

CERT Command Center Team Leader: (1st to arrive takes all roles until delegates. May re-assign TL role)

- Takes **direction from agency officials, professionals.**
- **Establishes** and stays within **command post.** Sets **objectives, priorities**
- **Delegates** responsibilities to others
- Ensures volunteer **safety**
- **Provides information** within CERT team. Liaisons with other responders, and media

Planning Section: Collecting and displaying information

- **Tracks general resource status** (e. g., list of CERT volunteers who have reported for duty)
- Tracks **situation status**
- Prepares the **CERT Team's action plan**
- Seeks and provides **documentation**

Operations Section: (Ops chart: PM pg. 2-5, image 2.2)

- **Tactical operations:** fire suppression, medical, search and rescue, traffic, etc..
- Sends out, tracks teams to accomplish tasks.

Logistics Section:

- Ensures **adequate resources** for meeting the incident objectives. (e.g., personnel, supplies, equipment, facilities)
- Manages **supplies and facilities** (procures, tracks)
- Ensures **food and medical support** to command center volunteers
- Provides external **communications**

These Sections are rarely used by CERTs:

Intelligence/Investigations Section: Prevents, deters, investigates potential unlawful activity, incidents

Finance and Administration Section: Costs. Tracks compensation for injury or damage to property.

ICS Characteristics

Proven system, used across the country. (and in private organizations, by individuals)

- Clear leadership
- Chain of command
- Flexible to changing conditions

Techniques:

- Common terminology
- Defined roles
- Delegating
- Span of control (3-7 team members, or areas of responsibility per leader)
- Document and report

Principles:

- Safety First
- Greatest Good for Greatest number of People

ALL Section Chiefs:

- Ensure continual safety with every consideration
- **DELEGATE: Keep your “Hands in your pocket”** = resist doing it all yourself
- Manages responsibilities: 3 – 7 tasks/ leader or section chief
- Communications: Encourage **regular updates** from all Sections; provide regular updates
- Be decisive: Leaders also listen
- Reassess regularly: Change plans with evolving intelligence and conditions
- Documentation: Ensure good **record keeping**. Ideally have 1 or more **scribes/** assistants for each section