Westshore CERT Leadership: Criterion and Responsibilities

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PURPOSE STATEMENT

Leadership criterion and responsibilities for positions within the Westshore Regional CERT (WSC) are being defined, established and documented for several reasons.

MEMBERS

When members of the WSC seek to serve in leadership positions on the team, they need to clearly understand the position requirements/ credentials and likely tasks in order to thrive, execute well, and serve both the team and the community.

TEAM

To benefit the team and its capabilities, our leaders need to have the knowledge, skills, and abilities necessary to serve in that position's capacity and the leadership skills to inspire and motivate others.

WESTSHORE COMMUNITIES

Trained leaders will allow the team to serve more effectively and efficiently on behalf of our communities in both emergency activations and planned events.

CUYAHOGA COUNTY

To fulfill the Cuyahoga County Emergency Management Agency's and the Citizen Corps Council's goals to prepare, prevent, mitigate, respond to, and recover from disasters of all kinds within Cuyahoga County, CERT training, organization, and leadership needs to be standardized and credentialed. These standards will enhance the capabilities of the WSC county-wide.

HOMELAND SECURITY / FEMA

On behalf of our nation, the WSC seeks to meet or exceed county, state, and federal standards for CERT training and preparedness.

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ACKNOWLEDGEMENT

Information, policies, guidelines, and leadership responsibilities on Incident Command System leadership positions (in part) was obtained through FEMA and the NIMS Incident Command System Field Guide, 2008, Second Edition, by Division Chief Jeff Jones and Informed, Tigard, Oregon, with permission from the publisher.

COMMON LEADERSHIP RESPONSIBILITIES

- Check-in: All deployed personnel must check-in upon arrival to the incident site. This is typically with the Planning Section and sometimes uses the Incident Check-in List (ICS 211)
- Incident Action Plan (IAP): The IAP drives incident operations and tasks. Changes must be communicated and coordinated with the Operations Section Chief who communicates and obtains approval of the IC/UC
- Unity of Command: All members of the ICS organization will have only one direct supervisor. This will prevent accountability breakdowns
- Span of Control: Adequate supervision by supervisors is a must. Within ICS a manageable span of control varies between three and seven personnel or functions per supervisor. A one to five ratio is preferred.
- Resource Tracking: Any changes in resource status change (available, assigned, or out-of-service) should be recorded by the supervisor and reported to the Resource Unit of the Planning Section. Effective accountability is reliant on everyone committing to a common resource tracking method.

(FINANCE)/ADMINISTRATION DEPUTY CHIEF OF UNIT

POSITION DESCRIPTION

In this ICS position, the duties of professional responders/support staff and CERT members differ.

FEMA Job Description: The Finance/Administration Section is responsible for all financial and cost analysis aspects of the incident and for supervising members of the Finance/Administration Section. As deputy, this position will follow the orders of, support, assist, and relieve the Administration Section Chief.

RESPONSIBILITIES

FEMA Responsibilities (subordinate to Finance/Administration Chief):
- Working closely with the IC/UC in estimating, tracking and approving all incident expenses

- Monitoring and coordinating funding from multiple sources
- Ensuring that all local, state, and federal rules and laws are complied with in regard to spending

- Staffing, organizing, and supervising the Finance/Administration Section
- Planning for relief and replacement of staff as appropriate
- Preparing for and participating in operational planning process
- Completing necessary ICS forms for the IAP
- Providing periodic status reports to the IC
- Finance/Administration Section Units:

  Compensation/Claims (may have Unit Leader):
  - Determine the need for compensation for injury and claims specialists and staff unit, as needed
  - Obtain copy of the Incident Medical Plan (ICS 206)
  - Coordinate with Procurement Unit on procedures for handling claims
  - Ensure that all Compensation-for-injury and claims documents are up to date and routed to the proper company/ agency
  - Keep Finance/Administration Section Chief briefed on unit status and activity
  - Maintain Unit/Activity Log (ICS 214)

  Cost Unit (may have Unit Leader):
  - Obtain and record all cost data
  - Prepare incident cost summaries
  - Prepare resource-use cost estimates for Planning
  - Make recommendations for cost-savings to Finance/Administration Chief
  - Maintain cumulative incident cost records
  - Ensure that all cost documents are accurately prepared
  - Complete records prior to demobilization
  - Provide reports to Finance/ Administration Chief

- Maintain Unit/Activity Log (ICS 214)

Procurement Unit (may have Unit Leader):
- Contact appropriate unit leaders on incident needs and any special procedures
- Coordinate with local jurisdictions on plans and supply sources
- Create/obtain the Incident Procurement Plan
- Prepare and sign contracts and land use agreements, as needed
- Draft memorandums of understanding (MOUs)
- Establish contracts with supply vendors, as required
- Coordinate between the ordering manager and all other procurement organizations supporting the incident
- Ensure that a system is in place that meets agency property management requirements
- Ensure proper accounting for all new property
- Interpret contracts/agreements and resolve claims or disputes with delegated authority
- Coordinate with Compensation/Claims Unit on procedures for handling claims
- Finalize all agreements and contracts
- Complete final processing and send documents for payment
- Coordinate cost data in contracts with Cost Unit
- Maintain Unit/Activity Log (ICS 214)

Time Unit (may have Unit Leader):
- Establish and maintain file for personnel time reports within the first operational period
- Determine and obtain unit staffing
- For each operational period, initiate,

gather, or update a time report from all applicable personnel assigned to the incident

- Verify that all personnel identification information is correct on the time report
- Post personal travel and work hours, transfers, promotions, specific pay provisions, and terminations to personnel time documents
- Ensure that time reports are signed
- Close out time documents prior to personnel leaving the incident
- Distribute all time documents according to company/agency policy
- Maintain a log of overtime hours worked
- Maintain records security
- Ensure all records are current and complete prior to demobilization
- Brief Finance/Administration Chief on current problems and recommendation, outstanding issues, and follow-up requirements
- Maintain Unit/Activity Log (ICS 214)

CERT Responsibilities (subordinate to Finance/Administration Chief):
- Manage various clerical tasks for CERT training and events
- Research, register for, and organize CERT participation at community events
- Assist with promotion of CERT program and the WSC through community outreach activities, presentations, media articles, and social media
- Take and maintain meeting minutes

- Prepare various team documents
- Maintain CERT photograph and print history; act as photographer at CERT training and events
- During activations, may be assigned to Logistics, Planning, or Finance/ Administration section to assist with recording and documentation requirements
- During activations, may be assigned to serve in a variety of functional positions/ tasks in the Operations Section

PREREQUISITES
- Complete FEMA CERT Basic Training
- Attain age of over 18
- Pass background check (no felony arrests and no misdemeanor arrests resulting in incarceration)
- Register and maintain registration on Ohio Responds database
- Completion of the following FEMA Courses:
  - ICS-700.a, Introduction to National Incident Management System (classroom or online)
  - ICS-100.b, Introduction to Incident Command System (classroom or online)
  - IS-240.a, Leadership and Influence (online)
  - IS-241.a, Decision Making and Problem Solving (online)
  - IS-242.a, Effective Communication (online)
  - IS-29, Public Information Officer Awareness (online)

(FINANCE)/ADMINISTRATION REGIONAL CHIEF

POSITION DESCRIPTION

See (Finance)/Administration Deputy Chief of Unit Position Description. This position may assign a Finance/Administration Deputy Chief during activation if needed; the Deputy Chief is subordinate to the Chief.

RESPONSIBILITIES

See (Finance)/Administration Deputy Chief of Unit Responsibilities. This position may assign a Deputy Finance/Administration Chief to assist in accomplishing responsibilities.

PREREQUISITES

- See (Finance)/Administration Deputy Chief of Unit Prerequisites. In addition to the prerequisites listed in that section, the following are also required:
- Active team membership for at least one year (meeting minimum membership requirements or more)
- Six months or more service as Finance/ Administration Deputy Chief of Unit
- Completion of the following FEMA courses:
  - o IS-800.b, National Response Framework, an Introduction (classroom or online)
  - o IS-200.b, ICS for Single Resources and Initial Action Incidents (classroom or online)
  - o IS-910, Emergency Management Preparedness Fundamentals (online)
  - o IS-42, Social Media in Emergency Management (online)

LOGISTICS DEPUTY CHIEF OF UNIT

POSITION DESCRIPTION

FEMA Job Description: The Logistics Section is responsible for providing facilities, services, and materials in support of the incident response. The Logistics Section participates in developing and implementing the Incident Action Report and activates and supervises Branches and Units within the Logistics Section. As deputy, this position will follow the orders of, support, assist, and relieve the Logistics Section Chief.

RESPONSIBILITIES

- Subordinate to Logistics Chief of Regional Team
- Working closely with and IC/UC in anticipating and providing all incident support requirements
- Ordering of all resources through appropriate procurement methods
- Providing and establishing all incident facilities, transportation, supplies, equipment maintenance and fueling, food service, communications, and medical services for incident personnel
- Staffing, organizing, and supervising the logistics section
- Planning for relief and replacement of staff as appropriate
- Preparing for and participating in the operational planning process
- Completing necessary ICS forms for the Incident Action Report
- Providing periodic status reports to the IC/UC
- Plan the organization of the Logistics Section
- Staff and brief Logistics Branch Directors and Unit Leaders
- Assign work locations and preliminary tasks to assigned personnel
- Notify Planning Section Resource Unit Leader of Logistics Section units activated including names and locations of assigned personnel
- Participate in the operational planning cycle
- Participate in Incident Action Plan preparation
- Identify service and support requirements for planned and expected operations
- Provide input to, and review, Communications Plan, Medical Plan, and Transportation Plan
- Coordinate and process requests for additional resources
- Review Operational Planning worksheet (ICS 215) and estimate section needs for upcoming operational period
- Advise Incident Management Team members on current service and support capabilities
- Prepare service and support elements of the Incident Action Plan
- Estimate future service and support requirements
- Identify resource needs for incident contingencies
- Track resource effectiveness and make necessary adjustments
- Provide input to Demobilization Plan as required
- Recommend release of unit resources in conformance with Demobilization Plan

- Ensure general welfare and safety of Logistics Section personnel
- Participate in after action process
- Maintain Unit/Activity Log (ICS 214)
- Logistics Section Branches and Units:
  Service Branch (may have Director):
  o Determine level of service required to support operations
  o Confirm dispatch of Branch personnel
  o Participate in planning process of Logistics Section
  o Review Incident Action Plan
  o Communicate with, organize and prepare assignments for Service Branch personnel
  o Coordinate activities of Service Branch Units
  o Inform Logistics Section Chief (or Deputy) of activities
  o Resolve Service Branch problems
  o Maintain Unit/Activity Log (ICS 214)
  o Logistics Service Branch Units:
  Communications Unit (may have Unit Leader):
  o Determine Unit personnel needs
  o Prepare and implement the Incident Radio Communications Plan (ICS 205)
  o Ensure the Incident Communications Center and the Message Center is established
  o Establish appropriate communications distribution/maintenance locations within base/camp(s)
  o Ensure communications systems are installed and tested
  o Ensure an equipment accountability system is established
  o Ensure personal portable radio equipment from cache is distributed

per Incident Radio Communications Plan
  o Provide technical information as required on:
    ✓ Adequacy of communications systems currently in operation
    ✓ Geographic limitation on communications systems
    ✓ Equipment capabilities/limitations
    ✓ Amount and types of equipment available
    ✓ Anticipated problems in the use of communications equipment
  o Supervise Communications Unit activities
  o Maintain records on all communications equipment as appropriate
  o Ensure equipment is tested and repaired
  o Recover equipment from Units being demobilized
  o Maintain a Unit/Activity Log (ICS 214)
  Medical Unit (may have Unit Leader):
  o Obtain briefing from Service Branch Director or Logistics Section Chief
  o Participate in Logistics Section/Service Branch planning activities
  o Determine level of emergency medical activities performed prior to activation of Medical Unit
  o Activate Medical Unit
  o Prepare the Medical Plan (ICS 206)
  o Provide medical input into the planning process for strategy development
  o Coordinate with Safety Officer and others as appropriate on proper personal protective equipment (PPE) procedures for incident personnel
  o Prepare procedures for major medical emergency

- o Declare major medical and public health emergencies, as appropriate
- o Develop transportation routes and methods for injured incident personnel
- o Respond to requests for medical aid
- o Ensure incident personnel patients are tracked as they move from origin, care facility, and disposition
- o Provide continuity of medical care for incident personnel
- o Provide or oversee medical and rehab care delivered to incident personnel
- o Monitor health aspects and trends of incident personnel including excessive incident stress
- o Respond to requests for medical aid, medical transportation, and medical supplies
- o Prepare medical reports and submit, as directed
- o In conjunction with the Finance/ Administration Section, prepare and submit necessary authorizations, reports, and administrative documentation related to injuries, compensation, or death of incident personnel
- o Coordinate personnel and mortuary affairs for incident personnel fatalities
- o Provide oversight and liaison as necessary for incident victims among emergency medical care, medical examiner, and hospital care
- o Provide for security and proper disposal of incident medical records
- o Maintain Unit/Activity Log (ICS 214)

Food Unit (may have Unit Leader):
- o Determine location of working assignment, and number and location of personnel to be fed

- o Determine method of feeding to best fit each situation
- o Obtain necessary equipment and supplies to operate food service facilities
- o Set up Food Unit equipment
- o Prepare menus to ensure incident personnel receive well-balanced meals
- o Ensure that sufficient food and potable water is available to meet all incident needs
- o Ensure that all appropriate health and safety measures are taken
- o Supervise cooks and other Food Unit personnel
- o Keep inventory of food on hand and receive food orders
- o Provide Supply Unit Leader food supply orders
- o Maintain Unit/Activity Log (ICS 214)

Support Branch (may have Branch Director):
- o Identify Support Branch personnel dispatched to the incident
- o Determine initial support operations in coordination with Logistics Section Chief and Service Branch Director
- o Prepare initial organization and assignments for support operations
- o Determine resource needs of Branch; assemble and brief personnel
- o Maintain supervision of assigned unit work progress and inform Logistics Section Chief of activities
- o Resolve problems associated with requests from Operations Section
- o Maintain Unit/Activity Log (ICS 214)
- o Logistics Support Branch Units:

Supply Unit (may have Unit Leader):

o Participate in Logistics Section/Support Branch planning activities

o Provide kits as developed by your local agency to Planning, Logistics, and Finance sections

o Determine the type and amount of supplies en route

o Arrange for receiving ordered supplies

o Review Incident Action Plan for information on operations of the Supply Unit

o Develop and implement safety and security measures

o Order, receive, distribute, and store supplies and equipment and coordinate contracts and resource orders with the Finance/Administration Section

o Receive and respond to requests for personnel, supplies, and equipment

o Maintain inventory of supplies and equipment

o Coordinate service of reusable equipment

o Submit reports to the Service Unit Branch Director or Logistics Chief as appropriate

o Maintain Unit/Activity Log (ICS 214)

Facilities Unit (may have Unit Leader):

o Review Incident Action Report

o Participate in Logistics Section/Support Branch planning activities

o Determine requirements for each facility to be established and secure permission to use by appropriate means

o Inspect facilities prior to occupation; document conditions and preexisting damage

o Determine requirements for the Incident Command Post

o Prepare layouts of incident facilities

o Notify unit leaders of facility layout

o Activate incident facilities

o Provide Base and Camp managers

o Obtain personnel to operate facilities

o Provide sleeping facilities

o Provide security services

o Provide sanitation and shower service as needed

o Provide facility maintenance services – sanitation, lighting, and cleanup

o Demobilize Base and Camp facilities

o Restore area to pre-incident condition

o Maintain Facilities Unit records

o Maintain Unit/Activity Log (ICS 214)

Ground Support (may have Unit Leader):

o Participate in Support Branch/Logistics Section planning activities

o Coordinate development of the Transportation Plan with the Planning Section

o Support out-of-service resources

o Notify Resource Unit Leader of all status changes on support and transportation vehicles

o Arrange for and activate fueling, maintenance, and repair of ground transportation resources

o Maintain inventory of support and transportation vehicles (ICS 218)

o Coordinate transportation services

o Maintain usage information on rented equipment

o Requisition maintenance and repair supplies (e.g., fuel, spare parts)

o Coordinate incident road maintenance

o Submit reports to Support Branch Director or Logistics Chief as directed

o Maintain Unit/Activity Log (ICS 214)

PREREQUISITES

- Complete FEMA CERT Basic Training
- Attain age of over 18
- Pass background check (no felony arrests and no misdemeanor arrests resulting in incarceration)
- Register and maintain registration on Ohio Responds database
- Completion of the following FEMA Courses:
  - ICS-700.a, Introduction to National Incident Management System (classroom or online)
  - ICS-100.b, Introduction to Incident Command System (classroom or online)
  - IS-240.a, Leadership and Influence (online)
  - IS-241.a, Decision Making and Problem Solving (online)
  - IS-242.a, Effective Communication (online)
  - IS-26. Guide to Points of Distribution (online)
  - IS-27, Orientation to FEMA Logistics (online)

LOGISTICS CHIEF OF REGIONAL TEAM

POSITION DESCRIPTION

See Logistics Deputy Chief of Unit Position Description. This position may assign a Logistics Deputy Chief during activation if needed; the Deputy Chief is subordinate to the Chief.

RESPONSIBILITIES

See Logistics Deputy Chief of Unit Responsibilities. This position may assign a Deputy Logistics Chief to assist in accomplishing responsibilities.

PREREQUISITES

- See Logistics Deputy Chief of Unit Prerequisites. In addition to the prerequisites listed in that section, the following are also required:
- Active team membership for at least one year (meeting minimum membership requirements or more)
- Six months or more service as Logistics Deputy Chief of Unit
- Completion of the following FEMA courses:
  - IS-800.b, National Response Framework, an Introduction (classroom or online)
  - IS-200.b, ICS for Single Resources and Initial Action Incidents (classroom or online)
  - IS-910, Emergency Management Preparedness Fundamentals (online)

OPERATIONS DEPUTY CHIEF OF UNIT

POSITION DESCRIPTION

<u>FEMA Job Description:</u> The Operations Section is responsible for managing tactical operations at the incident site to reduce immediate hazards, save lives and property, establish situation control, and restore normal conditions. As deputy, this position will follow the orders of, support, assist, and relieve the Opeations Section Chief.

RESPONSIBILITIES

- Subordinate to the Operations Chief of Regional Team
- Activate and supervise elements in accordance with the Incident Action Plan (IAP) by:
  - Directing the execution of the IAP
  - Activating and executing the Site Safety and Health Plan
  - Directing the preparation of unit operational plans
  - Requesting or releasing resources
  - Making expedient changes to the IAPs as necessary
  - Reporting to the IC/UC
- Evaluate, organize, assign, and brief Ops section staff
- Recon the incident visually if possible
- Develop and implement operations portion of the IAP
- Brief and assign operations personnel in accordance with IAP
- Supervise Ops section personnel
- Supervise execution of the IAP for Operations
- Coordinate with the Safety Officer to carry out operational activities while complying with all safety requirements
- Monitor and request resources needed to implement Operation's tactics as part of the AIP development (ICS 215)

- Implement effective strategies and tactics to meet operational objectives
- Assist the Safety Officer in developing the risk/hazard analysis (ICS 215a)
- Make or approve expedient changes to the IAP during the operational period as necessary
- Monitor and evaluate the current situation status and make recommendations for use in the next operational period
- Prepare and participate in the tactics meeting
- Participate in operational planning process and development of the tactical portions of the IAP (ICS 204 & ICS 220)
- Inform Resource Unit Leader of changes in the status of resources assigned to each section
- Approve suggested list of resources to be released from assignment status (not released from the incident)
- Assemble and disassemble teams/task forces assigned to operations section
- Organize the Ops section effectively to ensure manageable span of control and safe operations of all Ops personnel
- Report information about changes in the implementation of the IAP, special activities, events, and occurrences to IC/UC as well as to the Planning Section Chief and Public Information Officer

- Identify and use staging areas as necessary/appropriate
- Develop and make recommendations to plans for demobilization of Ops resources
- Receive and implement demobilization plans
- Participate in operational briefings to Incident Management Team members, media, community, and dignitaries
- Maintain Unit/Activity Log (ICS 214)

PREREQUISITES

- Complete FEMA CERT Basic Training
- Attain age of over 18
- Pass background check (no felony arrests and no misdemeanor arrests resulting in incarceration)
- Register and maintain registration on Ohio Responds database

- Completion of the following FEMA Courses:
  - ICS-700.a, Introduction to National Incident Management System (classroom or online)
  - ICS-100.b, Introduction to Incident Command System (classroom or online)
  - IS-240.a, Leadership and Influence (online)
  - IS-241.a, Decision Making and Problem Solving (online)
  - IS-242.a, Effective Communication (online)
  - IS-244.a, Developing and Managing Volunteers (online)
  - IS-907, Active Shooter: What You Can Do (online)

OPERATIONS CHIEF OF REGIONAL TEAM

POSITION DESCRIPTION

See Operations Deputy Chief of Unit Position Description. This position may assign a Operations Deputy Chief during activation if needed; the Deputy Chief is subordinate to the Chief.

RESPONSIBILITIES

See Operations Deputy Chief of Unit Responsibilities. This position may assign a Deputy Operations Chief to assist in accomplishing responsibilities.

PREREQUISITES

- See Operations Deputy Chief of Unit Prerequisites. In addition to the prerequisites listed in that section, the following are also required:
- Active team membership for at least one year (meeting minimum membership requirements or more)

- Six months or more service as Operations Deputy Chief of Unit
- Completion of the following FEMA courses:
  - IS-800.b, National Response Framework, an Introduction (classroom or online)

- o IS-200.b, ICS for Single Resources and Initial Action Incidents (classroom or online)
- o IS-910, Emergency Management Preparedness Fundamentals (online)

- o IS-454, Fundamentals of Risk Management

PLANNING DEPUTY CHIEF OF UNIT

POSITION DESCRIPTION

FEMA Job Description: The Planning Section is responsible for collecting, evaluating, disseminating, and using information about the incident and status of resources. Information is needed to understand the current situation, predict probably course of incident events, prepare alternative strategies for the incident, and submit required incident status reports. As deputy, this position will follow the orders of, support, assist, and relieve the Planning Section Chief.

RESPONSIBILITIES

- Working closely with the Operations Section Chief and the IC in formulating the best possible picture of the current situation
- Working closely with the IC and the Operations Section Chief in determining the incident strategy and tactical objectives
- Staffing, organizing, and supervising the Planning Section
- Planning for relief and replacement of staff as appropriate
- Preparing for and participating in the operational planning cycle
- Completing necessary ICS forms for the Incident Action Report (IAP)
- Ensuring the IAP is constructed, copied, and disseminated to all incident personnel
- Communicating and implementing the IAP
- Providing periodic status reports to the IC
- Activate Planning Section Units
- Organize, assign, and brief assistants
- Recon the incident visually or get a situation status report from the Operations Section Chief or the IC as appropriate

- Gather, prepare, and display incident information (i.e., situation status and resource status)
- Brief and assign operations personnel in accordance with the IAP
- Assign available personnel already on site to ICS organizational positions as appropriate
- Supervise IAP preparation
- Provide input to the IC/UC and Operations Section Chief in preparing the IAP
- Lead the operational planning process
- Facilitate and lead planning and other meetings as required
- Establish information requirements and reporting schedules for all ICS organizational elements for use in preparing the IAP
- Supervise the accountability of incident resources through the Resource Unit
- Determine the need for any specialized resources in support of the incident
- Provide the Resource Unit with the Planning Section's organizational structure, including names and locations of assigned personnel
- Assign Technical Specialists where needed
- Organize staff to gather special information needs such as weather, environmental, hazards, etc.
- Contemplate and formulate information on alternative strategies (best to worst case scenario)
- Provide periodic predictions on incident potential
- Compile and display incident status summary information
- Coordinate with the Public Information Officer on the current situation status and resource status so that release of incident information is accurate
- Provide status reports to appropriate requesters

- Advise General Staff of any significant changes in incident status
- Incorporate specialized plans (e.g., traffic, evacuation, foam, environmental, and safety), the traffic plan, and other supporting plans in the IAP
- Instruct Planning Section Units in distribution and routing of incident information
- Supervise and ensure resource release recommendations (Demobilization Plan) for submission to the IC/UC
- Maintain section records
- Ensure the final incident documentation package is prepared and organized effectively
- Participate in after action process
- Maintain Unit/Activity Log (ICS 214)
- Planning Section Units:

Situation Unit (may have Unit Leader):
  - Start collecting and analyzing incident information as soon as possible
  - Participate in the operational planning process and meetings, as required by the Planning Section Chief
  - Conduct situation updates at meetings and briefings as required by the Planning Section Chief
  - Prepare and maintain incident situation display(s) such as maps, forms, weather reports, victim or damage assessment information, and other reports from technical specialists as appropriate
  - Provide photographic services and maps
  - Collect and maintain current incident data as required
  - Prepare periodic predictions, as requested by the Planning Section Chief

- Prepare, post, and disseminate resource and situation status information, as required
- Prepare the Incident Status Summary (ICS 209)
- Provide status report to the Planning Section Chief
- Provide status reports to appropriate requesters
- Develop and maintain master chart(s) and/or maps(s) of the incident
- Receive briefings and information from field observers
- Maintain Unit/Activity Log (ICS 214)

Resource Unit (may have Unit Leader):
  - Participate in the operational planning process and meetings, as required by the Planning Section Chief
  - Conduct resource status updates at meetings and briefings as required by the Planning Section Chief
  - Using the Incident Briefing (ICS 201), prepare and maintain the Incident Situation Display (organization chart and resource allocation and deployment sections)
  - Establish check-in function at incident locations and work to achieve total accountability and tracking of all incident resources (personnel and equipment)
  - Establish contacts with incident facilities to track resource status as Assigned, Available, or Out of Service
  - Gather, post, and maintain incident resource status
  - Maintain master roster of all resources checked in at the incident

- o Prepare Organization Assignment List (ICS 203) and Organization Chart (ICS 207)
- o Prepare appropriate parts of Assignment Lists (ICS 204)
- o Provide status report to the Planning Section Chief
- o Provide status reports to appropriate requesters
- o Maintain Unit/Activity Log (ICS 214)

Documentation Unit (may have Unit Leader):

- o Collect and organize incident files, information, forms, IAPs, press releases, and reports
- o Establish duplication service and respond to requests
- o File copies of all official forms and reports
- o Check on accuracy and completeness of records submitted for files and correct errors or omissions by contacting appropriate ICS unit(s)
- o Provide incident documentation to appropriate requesters
- o Provide status report to the Planning Section Chief
- o Provide status report to appropriate requesters
- o Organize files for submitting the final incident documentation package
- o Maintain Unit/Activity Log (ICS 214)

Demobilization Unit (may have Unit Leader):

- o Review incident resource records to determine probable size of demobilization effort
- o Identify surplus resources and probably release time
- o Participate in the operational planning process and meetings, as required by the Planning Section Chief

- o Monitor the on-going Operations Section resource needs
- o Evaluate logistics and transportation capabilities required to support demobilization
- o Establish communications with off-incident facilities
- o Prepare and obtain approval of Demobilization Plan including required decontamination
- o Distribute Demobilization Plan to each processing point
- o Ensure that all Sections/Units understand their responsibilities within the Demobilization Plan
- o Monitor implementation and assist in coordinating the Demobilization Plan
- o Coordinate demobilization with agency representatives
- o Brief Planning Section Chief on progress of demobilization
- o Provide status reports to appropriate requesters
- o Maintain Unit/Activity Log (ICS 214)

CERT Responsibilities (subordinate to Planning Section Chief):

- Determine team training needs based on likely scenarios and past training
- Assist in designing, planning, managing, facilitating, and evaluating team training exercises
- During activations, may be assigned to serve in a variety of functional positions/tasks in the Operations Section

PREREQUISITES

- Complete FEMA CERT Basic Training
- Attain age of over 18
- Pass background check (no felony arrests

and no misdemeanor arrests resulting in incarceration)
- Register and maintain registration on Ohio Responds database
- Completion of the following FEMA Courses:
  - ICS-700.a, Introduction to National Incident Management System (classroom or online)
  - ICS-100.b, Introduction to Incident Command System (classroom or online)
  - IS-240.a, Leadership and Influence (online)
  - IS-241.a, Decision Making and Problem Solving (online)
  - IS-242.a, Effective Communication (online)
  - IS-201, Forms Used for the Development of the IAP

PLANNING CHIEF OF REGIONAL TEAM

POSITION DESCRIPTION

See Planning Deputy Chief of Unit Position Description. This position may assign a Planning Deputy Chief during activation if needed; the Deputy Chief is subordinate to the Chief.

RESPONSIBILITIES

See Planning Deputy Chief of Unit Responsibilities. This position may assign a Deputy Planning Chief to assist in accomplishing responsibilities.

PREREQUISITES

- See Planning Deputy Chief of Unit Prerequisites. In addition to the prerequisites listed in that section, the following are also required:
- Active team membership for at least one year (meeting minimum membership requirements or more)
- Six months or more service as Planning Deputy Chief of Unit
- Completion of the following FEMA courses:
  - IS-800.b, National Response Framework, an Introduction (classroom or online)
  - IS-200.b, ICS for Single Resources and Initial Action Incidents (classroom or online)
  - IS-910, Emergency Management Preparedness Fundamentals (online)
  - IS-120.a, An Introduction to Exercises
  - IS-130, Exercise Evaluation and Improvement Planning
  - IS-139, Exercise Design

ADVISORY COMMITTEE MEMBER

POSITION DESCRIPTION

The Westshore Regional CERT Advisory Committee is comprised of the WSC Coordinator, Deputy Coordinators (if/when applicable), the WSC Advisor, and one volunteer representative from each member WSC Unit (city). The Westshore Regional CERT Guidelines defines appointments, terms, and schedules.

RESPONSIBILITIES

Duties of the Advisory Committee include, but are not limited to:
- Oversight and enforcement of the WSC Guidelines
- Oversight and/or approval of CERT activations, training, and events
- Oversight and/or approval of regional and unit section projects, recommendations, activities, and actions
- Research, consideration, judgment, and/or approval of purchasing decisions on behalf of the team
- Establishing annual meeting, training, and activity schedules
- Research, consideration, and judgment on issues relating to the WSC
- Participation in the Cuyahoga CERT Association and Citizens Corps Council meetings and activities
- Other management, supervision, and administrative duties as required

PREREQUISITES
- Complete FEMA CERT Basic Training
- Attain age of over 18
- Pass background check (no felony arrests and no misdemeanor arrests resulting in incarceration)
- Register and maintain registration on Ohio Responds database
- Six months or more service as an active member of the team (meeting minimum participation requirements or more)
- Completion of the following FEMA Courses:
  - ICS-700.a, Introduction to National Incident Management System (classroom or online)
  - ICS-100.b, Introduction to Incident Command System (classroom or online)

PUBLIC INFORMATION OFFICER

POSITION DESCRIPTION

The Public Information Officer (PIO) handles inquiries from the media, the public, and elected officials, emergency public information and warnings, rumor monitoring and response, medial monitoring, and other functions required to gather, verify, coordinate, and disseminate accurate, accessible, and timely information related to the incident, particularly regarding information on public health, safety, and protection.

RESPONSIBILITIES

- Assist coordinator with identifying community groups that have interest in hosting a presentation on disaster preparedness and the CERT program and scheduling same
- Present solo or co-present with the coordinator and/or other members to community groups, block groups, and others
- Write and submit articles on the CERT program and disaster preparedness topics for local newspapers, both print and digital
- Coordinate with other team members in writing and submitting articles on the CERT program and disaster preparedness topics for local newspapers, both print and digital
- Serve as PIO during training exercises and activations if assigned

PREREQUISITES

- Complete FEMA CERT Basic Training
- Attain age of over 18
- Pass background check (no felony arrests and no misdemeanor arrests resulting in incarceration)
- Register and maintain registration on Ohio Responds database
- Six months or more service as an active member of the team (meeting minimum participation requirements or more)
- Completion of the following FEMA Courses:
  - ICS-700.a, Introduction to National Incident Management System (classroom or online)
  - ICS-100.b, Introduction to Incident Command System (classroom or online)
  - IS-29, Public Information Officer Awareness
  - IS-42, Social Media in Emergency Management

TEACHING ASSISTANT

POSITION DESCRIPTION

Assist primary instructors in organizing, facilitating, and teaching both CERT Basic Training classes and other classes and exercises hosted or sponsored by the Westshore Regional CERT. Responsibilities will increase with experience and training.

RESPONSIBILITIES

- Assist primary instructor with registration, venue set-up, sign-in/accountability, general instructions, and distribution of documents
- Assist primary instructor with participant questions and requests
- Assist primary instructor with directing, facilitating and monitoring practical exercises during class/training
- Assist primary instructor by teaching portions of the curriculum

PREREQUISITES

- Complete FEMA CERT Basic Training
- Attain age of over 18
- Pass background check (no felony arrests and no misdemeanor arrests resulting in incarceration)
- Register and maintain registration on Ohio Responds database
- Six months or more service as an active member of the team (meeting minimum participation requirements or more)
- Completion of CERT Train-the-Trainer course when offered locally or at the Emergency Management Institute
- Completion of Instructor Certification Course at the Center for Domestic Preparedness (optional/not required)
- Completion of the following FEMA Courses:
  - ICS-700.a, Introduction to National Incident Management System (classroom or online)
  - ICS-100.b, Introduction to Incident Command System (classroom or online)
  - IS-240.a, Leadership and Influence
  - IS-242.a, Effective Communication
  - IS-265, Basic Instructional Skills
  - IS-120.a, An Introduction to Exercises
  - IS-130, Exercise Evaluation and Improvement Planning
  - IS-139, Exercise Design