

COMMUNITY EMERGENCY RESPONSE TEAM

Program Manager Participant Manual

Developed For:

**National CERT Program
Federal Emergency Management Agency
Department of Homeland Security
Washington, D.C.**

Developed By:

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COMMUNITY EMERGENCY RESPONSE TEAM

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Course Overview

COURSE AGENDA

This is a 2-day course. Both days run about 8 hours.

	Day 1	Day 2
Morning	<ul style="list-style-type: none">• Pre-Test• Introduction and Overview• Setting a Program Vision• Promoting Your Program	<ul style="list-style-type: none">• Training and Exercises• Policies and Procedures
Afternoon	<ul style="list-style-type: none">• Working with Volunteers• Working with Trainers• Procuring and Managing Resources	<ul style="list-style-type: none">• Program Evaluation• Keeping Your Program Going• Course Summary• Post-Test• Certificates

COMMUNITY EMERGENCY RESPONSE TEAM PROGRAM MANAGER COURSE

UNIT 3: PROMOTING YOUR PROGRAM

What to Include in Your Strategy Paper

The "white paper" should include the information listed below. As you consider your community's needs, you may find other topics that should be included in the "white paper" as well.

Topic	What to Include
Current Situation in the Community	<ul style="list-style-type: none">• Threats faced by the community• Population needs• Number of professional responders• How CERTs can augment the response
Program Goals and Expectations	<ul style="list-style-type: none">• An overview of what CERTs will do in an emergency or disaster• How CERTs will complement professional responders• How many people will be trained in the first year• An estimate of how many people will be trained over the first 5 years• How skill levels will be maintained
Training Strategy	<ul style="list-style-type: none">• Training curriculum (Note: The FEMA curriculum can be augmented if the community faces additional threats to unusual conditions.)• Training methods
Team Organization	<ul style="list-style-type: none">• Types of teams: Neighborhood teams, rural area teams, workplace teams, non-profit organization teams, and others• How the Incident Command System (ICS) will be used to manage the CERT response
Linkages with the Existing Response System	<ul style="list-style-type: none">• Protocols for "self-activation" and "call out"• Procedures for communicating with professional responders• Level of control by emergency responders