

**TNSGFM 21-1**

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**FIELD MANUAL**

**CERT Team  
Field Operating  
Guide**

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**HEADQUARTERS, TENNESSEE STATE GUARD  
JUNE, 2004**

# INTRODUCTION

## GENERAL

### **1. Purpose and Scope**

*a.* This manual is for personnel concerned with field operations as a member/leader of a Community Emergency Response Team (CERT.) It includes duties of personnel, detailing practices and methods for the conduct of those duties. The manual should be used as a field guide and as a tool for conducting periodic review in training.

*b.* As this manual is a guide, and as all possible situations and eventualities cannot be foreseen or covered by the manual, great reliance must be of a CERT team . In situations not covered by this manual and where doubt arises as to the proper action to be taken, the individual must consider his situation and the safety of the team in making the required decision(s).

*c.* The material in this manual is applicable to both TNSG CERT team members and civilian CERT members.

### **2. Comments**

Users of this publication are encouraged to submit recommended changes or comments to improve the publication. Comments should be keyed to the specific page, paragraph, and line of text in which the change is recommended. Reasons will be provided for each comment to insure understanding and complete evaluation. Comments should forwarded direct to the Professional Development Officer (PDO), Tennessee State Guard , 712 Key Road, Lafayette, TN 37083.

# CERT Team

## Field Operating

### Guide

Name \_\_\_\_\_

Team \_\_\_\_\_

Team Leader \_\_\_\_\_

Leader Phone \_\_\_\_\_

EOC: \_\_\_\_\_

Staging Area: \_\_\_\_\_

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## CERT Equipment Checklist

- CERT Bag
  - Water-2 bottles per S&R team
  - Non-perishable food
  - Water purification tablets
  - Leather work gloves
  - Goggles
  - Dust masks
  - Flashlight
  - Batteries/extra bulbs
  - Secondary flashlight/light sticks
  - Note pads
  - Markers
  - Pens
  - Duct tape
  - Masking tape (2")
  - Scissors
  - Crescent wrench
  - First aid kit
  - Orange spray paint
  - Triage tape
  - Utility knife
- 

### Before you leave your home...

- Check family to ensure safety
- Inspect house for damage
- Inspect utilities and secure as needed
- Call out-of-state contact at \_\_\_\_\_
- Get family disaster supplies

## Water Purification

Water can be purified by three methods- heat, filtration and chemical treatment. All pathogens can be killed by boiling water for 10 minutes. For filtration and chemical treatment, use the following charts as guides.

| Pathogen                  | Maximum Filter Pore Size |
|---------------------------|--------------------------|
| Giardia and ameoba cysts  | 5 microns                |
| Enteric bacteria          | 0.2 to 0.5 microns       |
| Cryptosporidium           | 3 microns                |
| Parasitic eggs and larvae | 20 to 30 microns         |

| Chemical   | Clear Water<br>(4ppm)      | Cloudy Water<br>(8ppm)      |
|--|----------------------------|-----------------------------|
| Sodium Chlorine (household bleach - 5.25% ,unscented)<br>shake/stir, let stand for 30 minutes before using | 2 drops/qt.<br>8 drops/gal | 4 drops/qt.<br>16 drops/gal |

3

**START TRIAGE**

3

Voice Triage - Remove Walking Wounded - Use Volunteers  
START WHERE YOU STAND

**IS PERSON BREATHING?**

NO

YES

POSITION AIRWAY

RATE OF BREATHING

NO

YES

More than 30/Min

Less than 30/Min

TRY AGAIN

IMMEDIATE

IMMEDIATE

NO

DEAD

**PERFORM BLANCH TEST**

REFILL GREATER THAN 2 SECONDS

REFILL LESS THAN 2 SECONDS

CONTROL BLEEDING

IMMEDIATE

**CHECK MENTAL STATUS**

FAILS TO FOLLOW SIMPLE COMMANDS

FOLLOWS SIMPLE COMMANDS

IMMEDIATE

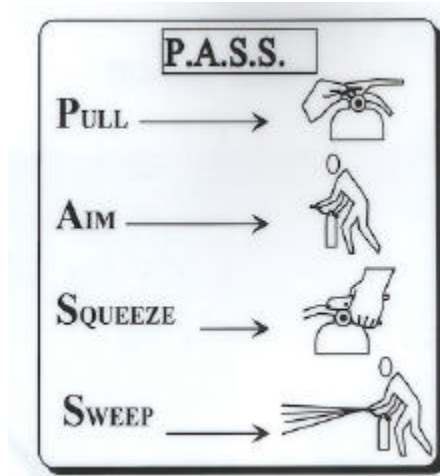
DELAY

## Triage in a Disaster Environment









Triage, like other disaster response efforts, begins with size-up. The general procedure for triage in a disaster environment is as follows:

- **Stop, Look, Listen, and Think.** Before you start, stop and size up the situation by looking around you and listening. Above all, THINK about how you will approach the task at hand. Continue to size up the situation as you work.
- **Conduct Voice Triage.** Begin with voice triage, calling out something like, "Emergency Response Team. If you can walk, come to the sound of my voice." Instruct those survivors who are ambulatory to remain at a designated location, and continue with the triage operation.
- **Follow a Systematic Route.** Start with victims closest to you and work outward in a systematic fashion.
- **Conduct Triage Evaluation.** Evaluate victims and tag them I (immediate), D (delayed), or DEAD. Remember to evaluate the walking wounded. Everyone must get a tag.
- **Treat "I" Victims Immediately.** Initiate airway management, bleeding control, and/or treatment for shock for Category I (immediate) victims.
- **Document Results.** Document triage results for:
  - Effective deployment of resources.
  - Information on locations of victims
  - A quick record of the number of casualties by degree of severity.This will be very useful information for responders and transportation units.
- Always wear protective gear when performing triage, so that you do not endanger your own health.

## Operating a Fire Extinguisher

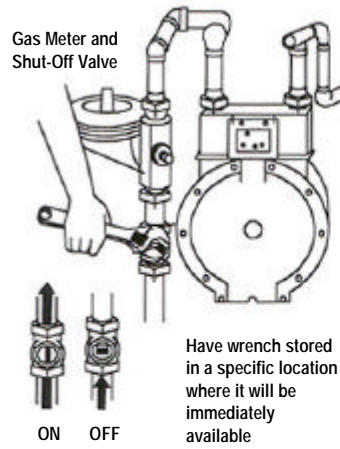


Always operate extinguisher in upright position. As shown in figure, the acronym to remember when operating a portable extinguisher is PASS: Pull, Aim, Squeeze, Sweep. Aim at base of fire

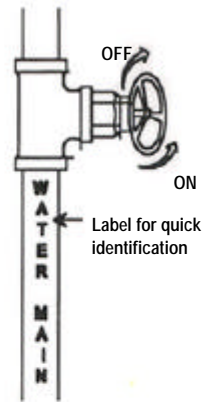
| FIRE TYPE   | EXTINGUISHING           |                                      |
|---|-------------------------|--------------------------------------|
|   | AGENT                   | METHOD                               |
| ORDINARY SOLID MATERIALS<br>  | WATER<br>FOAM           | REMOVES HEAT<br>REMOVES AIR AND HEAT |
|   | DRY CHEMICAL            | BREAKS CHAIN REACTION                |
| FLAMMABLE LIQUIDS<br>         | FOAM<br>CO <sub>2</sub> | REMOVES AIR                          |
|   | DRY CHEMICAL<br>HALON   | BREAKS CHAIN REACTION                |
| ELECTRICAL EQUIPMENT<br>      | CO <sub>2</sub>         | REMOVES AIR                          |
|   | DRY CHEMICAL<br>HALON   | BREAKS CHAIN REACTION                |
| COMBUSTIBLE METALS<br>        | SPECIAL AGENTS          | USUALLY REMOVE AIR                   |

# Utility Shut-Offs

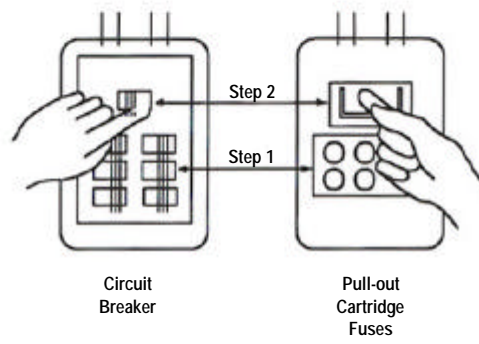
## Gas Meter and Shut-Off Valve




## Water Shut-Off



## Electrical Shut-Off



## Identifying HAZMAT In Fixed Facilities

| HEALTH   | FLAMMABLE  | REACTIVE   |
|--|--|--|
| 4- Too dangerous to enter vapor or liquid<br><br>3- Extremely dangerous- use full protective clothing<br><br>2- Hazardous- Use breathing apparatus<br><br>1- Slightly hazardous<br><br>0- Like ordinary material | 4- Extremely flammable<br>3- Ignites at normal temperatures<br>2- Ignites when moderately heated<br>1- Must be preheated to burn<br>0- Will not burn<br><br><br>Avoid use of water | 4- May detonate- Vacate area if materials are exposed to fire<br>3- Strong shock or heat may detonate- Use monitors from behind explosion-resistant barriers<br>2- Violent chemical change possible- Use hose streams from distance<br>1- Unstable if heated- Use normal precautions<br>0- Normally stable |

Stored hazardous materials are sometimes identified by means of the National Fire Protection Association (NFPA) 704 Diamond System of placards. These placards are located on the outside of buildings at the entrance to the storage area. An example of NFPA 704 Diamond is shown in the figure above.

## Identifying HAZMATs in Transit

Quantities of transported hazardous materials that meet Department of Transportation requirements are marked with warning placards. The placards are 10 3/4" high and must be on all four sides of the vehicle. Each diamond-shaped placard includes the color, symbol, and name of the class into which the hazard falls.



CLASS 1- Explosives

CLASS 2- Gases

CLASS 3- Flammable liquids

CLASS 4- Flammable solids

CLASS 5- Oxidizers

CLASS 6- Toxic materials

CLASS 7- Radioactive materials

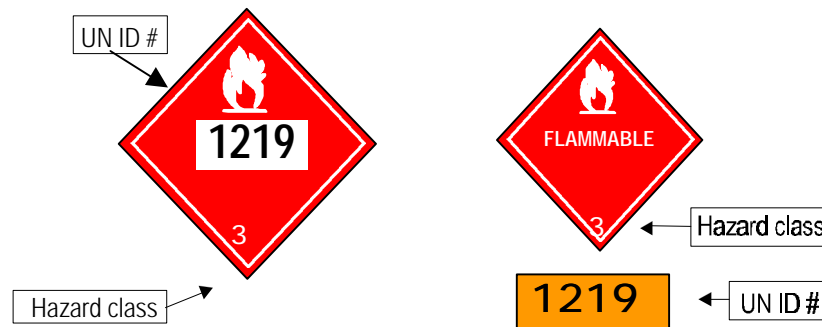
CLASS 8- Corrosive materials

CLASS 9- Miscellaneous dangerous goods

DANGEROUS- Indicates a mixed load of hazardous materials

## Identifying HAZMATs in Transit

Included with the DOT placards are United Nations identification numbers specific to each transported substance. The numbers are displayed inside the placard or in an orange rectangle immediately below the placard. **DOT placards should be a stop sign for CERT members. If they are present, there is danger. STOP!**



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### HAZMAT Procedure

1. Stay upwind.
2. Call 911.
3. If authorities cannot be reached, isolate the area as much as possible.
4. Do not attempt to rescue injured until situation is assessed.
5. **Do not walk into or touch spilled material. Avoid inhalation of fumes, smoke and vapors.**

## Physical Search-Interior

When you enter

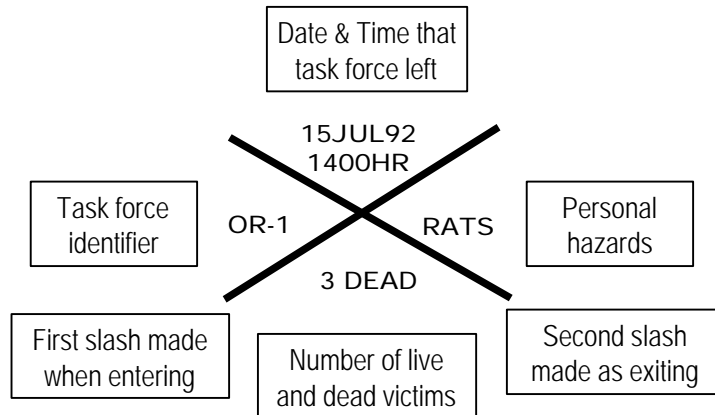
When you exit

Single slash  
Structure or room

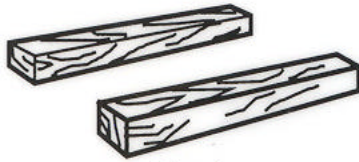
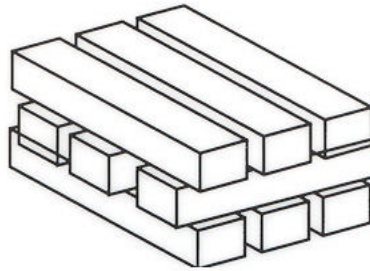
Second slash  
Structure or room  
(Identify victims & hazards)

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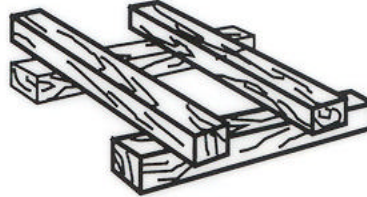
## Search Assessment



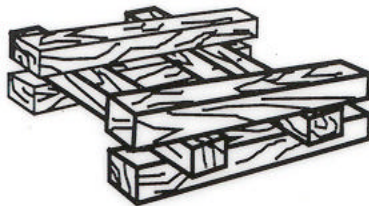
# Box Cribbing



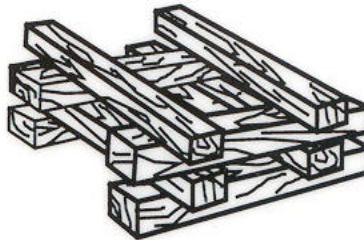
Step 1



Step 2



Step 3



Step 4

## Arrangement for Leverage/Cribbing Operation

