

LWR CERT TEAM COORDINATOR RESPONSIBILITIES

1. Insure the team kit is picked up from CERT's storage facility at the beginning of hurricane season and returned at the end of the season on dates and times scheduled by CERT. Retain the Incident Commander radio; insure it is charged during hurricane season, and remove the batteries in the off-season. Team members are to retain their Midland radios.
2. Contact new members assigned to your team, face to face if possible, so they know who their Team Coordinator (TC) is. Ask about any limitations they may have if your team is activated.
3. Hold a team meeting as close to the start of hurricane season as possible. TC's need to be familiar with their team members. Meet at a member's home or someplace like Starbucks. Prepare and circulate an agenda in advance of issues you should cover, such as reminding where the team's assembly area is, asking members to keep you informed of any plans to be away for an extended period of time, asking about anticipated "evacuate or stay" plans in a disaster, etc. Select a co-TC if you do not have one. This meeting need not take more than an hour.
4. Insure that your team members have a working knowledge of both types of radio used by CERT. This is best accomplished by hands-on training.
5. If CERT contacts you by phone or by email and a response is requested, you must respond. You must keep CERT informed of your current contact information (email, home phone, cell phone, etc.).
6. When a disaster is imminent, the CERT Board will contact TC's by phone as part of its pre-activation procedure. You must respond to these calls. If you are evacuating or not going to be available, you must notify one of the CERT officers in advance of the person who will assume the role of TC in your place. You must provide that person with the team kit, or access to its location, and the Incident Commander radio. The officers' names are listed on the CERT website.
7. If a disaster is imminent, you must contact each team member and determine who is staying and who is evacuating. Review with the team members your activation procedures, the location of your assembly area, and what equipment team members should bring (including fully charged radios). Review with them the Team Quick Start Guidelines and the Disaster Preparation Checklist. TC's must insure that their personal CERT equipment, CERT team kit, and Incident Commander radio are operational.

January 2014