objects. Permission is required for advanced lift.
- Treat survivor(s) as people, with care, consideration, and respect, not as objects to be forced. Be mindful of privacy, cultural differences, and existing infirmities (e.g., sight or hearing loss).
- Assess triage status of survivor(s), and tag with appropriate ribbon color.
- Treat life-threatening conditions. Address only "The Killers" before continuing search, i.e., assuring open airway for ease of breathing and stanchioning excessive (profuse) bleeding.
- Communicate via voice or radio to Squad-Leader with updates and requests.
- Report any injuries of the Squad Search team members to the Squad Leader.

SAR Rescuer

- Recognize the command structure, and be cognizant that the Squad Leader makes the final decisions.
- Work as a team and always maintain the Buddy system.
- Find survivor(s) location in lightly damaged structure, and moderately damaged structure if stable.
- Find survivor(s) based on Search location description or flashlight beam left with survivor(s) by Searchers.
- Move light weight objects and debris to free survivors and create safe route to exit. Do not attempt to lift heavy or awkward objects. Permission required for advanced lift.
- Treat survivor(s) as people, with care, consideration, and respect, not as objects to be forced. Be mindful of privacy, cultural differences, and existing infirmities (e.g., sight or hearing loss).
- Re-assess triage status of survivor(s), especially those that are tagged RED but have become expectant/black.
- Treat life-threatening conditions. Address only "The Killers" before proceeding to rescue, i.e., assuring open airway for ease of breathing and stanchioning excessive (profuse) bleeding.
- Regardless of triage category, evacuate survivors in the order in which they are found.
- Exception, leave dead (Black/Expectant) where they lie. Becomes "crime scene", DO NOT DISTURB.
- Choose evacuation methodology, balancing quickness while minimizing additional injury.
- Communicate via voice or radio to Squad Leader with updates and requests.
- Report any injuries of the Squad Rescue team members to the Squad Leader.

First Aid Aide

- Re-triage evacuated survivors.
- Treat Life-Threating Conditions.
- Perform Head-to-Toe Assessment.
- Change triage ribbon color on survivor as prescribed by re-triaged classification.
- Provide Survivors with First Aid treatment of injuries before release on own recognizance or for release of survivor to patient transport to Central Treatment Area.
- Transition from SAR duties to aid the Medic in the Central Medical Treatment Area.

First Aid Scribe

- Document survivor/patient information, time-in and time-out, conditions/injuries, and disposition on Survivor Treatment Record form.

- Document survivor/patient information, medical history, complaint, and First aid assessment on the HTT Assessment form.
- Act as Coach to First Aid Aide, prompting the order and details of the HTT Assessment form.
- Act as Witness to remind and vouch for proper handling of survivor/patient.
- Call Squad-Leader for Transport to Central Treatment Area if First Aid triage is red or yellow.
- Report to Squad Leader First Aid triage status, and disposition of each survivor seen at First Aid area.
- Transition from SAR duties to aid the Medic in the Central Medical Treatment Area.

Recon and Transport

- Plan for modes of transportation, assets available, and owners of assets to transport people, equipment, and supplies throughout the Team 5 Operations Area during Disaster Operations.
- Immediately after a disaster strikes, initiate a reconnaissance team(s) to perform General Area Size-Up(s).
- Work with SAR-Leaders to determine transportation routes off Assigned Location properties using Basic House Plans of Owners and site review prior to Disaster.
- During Disaster Operations, Supervise Transport teams: track requests, schedule and dispatch team as necessary.
- Deliver Operational Material and messages to the ICP and central Medical Treatment areas.
- Deliver SAR messages and equipment to/from SAR Squads working throughout the Team 5 area.
- Transport Patients being released from the central Medical Treatment Area to local off-site Medical Facilities.
- Deliver food and water, supplies and equipment from SOA EOC as available throughout the Disaster Operations.

Logistics

- Plan, inventory, maintain, and distribute operational supplies and equipment as needed during Disaster Operations.
- Plan, inventory, maintain, and distribute infrastructure equipment and supplies as needed during Disaster Operations.
- Plan for and supervise the care and feeding of CERT members during Disaster Operations.
- Set up and furnish ICP Area.
- Set up and furnish Medical Treatment Area.
- Set up and maintain communication Base Station radio.

Medic

- Review accompanying HTT form and re-assess patient's medical condition.
- Perform medical procedures.
- Assess stability of patient.
- Determine when/where the patient should be moved.
- Provide instructions to on-site caregivers for appropriate care during recovery or while awaiting move to off-site medical facilities.
- Initiate a Triage Tag.
- Help 5-Squad-Med update the Victim Treatment Report form #5.
- Schedule, as necessary, a follow-up evaluation with on-site patient(s).
- Contact the Captain at the ICP at regular intervals to update patients' status, express concerns about First aid, transport, resources, staffing at Medical Treatment Area.

SEARCH AND RESCUE OPERATIONS

Search and Rescue operations will be undertaken only as instructed and practiced by CCFD3 CERT training. This training includes many aspects and technical procedures as well as proper staffing of SAR squads.

The following are the major elements of Search and Rescue (SAR) Operations. For each of these elements, the "Responsibilities & Duties" and "Skills & How to Proceed" are described in detail in a separate Team 5 Operations Manual.

- Assigned Location Area Size-up
- Structure Size-up (360) and evaluation
- Entry or No Entry Decision
- Structure Entry Markings
- Entry with or without Ropes
- Searcher Tasks – Find Survivors
- Rescuer Tasks – Evacuate Survivors
- Searcher Operations/Procedures
- Rescuer Operations/Procedures
- First Aid Operations/Procedures
- Transport Operations/Procedures
- Wrap up, finish open tasks, prepare for next assigned location.

Search and Rescue operations do not always mean entry into a structure. Structures may already be abandoned, residents may be out of the search area, or survivors may have already self-evacuated.

Entry will only be considered after an assigned location area size-up, structure size-up (360), and evaluation are completed, as well as confirmation that a survivor, not mobile enough to evacuate on their own, remains in the structure.

MEDICAL OPERATIONS

Medical Care Plans

- Temporary First Aid Station(s) Operations
  - Within SAR operations, after survivors are evacuated, CERT members will direct them to a temporary, makeshift First Aid location at or near the SAR Assigned Location and provide first aid care.
  - Wandering survivors may be processed through First Aid locations
  - CERT members will address survivors, perform triage, and conduct personal interviews, head-to-toe assessments, first aid, stabilization of injuries, and initiate transport plans for those who require it.

- Single-Point Community Medical Treatment Area Operations
  - As quickly as possible after disaster occurs, CERT members, possibly assisted by community volunteers, will set up a single-point Medical Treatment Area adjacent to a stable house.
  - Survivors needing further medical treatment will be transported to the Medical Treatment Area.

Deceased Victims Plans

- Morgue Operations will be setup near the Single-Point Community Medical Tent. The CERT Policy Manual for Deceased Victims document and form, as detailed in the Morgue Assistance Guidance, will be implemented as well as possible.
- Deceased victims will be left in the recovery position.

SUPPORT OF CERT MEMBERS

Support of CERT members is the responsibility of the ICP.

The Team Captain has final responsibility to train, mentor, and care for the health and welfare for all Team members, before and during Disaster Operations. The Squad Leaders, too, have a responsibility to train, mentor, and care for the health and welfare of Squad members.

A member of the Captain's ICP staff will be responsible for conducting periodic wellness checks of all CERT members.   During Disaster Operations, that will include scheduling breaks and off-duty time, providing food and hydration, arranging rest locations, and reacting to Captain and Squad Leaders concerns for Team members.

If a CERT member is injured or becomes ill during CERT operations or activities, it is the CERT member's responsibility to report it to their Squad Leader or Captain immediately.

Each squad will have a special medical kit to be used for CERT members.

- Upon notification the Squad Leader or Captain will take the following immediate actions:
  - Provide First Aid or Medical Treatment as required.
  - Initiate CCFD3 CERT Accident Report and follow its instructions including witness statements.
  - Notify CERT's emergency contact and secure injured CERT's belongings.
  - Provide Medical Expense Claim form, EMD-084, if injured sent to off-site medical facilities.
  - Assure rest and recovery before further CERT assignments.

RETENTION OF DISASTER OPERATIONS DOCUMENTATION

Documenting the scope of the disaster and the efforts taken to respond to the emergency is important for future reference.

- Documentation generated by the response to the disaster event will be gathered and retained at the Team ICP during the emergency response.
- Documentation required by SOA after the end of the emergency response will be released to and retained by the SOA Administrator.
  - o Documentation of First Aid and medical treatment to patients will be held by the Medic in charge of the Medical Treatment Area and will be released to SOA only on the authorization of the Medic and according to HIPAA requirements.

Documentation will include the following:

- State of Washington, Emergency Management Division forms:
  - o Emergency Worker Daily Activity Report EMD-075, and
  - o Medical Expenses Claim form EMD-054.
- Standard FEMA forms:

Damage Assessment Form	Victim Treatment Area Record
Personnel Resources Check-In	Communications Log
Assignment Tracking Log	Equipment Inventory
Briefing Assignment	General Message
Team Action Log	

- CERT SOA approved forms or digital data:

Rapid Needs Assessment	CERT 5 Head-To-Toe Assessment (HTT)
CCFD3 Accident/Injury	CERT 5 Triage Tag
Morgue Record Chart	CERT 5 Electronic CERT Digital Data Application
CERT 5 SAR Squad Action Report (SARR)	

- Other documents of significance:
  - o Maps, charts, photographs, used for analysis and decisions, as well as forms and sketches used to capture actions taken, i.e., Head-To-Toe Assessment (HTT), house plans, cribbing sketch, will also be gathered and retained at the Team ICP.
- FEMA, Clallam County, CCFD3 CERT, and CERT 5 training and policy documents will be maintained at the ICP. These will become the reference library for review during emergency operations.

TEAM RESOURCES

Supplies and Equipment Caches

- Some operational equipment is kept by individual CERT members, while some is stored in caches at Team members' houses. Supplies range from infrastructure items (e.g., tents, base radio, specialized SAR tools and equipment) to expendable items (e.g., batteries, medical supplies, office supplies) so that Team 5 is prepared to quickly begin emergency operations.

Supplies and Equipment Management

- Pre-stored equipment, supplies, and tools will be, in a disaster event, moved to the location of the ICP. Items will be distributed to the appropriate Squad, i.e., ICP Admin, SAR, Medical, Transport, for their use, including the initial re-supply inventory available.
- ICP, through available CERT members or community volunteers, will periodically inventory remaining supplies and attempt to gather re-supply items from donations by the community.
- ICP will track essential (critical) supplies and contact SOA if those cannot be supplied by the community.

LESSONS LEARNED

Upon completion and termination of operations, the Team Captain and Squad Leaders will compile a list of Lessons Learned and forward to the CERT Administrator.

Improvement is the goal. Continuous, incremental improvement is expected. After each training, practice or exercise, Team 5 engages in discussions resulting in Lessons Learned and recommendations for Improvement in CERT knowledge, skills, and activities. During an emergency, the Team will discuss each day's activities, celebrate the successes and enact improvements as needed or possible in the conditions and situations as they are presented.