



REORGANIZATION INFORMATION

The Sacramento Fire Dept wants the volunteers to take responsibility for their program. As a result of this and our CERT meeting on March 27, some changes have been made regarding the operation of our CERT program so our members get used to going through the chain of command. In the event of a real event everyone will be familiar with how we operate so nobody will have to stumble or wonder what they are to do next. The individuals placed in these positions will be used for both our day to day activities and in the event of an actual call out or for disaster drills. This change of command will be followed for everything we do. It will make us strong in ICS and also give more people the opportunity to take positions of responsibility. We will have a primary person in each position and a back up person in the event the primary person is not available. There will also be other members of each team. Any CERT member can be a member of any team you choose for the day to day activities. We established the responsibilities for each section and subsections. If you see something you would like to be part of just let the volunteer manager know and we will add your name to the list. These changes are effective 04/01/09.

CERT ICS POSITION DESCRIPTIONS

CERT INCIDENT COMMANDER: Reports to Capt. Bill White, SFD

Volunteer Manager of the Sacramento CERT program. Responsibilities include:

1. Overall responsibility for the running of the CERT program
2. Maintaining all applications and training records of all CERT team members
3. Tracking all time of volunteers – report to city.
4. Maintaining all logs required for program.
5. Responsible for training classes, schedules and meetings
6. Ordering shirts and hats as needed.
7. Responsibility for notification of activation or standby events – if unavailable Capt White will do it.
8. Will send out all mass email communications and maintain CERT website.
9. Will deal with Capt. White on CERT related issues.

CERT OPERATIONS SECTION MANAGER: Reports to the Volunteer Manager/IC

In a non-callout environment, carries out the requests of the Volunteer Manager. They supervise the unit resources under them which are responsible for performing the activities directed by the Manager and accomplishing whatever tasks are assigned.

In the event of an actual callout: develops and implements requirements to carry out the incident objectives. They organize, assign and supervise the field resources which are responsible for performing the activities directed by the Incident Command and accomplishing whatever tasks are assigned. Operation's is typically one of the first organizations to be assigned to the incident. Will remain in the command post and supervise activities from that location.

BATTALION CAPTAINS

Report to the Operations Manager. Any requests for things the battalions wish to do will be forwarded to the Operations Manager who will forward them to the Volunteer Manager. The only exception will be the reporting of hours for the battalion. Those are to be emailed to the Volunteer Manager at the end of each month for battalion meetings, etc. Cleaning of trailers assigned to their battalion (if one is).

TRAILERS

Reports to the Operations Manager: This position or backup will be responsible for maintenance of all the trailers, such as starting generators, etc. Also be in charge of getting people to pull the trailers when they need to be moved. This position will prepare an outline of towing responsibilities and trailer training if necessary. Any other duties involving the trailer will be this person's responsibility. Will train CERT members on how to hook up the trailers.

MEDICAL OPERATIONS

Reports to the Operations Manager: On a non-call out basis, will be responsible for all of the medical related training courses in CPR/First Responder First Aid, etc.

In the event of an actual call out, will be in charge of the Medical Operations at the event. They will supervise the set up of the Medical Treatment area, and securing of needed supplies from the logistics section, and will supervise the completion of the necessary paperwork for the treatment area.

ANIMAL OPERATIONS

Reports to the Operations Manager: will be responsible for maintaining the animal operations of our CERT program. Should it be necessary **in the event of an actual call out or drill**, if animals are involved, they will set up the necessary areas and do the paperwork for that portion of the event.

LOGISTICS SECTION MANAGER: Reports to the Volunteer Manager/IC

Manages the necessary resources, services, and, supplies required to support CERT activities. The main functions of this section are Supplies, Equipment and Procurement of donations of equipment.

For non activation, will be in charge of keeping a current inventory list of the supplies that belong to the CERT program and their location. They will also be in charge of maintaining CERT storeroom located at our headquarters. When ever the inventory list is updated they will forward a copy to the Volunteer Manager to be entered into the master data base.

In the event of an actual callout, the Logistics Manager will set up a supply staging area from which CERT members can obtain available equipment if necessary. This individual will remain in the command center and direct the logistics operations from that location. They will remain in contact with the team by radio.

SUPPLIES

Reports to the Logistics Manager: When ever supplies are received for the CERT program will be responsible to see that they are inventoried and assigned to the various trailers or to the

storeroom. In the event of an actual callout will work with the logistics manager to obtain supplies that are needed if they are not currently available.

STOREROOM/HEADQUARTERS

Reports to the Logistics Manager: Will be responsible for maintaining the storeroom at Arden Way and keeping the headquarters office clean and available to be used if necessary. They will work with the Supplies person to put all the supplies that need to be placed in the storeroom when they are received. They will do a quarterly inventory of everything in the storeroom to make sure the inventory is still accurate.

COMMUNICATIONS SECTION MANAGER: Reports to the Volunteer Manager/IC Will be responsible for seeing that all of our Ham radio equipment is properly maintained, installed in the trailers, and ready to use in the event it is needed. Also responsible for setting up classes twice a year to assist those who wish to get a Ham Radio License the opportunity to do so.

PORTABLE RADIO MAINTENANCE UNIT

Reports to the Communications Section Manager: Will take possession or and be responsible for making sure all of the portable (handy talkies) are kept fully charged and available for use on a moments notice. It will be the responsibility of this person to keep the radios and be available to check them out immediately when needed.

TRAILER RADIO MAINTENANCE UNIT

Reports to the Communications Section Manager: Will be responsible for seeing that all radios that are to be permanently installed in the trailers are done so within the next 45 days. It will also be their responsibility to keep them maintained with what ever is necessary to do that. A list of the serial numbers of the radios installed in each trailer will be forwarded to the Volunteer Manager to put on the master inventory list by trailers.

ANTENNA MAINTENANCE UNIT

Reports to the Communications Section Manager: Will be responsible for seeing that all antennas that need to be installed on the trailers are done so within the next 45 days. It will also be their responsibility to maintain any antenna that is used that does not have to be installed on the trailer and have it tuned and ready for operation if needed.

PLANNING SECTION MANAGER: Reports to the Volunteer Manager/IC

In a non callout situation, will be in charge of planning for any events we may have coming up. They will also be responsible for forming a planning committee for drills, etc.

In an actual callout, maintains resource status; maintains and displays the situation status, provides documentation services, and prepares the demobilization plan. At that time, a Documentation Unit would be set up to handle paperwork. .

FINANCE MANAGER:

The Finance Manager will be Capt. White because the Fire Department handles all the grant money and obtaining necessary funding for CERT activities.