

CERT

COMMUNITY EMERGENCY RESPONSE TEAM

BRECKSVILLE – BROADVIEW HEIGHTS

General Meeting Minutes

Date: 2/18/2010

Time: 7pm-8:45pm

Location: Brecksville Community Center

The meeting started with general announcements then Brecksville Fire Chief Ed Egut reviewed the Incident Command System (ICS) followed by a table top exercise to reinforce the principles discussed.

A. General Announcements

1. Search and Rescue Exercise

This exercise is scheduled for Saturday 2/27 from 8:30am-12pm at Blossom Hill in room 15 of the Elementary School. Participants should bring their backpacks.

2. Upcoming Meetings and Training

- a. March Meeting, Wed. 3/24 at 7pm, Household Safety
- b. April Meeting, Thurs. 4/15 at 6:30pm, Skywarn
- c. FEMA Training, April 17th, 24th and May 1st, Contact Brian Russo

B. ICS-100 Overview—Chief Ed Egut

1. The Incident Command System was created as a standardized approach to incident management across the country and across all disciplines (i.e. Fire, Police, and FBI). The System was created after 911 to standardize intra-agency response when managing events. The System stresses safety of responders, achievement of tactical objectives and the efficient use of resources. All Federal employees are required to take this training.

2. The ICS focuses on command and management during incidents. It takes advantage of all agencies working together. The use of codes is eliminated replaced by plain English to reduce communication errors. The command structure is defined and managed as follows:
 - Chain of command is established
 - Unity of command is followed, only one “boss” to report to
 - Unified command with different agencies or cities working together
 - Management by objective is used to assess the objective and then prioritize as follows:
 1. Life Safety
 2. Incident stabilization, stop the progress of the event, don't let it get worse
 3. Property preservation
3. Every incident response must have an Incident Action Plan. The plan contains the following components:
 - What to do
 - Who will do it
 - How to communicate
 - What procedure to follow if someone is injured
4. The ICS system was designed to be modular by establishing what you need with each element having someone in charge. The ideal span of control for a team is about 5 people, with a team leader. The type of incident and safety hazards involved may affect this number.
5. Resources need to be managed appropriately by categorizing, ordering, dispatching and tracking what is needed and used during an incident. Resources are classified using the following designations:
 - Assigned, currently working or in use
 - Available, ready to go or be put into use
 - Out of service, not ready to go or not ready for use
6. During an incident, locations and facilities need to be defined. The IC Post is where command is managed from; it should be a controlled environment. A Staging area should be established, this is where responders report during an event. Responders should only report to events when request to do so, do not self-deploy. Each responder is accountable to check-in, find out what the plan is, who they are working with and to check-out before leaving.

7. Documentation during an event at the team leader level consists of using the supervisory log Form 214. This log is a daily unit log indicating the names of the individuals on the team, their home base or affiliation, the major activities that were performed and the time (military time) they were performed.
8. A table top exercise was conducted in which the above principles were practiced.

Respectfully Submitted,

Sue Schindler

Cc: E.Egut, J. Hajek, C. Jatsek, P. Koss