WEDGEFIELD COMMUNITY EMERGENCY RESPONSE TEAM MANUAL
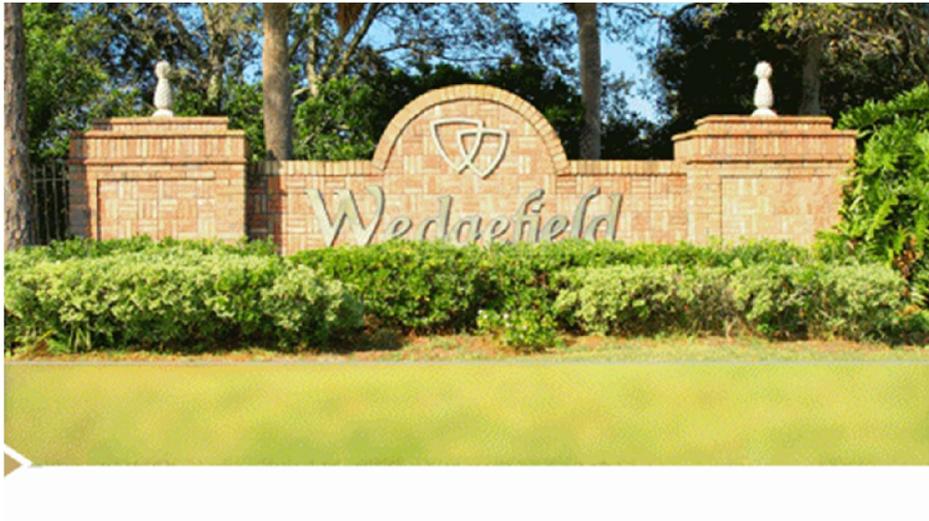
Overall plan for Wedgefield C.E.R.T.

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VERSION	DATE	NAME
DRAFT 0.1	4/14/2014	Mitch Baum
DRAFT 0.2	5/27/2014	Mitch Baum
DRAFT 0.3	5/30/14	Mitch Baum
Version 1.0	5/30/2014	Mitch Baum
Version 1.1	7/2/14	Mitch Baum
Version 1.2	7/2/2014	Mitch Baum

2-Day Advance Warning Preparation

Hurricane

48 hours prior Hurricane Watch is issued with wind speeds of 74 mph or higher and CERT members are encouraged to get their household in order and determine STAY or EVACUATE. This decision is relayed to the CERT Coordinator "Helen Unser" (407) 679-6644 and **punser@cfl.rr.com**. If the decision is to EVACUATE the member must insure CERT critical equipment in their possession is given to the CERT Coordinator.

36 hours prior Hurricane Warning is issued with same wind speeds forecasted. Again a reaffirmation of the decision to remain is relayed and those with CERT critical equipment prepare same including but not limited to charging portable radios and securing batteries as required. Individuals also double check their own preparedness plan.

Extreme Wind Warning will occur when the winds are expected to exceed (115mph or higher) If an EVACUATION ORDER is given for our subdivision it must be followed as required by state law and CERT operations will be suspended until we are able to return. Members will return and assemble at the Command Post located at 20425 Mansfield Street.

Wild Fire

Activation of the provisions in this manual will be dictated by the Fire Department Incident Commander.

Tornado

Activation of the provisions in this manual will be dictated by the Fire Department or Orange county Incident Commander.

Command Post Location

The location of the Command Post will be the **Wedgefield Park at 20425 Mansfield Street**. The equipment will be in the snack bar pavilion.

Figure 1 Command Post Location

Team Leaders

Four (4) Team Leaders will each have a key to unlock the door. Those four (4) Team Leaders should insure that their radio batteries have been fully charged prior to the storm.

First Priority

The first priority after a disaster will be to secure the individual team member's home and render assistance to their immediate neighbors if needed before proceeding to the Mansfield Park. On the way to the Park, Members will perform a windshield assessment of the damage in the various sections of the community

Team Leader Operations

The first Team Leader to arrive will be in Command and will list subsequent arriving members on a "**Dry Marker Board**" and utilize **CERT Forms #2, 3, 4 & 7** with assignments as follows:

One (1) Member will be assigned to the Fire Station to be a communication relay between Teams in the Estates, the City, the Ham Radio and the Fire Station personnel.

One (1) Member (Mitch Baum) will man the Ham Radio Station.

Two (2) Members will work the Command Post.

Two Members will set up and man the Medical Operations Area.

Note – After the initial shock of an incident that would activate the Wedgefield CERT Team onlookers that could be of assistance to the team will be encouraged to assist with non critical functions. These may include but not be limited to scribe duties, equipment inventory and assignment, runner duties and transportation requirements.

No team assignments will be issued until enough members arrive to form the team. A "Team" will consist of a minimum of Three (3) members, including a "Team Leader".

Before any team is sent out in the field communications will be verified as follows:

Test Communications Infrastructure

1. Test of cell phone availability.
2. Establish designated Motorola frequency (**ch 9 preferred**)

Team Leaders will be issued a clipboard containing a roster of members and their assignment, a briefing **CERT Form # 4a** along with several **CERT forms # 1** for documentation. Individual team rosters and the Main roster board MUST match at all times.

If Orange County Fire Rescue is operating in Wedgefield the C.E.R.T. will report and operate under their direction. (Incident Command)

When the Team is operating at a location, the Team Leader will give a preliminary report to the Command Center as soon as practicable utilizing   **CERT Form #1** which should at a minimum include the following:

- Street address
- Conditions Found (injuries, fire, property damage, etc)

The Team Leader will then request any assistance or tools needed.

Each Team utilizing **CERT Form # 4a** will go to a designated section of Wedgefield and do an assessment of the damage. (STOP, LOOK, LISTEN and THINK) They will check the houses to insure that there are no injured residents. After inspecting, they will mark the driveways with red paint so that the County Emergency Responders don't have to re-inspect. The "Buddy System" will be applied in all operations. If residents with injuries are found, the Team Members will:

1. Conduct a Voice Triage;
2. Conduct a Triage Evaluation and Tag each injured person as follows:

- RED = immediate attention needed
- YELLOW = delayed
- GREEN = minor wounded
- BLACK = dead

The CERT Command Center will initially function as the Logistics Team unless directed otherwise by the Incident Commander.

They will be the liaison between Teams in the field and report the neighborhood status to the Ham Radio Operator and government agencies.

Command Post Duties

The first Team Leader to arrive will be in Command and will list subsequent arriving members on a "Dry Marker Board". With assignments as follows:

Two (2) Members will work the Command Post as Incident Commander and his/her Scribe. The responsibilities center around assignment of members, accurate accountability of all members and a running log of communications utilizing **CERT Form # 6** regarding Search and Rescue efforts. Locations searched and victims if any and their location are essential to be passed to appropriate authorities upon relief.

One (1) Member will be assigned to the Fire Station with a hand held radio to be a communication link between the Command Center and the Fire Station. Upon arrival at the **Fire Station 86 located at 3202 Babbitt Ave**., which is in the **SW corner of Babbitt Ave. and Northcliff Street**, the member will establish contact with the Command Post and the Ham radio operator and serve as the CERT POC (Point of Contact) with local officials including Orange County Fire Rescue. The member will maintain a list of communications utilizing **CERT Form # 6**.
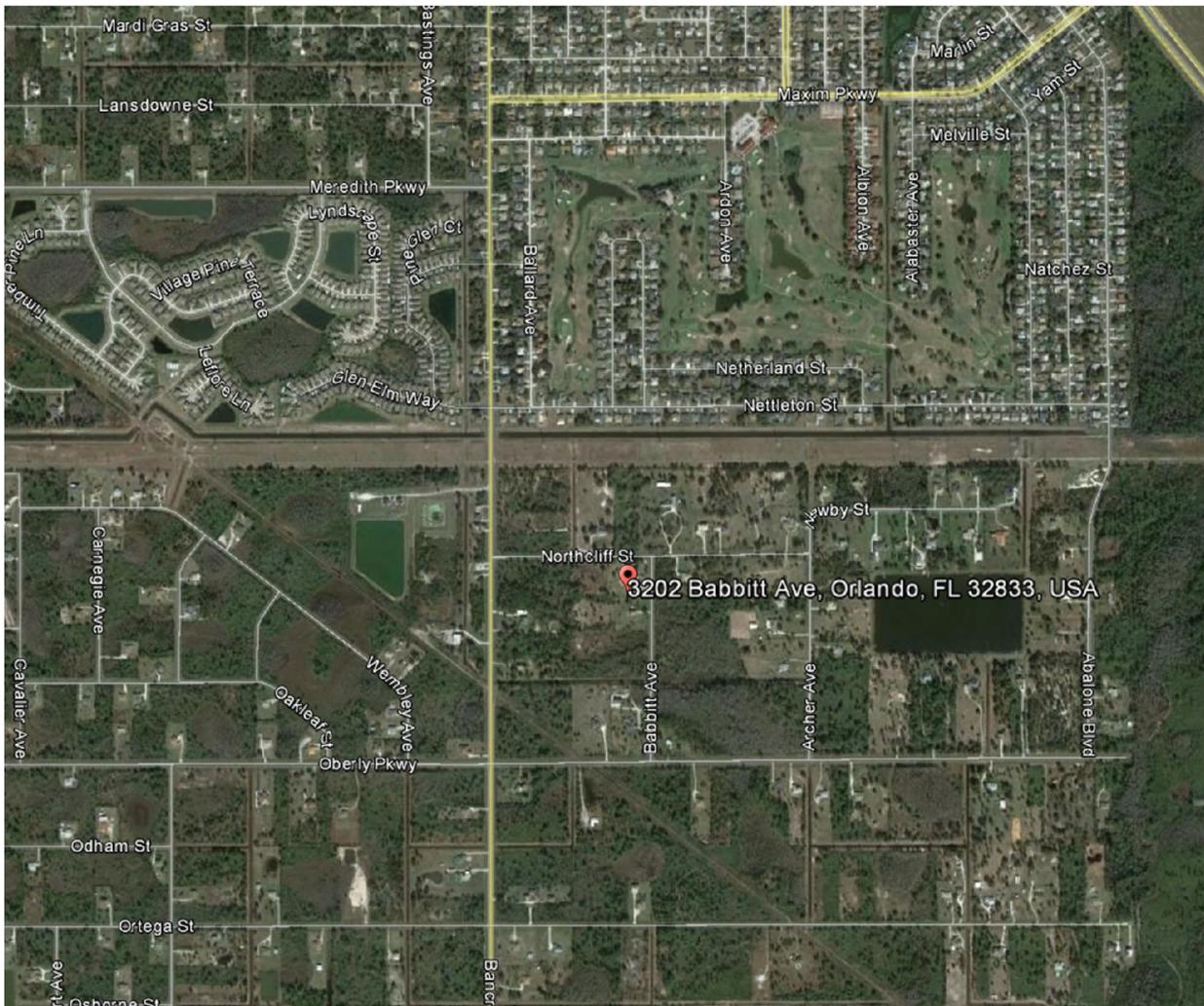
Figure 2 Fire Station Map

One (1) Member (Mitch Baum) will man the Ham Radio Communications Station and assume the duties of Communications Coordinator. He will establish 2 way communications with the Incident Commander and with the Fire Station and/or Orange County OEM and act as a relay for Teams out in the Estates and the City areas. He will maintain a list of communications utilizing **CERT Form # 6**.

Two Members will set up and man the Medical Operations Area. The Medical Team is responsible for both the physical and the psychological needs in the community. They are to triage injured victims as they arrive from the field. An accurate list of patients is maintained on **CERT Form # 5** and relayed to the Incident Commander as the numbers change. This accurate accounting is necessary to maintain records of victims, as to where they were transported and by which ambulance.

Team Leader Duties

The Search and Rescue Team Leader has the responsibility to assess the safety of light search and rescue operations, and coordinate the safe search and rescue operations. In order to accomplish this task the following procedures are recommended:

For all structures and situations perform a walk around to size up the structure.

- Perform a voice triage.
- For lightly damaged structures:
- Search
- Triage
- Report
- Send request to medical team for treatment and transportation as required.

For moderately damaged structures:

- Send request as required for Fire Team to assess/handle Utilities.
- Search
- Triage checking for breathing.
- Stop major bleeding if any.
- Remove from the structure.
- Send request for medical back up and transport

For heavily damaged structures

Stay out of any heavily damaged structures and mark the hazard.

Send request to Fire Team to assess/handle utilities.

Programming the MS350 Radio
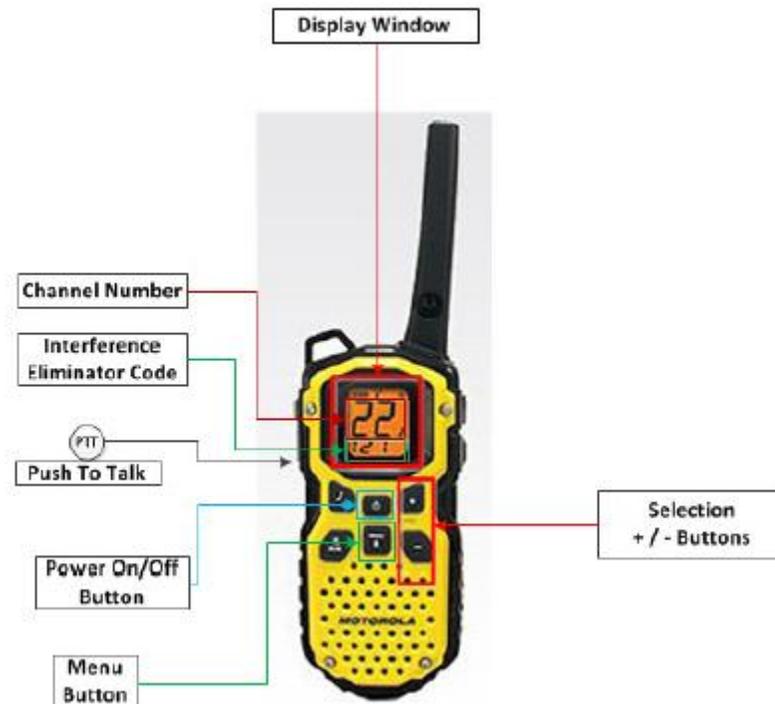
Important Controls

The graphic above indicates the important controls required for successfully programming the features required for proper operation. For the purposes of this document, the important information that outside agencies may require is:

- The Frequency used for this setup is: FRS Channel 9 or 467.5875 MHz .
- The interference eliminator code is code 0 (Disabled per CERT recommendation).

Note: This radio may revert to an "unprogrammed" state if the batteries are removed or if the radio has been unused for a long period of storage. This will be indicated by the display window showing Channel #1 (the large number) and Interference code # 1 (the lower, smaller number).

Let's begin by turning the radio on.

Turning the Radio On and Off

Press and hold ⏻ for 3 seconds to turn the radio on. Press and hold for 3 seconds to turn the radio off. In the ON position, the radio chirps and briefly shows all feature icons available on the radio. The display screen then shows the current channel, code and all features that are enabled.

Setting the Volume

Press and hold 🔘 for 3 seconds, then press + the or - keys until you reach a comfortable listening level. The MS350 has 16 volume levels controlled by the keys. Level 10 is a typical setting.

1. Press + to increase volume.
2. Press - to decrease volume.
3. Hold or to rapidly increase volume.

Do not hold the radio close to your ear. If the volume is set to an uncomfortable level, it could hurt your ear. Normal volume is setting # 10.

Selecting the Channel (the LARGE NUMBER)

This radio has 22 simplex channels plus 8 repeater duplex channels. Channels are shared by other radio users and channel selection will vary based on your location. Select a channel that is not being used from the 22 available simplex channels. Channels 8-14 are low power (FRS 0.5 watt). All other channels are GMRS channels requiring a GMRS license to use.

When the radio is on a FRS 0.5 watt channel, displays.
When the radio is on a GMRS 1.5 watt channel, displays.

The 8 GMRS repeater duplex channels 15R – 22R are disabled by default.

1. Press (MENU). 🔘 The current channel setting flashes.
2. Press + or - and select the channel. (Our teams use channel #9)
3. Press 🔘 to store the channel setting or to continue set up.

Selecting the Interference Eliminator Code (the SMALL NUMBER).

This radio has 121 Interference Eliminator Code settings. When a channel is in use by 2 or more groups, this feature blocks the reception of signals that do not carry the matching tone or code.

There are 121 privacy codes. 0 is the off position, no codes are enabled, and all users of that channel will be heard. We have selected code #0 (disabled) to be used within our teams.

1. Press (MENU) 🔘 until the code (SMALL NUMBER) starts to flash.
2. Press + or - to select code # 0.
3. Press 🔘 to save the channel setting or to continue set up.

You can set a different code for each channel using this procedure. An extended press of ⊕ or ⊖ allows you to scroll rapidly so you can quickly reach the code you want more quickly.

Locking your settings.

Press and hold (MENU) until 🔒 icon displays. To unlock press and hold (MENU) until 🔒 extinguishes. Locking prevents inadvertent changes to the settings and is suggested once you have completed programming. Many other settings are available using the MENU button, but these are the most critical ones, all the other are "nice to have" features.

Frequency Table

FRS / GMRS SIMPLEX CHANNELS AND FREQUENCIES					
CHANNEL	FREQ (MHz)	TYPE	CHANNEL	FREQ (MHz)	TYPE
1	462.5625	GMRS/FRS	12	467.6625	FRS
2	462.5875	GMRS/FRS	13	467.6875	FRS
3	462.6125	GMRS/FRS	14	467.7125	FRS
4	462.6375	GMRS/FRS	15	462.5500	GMRS
5	462.6625	GMRS/FRS	16	462.5750	GMRS
6	462.6875	GMRS/FRS	17	462.6000	GMRS
7	462.7125	GMRS/FRS	18	462.6250	GMRS
8	467.5625	FRS	19	462.6500	GMRS
9	467.5875	FRS	20	462.6750	GMRS
10	467.6125	FRS	21	462.7000	GMRS
11	467.6375	FRS	22	462.7250	GMRS

Interference Eliminator Code Tables

INTERFERENCE ELIMINATOR TONE / CODE VALUES					
CODE	(Hz)	CODE	(OCTAL)	CODE	(OCTAL)
1	67.0	39	023	81	315
2	71.9	40	025	82	331
3	74.4	41	026	83	343
4	77.0	42	031	84	346
5	79.7	43	032	85	351
6	82.5	44	043	86	364
7	85.4	45	047	87	365
8	88.5	46	051	88	371
9	91.5	47	054	89	411
10	94.8	48	065	90	412
11	97.4	49	071	91	413
12	100.0	50	072	92	423
13	103.5	51	073	93	431
14	107.2	52	074	94	432
15	110.9	53	114	95	445
16	114.8	54	115	96	464
17	118.8	55	116	97	465
18	123.0	56	125	98	466
19	127.3	57	131	99	503
20	131.8	58	132	100	506
21	136.5	59	134	101	516
22	141.3	60	143	102	532
23	146.2	61	152	103	546
24	151.4	62	155	104	565
25	156.7	63	156	105	606
26	162.2	64	162	106	612
27	167.9	65	165	107	624
28	173.8	66	172	108	627
29	179.9	67	174	109	631
30	186.2	68	205	110	632
31	192.8	69	223	111	654
32	203.5	70	226	112	662
33	210.7	71	243	113	664
34	218.1	72	244	114	703
35	225.7	73	245	115	712
36	233.6	74	251	116	723
37	241.8	75	261	117	731
38	250.3	76	263	118	732
		77	265	119	734
		78	271	120	743
		79	306	121	754
		80	311		

Forms for Operations

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) _____

CERT FORM #2

PAGE _____ OF _____

ASSIGNMENT TRACKING LOG

CERT _____   DATE _____

ASSIGNMENT		ASSIGNMENT		ASSIGNMENT	
LOCATION		LOCATION		LOCATION	
TEAM		TEAM		TEAM	
TEAM LEADER/CONTACT #		TEAM LEADER/CONTACT #		TEAM LEADER/CONTACT #	
START TIME	END TIME	START TIME	END TIME	START TIME	END TIME
1		1		1	
2		2		2	
3		3		3	
4		4		4	
5		5		5	
OBJECTIVES		OBJECTIVES		OBJECTIVES	
RESULTS		RESULTS		RESULTS	

CERT LEADER/ INCIDENT COMMANDER _____

SCRIBE(S) _____

CERT FORM #3

PAGE ____ OF ____

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

VICTIM TREATMENT AREA RECORD

TREATMENT AREA LOCATION _____ CERT _____ DATE _____

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) _____

CERT FORM #5

PAGE _____ OF _____

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				
				ISSUED				
				RETURNED				
				ISSUED				
				RETURNED				
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				RETURNED				
				ISSUED				
				RETURNED				
				ISSUED				
				RETURNED				
				ISSUED				
				RETURNED				
				ISSUED				
				RETURNED				

SCRIBE(S) _____

CERT FORM #7 (Based on ICS 303)

PAGE ___ OF ___

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)

ALL PDF FORMS

All CERT Forms.pdf