

# **CERT Program Management**

## **Program Manager**

Budget (\$\$)

## **Assistant Program Manager**

## **Clerical Assistant w/office (files & records)**

## **CERT Steering Committee**

Chair

Secretary

Treasurer (if 501-C3)

District or Zone Representatives

## **Lead Instructor**

1. Instructor
2. Instructor
3. Instructor
4. Instructor
5. Instructor

## **Facilities**

### **Classroom**

1. Should accommodate 25 to 30 students
2. Tables/Chairs
3. Preferably carpeted
4. Big enough for practical exercises
5. A/V screen, projector, table
6. Microphone or audio system
7. Desktop or laptop computer (and backup)
8. Activity supplies, medical, fire extinguishers, etc.
9. Ample electrical outlets
10. Adequate lighting
11. Scheduling calendar

### **Outside Drill Area**

1. Grassy preferred
2. Adequate lighting
3. Security
4. Minimal distractions
5. Close proximity to classroom area
6. Burn area (fuel or propane)

### **Storage**

1. Secure area for equipment
2. Temperature controlled

### **Equipment**

1. Helmet
2. Goggles
3. Gloves
4. Vest
5. Respiratory Mask
6. Flashlight
7. Backpack, canvas or mesh bag
8. Light-sticks

### **Administrative**

1. Policies & Procedures
2. Application Package
3. Maps to Facilities
4. Rosters and Sign-In Sheets
5. Emergency Contact Info
6. Database (include phone & email)
7. Background Check Policy & Method
8. CERT Basic Student Manuals
9. CERT Basic Instructor Manuals
10. Certificates
11. Phone Numbers- Instructors & Support People

## **Instructor Training & Monitoring**

### **Maintenance Program**

1. Regularly scheduled Meetings/Training
2. Guest Speakers
3. Field Trips
4. Drills and Practice Sessions (quarterly)
5. Annual recognition & awards dinner
6. Joint activities with other CERT groups

### **Promotion & Sponsorship**

1. Public Access Channel
2. Local newspaper stories
3. Flyers
4. Local publications/newsletters
5. In-house newsletter
6. Sponsors/Vendors
7. Patches, pins, & decals
8. Give-aways

9. Politician participation in graduations
10. Public Safety Relationships
11. Web site

**Procurement and Management of Resources**

1. Constant replenishment of students
2. Constant replenishment of instructors
3. Alternative training locations
4. Alternative sources of supplies & equipment
5. Grant funding
6. Succession planning