

# Incident/Operations Commander Check-List

- Upon notification of a incident requiring activation of CERT:
  - Ensure Internal Radio Commander has activated the Net.
  - If power and phone might be available, ensure CallMultiplier is activated and sends the appropriate message to all Four Seasons CERT volunteers.
  - Setup the Game Room as Command Post if the Lodge is viable (use Gazebo in front of Lodge as an alternative.)
  - Activate Generator if there is a power outage.
  - Assign several scribes.
- Review Roll Call from Internal Radio Commander
- Review Windshield Pass summary when available
- Ask External Radio Commander to determine the nature and details of the incident through ARES/RACES.
- Determine Strategy to deal with incident considering:
  - Roll Call
  - ARES/RACES report
  - Windshield Pass

- Weather
  - Sunlight/Darkness
  - Power Availability
  - Phone service
  - Internet Service
  - Television Service (for News)
- If it is safe for Street Captains to execute Door-Knock pass, have them proceed to visit residences with "Help Needed" signs displayed
- Instruct SCs to coordinate with Div. Commander the needs they have for execution of the Intervention Pass.
- Receive and record equipment, personnel, and other needs from Division Commanders.
- Determine tactical approach to fill the needs above.
  - Request Logistics Commander to transport equipment and supplies to the field.
  - Reassign personnel from one division or area to another to support the incident needs. If necessary, use hop-sotch approach.
  - Request the External Radio Commander notify ARES and RACES that help is needed from professional first responders, i.e., fire, EMS, etc.

- Upon completion of initial Interventional Pass in all divisions, if SCs are not exhausted, consider a door knock pass for residences with no sign, or blank sign.
- After first 6 hours, consider shifts for command post and field CERT volunteers.
- On Day 2, if recovery actions might be taken, have the Liaison Commander provide findings of Four Seasons infrastructure damage to the Facilities Committee, Access Control Committee, Landscape Committee, and the HOA representative; provide injured lists to Sunshine Committee.
- On Day 2, provide report to HOA public relations designee.
- FORMS: FOUR SEASONS SIZE-UP TOTAL, FOUR SEASONS RADIO CHECK IN, CERT #4, CERT #3