

# **WA-TERT**



**Washington State TERT  
Team Member Guide Packet**

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**Overview:**

The purpose of the guide packets is to create a usable tool to which each TERT person can refer to gather information about TERT processes, requirements, or other information to assist them as they ready for or are deployed in the field.

**1. TERT Contact Information:**

**WA-TERT State Coordinator:**

**Cory James - NORCOM**

[cjames@norcom.org](mailto:cjames@norcom.org)

425.577.5583

425.577.5580 (NORCOM 24/7 Supervisor line)

**WA-TERT State Committee Chair (State Coordinator Alternate):**

**Cory Ahrens - CJTC**

[cahrens@cjtc.state.wa.us](mailto:cahrens@cjtc.state.wa.us)

[msspode@yahoo.com](mailto:msspode@yahoo.com)

206.835.7351

206.779.0760 (cell)

**Regional Coordinator (NE Region):**

**Jay Atwood - Spokane Fire**

[jatwood@spokanecity.org](mailto:jatwood@spokanecity.org)

[jdatwood@msn.com](mailto:jdatwood@msn.com)

509.532.8900 (Dispatch 24 hr)

509.532.8901 (Office)

509.370.6337 (Work cell)

509.879.6080 (Personal cell)

509.893.2217 (Home)

**Regional Coordinator (SE Region):**

**Stacey Garcia - Suncomm Yakima**

[Stacey.garcia@yakima.gov](mailto:Stacey.garcia@yakima.gov)

[staceymgarcia@gmail.com](mailto:staceymgarcia@gmail.com)

509.575.3012 (Office)

509.901.9891 cell)

**Regional Coordinator (NW Region):**

**Angeei Iyall - Valley Comm**

[angeei@valleycom.org](mailto:angeei@valleycom.org)

[angeei@comcast.net](mailto:angeei@comcast.net)

253.372.1490 (VCC 24/7 Supervisor line)

206.755.7996 (cell)

**Lena Grubb - Snopac**

[lgrubb@snopac911.us](mailto:lgrubb@snopac911.us)

[lenagrubb@comcast.net](mailto:lenagrubb@comcast.net)

425.407.3930 (Snopac 24/7 Supervisor line)

206.369.8214 (cell)

**Regional Coordinator (SW Region):**

**Karl Hatton - Jeffcom**

[khatton@jcpsn.us](mailto:khatton@jcpsn.us)

360.385.3831 (Dispatch)

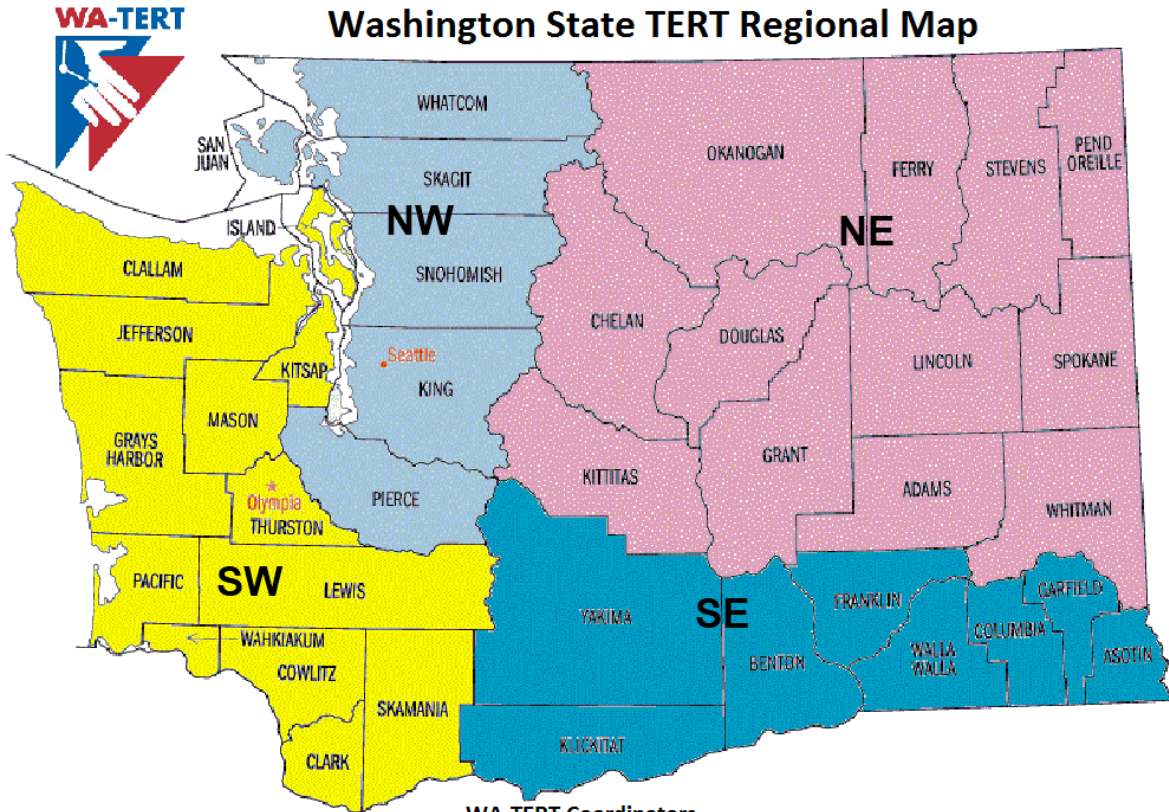
360.744.6279 (Work cell)

360.775.6632 (Personal cell)

360.681.2176 (Home)

**Website Information: WA APCO – information about TERT and TERT Forms: <http://www.apcowa.org/TERT.htm>  
Our goal is to have all forms, TERT general info, and links to WA Emergency Management and their forms and agreements on the WA APCO/NENA website.**

**We further, hope to have a secure, password protected web portal on the CJTC Telecommunicator Program website. This portal will be used for actual deployments and have a password issued for the event allowing only deployed members, TERT Coordinator, etc.. This site may contain information such as team member/leader cell phone numbers, rendezvous locations and directions, information from the scene of the disaster, and other sensitive information not for public viewing. Persons receiving the password to the portal will be expected to keep the password protected and not divulge it to anyone else for any purpose.**

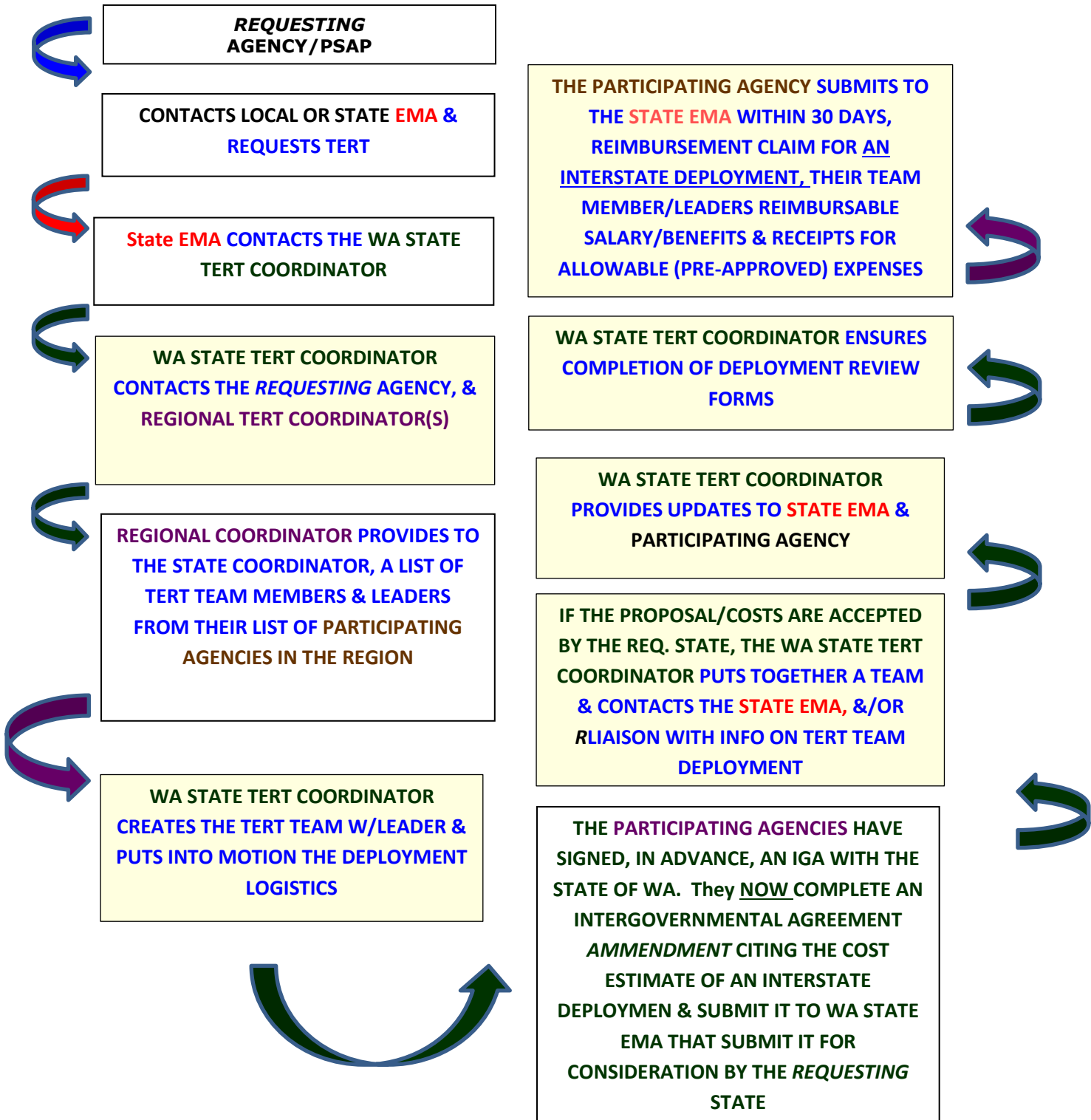


NW Region: Angee Iyall & Lena Grubb  
SW Region: Karl Hatton

State Coordinator: Cory James

NE Region: Jay Atwood  
SE Region: Stacey Garcia

2. TERT REQUEST/DEPLOYMENT FLOW CHART



### **3. TERT Team Member Requirements, Responsibilities and Expectations**

- 3.1.1. Completed all required training as listed in the WA-TERT Program Guide
- 3.1.2. Letter of affirmation of training requirements met and agency support signed by the Agency Head or designee
- 3.1.3. Minimum 2 years' experience as a Call Taker or Dispatcher if deployed in that capacity
- 3.1.4. Employee shall remain in good standing with PARTICIPATING Agency
- 3.1.5. No disciplinary activity within last 12 months
- 3.1.6. Be an excellent multi-tasker and problem solver
- 3.1.7. Be assertive in a positive manner
- 3.1.8. Be an outstanding team player
- 3.1.9. Possess an ability to adapt and be flexible with different policies, procedures, equipment and geographic areas
- 3.1.10. Must be able to deploy on a mission of 5-7 days within 12 hours of the request
- 3.1.11. Possess ability to adapt to poor environmental conditions such as no beds, no power, cold meals, no refrigeration and no running water
- 3.1.12. Lift/carry 40 pounds
- 3.1.13. Walk long distances over any type of terrain and navigate over and/or around debris as needed
- 3.1.14. Excellent working knowledge of the appropriate public safety emergency response operation and equipment as it relates to member classification
- 3.1.15. Possess positive interpersonal communication and leadership skills
- 3.1.16. Capable of improvising and functioning for long hours under adverse working conditions
- 3.1.17. Be aware of the signs, symptoms, and corrective measures of Critical Incident Stress Syndrome
- 3.1.18. Possess excellent people and teamwork skills inclusive of cultural diversity
- 3.1.19. Possess excellent documentation skills
- 3.1.20. Willingness and availability to participate in deployments with the possibility of immediate need
- 3.1.21. Attend team training annually or as prescribed by NJTI or the State TERT Program/Committee
- 3.1.22. Must have a working knowledge of TERT's organizational structure, operating guidelines, common safety practices, terminology, and general public safety communications protocols

#### 4. Pre-deployment Checklist

- Child, Elder, Pet Care, etc.: If necessary, will relatives (including spouse) be able to adequately care for children, elderly relatives, or pets during your absence?
- Personal Health: The environment in a disaster area may not have readily available pharmacies and the air quality may be poor. Ensure allergies, medical or physical conditions will not interfere with job performance.
- Bills, Mail and Other Services: Can someone check your mail, pay your bills and check your home during deployment?
- Family Explanations: It will be necessary to thoroughly explain the deployment to family members. They must understand the constraints and work environment, as well as the inability to immediately call home or receive calls.
- "Go Bag" packed and readily available (supply list to follow)
- Recommended Vaccinations: CDC recommends all first responders have a Tetanus immunization with TDAP preferred with a recommendation for Hepatitis B. Guidelines located at [www.bt.cdc.gov/disasters/disease/responderimmun.asp](http://www.bt.cdc.gov/disasters/disease/responderimmun.asp)

#### 5. Deployment Checklist - "Go Bag"

The following has been adapted from the NC-TERT Team Member Deployment Supply List:

Supplies should be tailored to expected environmental and scene conditions, specific member needs, and guidance from the TERT State Coordinator, TERT Team Leader and/or Incident Commander. The deployed TERT Team should assure their members are able to be self-sufficient for at least 72 hours when deploying to major disaster scenes but the Team shall meet the requirements of the EMAC Mission Order.

All TERT members should understand that deployment requires commitment and flexibility. Basic comfort facilities may not be available and only those willing and physically able to work in adverse conditions should become team members. Those requiring special diets and/or refrigerated medication or medical conditions requiring ongoing monitoring should not be selected for response.

#### **In a Backpack or Day Pack (to be carried with you at all times):**

- Canteen – 1 quart water / Canteen cover and/or Nalgene (or similar) wide-mouthed bottle. (Good for mixing powdered drinks)
- Canteen Cup
- Swiss Army Knife or Multi-tool
- Leather work gloves
- Eye protection / Ear protection
- Rain Gear
- Flashlight / Induction flashlight preferred. Extra bulb for regular flashlight. Reverse one battery to prevent accidental discharge.
- Camp knife
- Matches in waterproof case
- Notepad / pencil / pen



- ID / Driver's License / Cash / Debit or Credit Card
- Roll of quarters for vending machines
- Cell phone and charger
- Insect repellent
- Hat/ Handkerchief
- Lip balm / Ibuprofen / decongestants / basic first aid supplies
- Prescription medications for a term of deployment plus seven days
- Snacks & bottled water/soda

**In a Duffel Bag, Camping Backpack or Luggage (Soft duffel bags are preferred over hard luggage):**

- Sleeping bag, pillow, bedding
- Uniforms (2-5 changes of clothes) Long pants, long sleeved shirt, shorts, t-shirts (clothing appropriate to the season)
- Coat or jacket and gloves (as appropriate)
- Work or hiking boots that provide ankle support
- Sneakers/tennis shoes
- Trouser belt
- Underwear
- Socks
- Mess kit / Camp cup / Eating utensils
- Spare batteries for flashlight
- Utility items: rubber bands, safety pins, needle and thread, extra buttons, duct tape, electrical tape, clothes line, etc.  
Note: re-roll a few feet of tape on a pencil or similar and break off ends for a compact supply
- Towel & Washcloth
- Swimwear (weather dependent)
- Shower Shoes
- Soap, shampoo, toothbrush, toothpaste, hairbrush, razor, cosmetics, hand mirror, personal hygiene items, contact lens supplies etc.
- Zip lock bags (assorted sizes)
- Garbage bags
- Dirty laundry bag
- Half roll of toilet paper – smash flat to conserve space
- Hand & body towelettes / hand sanitizer
- Radio / batteries
- Reading materials / entertainment
- Small battery powered alarm clock, pager, or watch to be used as an alarm clock.

**Special Considerations**

- Keep your number of packs of your equipment to a *minimum*. You should be able to carry them all at once for a short distance.
- Military duffel bags are ideal. Vacation type luggage is acceptable, but *discouraged*.
- Label ALL equipment with your name and address.
- Absolutely NO Sterno, propane or compressed gas containers should be in your gear. Chemical heaters are acceptable.

- It is possible there will be no electrical outlets available. Electrically powered items are discouraged.
- Consider packing each of your days' worth of clothes in a separate zip lock bag for easy retrieval of that day's items.
- Pack all equipment in your pack in separate zip lock bags in case your pack is exposed to the weather.

## 6. Recording and Maintaining Documentation

### Incoming Team Briefing

- Provide Briefing reports (morning and evening)
- Provide PSAP Equipment
- CAD
- Radio
- 9-1-1 Equipment
- Other (specify)
- Provide PSAP conditions
- Shift's working
- How many per shift
- PSAP Contact information
- Provide TERT Accommodations
- Location and address of where TERT members are staying
- Meals
- Transportation
- Provide Area / Location Updates
- Current location settings
- Road Conditions
- Restrictions to certain area
- \_\_\_\_\_

### **Fiscal Considerations for Deployed Team Members (see attached Expenditure Log, it will be placed in a spreadsheet on the WA APCO web page)**

The Team Leader needs to impart to the members that unless extra expenses are pre-approved, they may not be reimbursable. An example might be that there is a item, i.e., a sleeping bag, which was lost on the flight to the disaster area. Before a new bag is purchased, it will be up to the Team Leader or designee to receive approval to purchase another bag in order for the cost to be reimbursed.

TERT Team Members/Leaders should keep *all receipts* for anything purchased or any cost incurred during the deployment. Reimbursements traditionally are not made without receipts or proof of the expenditure.

Consider bringing an envelope or other mechanism to save and store all receipts. An expenditure log may also help you track these costs.

**Attachment H: TERT Member Deployment Review\***

<b>TERT Member Deployment Review</b>		
	YES	NO
Did you receive all the required information such as location, directions, contact name and number and team leader's name?	<input type="checkbox"/>	<input type="checkbox"/>
When you arrived, were you briefed?	<input type="checkbox"/>	<input type="checkbox"/>
Did you receive a TERT Package when you arrived?	<input type="checkbox"/>	<input type="checkbox"/>
Did it contain the necessary resources for you to begin work?	<input type="checkbox"/>	<input type="checkbox"/>
Was the equipment what you are currently trained on?	<input type="checkbox"/>	<input type="checkbox"/>
Do you feel that the right amount of resources were requested?	<input type="checkbox"/>	<input type="checkbox"/>
Do you feel you were welcomed by the agency?	<input type="checkbox"/>	<input type="checkbox"/>
Were assignments clear and appropriate?	<input type="checkbox"/>	<input type="checkbox"/>
Do you feel that you were of help to the PSAP?	<input type="checkbox"/>	<input type="checkbox"/>
Please provide suggestions on how to improve the program.		
Other Comments (Feel free to type a narrative for any of the above questions)		



WA APCO/NENA TERT  
Member Packet/Handbook

<b>1. Incident Name:</b>		<b>2. Operational Period:</b>	Date From: <b>Date</b>	Date To: <b>Date</b>
			Time From: <b>HHMM</b>	Time To: <b>HHMM</b>
<b>8. Prepared by:</b> Name: _____		Position/Title: _____	Signature: _____	
ICS 214, Page 1		Date/Time: <b>Date</b>		

## ICS 214

### Activity Log

**Purpose.** The Activity Log (ICS 214) records details of notable activities at any ICS level, including single resources, equipment, Task Forces, etc. These logs provide basic incident activity documentation, and a reference for any after-action report.

**Preparation.** An ICS 214 can be initiated and maintained by personnel in various ICS positions as it is needed or appropriate. Personnel should document how relevant incident activities are occurring and progressing, or any notable events or communications.

**Distribution.** Completed ICS 214s are submitted to supervisors, who forward them to the Documentation Unit. All completed original forms must be given to the Documentation Unit, which maintains a file of all ICS 214s. It is recommended that individuals retain a copy for their own records.

#### Notes:

- The ICS 214 can be printed as a two-sided form.
- Use additional copies as continuation sheets as needed, and indicate pagination as used.

Block Number	Block Title	Instructions
1	<b>Incident Name</b>	Enter the name assigned to the incident.
2	<b>Operational Period</b> <ul style="list-style-type: none"><li>• Date and Time From</li><li>• Date and Time To</li></ul>	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	<b>Name</b>	Enter the title of the organizational unit or resource designator (e.g., Facilities Unit, Safety Officer, Strike Team).
4	<b>ICS Position</b>	Enter the name and ICS position of the individual in charge of the Unit.
5	<b>Home Agency (and Unit)</b>	Enter the home agency of the individual completing the ICS 214. Enter a unit designator if utilized by the jurisdiction or discipline.
6	<b>Resources Assigned</b>	Enter the following information for resources assigned:
	<ul style="list-style-type: none"><li>• Name</li></ul>	Use this section to enter the resource's name. For all individuals, use at least the first initial and last name. Cell phone number for the individual can be added as an option.
	<ul style="list-style-type: none"><li>• ICS Position</li></ul>	Use this section to enter the resource's ICS position (e.g., Finance Section Chief).
	<ul style="list-style-type: none"><li>• Home Agency (and Unit)</li></ul>	Use this section to enter the resource's home agency and/or unit (e.g., Des Moines Public Works Department, Water Management Unit).

Block Number	Block Title	Instructions
7	<b>Activity Log</b> <ul style="list-style-type: none"><li>• Date/Time</li><li>• Notable Activities</li></ul>	<ul style="list-style-type: none"><li>• Enter the time (24-hour clock) and briefly describe individual notable activities. Note the date as well if the operational period covers more than one day.</li><li>• Activities described may include notable occurrences or events such as task assignments, task completions, injuries, difficulties encountered, etc.</li><li>• This block can also be used to track personal work habits by adding columns such as "Action Required," "Delegated To," "Status," etc.</li></ul>
8	<b>Prepared by</b> <ul style="list-style-type: none"><li>• Name</li><li>• Position/Title</li><li>• Signature</li><li>• Date/Time</li></ul>	Enter the name, ICS position/title, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

