



Bedford, NH

Activation Checklist

UPON ARRIVAL AT SCENE

1. First CERT responder assumes CERT Incident Command (IC) function until relieved
 1. If CERT IC is not a licensed amateur radio operator, remain in leadership until another operator or Communications Officer arrives on scene
 2. CERT IC **MUST** remain at incident command post/staging-area so subsequent CERT volunteers can receive their assignments.
2. Bedford Police Department will deliver CERT shared equipment pack to CERT IC [BPD will notify CERT IC if no one is available for delivery – CERT IC will designate a volunteer to pickup pack at Safety Complex (See Dispatch – pack will be in Patrol Sergeant/Lieutenant's office)]
 1. Contains Class 3 vests, LED traffic wands, LED emergency flares, amateur radios, new FRS radios, and traffic cones
3. CERT IC will record EACH volunteer in the accompanying log (blanks are in the shared equipment pack)
 1. Volunteer name, callsign (when applicable), cell phone #
 2. Accountability Tag # (**COLLECT PHYSICAL TAG** - return after shared equipment turned in)
 3. Time deployed (and time finished)
 4. Log if any shared equipment is loaned (record loaned item #)
 5. Describe volunteer's individual location within the event area
4. CERT volunteers will be deployed **IN PAIRS**
 1. This is for CERT safety (buddy system)
 2. Single CERT volunteer can be paired with a Police Officer; BUT, if Officer needs to leave/redeploy, contact CERT IC so second CERT volunteer can relieve Officer
 3. Ideally one of the pair is a radio operator to enable communications back to Incident Command
 4. Does NOT imply you cannot be separated -- but must be in line of sight with one another
5. CERT IC will reach out to deployed teams every 15-30 minutes for a safety check and to see if anyone needs relief
6. If Police/Fire needs assignment to change, PD/FD to coordinate thru CERT IC so log can be updated and all volunteer whereabouts are known.

UPON LEAVING THE SCENE - Individual Volunteer

1. Each CERT volunteer will check with CERT IC requesting relief and/or release from the activation
2. Once approved, volunteer will proceed back to CERT IC and:
 1. Return any shared equipment (vests, wands, ...)
 2. Sign-out with CERT IC
 3. Pickup Accountability Tag
 4. Remind volunteer about after action report (meeting, email, ...)

SECURING THE SCENE - Last CERT member (IC) leaves

1. CERT IC closes the activation log and ensures
 1. ALL volunteers are accounted for - leave no one behind!
 2. ALL shared equipment has been returned to the pack
2. CERT IC returns shared equipment pack to Lead Officer for return to Safety Complex
3. CERT IC allowed to leave after confirming with Lead Officer that we can stand-down.
4. CERT IC works with CERT Director to schedule an after action debrief meeting
 1. Meeting preferred, but some activations lend themselves to email reports
 2. Forward any activation feedback to the Director and Records Officer



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Activation Roster

REMINDER: CERT Incident Command (IC) to HOLD Accountability Tags during activation!

Event/Location: _____

Date: _____

Lead Officer & Cell #:

CERT IC:

Name (First Last) Sorted by Last Name		Radio Call Sign	Cell Phone # 603 area code omitted	Tag #	Time IN	Time OUT	LED Wand	LED Flare	Traffic Cone	INDIVIDUAL Assignment (Location)
Ken	Ames		716-3696	30						
Julia	Andrews	KB1ZEZ	845-546-5625	22						
James	Barrett		617-319-3090	4						
Lynne	Bernard	KB1ZEY	714-5239	23						
Sue	Bilodeau		494-9755	31						
Paul	Brock	KB1ZET	493-4941	12						
Don	Byrne	KB1MTD	714-4206	32						
Leo	Capillo	W1LMC	493-5582	34						
Lynda	Caza	KB1ZEW	315-5213	10						
Dot	Cazamichaud	K1CAZ	540-0183	13						
Lyn	Comstock		714-4527	36						
Gregg	Comstock		714-5094	35						
Richard	Dumais	N1NSE	714-2238	24						
Dan	Forcier		315-6220	43						
Jeff	Forcier		289-1214	44						
Sue	Forcier		289-2272	38						
Robert	Fowler		391-8857	14						
Shirley	Fowler		391-8857	15						
Bruce	Freeman	KB1ZFF	490-6662	26						
Carolyn	Hepworth		714-8150	27						
Marcia	Hogan		533-8106	39						
Martin	Koechel	KW1M	714-5490	1						
Ray	Lessard	KC1BOU	494-5107	40						
Tim	McDuffey		505-379-0107	20						
Dennis	Meuse		867-3481	42						
Ron	Michaud	K1RHM	540-0182	7						
John	Morin	KB1ZEU	533-8370	2						
Matt	Philips		801-0242	45						
Stan	Popielarz	N1THL	582-6610	18						
Catherine	Priest		582-6090	8						
Stephen	Priest	KC1BJI	582-2413	3						
Robert	Sanzo		674-1577	17						
Christine	Williams		867-8377	9						