

Checklist for Setting up CERT Command Post*



CERT Command Post

- Why is your CERT Team being Activated, what is the current Local Situation?
- Transport activation equipment & supplies if not at predesignated Staging Area
- Determine if Staging Area/Command Post* site viable. If not, relocate leaving volunteer to direct new arrivals: _____
- Set up Command Post***
 - Table(s) & Chair(s)
 - Post Sign (*CERT Command Post*)
 - Post Sign (*CERT Sign In*)
 - Command Post bin
 - Clipboard, pen & *CERT Sign In/Out Shift Time Log*
 - PPE Checklist
 - Office supplies + (copier if available)
 - Activation Binder w/ Forms
 - Local & County Maps
 - Situation status whiteboards on easels
 - Radios & Communications Log
 - Assign volunteer to facilitate sign in & safety check _____

The Team Leader is the only position that is always staffed in ICS applications. On small operations and events, one person--the Team Leader—may accomplish all management functions.

In addition to having overall responsibility the team leader or managing the entire operation the team leader has overall responsibility for:

- *Overall safety*
- *Providing information services to internal and external stakeholders*
- *Providing liaison with other agencies participating in the incident*

When command is transferred the process should include a briefing that captures all essential information for continuing safe and effective operations.

*To maintain span of control (5-7 people), the Team Leader may establish any or all of these sections: **Operations, Planning and Logistics.***

***Location Considerations:**

- Safety, accessibility, expandability, shelter, electrical power and sanitation
- Proximity to incident
- If outside or during inclement weather, provide awning / shelter
- If night operations, provide battery powered lighting/generator

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