



*Lakewood Ranch Community Emergency Response Team
8175 Lakewood Ranch Blvd.
Lakewood Ranch, Florida 34202*

Pre-Activation and Deactivation Guidelines for Lakewood Ranch CERT - 2017

I. Purpose

Disasters, whether natural or man-made, may occur without warning. These guidelines have been developed to –

- Assure that an orderly process is in place for alerting, activating and deactivating neighborhood CERT teams;
- Provide the CERT Board of Directors, team coordinators and team members with guidelines to follow for pre-activating and deactivating the neighborhood CERT teams.

II. CERT Disaster Pre-Activation Point-of-Contact (POC)

The CERT Board of Directors will ensure that there is a Disaster Pre-activation Point of Contact (POC) available at all times throughout the year to initiate and coordinate the pre-activation decision making process.

The Disaster Pre-activation POC will coordinate with Manatee County Department of Emergency Management and Manatee County Emergency Operations Center (when activated) to keep up to date on County disaster response planning, disaster preparation, and alerts of impending disasters impacting the County.

Once Lakewood Ranch CERT is activated, the responsibilities of the Disaster Pre-activation POC will have been fulfilled. Further disaster coordination then becomes the responsibility of the CERT Central Incident Commander and neighborhood team Incident Commanders.

III. Pre-Activation Process

- A. Pre-activation Decision Making: The Disaster Pre-activation POC, in consultation with and at the direction of the CERT Board of Directors, will initiate the pre-activation process. (The Executive Committee is authorized to act on behalf of the Board, where necessary.)
- B. Pre-activation Decision Criteria: It is not possible to define in advance all of the information that needs to be considered, and the criteria that should be used by the Board of Directors in making the decision to pre-activate Lakewood Ranch

CERT. The Board will examine relevant information from the County, State, National and other sources in making its decision.

- C. Method of Communication: Pre-activation communication with all members, will be primarily via e-mail. Updates will also be made to the LWRCERT website and the LWRCERT FaceBook page when possible
- D. Personal Safety and Accountability: Our first priority as a CERT member is to ensure our own safety and that of our family and team members, which includes the decision to evacuate before an event arrives. DO NOT activate yourself if you cannot determine that conditions are safe to do so. If you are not evacuating, ensure your family and home are prepared for the event.

E. Pre-activation Stages

The Pre-activation process is broken down into four stages:

- 1 – Preparation (>72hrs)
- 2 – Standby (~48hrs: Hurricane Watch)
- 3 – Alert (~36hrs: Hurricane Warning)
- 4 – Activation (*Individuals decision: only when safe to deploy*)

F. Pre-activation Decision Timing

- 1. The stages are spread out over a longer period of time when there is one or more days advance warning (e.g., hurricanes, floods)
- 2. **When there is little or no advance warning, the time between the Activation Stages may be compressed** (e.g., tornadoes, chemical spills, explosions).

IV. Disaster Activation Responsibilities

Separate sets of guidelines for pre-activation (attached) have been developed for the CERT team members, CERT team coordinators and the CERT Board of Directors. Additional information, preparation checklists, telephone rosters, radio channel assignments, team zone assignments, etc. will be developed and attached to these guidelines or found on lwrcert.org website.

V. Deactivation

The decision to deactivate teams after a disaster will be made at the neighborhood team level.

- The team Incident Commander (who may also be the Team Coordinator) should contact the CERT Central Incident Commander to notify him/her that the team is deactivating, determine if there remain threats that warrant remaining on standby, and to see if assistance is needed elsewhere in the community.
- Providing assistance outside their neighborhood is a voluntary decision of the members of the team.

CERT Team Member Guidelines for Pre-activation - 2017

| Disaster Threat | Activation Stages | Actions to Take |
|--|---|--|
| <p>In the event of hurricanes or other threats to our area with advanced warning*</p> <p>* In the event of emergency situations requiring CERT mobilization where there is little or no advanced warning, the activation stages will be accomplished sequentially as rapidly as is reasonable.</p> | <p align="center">Stage 1: Preparation</p> | <p>>72 hours ahead:</p> <ul style="list-style-type: none"> • At this point, you should have considered whether it is safe for you to shelter-in-place, or evacuate. Whether you stay or evacuate, take steps to ensure your safety and that of your family. • LWR CERT will attempt to notify you by email of the potential threat and to check your equipment |
| | <p align="center">Stage 2: Standby</p> | <p>~48 hours ahead: Hurricane Watch</p> <ul style="list-style-type: none"> • If you chose to shelter-in-place, LWR CERT will attempt to ask you via email to continue your preparation, to charge your handheld walkie-talkie radios (or insert fresh batteries), and remain on standby. |
| | <p align="center">Stage 3: Alert</p> | <p>~36 hours ahead: Hurricane Warning</p> <ul style="list-style-type: none"> • If you chose to shelter-in-place, LWR CERT will attempt to place your team on alert via e-mail. |
| | <p align="center">Stage 4: Activate</p> | <p>Activation <u>When conditions are safe</u>, turn on your radio and deploy with your personal gear to your team's assembly area.</p> |

CERT Team Coordinator Guidelines for Pre-activation - 2017

| Disaster Threat | Activation Stages | Actions to Take |
|--|---|---|
| <p>In the event of hurricanes or other threats to our area with advanced warning*</p> <p>* In the event of emergency situations requiring CERT mobilization where there is little or no advanced warning, the activation stages will be accomplished sequentially as rapidly as is reasonable.</p> | <p align="center">Stage 1: Preparation</p> | <p>>72 hours ahead:</p> <ul style="list-style-type: none"> • LWR CERT will attempt to notify you by email of the potential threat and to check your equipment • Brief your team members about the disaster threat. Remind them that whether they stay or evacuate, they should take steps to ensure their safety and that of their family. |
| | <p align="center">Stage 2: Standby</p> | <p>~48 hours ahead: Hurricane Watch</p> <ul style="list-style-type: none"> • If you chose to shelter-in-place, LWR CERT will attempt to ask you via email to continue your preparation, to charge your handheld walkie-talkie radios (or insert fresh batteries), and remain on standby. • Charge the Hub radio and ensure that there are spare batteries • Make sure that someone else on the team knows where the Hub radio is located • Make sure that the Team Boxes are readily available to the team and that the team knows how they can be accessed. |
| | <p align="center">Stage 3: Alert</p> | <p>~36 hours ahead: Hurricane Warning</p> <ul style="list-style-type: none"> • If you chose to shelter-in-place, LWR CERT will attempt to place your team on alert via e-mail. |

| | | |
|--|------------------------------|---|
| | Stage 4: Activate | <ul style="list-style-type: none"> • <u>When conditions are safe</u>, turn on <u>your radio & Hub radio</u> and deploy with your personal gear to your team's assembly area. |
|--|------------------------------|---|

CERT Board of Directors Guidelines for Pre-activation - 2017

| Disaster Threat | Activation Stages | Actions to Take |
|--|---------------------------------|---|
| <p>In the event of hurricanes or other threats to our area with advanced warning*</p> <p>* In the event of emergency situations requiring CERT mobilization where there is little or no advanced warning, the activation stages will be accomplished sequentially as rapidly as is reasonable.</p> | Stage 1: Preparation | <p>>72 hours ahead:</p> <ul style="list-style-type: none"> • Send out 72hr "General Notification" e-mail • Change CERT website • Update Facebook |
| | Stage 2: Standby | <p>~48 hours ahead: Hurricane Watch</p> <ul style="list-style-type: none"> • Send out 48hr "Standby" e-mail |
| | Stage 3: Alert | <p>~36 hours ahead: Hurricane Warning</p> <ul style="list-style-type: none"> • Send out 36hr "Alert" e-mail • Create the Board members "On Call Duty Roster" & forward it to Radio Central |
| | Stage 4: Activate | <p>Activation</p> <ul style="list-style-type: none"> • Self activate & meet with your team. • All Board members monitor their Hub Radio - Ch8 • On-Call Board member contacts and co-ordinates with Radio Central |

CERT Deployment Preparation Checklist

Team # _____ Team Radio Channel # _____ Radio Privacy Code

(Team Coordinator/Incident Commander Radio Channel # _____)

Assembly Area: Location _____

- If you evacuate: Contact: Team Coordinator _____ (name)
_____ (telephone) before you leave, and when you return

At the beginning of the storm season:

- Rinse out your hydration pack bladder several times, air dry and re-assemble
- Inventory, re-stock and organize your CERT backpack

At the 48 hour alert (Hurricane Watch):

- Collect your CERT gear and keep in a central location: Backpack, helmet/goggles, gloves, vest, ID badge, hydration pack
- Charge your radio or add fresh batteries
- Clip board, pen and pre-addressed Search & Rescue forms, if available
- Small spiral notebook
- Review the CERT team job descriptions, especially the Incident Command job description

At Deployment Time:

- Notify your family or significant others that you are deploying
- Wear footwear that provides best protection possible from penetration
- Wear appropriate clothing for the conditions
- Pack a soft cap or hat with brim
- Wear sunglasses
- Apply sun screen
- Apply insect repellent
- Fill your hydration pack with cold water and ice
- Get your CERT backpack
- Put on your CERT protective gear
- Have a light snack. Bring snacks, trail bars, etc. with you.
- Drink water 1 hour before leaving. Avoid caffeinated beverages.
- Your personal safety is your first priority.

- Make notes of damage, street access, status of residents, etc. on your way to the Assembly Area (on a Search & Rescue form, if available)

Safety Tips in the Field:

- Your personal safety and health, and that of your team members and volunteers, comes first.
- Use your safety equipment.
- Move safely through your assigned area and be conscious of all potential hazards.
- Maintain situation awareness.
- Use a buddy system.
- Protect against heat illness
- Lift properly
- Operate within your limitations