

3.

Division Commander

Check List

7/17/2019

- Prior to any incident, ensure you have current Division Size Up forms printed and in your SC binder. Ensure you have current assignment sheets for your Division.
- When you become aware of an incident, ensure that you, your household members, and your home are safe.
- When you're ready to assume your CERT duties, turn on your FRS radio to Channel 4, CTCSS Privacy Code 14. Grab your Go kit including your Street Captain Binder, radio, and **extra batteries** and a supply of vests for auxiliaries if they have been issued to you.
- Ensure you're dressed properly: Long sleeves and pants, closed toe shoes or boots, goggles, N95 mask, hard-hat, and your CERT vest.
- Do a radio check-in using your last name and division as your call sign.
- Visit your staging area (that you setup) and do a radio check-in of any CERT auxiliaries present. Issue vests if

possible.

- With your FS CERT Size Up forms (preprinted with your assigned Street Captains stored in your SC binder), you're your SCs radio the Size Up sums, complete the **Windshield pass (WP)** on the Division Size Up form. This is a critical information gathering pass. Upon completion of the Windshield pass, sum the categories and radio the command post with the results. Await further instructions.
- When you and your SCs are instructed to begin the **"Door-knock" pass (DKP)**, let the SCs systematically walk their assigned area with those homes displaying the "Help Needed" signs, skipping all other houses. Have the SCs radio their sums to you so that you can record it in your Division Size-up. Upon completion of the pass, sum the categories and report the findings to the Command Post and await further instructions.
- The Windshield pass and Door Knock pass primarily are fact gathering so the scope of the incident is determined and understood. From this a Four Seasons strategy can be formulated, tactics implemented, and resources deployed. Operations Command may deploy resources from one division to another, hopscotch support teams from one area to another, instruct you to evacuate as the danger is too

severe, or some other appropriate action.

- Determine a strategy, and tactics to deal with the findings from the "Door-Knock" pass. Determine tactics of deploying team members from one area to help another area. Confer via radio with Command Post for supplies and other resources to implement your strategy and tactics to assist the Street Captains.
- If you're instructed to begin the **Interventional pass (IP)**, you may be informed of other resources being deployed to your assigned area to assist you, or you may be directed to send SCs & Auxiliaries to another area in need. In either case, a staging area/meetup point is agreed to. Prior to intervention, ensure the SCs review the Rules of Engagement & the Tasks Based on Damage Level to guide them in keeping the team safe. As Division Commander your first priority is to keep your CERT members safe.
- Always have your SCs radio when, where, and who is entering a residence, back-yard, or other structure. Radio again when, where, and who exited the residence, back-yard, etc. Size Up is a continuous and ongoing procedure.
- Keep the Command Post apprised of changes in the scope of the incident, so they can deploy resources to serve the greatest good for the greatest number.

- Forms: CERT #3, #4a,#5