

# C E R T

## COMMUNITY EMERGENCY RESPONSE TEAM

### *BRECKSVILLE – BROADVIEW HEIGHTS*

DATE: June 6, 2018

RE: Drill on June 15, 2018

Agenda for second CERT drill planning meeting:

- 1) Finalize portions of the VA property that we will use for the drill
- 2) Make a list of items required for the drill:
  - a. Dummy
  - b. Canister for biohazard
  - c. Personal items to scatter
  - d. Other items?
- 3) List and assign duties and timelines for next week:
  - a. Signs- parking, drill in progress, registration (liability waiver and wrist band)
  - b. Food- ideas and when to pick it up – ask participants to bring a snack item to contribute
- 4) Go over the paperwork included in the trailer to identify copies or missing items.
- 5) Look at inventories for both trailers to identify supplies that are not included.
  - a. Look for triage signs
  - b. Number of tarps
  - c. ??
- 6) Show someone how to use the Jot form to make a list of pre-registered drill participants (<https://www.jotform.com/>). If you want to complete your pre-registration before our meeting tonight, here is the link <https://form.jotform.com/81573883039163>. I will add it to the CERT website and Steven can add it to Quad City's website.

Tasks:

	Assigned to	Notes
Contact Chief Zamiska about boy scout participation	Melissa	Completed; no boy scouts allowed
Call second meeting for planning	Melissa	Completed: 6/7 at 7PM
Contact Mike Packard about visiting VA property	Melissa	
Email or newsletter Quad City about drill date	Steven	Completed; except change time to 8:30 instead of 8 AM?? Discuss at meeting
Notify everyone of liability waiver completion	Melissa and Steven	Melissa posted the form on the BBH CERT website and will bring extra blanks Steven- email or add link to our form to your website?
Have sign-up sheet (via email, web form ??) to get approximate number of participants to estimate lunch		
Purchase bands to identify liability waiver signers	Melissa	Completed; will bring one to meeting
Get transfer of Brecksville CERT trailer to VA property on Brecksville Fire Department schedule	Melissa	Completed; whoever is our safety person will take over our trailer on 6/16 morning

Get transfer of Broadview CERT trailer to VA property on Broadview Heights Fire Department schedule	Tim	
Have Broadview Heights full size dummy put in trailer for the drill	Tim	
Collect items to be used for drill	Everyone	
Print copies of Liability waiver	Sue*	
Train someone to print out pre-registration list for 6/16	Melissa	

\* Save all receipts for reimbursement from Brecksville Fire Department