

City of Fort Lauderdale

# C. E. R. T. Team

**DRAFT # 1**

## **STANDARD OPERATING PROCEDURES (SOP)**

**Subject: Disaster Response Activation Procedures**

**Purpose: CERT Team Standard Operating Procedure(s) for activation of all Disaster Response**

**The following are Standard Operating Procedures for City of Fort Lauderdale CERT Teams during Non-Warning and with Warning Disaster Response:**

**A. Non-Warning Disaster Response:**

1. CERT Coordinator will receive request and/or notification for CERT Teams to be activated from Office of Emergency Management Manager and/or Fire-Rescue Department
2. CERT Coordinator will activate CERT Teams via CERT Chief and/or Duty and brief CERT Chief and/or Duty on situation and assignment
3. CERT Chief and/or Duty will then relay the information thru the CERT leadership team Chain of Command
4. Activation of all CERT Teams will be done by one of the following:
  1. Phone- All Contact information needs to be updated on a quarterly basis
  2. Email- An email alert notification can be sent if power is available
  3. Disaster Meeting Points- CERT Battalion Chief(s) will select Disaster Meeting Points (DMPs) with their CERT Team(s) or CERT Coordinator will define Disaster Meeting Points
5. All information will follow via the Chain of Command. NO CERT Team(s) have the authority to skip the Chain of Command

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#### B. Tropical Storm and/or Hurricane Activation Response:

##### I. Preparation for CERT Teams before landfall of TS/ Hurricane:

1. CERT Coordinator will receive request from Emergency Manager to put all CERT Teams on Alert or Activation Status
  - A. Alert Status- CERT Team Members should be activating their Disaster Response Plan and checking CERT Equipment
  - B. Activation Status- CERT Team Members will be activated through the Chain of Command and report to designated areas
2. CERT Coordinator will activate CERT Chief and/or Duty to notify CERT Teams of potential incoming TS or Hurricane and to activate their personal disaster plan
3. CERT Chief and/or Duty notify Battalion Chief(s) to initiate call down to inform CERT Teams of level of activation (Alert or Full Activation Status)
4. CERT Chief and/or Duty will provide updates to CERT Coordinator on status of CERT Teams before TS or Hurricane Landfall (24 hours prior to Landfall)
5. CERT Chief and/or Duty will notify all Battalion Chief(s) NOT to respond until future communications from CERT Chief and/or Duty after storm and the **“All clear is given”** by CERT Coordinator

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#### II. Action Steps after landfall of TS/Hurricane:

1. CERT Coordinator will contact CERT Chief and/or Duty when its is Safe for CERT Teams to initiate CERT Activity
2. CERT Chief and/or Duty will initiate call to Battalion Chief(s) and advise that the CERT Coordinator has given the all clear for CERT Teams to initiate activity
3. NO CERT Team is allowed or has authority to initiate CERT Activities without the CERT Coordinator given the “All Clear/Safe authorization to the CERT Chief and/or Duty. ***Any CERT Team from the City of Fort Lauderdale initiating CERT Activity without the “All Clear/Safe from the CERT Coordinator will be subject to disciplinary action and up to Termination of Volunteering with the CERT Program with the City of Fort Lauderdale***
4. After CERT Teams have initiated their activities, CERT Chief and/or Duty will provide CERT Coordinator Daily Reports on Status of CERT Teams on the field
5. If communications are down and CERT Chief and/or Duty has not contacted Battalion Chief(s) within 3 hours of the “All Clear/Safe by local authorities; then, the Battalion Chief(s) will assume command of their CERT Teams within their areas and will have authority to initiate CERT Activity. Battalion Chief(s) need to keep in mind ONLY to initiate CERT Activity if the areas are SAFE for CERT Teams.
6. Battalion Chief(s) will be responsible to make contact with CERT Chief and/or Duty to provide report on CERT Activities
7. All information will follow via the Chain of Command. NO CERT Team(s) have the authority to skip the Chain of Command unless authorized by the OEM Manager or CERT Coordinator