ANNEX CERT

CAMPUS EMERGENCY RESPONSE TEAM

Purpose:

> The underlying premise is that a major disaster will overwhelm City and County first responders leaving UCSF with minimal support for the first 72 hours or longer after the emergency. The UCSF EOC is in need of personnel at each major campus who can provide situational awareness, provide basic first aid, organize and account for victims pending arrival of disaster assistance.

Primary Function/Mission:

1. Protect life/safety of victims of an emergency/disaster.
2. Establish order and calm in the immediate aftermath of an emergency through pre-trained and organized local employees/faculty/students.
3. Provide basic first aid, support and information to victims of the emergency.

4. Promote the timely communication of life/safety information to the UCSF EOC, first responders or Emergency Communications Center (ECC).
5. Promote the communication of situational awareness to the UCSF EOC in a timely, accurate, and organized process.

Secondary Function:

1. Coordinate & Communicate with the San Francisco Fire Departments (SFFD) Neighborhood Emergency Response Team (NERT) Emergency District Coordination Center (EDCC).
2. See list of other support functions.

Lead Department/Division/Unit:

UC Police Department/Homeland Security & Emergency Management Division

Supporting Departments/Divisions/Units:

SF Fire Department NERT Program

Reports to:

EOC Operations Section, Response Team Coordinator

Response Function:

- Establish Communications with EOC or Emergency Communications Center
- Provide basic first aid
- Identify trapped and injured persons - report locations to EOC or ECC and direct SFFD, EMS or Search and Rescue (SAR) personnel to victims
- Survey scene for immediate or potential safety hazards, secure area, warn public and move to safety, report hazard to ECC or EOC
- Perform Initial Damage Assessment utilizing UCSF Emergency Status Report (ESR) form and report information to EOC.
- Establish victim collection site, and begin process of recording victims (displaced persons), casualties, missing persons, or deceased identities.
- Work with EOC to communicate situational awareness of response efforts by CERT and other emergency responders.
- Serve as local liaison between UCSF EOC and UCSF, city, state or federal emergency response personnel to assist in location or identification of injured, trapped, deceased persons and location of hazards.
- Establish and maintain on-going situation status reports to EOC.

Locations:

- Parnassus
- Mission Bay (MB)
- Laurel Heights (LHTS)
- Mission Center Building (MCB)

    As funding and volunteer resources permit also develop at San Francisco General Hospital's (SFGH) UCSF Campus, Mt Zion, and China Basin.

Activation/Deployment:

- Activated by EOC Director or Operations Section Chief via WarnMe.
- CERT members may self-deploy in a major disaster which cause wide-spread communication failures.
- Deploys to pre-identified staging area on respective campus or as directed by EOC

Equipment/Supplies:

- Admin Kit
- CERT Bag
- 2 way Radio
- GPS
- Digital Camera
- Walkie-talkies
- Megaphone
- Search and Rescue kit – Basic kit for non-technical rescue
- First Aid Kit – 50 person

Communications:

   Emergency Communications Team (ECT) members assigned to each CERT. ECT provides ham radio capability to EOC and EDCC

   CERT to report any functioning phone or cell phone numbers to the EOC each operational period.

CERT Composition:

- Team Membership – Goal is 16 or more per team
- Deployable team size – 4 to 8 personnel
- ICS Based team: Team Leader, Logistics/Communications Officer*

  o *UCSF Emergency Communications Team (ECT) ham radio operator with UCSF issued Radio

Team Training:

- First Aid / CPR
- ICS 100 (required)
- ICS 200, 700, 800 (optional)
- SEMS Overview,
- Personal Preparedness,
- UCSF Emergency Response Management Plan Overview
- Offer quarterly Team meeting
- Use teams in UCSF Exercises & fire drills

Other Support Functions:

Based upon need and the number of CERT members available, examples of other supporting functions may include:

1. Assist in high rise building evacuations (stair chairs)
2. Helping with animal evacuations
3. Communications runners
4. Conducting search patterns for lost and missing people (i.e. Alzheimer's patients and small children)
5. Crime scene preservation
6. Damage assessment
7. EOC Operations – administrative assistance
8. EOC Operations – staffing phone lines
9. EOC Operations – vulnerable populations monitoring
10. HAZMAT incidents – assisting in the cold zone
11. Helping at Points of Distribution (PODs)
12. Helping with shelter operations (people and animals)
13. EOC check in registration and demobilization
14. Assist exercises and drills with setup, victim preparation, application of moulage, evaluation, etc.
15. Participate in drills and exercises
16. Portray victims in drills and exercises
17. Preparing helicopter landing zones
18. Support logistical staging areas
19. Record keeping at in an EOC
20. Spontaneous volunteer management
21. Staffing barricades for restricted areas (I.e.: hazardous sites, staging areas, temporary morgues, etc.)

FUNCTIONAL CHECKLIST
CERT Leader (Page 1 of 3)

Name: _____   **Date:** _____   **Time:** _____

Reports To:	Response Team Coordinator at Emergency Operations Center (EOC)
Coordinates with:	San Francisco Fire Department (SFFD) Emergency District Coordination Center (EDCC).
Location:	Pre-Designated CERT Staging Area or location as directed by EOC
Primary Responsibilities:	• Protect life/safety of victims of an emergency/disaster. • Establish order and calm in the immediate aftermath of an emergency through pre-trained and organized local employees/faculty/students. • Provide basic first aid, support and information to victims of the emergency. • Promote the timely communication of life/safety information to the UCSF EOC, first responders or Emergency Communications Center (ECC). • Promote the communication of situational awareness to the UCSF EOC in a timely, accurate, and organized process.
Support Responsibilities:	• Coordinate & Communicate with the SFFD EDCC. • See Annex CERT for other support functions.
Supplies:	Team Cache: • Admin Kit • CERT Bag • 2 way Radio • GPS • Digital Camera • Walkie-talkies • Megaphone • Search and Rescue kit – Basic kit for non-technical rescue • First Aid Kit – 50 person Individual to bring: • SFFD NERT issued Equipment, Supplies and NERT ID • Cell phone, laptop, PDA, spare batteries, chargers, phone lists and reference materials specific to their function.

PROCEDURES	TIME/ DATE
EMERGENCY RESPONSE:	
1. Report to your pre-identified staging area (primary or alternate based on safety) or to location you are directed to by the EOC	
2. Secure space (private if possible) with a table, some chairs. (Assign to Team's Logistics Officer if available.)	

FUNCTIONAL CHECKLIST
CERT Leader (Page 2 of 3)

PROCEDURES	TIME/ DATE
EMERGENCY RESPONSE:	
3. Get team equipment cache'. (Assign to Team's Logistics Officer if available.)	
4. Hang up CERT sign. (Assign to Team's Logistics Officer if available.)	
5. Establish communication with Team Coordinator in the EOC. I.D.: • who you are, • which UCSF Volunteer Team you are with, • if you have accessed to the Team Equipment Cache', • Were you are setting up your base of operations • You contact information: Phone, fax, Cell, E-mail, SMS etc.	
6. Begin to keep a *CERT Activity Log* (ICS 214) of actions taken.	
7. Coordinate the mobilization of team members. Determine what team members skills/experience is needed immediately.	
8. Assign Team Logistics officer to issue equipment & supplies to team members.	
9. Log in team members using *CERT Personnel Resources* form as they begin to arrive.	
10. Ensure that team members have "Neighborhood Emergency Response Team" I.D.	
11. Provide an orientation to team members utilizing the *Briefing/Orientation Checklist* before deploying team members to field.	
12. Distribute appropriate forms, key contact phone numbers and Go Kit materials to team members. (Assign to Team's Logistics Officer if available.)	
13. Discuss team member strengths, experience, familiarity with potential service sites, work tasks and assign team members to work locations.	
14. Assign Incident Command System Roles to team members (if deemed necessary) • Team Leader/Operations Chief (one person) • Logistics (May serve as Planning as well) • Planning (Recorder)	
15. Assign Team functions (based upon training & ability) • Communications (Emergency Communications Team – ECT member • First Aid (Current First Aid CPR certificate or License/Registered EMT, LVN, RN, MD etc) • Mental Health (Member of UCSF Disaster Mental Health Team – DMHT, or License/Registered mental health professional) • Victim/Evacuee Registration • Disaster Assessment Teams (2 persons per team minimum)	
16. Create a written work schedule (4-6 hour shifts recommended).	
17. Arrange for 24-hour coverage or on-call availability with Team Coordinator.	

FUNCTIONAL CHECKLIST
CERT Leader (Page 3 of 3)

PROCEDURES	TIME/ DATE
EMERGENCY RESPONSE:	
18. Refer inquiries from the press to the EOC Public Information Officer	
19. Attend or call into EOC Shift Briefings	
20. Attend local incident command center briefings (if invited)	
21. Conduct a daily team member meeting to review current status, needs and plan	
22. Meet with each team member individually if possible to: ensure that data is being collected appropriately, review work, monitor stress level and offer support.	
23. Contact the Team Coordinator at the EOC to give a status report.	
24. Request additional supplies, if needed. (Assign to Team's Logistics Officer if available.)	
25. Encourage team members to visit a Disaster Mental Health Team if they appear to be exhibiting significant stress.	
26. Record when Team Members leave their shift.	
DEACTIVATION/RECOVERY:	
1. De-activate your team as directed by the Operations Section Chief.	
2. Do not delete or destroy any written documents or e-mail correspondence related to your EOC activities.	
3. Ensure return/retrieval of equipment and supplies and return all assigned EOC equipment.	
4. Upon deactivation of your position, brief the Team Coordinator or Operations Section Chief, as appropriate, on current problems, outstanding issues, and follow-up requirements.	
5. Upon deactivation of your position, ensure all documentation and Activities Logs (ICS Form 214) are submitted to the Operations Section Chief or Planning Section, as appropriate.	
6. Submit comments to the Team Coordinator, or Planning Section as appropriate for discussion and possible inclusion in the after-action report; topics may include: • Review of pertinent position descriptions and operational checklists • Recommendations for procedure changes • Section accomplishments and issues • Emergency Response/Recovery plans, procedures activities that need improvement or worked well.	

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FUNCTIONAL CHECKLIST
CERT Logistics Officer (Page 1 of 2)

Name: _____ **Date:** _____ **Time:** _____

Reports To:	CERT Team Leader
Coordinates with:	EOC Response Team Coordinator San Francisco Fire Department (SFFD) Emergency District Coordination Center (EDCC)
Location:	Pre-Designated CERT Staging Area or location as directed by EOC
Primary Responsibilities:	• Account for, issue, and collect CERT Cache' equipment & supplies. • Identify additional equipment and supply needs of CERT during emergency operations. • Submit request for equipment and supplies. • Coordinate food, water, shelter, and health and safety needs for CERT members
Support Responsibilities:	• May serve as Planning Officer • May fulfill other team functions.
Supplies:	Team Cache: • Admin Kit • CERT Bag • 2 way Radio • GPS • Digital Camera • Walkie-talkies • Megaphone • Search and Rescue kit – Basic kit for non-technical rescue • First Aid Kit – 50 person Individual to bring: • SFFD NERT issued Equipment, Supplies and NERT ID • Cell phone, laptop, PDA, spare batteries, chargers, phone lists and reference materials specific to their function.

PROCEDURES	TIME/ DATE
EMERGENCY RESPONSE:	
1. Report to your pre-identified staging area (primary or alternate based on safety) or to location you are directed to by the EOC	
2. Assist Team Leader to secure space (private if possible) with a table, some chairs	
3. Get team equipment cache'	

FUNCTIONAL CHECKLIST

CERT Logistics Officer (Page 2 of 2)

PROCEDURES	TIME/ DATE
EMERGENCY RESPONSE:	
4. Hang up CERT sign	
5. Begin to keep a ***CERT Activity Log*** (ICS 214) of actions taken.	
6. Assist Team Leader in logging in team members using ***CERT Personnel Resources*** form as they begin to arrive.	
7. Keep a CERT Equipment Sign in / Sign out log	
8. Distribute appropriate forms, key contact phone numbers and Go Kit materials to team members.	
9. Maintain an inventory of expendable supplies, missing or damaged equipment.	
10. Request additional supplies and equipment, if needed.	
DEACTIVATION/RECOVERY:	
11. De-activate your position as directed by the Operations Section Chief.	
12. Do not delete or destroy any written documents or e-mail correspondence related to your EOC activities.	
13. Ensure return/retrieval of equipment and supplies and return all assigned EOC equipment.	
14. Upon deactivation of your position, brief the CERT Leader or Team Coordinator, as appropriate, on current problems, outstanding issues, and follow-up requirements.	
15. Upon deactivation of your position, ensure all documentation and Activities Logs (ICS Form 214) are submitted to the Operations Section Chief or Planning Section, as appropriate.	
16. Submit comments to the Team Coordinator or Planning Section as appropriate for discussion and possible inclusion in the after-action report; topics may include: • Review of pertinent position descriptions and operational checklists • Recommendations for procedure changes • Section accomplishments and issues • Emergency Response/Recovery plans, procedures activities that need improvement or worked well.	

FUNCTIONAL CHECKLIST

CERT Planning Officer (Page 1 of 2)

Name: _____   **Date:** _____   **Time:** _____

Reports To:	CERT Team Leader
Coordinates with:	EOC Response Team Coordinator
	San Francisco Fire Department (SFFD) Emergency District Coordination Center (EDCC)
Location:	Pre-Designated CERT Staging Area or location as directed by EOC
Primary Responsibilities:	• Document arrival and departure of CERT members. • Maintain Activity Log • Prepare Briefings in collaboration with CERT Team leader, Logistics officer and EOC Response Team Coordinator. • Prepare CERT After Action Reports
Support Responsibilities:	• May serve as Planning Section • May fulfill other team functions.
Supplies:	Team Cache: • Admin Kit • CERT Bag • 2 way Radio • GPS • Digital Camera • Walkie-talkies • Megaphone • Search and Rescue kit – Basic kit for non-technical rescue • First Aid Kit – 50 person Individual to bring: • SFFD NERT issued Equipment, Supplies and NERT ID • Cell phone, laptop, PDA, spare batteries, chargers, phone lists and reference materials specific to their function.

PROCEDURES	TIME/ DATE
EMERGENCY RESPONSE:	
1. Report to your pre-identified staging area (primary or alternate based on safety) or to location you are directed to by the EOC	
2. Assist Team Leader to secure space (private if possible) with a table, some chairs	

FUNCTIONAL CHECKLIST

CERT Planning Officer (Page 2 of 2)

PROCEDURES	TIME/ DATE
EMERGENCY RESPONSE:	
3. Hang up CERT sign	
4. Begin to keep a ***CERT Activity Log*** (ICS 214) of actions taken.	
5. Log in team members using ***CERT Personnel Resources*** form as they begin to arrive.	
6. Keep a CERT Equipment Sign in / Sign out log	
7. Distribute key contact phone numbers, maps, plans or other materials to team members.	
8. Assist CERT Leader by preparing an orientation to team members utilizing the ***Briefing/Orientation Checklist*** before deploying team members to field.	
9.	
DEACTIVATION/RECOVERY:	
10. De-activate your position as directed by the Operations Section Chief.	
11. Do not delete or destroy any written documents or e-mail correspondence related to your EOC activities.	
12. Ensure return/retrieval of equipment and supplies and return all assigned EOC equipment.	
13. Upon deactivation of your position, brief the CERT Leader or Team Coordinator, as appropriate, on current problems, outstanding issues, and follow-up requirements.	
14. Upon deactivation of your position, ensure all documentation and Activities Logs (ICS Form 214) are submitted to the Operations Section Chief or Planning Section, as appropriate.	
15. Collect after action items and comments from team members and submit to the Team Coordinator or Planning Section as appropriate for discussion and possible inclusion in the after-action report; topics may include: • Review of pertinent position descriptions and operational checklists • Recommendations for procedure changes • Section accomplishments and issues • Emergency Response/Recovery plans, procedures activities that need improvement or worked well.	

CERT Cache Handling Instructions

1. CERT (Campus Emergency Response Team) Cache box will be locked at all times while in security or its designated location.

2. At any given time, the entire CERT box shall be released to any UCSF CERT member or ECT (Emergency Communications Team) member after identification is verified by their red NERT Badge <u>OR</u> as indicated on the CERT and ECT Roster (attached) (see exception for Parnassus in 3a below).
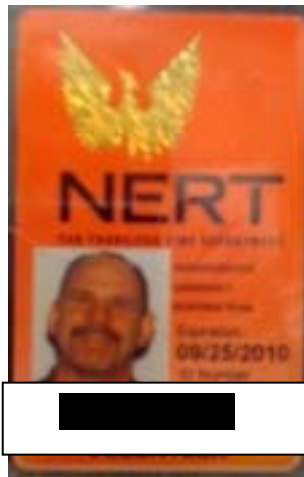
   a. Other valid forms of identification include: UCSF ID badge, California Driver's License or California Identification Card when compared to CERT / ECT roster names.

(XXXX)

3. Security will ask CERT or ECT member to sign out / sign in the cache after verification of identification (See attached Sign out sheet).

   a. If a security officer is NOT present at the Parnassus cache location (only), CERT / ECT team members shall sign out the cache appropriately via the sign out sheet provided.

4. Due to the location of the boxes at Laurel Heights and Mission Center Building (MCB), security will be required to retrieve the box for the CERT or ECT member when requested.

5. Please contact ▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓ if there are any questions regarding CERT Cache access or any other questions or concerns.
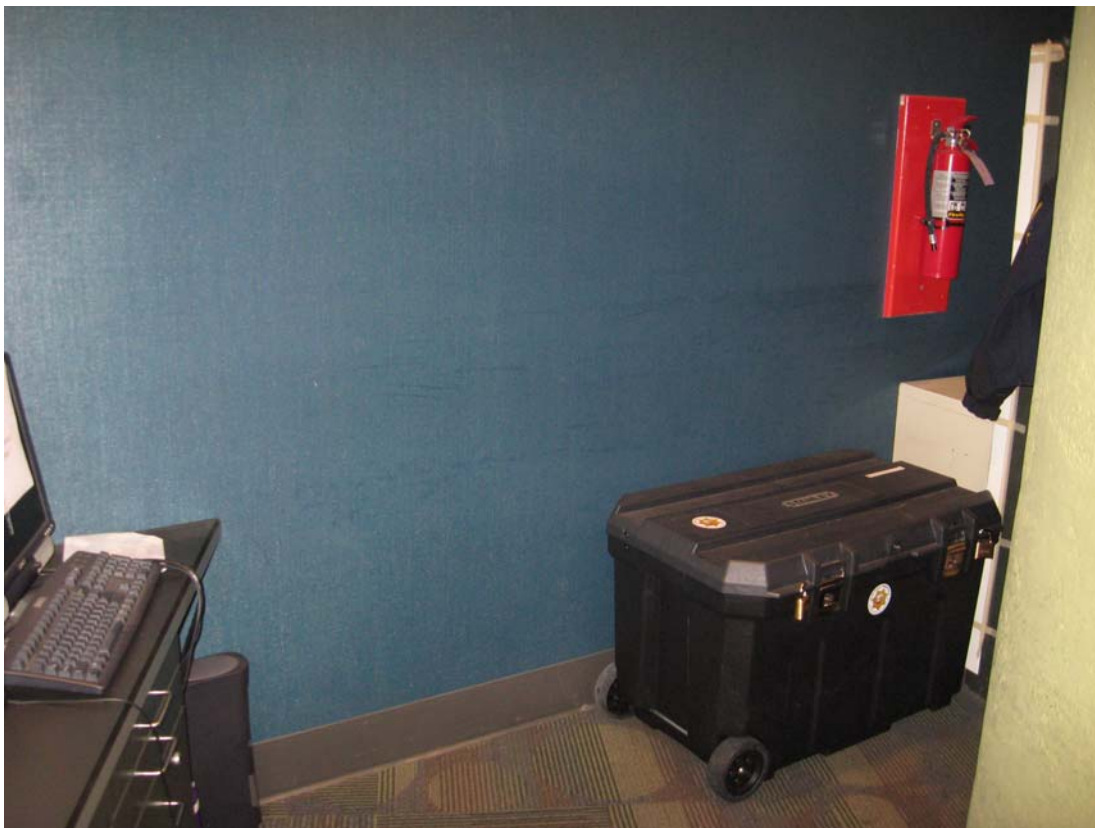
CERT Cache Locations
1. Parnassus: In Medical Science Building Lobby Security Desk

2. Mission Bay: In Rock Hall Security Desk

3. Mission Center Building: At Lobby Security Desk.

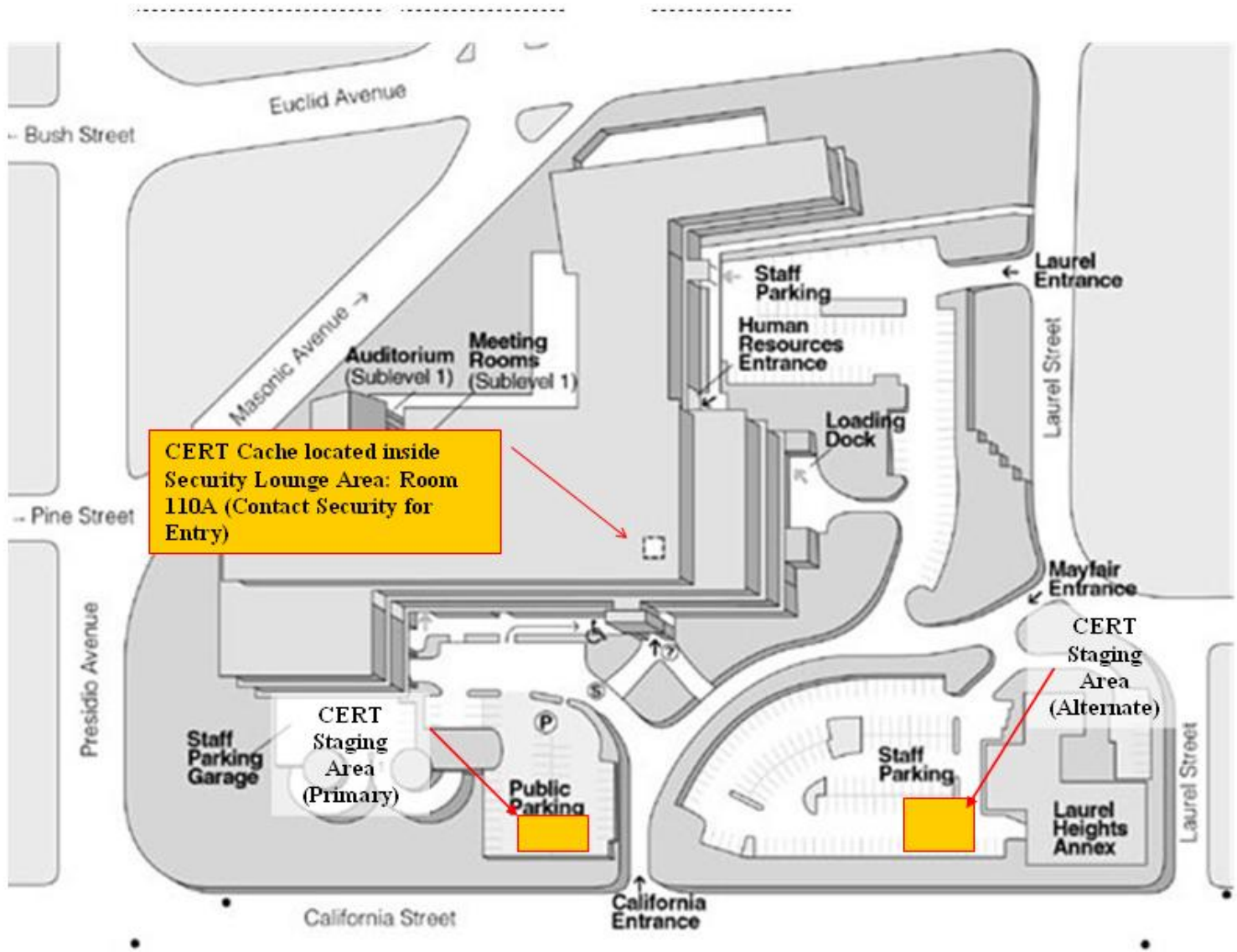4. Laurel Heights: In the security officers break (Room 110A)

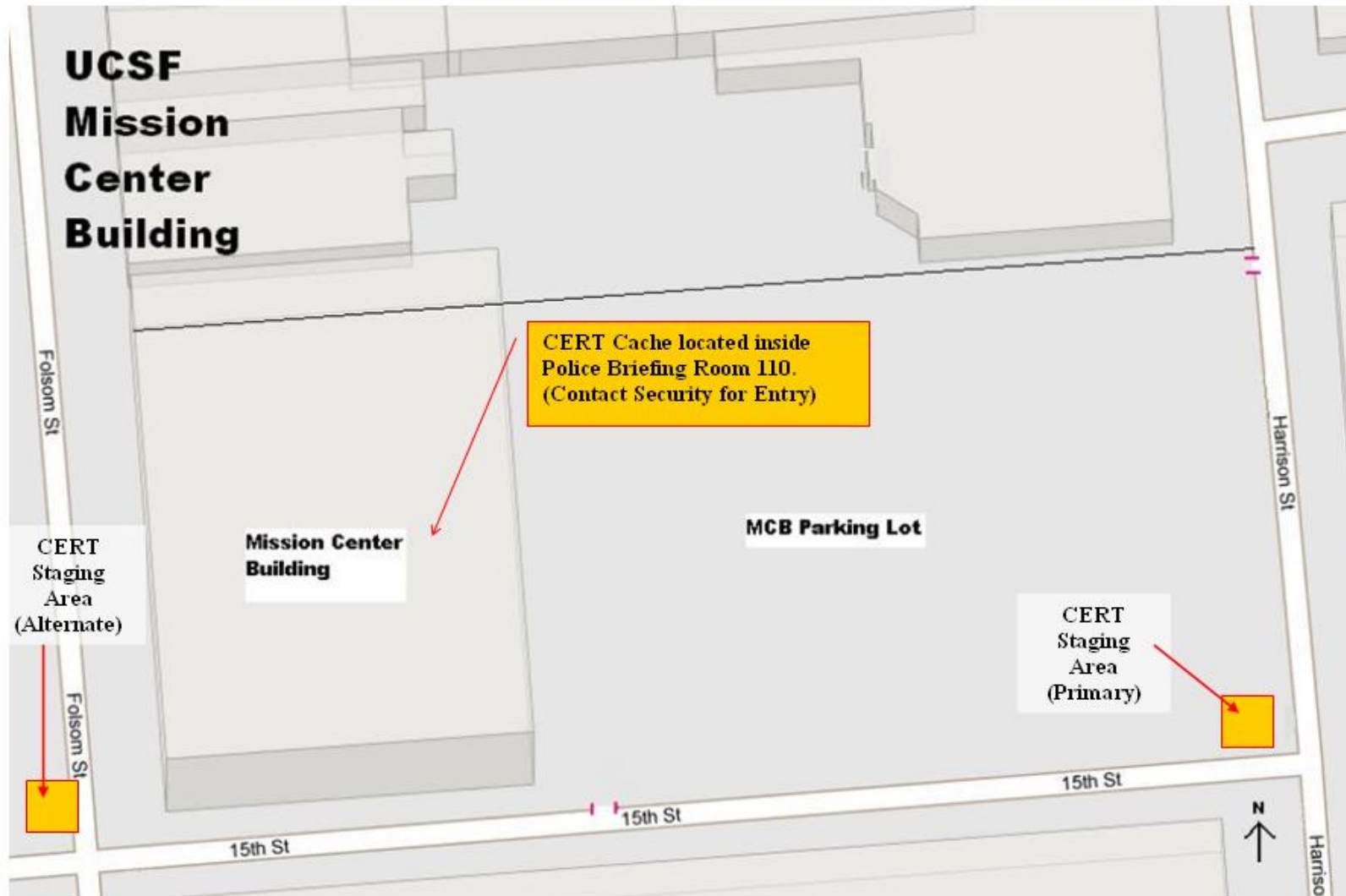Page intentionally left blank for double sided printing.

CERT Cache Sign In / Sign Out Sheet

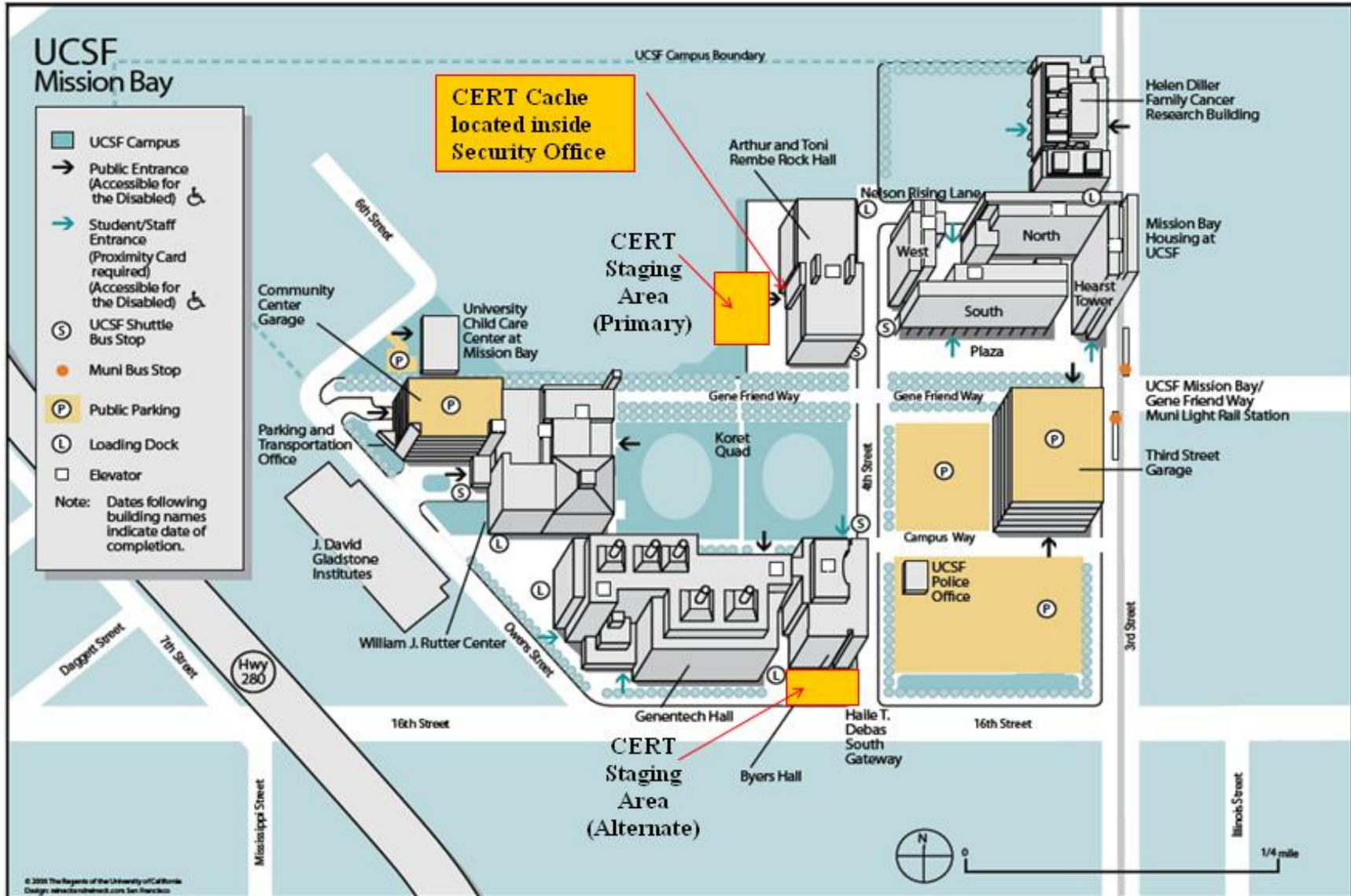| First Name	Last Name	Team (CERT/ECT)	Date / Time Out	Date / Time In

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Laurel Heights CERT – Staging Area and Cache Location

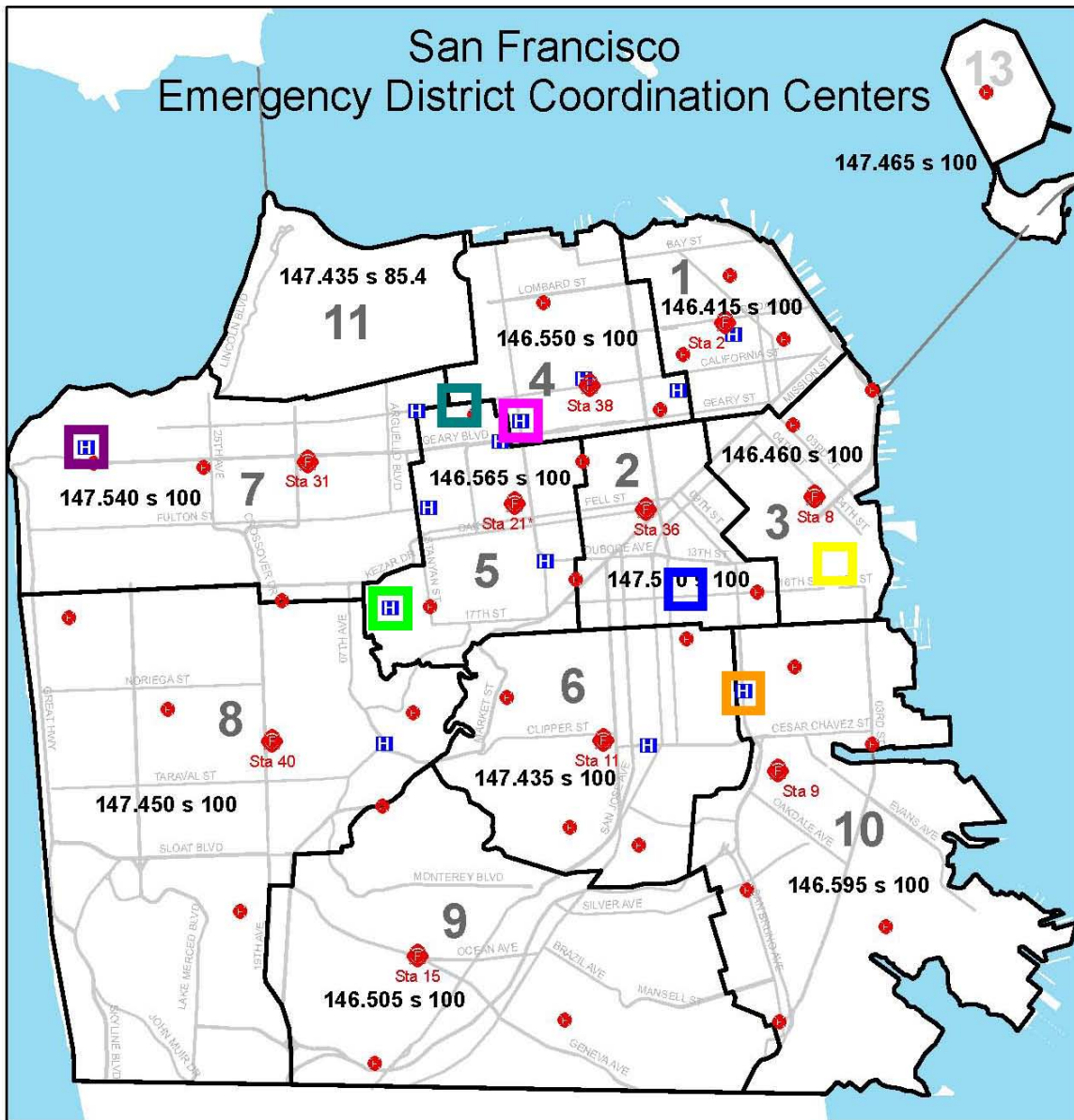## Mission Center Building CERT – Staging Area and Cache Location

UCSF Mission Center Building

CERT Cache located inside Police Briefing Room 110. (Contact Security for Entry)

Mission Center Building

MCB Parking Lot

CERT Staging Area (Alternate)

CERT Staging Area (Primary)

Folsom St

Harrison St

15th St

N

Mission Bay CERT – Staging Area and Cache Location

Parnassus CERT – Staging Area and Cache Location

San Francisco
Emergency District Coordination Centers

EDCC #	EDCC ADDRESS
1	1340 Powell St.
2	109 Oak St.
3	36 Bluxome St.
4	2150 California St.
5	1443 Grove St.*
6	3880 26th St.
7	441 12th Ave.
8	2155 18th Ave.
9	1000 Ocean Ave.
10	2245 Jerrold Ave.

* when activated

EDCC Boundary

Fire Battalion Station

Fire Station

H Hospital

Arterial Street

City & County of San Francisco
Dept. of Public Health
Management Information Systems
10/31/2008

Parnassus & UCSF Med

UCSF VA Med Center

SFGH

UCSF Mt. Zion

Mission Center Bldg

Laurel Heights

Mission Bay

SFO