

Standard Operating Guidelines (YOUR COMMUNITY) CERT/Citizen Corps

Purpose: To establish policies and procedures for the members and their training, activation, activities and coordination as part of the (YOUR COMMUNITY) Community Emergency Response Team (CERT).

The members of CERT will be trained and certified to first help themselves, their family and then their community during times of emergencies or disasters. CERT is an integrated part of (YOUR COMMUNITY) Emergency Management and is part of Emergency Management during a declared county disaster or emergency.

Program Members:

1. Qualifications

Potential CERT members must be a resident of (YOUR COMMUNITY) and reside in the county the majority of the year (seven months or more). The potential member must be at least 18 years of age or older and have a valid driver's license and access to a vehicle. Individual must pass a background check . Individuals are required to have a current medical first aid/CPR card prior to attending CERT training. He/she must attend no less than 12 hours of CERT training and receive a Completion of Course certification.

To become a member of a CERT Team, the individual must register with the Citizen Corps Liaison and complete a "Hold Harmless/Permission Request" and other required paperwork.

2. Commitment

Once a member of CERT, the individual must agree to be an active member for at least one year and commit to assisting at two (2) or more community events each calendar year (January 1 to December 31). He/she must keep their Medical First Aid/CPR certification current and up-to-date. He/she is required to attend monthly meeting and training/in-service events. The member must maintain contact with CERT chair or vice-chair about any extended absences from the county. (More that a weekend).

3. Equipment and Supplies

Upon completion of the CERT course and registration as a CERT team member, the new team member will be issued a back pack including but not limited to the following equipment and supplies

- ✓ One (1) all purpose tool
- ✓ One (1) hard hat with lamp
- ✓ One (1) flashlight with batteries
- ✓ One (1) first aid kit with bandages, first aid tape, gauze, scissors

Should a member be dismissed or withdraws from the program, the back pack, equipment and unused supplies must be returned to the CERT program or reimburse the program the cost (\$75.00). If the back pack and equipment is not returned, the individual will be billed the cost.

4. Leave of Absence

If an active CERT member is leaving the county for an extended amount of time (more than 3 weeks) or if family/life commitments require the individual to withdraw from CERT, he/she will be granted a Leave of Absence upon written request. Equipment and supplies will not be required to be returned during the leave of absence. Once the reason for the absence is no longer, the team member may upon written request, be reactivated.

5. Inactive

A member may be declared inactive upon two (2) unexcused absences at meetings or scheduled events and a secret ballot vote of the current active members. Any inactive member who has kept their First Aid/CPR updated and has taken a refresher course in CERT, may be reactivated upon the secret ballot vote of the current active membership.

6. Dismissal

A member may be dismissed immediately for failure or refusal to fulfill basic assignment expectations, for misconduct because of legally proven professional, civil or criminal violations, or demonstrated physically or verbally that the individual is unable to work within the guidelines of Emergency Management and CERT. Equipment and unused supplies upon dismissal must be returned or the individual will be billed the cost (\$75.00).

Program Management:

1. Training

All potential CERT members must have a current Medical First Aid/CPR certificate of completion. The CERT course is a minimum of 12 hours of group class work. Individuals interested in completing the FEMA CERT on-line course are encouraged to do so but this course will not be accepted in place of the group class work.

Two in-service/training opportunities will be offered and one practice exercise will be conducted during the calendar year. Refresher medical first aid/CPR courses will be offered annually for all members.

Charges for all classes/courses are dependant upon receiving support funding. If no funding is available, the cost is assumed by the member taking the class/course.

2. Meetings

Meetings will be held the second Monday of the month, time and location dependent upon the agenda. Members are expected to attend 80% of the meetings. A member may be declared inactive upon two (2) unexcused absences to meetings.

Meetings will be conducted by a Chair-person, assisted by a Vice-Chair. These positions will be elected by the membership and terms of office will be for one calendar year, beginning January 1 and ending December 31. Nominations for the positions are from the membership and voted on by at least 2/3 of the active membership at the December meeting or by written/electronic vote if a December meeting is not held. Officers can not consecutively serve more than one term in either position.

Duties of the Chairperson will be to preside over all meetings of the membership, appoint all committees, and make reports to the membership with the advice and recommendation of the Emergency Manager and the local Citizen Corps Liaison. The Vice Chair will assist the Chairperson, performing all duties of the Chairperson during that individual's absence. Should the office of Chair become vacant, the Vice Chair will assume those duties and a new Vice Chair will be appointed by a 2/3 vote of the active membership

Meetings will be conducted by the Chairperson with an agenda sent to the membership five (5) days prior to the meeting and minutes taken for future reference.

3. Reports and Record Keeping

Reports and records will be kept by the Citizen Corps Liaison and will include the following:

- ✓ Current List of Active Members with 24 hour contact information
- ✓ List of all individuals trained in CERT, both active and inactive
- ✓ All certifications, completion of course work, independent study and in-service attendance.
- ✓ Tracking of hours of service, including all special events and meetings attended.
- ✓ Equipment and supplies issued. Usage and replacement of supplies.
- ✓ Expenditures and income received, including donations and fundraising.

4. Grants, Donations and Fundraising

All fundraising must be approved by the membership with the advice and recommendation of the Emergency Manager. Members are encouraged to present ideas and information at the monthly meetings on any potential grants or

fundraisers. Should a grant or fundraiser be approved, a committee will be appointed to implement the activity.

Donations will be accepted if offered. However, donations are not required from any agency or group that a service is performed for.

The membership will be given a quarterly accounting of all funds raised, with an listing of expenditures and income. Expenditure of these funds for any item or activity must be approved by 2/3 of the active membership.

CERT Regulations:

1. CERT Capabilities:

(YOUR COMMUNITY) CERT members are trained to perform the following operations and duties:

- ✓ Light Search and Rescue
- ✓ Fire extinguishment in the incipient phases only
- ✓ Triage of trauma victims
- ✓ Set up and staff R&R areas
- ✓ Crowd control on major incidents
- ✓ Provide basic first aid for public events
- ✓ Set up and staff emergency shelters
- ✓ Set up and staff a spontaneous volunteer intake center
- ✓ Provide support at an incident site and at Emergency Operations Center

2. CERT Activation:

Activation may only be by request by an Emergency Service Agency. At no time, may CERT self activate. Should a member respond to an emergency, he/she is responding as a private citizen, not as a CERT member.

The incident commander at any scene may request the service of CERT. The incident commander will contact (YOUR COMMUNITY) 9-1-1 and request activation of CERT. At this time, the incident commander will inform the dispatcher the purpose of the request.

9-1-1 will contact, in this order, either the Emergency Manager, Citizen Corp Liaison or the CERT Chair with the activation request. CERT members will be activated by telephone using the call out procedure. The minimum for a team will be two. The team will meet at the 9-1-1 Dispatch Center, where they will be given their assignment(s). The team leader will be appointed.

Team members are required to respond with full equipment, supplies and appropriate clothing for the weather conditions and the activity. The team should be prepared for an 8-10 hour shift, although it could be as brief as two hours.

CERT members will go to the scene in as few vehicles as possible. Upon arrival, vehicle(s) will be parked in a location so as not to interfere with scene operations. CERT team leader will advise the scene Incident Commander of their arrival and verify their assignment. The team remains on site until released by the Incident Commander or relieved by another CERT team.

3. Call Out:

When CERT is activated, members will be contacted by telephone. Once the number of team members is determined, calls will be made to active members starting with those who have the skills/training required. Calls are made until the team is filled. If not enough members have the required skills/training, the next tier (those with related but not exact skills/training) is contacted until the team is filled.

4. Debriefing

At the conclusion of the incident or when relieved by another team, CERT members will meet at the 9-1-1 Dispatch Center to review their involvement in the incident. If further counseling is required, arrangements will be made with Emergency Services to provide that counseling.

These Standard Operating Procedures (SOP) are to be annually reviewed by a committee appointed by the Chair. The SOP may be added to as needed or circumstances demand. These SOP are guidelines for the (YOUR COMMUNITY) CERT program and are not to supercede or replace any local, State or Federal SOP for Emergency Management.



(YOUR COMMUNITY)
Community Emergency Response Team
Hold Harmless/Permission Request

I, _____, hereby request permission to participate in the (YOUR COMMUNITY) Community Emergency Response Team (CERT) program. I understand that participation as a CERT team member will involve active physical activity, which includes a potential risk of personal injury and/or personal property damage. I make this request with full knowledge of the possibility of personal injury and/or personal property damage. Further, I have read and understand the CERT Standard Operating Procedures and will promise to follow said procedures and protocols.

I agree to hold (YOUR COMMUNITY) Emergency Management and member (YOUR COMMUNITY) Emergency Services Agencies and their agents and personnel, harmless from any and all claims, actions, suits and/or injury that I may suffer and which may arise as a result of my participation as a CERT team member.

I agree to follow the laws established by the State of Michigan and rules established by (YOUR COMMUNITY) Emergency Services and to exercise reasonable care while participating in the CERT program. I understand that if I fail to follow the instructor's rules and regulations or if I fail to exercise reasonable care, I can be administratively removed from the program.

Be executing this release I certify that I have read this release in its entirety, understand all of its terms and have had any questions regarding the release or its effect satisfactorily answered. I sign this release freely and voluntarily.

Signature

Date

Witness

Date