

CERT Team Meeting Agenda Topics

- Introduce team members.
- Confirm contact info with team members and their preferred form of communication (home or cell phone, text, email).
- Take a poll of who plans on evacuating if a hurricane threatens.
- Are their homes hurricane ready?
- Ask members to inform you if they plan to be away for an extended period.
- Do any members have physical limitations that will affect their roles in the event of a CERT activation.
- Arrange for pick up and storage of the Team Kit.
- If the person storing the Team Kit is away during hurricane season, that person must either transfer the kit to another team member or give a member access to it. The same is true for the Incident Commander's radio.
- Update the neighborhood Search & Rescue form to ensure addresses are up-to-date and insure each team member has a completed copy.
- Determine the most efficient search pattern to cover the homes in your area.
- Review CERT Activation Guidelines, Team Quick Start and Pre-Activation preparation checklist. (www.lwrcert.org)
- Review the new Victim Treatment Record form.
- Review the contents of the team kit and backpacks and team binder.
- If not already done, distribute new EMT scissors, SAM splints & decals.
- Decide/review where the team's assembly area will be.
- Review how to request an ambulance, fire, police.
- Check radios for proper channel and privacy code; review messaging protocol and battery care.
- Review operation of the Incident Commander's radio and CERT hub system.
- Arrange to do a "Can you hear me now?" radio test of your neighborhood.
- Conduct a brief first aid review.
- Discuss any team-based training the team wants, and request it from any Board member.
- Encourage team members to recruit new members.
- Other: