

Cape Meares Assembly Area Leader

The site leader is the first person who arrives on the scene or:

1. A volunteer firefighter or CERT trained individual

Your assignment is to organize the Assembly Area, to facilitate teamwork, address problems, and to provide oversight and information to maintain order.

Pick out an assistant. The duties of the assistant include help organize the support teams and assist with attendance sign up.

Tell the group:

1. “We have a plan!”
2. “First of all; please sign in.”
3. “We need to organize into teams that will work together and think creatively to get the job done.”
- 4.” Please do not leave the Assembly Area without signing out. If you do leave, go with a buddy.”

Request that the health care and emergency care trained folks identify themselves to you. Including CERT trained folks.

Review all task cards.

Assign Teams: Team leader is not expected to know all the answers or be able to do all of the tasks. The Team Leader’s job is to facilitate the teams and to explore options/solutions.

TEAMS:

1. Shelter set up

2. Water
3. Communication
4. Medical
5. Food
6. Sanitation
7. Mental Health
8. Pets
9. Security
10. Daily Log/Journal

Communicate regularly with each Team Lead using the assistant that you have chosen to maintain overall situational awareness.

Communicate regularly with survivors; reinforce the need to register, join a team, work together.

Set times for regular briefings.

Work with Communications Team Lead to communicate with other Assembly areas.