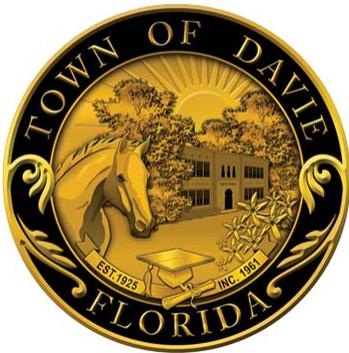


TOWN OF DAVIE, DAVIE FIRE RESCUE

COMMUNITY EMERGENCY RESPONSE TEAM (CERT)



Standard Operating Guidelines

October, 2012

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Town of Davie, Davie Fire Rescue Community Emergency Response Team (CERT)

Introduction & Background:

These Standard Operating Guidelines (SOGs) govern the operations and management of the Town of Davie and more specifically the Davie Fire Rescue (DFR) which hosts the Community Emergency Response Team. The guidelines pertain to day to day operations, as well as during times of official activation. DFR CERT members should refer to these SOGs to determine appropriate action, operation, communication, command structure, and authority during all emergency events and non emergency events which utilize the CERT membership.

The CERT Program is an official emergency preparedness program of the Federal Emergency Management Agency (FEMA), the Florida Division of Emergency Management (FL-DEM), and the Town of Davie. The CERT concept was originally developed and implemented by the Los Angeles Fire Department in 1985 following a series of earthquakes in both the United States and in Mexico leaving hundreds dead, injured, and without emergency services. The premise CERT is built on is to build a foundation of trained and prepared citizens, creating a more resilient community.

The CERT program benefits anyone who participates in the courses as graduates are better prepared to respond to and cope with the aftermath of a natural or man-made disaster. Neighborhood groups who receive CERT training become closer-knit and develop plans to assist each other when disaster strikes. CERT training provides individuals with information and experience that are otherwise unavailable in most communities. Topics such as introduction to disasters, disaster medical, fire suppression, light search and rescue, disaster planning, disaster psychology, and terrorism have proven to be highly beneficial to all participants.

The Federal government publishes the National Response Framework (NRF), an overview of disaster responsibilities at all levels of government. Similarly, the State of Florida publishes a Comprehensive Emergency Management Plan (CEMP) enumerating the functions required to respond to and recover from disasters of all magnitude, natural or man-made. The Town of Davie maintains a CEMP specific to the Town and its resources available at times of disaster. Volunteers in the CERT program may be utilized to assist the Town in recovering from disasters based on their level of training and experience.

Organization & Coordination:

The DFR CERT program is designed to be coordinated in accordance with the National Response Framework, State, County, and Town CEMP plans utilizing the National Incident Management System's (NIMS) Incident Command Structure.

Member Recruitment:

The goal of this program is to provide CERT training to as many residents of the Davie as possible. Trainees may be recruited from any number of populations including neighborhoods, businesses, government agencies, faith-based organizations and schools.

CERT Members - Roles and Responsibilities:

DFR personnel involved in the CERT program has specific roles and responsibilities. Volunteers will play a vital role in the support and success of the DFR CERT program.

Concept of Operations:

1. CERT members are primarily intended for use during disasters or large scale local emergencies where firefighters, law enforcement officials and emergency medical services are overwhelmed, yet there is a need for immediate assistance by the victims. CERT members are not intended to be used for routine emergencies such as house fires, car wrecks, heart attacks, etc.
2. CERT members can operate in a pre-determined area of operations, or be directed by the CERT Coordinator, Davie Representative FOC to operate at a specified location relevant to the disaster.

3. CERT members should only be used in situations for which they are trained, and execute tasks within the scope of their training. They can operate in buildings with light to moderate damage as long as, in the judgment of the person in charge the structure is safe. They can conduct light search and rescue, suppress small fires, conduct medical triage, perform basic first aid, and organize the area for relief by appropriate agencies when they arrive.
4. CERT members should not be used for law enforcement, heavy fire fighting, heavy search and rescue, complex and technical medical treatment and procedures.
5. CERT members may be used to assist professional public safety personnel in logistical and administrative support. They may also be used in non-disaster situations as a public safety or emergency management resources of a low risk nature.

Basic Membership Eligibility Overview:

1. Appropriate Assignments. The basic intent in staffing the CERT program is the premise: "There is a job for everyone". This premise takes into consideration that some of the volunteers may be young or old, physically fit or disabled, highly educated or poorly educated, and so forth. The key to success in staffing the CERT program is to assign jobs appropriate to the individual.
2. Age. Inherent to CERT operations in a disaster environment are risks to the health and safety of CERT team members. Therefore, volunteers under the age of 18 (minors) are normally discouraged. However, if accepted, CERT team members under the age of 18 must only be assigned jobs and/or tasks of minimal risk. Similarly, members with advanced age should be assigned tasks appropriate to their physical ability.
3. Gender. There are no barriers to gender in this program.
4. Ethnic Group or Race. There are no barriers to ethnic groups or race.
5. Disability. Many Americans with disabilities are extremely valuable if assigned to positions or duties within the scope of their abilities. Although there may be some physical barriers which people with disabilities may not overcome, not all tasks, duties, or positions subject people to these barriers. Therefore, assignment within capability may add a valuable member to the team that otherwise would have been overlooked or excluded.
6. Religion. There are no barriers to religion in this program.

Requirements for Potential DFR CERT Team Members:

1. Be a resident of the Town of Davie or work for a legitimate business located in the Town of Davie.
2. Be able, either physically, mentally (or both physically and mentally) as required, execute any or all competencies taught during basic CERT training.
3. Not be a convicted felon or is not currently under felony charges. Volunteers must be prepared to produce a police check (which they pay for) to attest to their lack of criminal history.
4. Not be known to be a member of any terrorist or subversive organization.
5. Be of a character that can be trusted under adverse conditions where victims of disaster could be at disadvantage. (CERT Team members must be trusted to treat victims and their property with highest respect and dignity.)
6. Complete and return the Code of Conduct and Harassment Policy Acknowledgement, Attachment 3
7. Complete and return the Informed Consent, Waiver and Release Agreement Form, Attachment 4

Training Requirements:

1. CERT Basic Training
2. Phone or Email for communication
3. IS 317 Introduction to Community Emergency Response Teams
4. IS 700 Intro to NIMS, preferred
5. IS 100 Intro to Incident Command, preferred

Responsibilities of CERT Members:

Volunteers play an important role in the program and may serve in a variety of ways as offered by the CERT Program Manager. This includes, but not limited to:

1. Serving as a member of the DFR-CERT Advisory Committee or one of its subcommittees.
2. CERT Leaders (Zone Captain or Group Leader)
3. Member recruitment
4. Sponsor recruitment
5. Training assistant
6. Disaster simulation assistant
7. Communicate within their Zone Captains and Group Leaders regarding their status and readiness.
8. Contacting the appropriate Group Leader before, during, and/or after an event.
9. Reporting all updates in contact information to Zone Captains/Group Leaders as necessary.

Town of Davie CERT Zones:

The Town of Davie is divided into six (6) response zones in accordance with the Davie Fire Rescue response zones (page 18). Each station zone will be led by one (1) Zone Captain and up to four (4) Zone Group Leaders. These leadership positions carry the following requirements and responsibilities.

Basic Training:

The success of the CERT program is contingent largely on the quality of training. The DFR CERT program designed its course based on the FEMA CERT training guidelines. Adjustments have been made to accommodate the needs of the Town of Davie. The training program should constantly be reviewed and adjusted to continue to meet the needs of the community. If a citizen volunteer comes from outside the Town of Davie claiming to have already taken the training, he or she must present their certificate of training.

Continuing education and refresher courses are strongly recommended to ensure that DFR CERT members' skills are maintained.

The twenty (20) hour basic CERT training for community groups is delivered in modules, the schedule of the modules may vary from weekend classes to one evening a week over a 6-8 week period. The training consists of the following:

- Module 1, Disaster Preparedness: Addresses hazards to which people are vulnerable in their community. Materials cover actions that participants and their families take before, during, and after a disaster.
- Module 2, CERT Overview: CERT concept and organization are discussed as well as applicable laws governing volunteers in that jurisdiction.
- Module 3, Fire Safety: Briefly covers fire chemistry, hazardous materials, fire hazards, and fire suppression strategies. The main part of this session is the safe use of fire extinguishers, sizing up the situation, controlling utilities, and extinguishing a small fire.
- Module 4, Light Search and Rescue Operations: Participants learn about search and rescue planning, size-up, search techniques, rescue techniques, and most important, rescuer safety.
- Module 5, Disaster Medical Operations, Part I: Participants practice diagnosing and treating airway obstruction, bleeding, and shock by using simple triage and rapid treatment techniques. Covers signs and symptoms that might be experienced by the disaster victim and worker. Also, addresses CERT organization and management principles and the need for documentation.
- Module 6, Disaster Medical Operation, Part II: Covers evaluating patients by doing a head to toe assessment, establishing a medical treatment area and performing basic first aid.
- Module 7, Course Review and Disaster Simulation: Participants review their answers from a take home examination. Finally, they practice the skills that they have learned during the previous sessions in disaster activity. Disaster Psychology and Team Organization.
- Module 8, Terrorism and the Role of CERT/Graduation

Application Process for Leadership Roles:

Leadership roles in CERT are to be taken seriously and thus require the above minimum criteria for individuals interested in applying for these roles. The following process will be followed for assigning leaders in CERT. Assignments for leadership roles will rotate on a semiannual basis or as necessary to fill vacant positions.

1. All interested member will complete the CERT Leadership Application form located in the Forms section of this Guideline, Attachment 12.
2. All applications will be reviewed by the CERT Coordinator to ensure all requirements are met.
3. Eligible applications will be reviewed by the CERT Coordinator and the CERT Lead Instructor. If necessary, interviews will be scheduled with the CERT Coordinator.
4. Reviewers will select the most qualified and appropriate individual for the leadership role.
5. The Member will be asked to meet with the CERT Coordinator to receive necessary equipment for their role, including a list of all members with in their designated area.
6. Leaders will be required to sign the Acknowledgement of CERT Leadership Responsibilities form located in the Forms section of this Guideline, Attachment 12.

Zone Captain:

Requirements: In order to be eligible for a Zone Captain position, volunteers must meet the following minimum requirements:

1. Primary Phone (cell or land line)
2. Email
3. Ability to travel throughout the assigned Zone
4. CERT Basic Training
5. IS 317 Intro CERT
6. IS 700 Intro to NIMS
7. IS 100 Intro to Incident Command
8. IS 200 ICS for Single Resources and Initial Action Incidents
9. Should live within Zone boundaries

Responsibilities: Zone Captains will be responsible for the following:

1. Coordinating all activities of their Zone Members under the direction of the CERT Coordinator.
2. Communicating within their Zones, keeping the members in their Zone advised of updates. It is the responsibility of each Zone Captain to devise a plan to ensure all members are kept informed and up to date.
3. Acting as the Liaison between the Group Leaders/CERT Members and the CERT Coordinator.
4. Contacting the CERT Coordinator before, during, and/or after an event as directed by the Coordinator.
5. Reporting the status and readiness of their Zones to the Coordinator.
6. Establishing primary and secondary meeting/staging areas and reporting such information to the Coordinator.
7. Recommending training topics for advance training opportunities.
8. Keeping updated information (phone, email, address, vulnerabilities, etc.) on all members within their Zone. All updates should be reported to the Coordinator at the earliest convenience.
9. Treating all members and residents equally and with respect at all times.

Zone Group Leaders:

Requirements: In order to be eligible for a Group Leader position, volunteers must meet the following minimum requirements:

1. Primary Phone (cell or land line)
2. Email
3. Ability to travel throughout the assigned Zone Group
4. CERT Basic Training
5. IS 317 Intro to CERT
6. IS 700 Intro to NIMS
7. IS 100 Intro to Incident Command
8. Should live within Group boundaries. At minimum, should live within Zone boundaries.

Responsibilities: Zone Group Leaders will be responsible for the following:

1. Communicating within their Groups, keeping the members in their Groups advised of updates.
2. Acting as the Liaison between the CERT Members and the Zone Captain.
3. Contacting the appropriate Zone Captain before, during, and/or after an event.
4. Reporting the status and readiness of their Groups to the Zone Captain.
5. Keeping updated information (phone, email, address, vulnerabilities, etc.) on all members within their Group.
 - All updates should be reported to the Coordinator through the Captains at the earliest convenience.
 - At minimum, updates should be communicated on a quarterly basis using the appropriate CERT Form.
 - Treating all members and residents equally and with respect at all times.

Town of Davie CERT Instructor:

In order to be eligible to become a DFR CERT instructor one must meet each of the following criteria:

1. State Certified Firefighter
2. State Certified Paramedic or EMT
3. Instructor Experience (State Certified Fire Service Instructor preferred)
4. Complete IS 317
5. In order to be a primary DFR CERT instructor, the instructor must successfully complete the CERT Instructor Course.

Responsibilities of the DFR CERT Instructor:

1. Maintain most recent editions of CERT training documentation.
2. Teach courses as assigned
3. Active Status- All instructors will maintain active status by teaching the CERT program (or a CERT module) within one year of completing the CERT Instructor Course and at least one program or module every following year.
4. If an instructor becomes inactive to be reinstated to active status, the instructor must complete a one-hour refresher course. This may be arranged by contacting the TOD CERT Coordinator.

CERT Program Manager:

The Davie Fire Rescue Assistant Chief responsible for EMS will assume the role of CERT Program Manager unless otherwise delegated.

Responsibilities: The CERT Program Manager will be responsible for coordinating all CERT activities including but not limited to:

1. Coordinating CERT Basic Training Classes
2. Applying for and managing all CERT and Citizen Corp Grant Opportunities
3. Purchasing and maintaining all CERT equipment
4. Creating and maintaining guidelines and procedures for CERT
5. Communicating activations for CERT
6. Tracking all training and maintaining certificate files
7. Issuing CERT equipment and ID badges

CERT Members - Additional Skills:

CERT members may receive training that enhances CERT effectiveness in a disaster situation. Personnel who are CERT qualified may be excellent candidates for training in non-CERT but disaster related skills. If such training is received, CERT members must know when to set aside their CERT role for the role required for this specialized training. As an example, if a CERT member receives training in CPR, First Responder, or AED, they are aware that the scope of training is beyond that of CERT. Therefore, while conducting tasks of a higher level of training, they should step out of their CERT role until the task is completed. Some additional topics for training may be: shelter management, community relations, donations management, special needs concerns, debris removal, utilities control, advanced first aid, automated external defibrillator (AED) use, and CPR skills.

Annual Mock Disaster:

Each year the DFR CERT program will hold a mock disaster exercise (either a tabletop exercise or full scale). All CERT members are invited to participate. This exercise provides an opportunity for CERT members to practice their skills in a realistic situation. It also is a way of letting the community become aware of resources available to them.

Maintaining Involvement:

When participants have completed their training, it is important to keep them involved and practiced in their skills. The DFR CERT may conduct monthly/quarterly meetings and/or training sessions. CERT teams can sponsor events such as drills, picnics, neighborhood clean up, and disaster education fairs which will keep them involved and trained.

Emergency Notifications and Activations

Notifications:

When possible, the DFR will use all available communication methods for activation of the CERT Members in both emergency and non-emergency situations. Methods include but are not limited to MIR-3/Everbridge Emergency Notification System, cellular phones, amateur radios, email address, internet, etc. It is anticipated during many disaster situations communications will be limited. Providing pre-designated meeting areas to all members will assist in managing limited communication capabilities.

Communication from CERT Program Manager or designee will be directed to Zone Captains and/or Group Leaders on all activations. It is the responsibility of Zone Captains and/or Group Leaders to activate their members as necessary. It is the intent of the CERT Program Manager or designee to offer as much lead-time as possible to our CERT Members; however, that may not always be available. Many of the disasters that we could face in the Town of Davie and Broward County allow us the luxury of advanced notification on many disaster situations (i.e. hurricanes, floods, wildfires); however there are many our community could face without advance warning (i.e. structure fires, tornados, terrorism). Members need to be ready for any situation that can present itself.

Activations during Emergency Situations:

The Davie Fire Rescue CERT Program Manager or designee will initiate all emergency activation notifications. The Activation will occur after conference with the Town of Davie Field Operations Center (FOC). The Zone Captains and

Group Leaders will be notified via the MIR-3/Everbridge Emergency Notification System, or simultaneous phone, pager and/or email messages. It is necessary for individuals receiving MIR-3/Everbridge notifications to respond per the instructions included in the message. Zone Captains and Group Leaders will contact their Zone Members per their pre-designed communication plan. After contact, Members must attempt to contact their Captains and Leaders to report status and availability, and to receive further information if necessary. If members are unable to contact their Leader they will meet at the pre-designated team assembly locations, or alternate locations pre-determined by team leaders. In the event that the normal telephone/email system does not work, members will be notified to activate by alternate communications available.

The DFR CERT will activate when a natural or manmade emergency situation overwhelms normal emergency response systems. When activating, the DFR CERT shall follow the procedures of either a Notified Activation or Self-Activation. The procedures are as follows:

Emergency hazards: CERT members *may be* activated for a variety of emergency situations including, but not limited to;

- Severe weather event,
- Flooding,
- Tornadoes
- Hurricanes
- Mass casualty incidents (MCI)

Activation Phases:

CERT Members may be activated in phases depending on the type of emergency situation at hand. The level of activation will be based on the actual or impending emergency as follows:

PHASE I: Disaster Preparation – Each CERT member will prepare themselves, their family, and their property for an impending event. In addition, CERT members should encourage residents in their immediate neighborhoods to follow suit. Activities include:

- a. Prepare property as necessary: Put up shutters, secure loose items in yards, remove debris, etc.
- b. Emergency kit preparation: make sure emergency kits are available, batteries are installed in flashlights and radios, cash is on hand, gas tanks are full, etc.

PHASE II: Immediate Post Disaster Response – Each CERT member shall take care of family and property first. Once advised it is safe to venture outside your neighborhood, CERT members will meet at pre-designated locations based on their Zone for further instruction on volunteer assistance.

PHASE III: Extended Post Disaster Response – In the event additional basic skill staffing is necessary after a disaster, teams and team members not needed in their own neighborhoods may assist in other locations. These operations must be communicated to and approved by the CERT Program Manager.

Self-Activations:

Self-Activation is a situation where any DFR CERT member determines that an emergency situation has occurred which overwhelms normal emergency response systems. The decision to Self-Activate should not be taken lightly, and should always follow these guidelines:

- Step 1:
 - a. Dial 9-1-1 and follow operator's instructions. This is NOT a CERT activation situation.
 - b. If there is no answer or if the operator advises that emergency services will be delayed proceed to Step 2.
- Step 2: Ensure the safety of **your family and property**.
- Step 3: Watch TV for news broadcast and/or radio. Monitor assigned radio frequencies, stay near your phone or have your cell phone with you.
- Step 4: Contact your Group Leader to report the situation. If your Group Leader is not available contact your Zone Captain. If you cannot reach your Group or Zone Captain, call the CERT Program Manager. If you are unable to reach any of the above representatives, proceed to step 5.
- Step 5:
 - a. Report to your designated meeting location when conditions permit and it is safe.
 - b. Monitor TV/radio your cell phone. Continue to attempt to contact your Leaders using any communications possible.
 - c. Follow your CERT training and Leadership directions at all times, including canvassing the area, documenting findings, and responding to any localized emergency situation.
 - d. **No member should act alone – follow your CERT training and always work in the buddy system.**

Assignments:

1. Each DFR CERT member is assigned to a pre-designated staging area during activation. These staging areas are based on your location and designated by your Zone and/or Group Leader. Depending on the event, you may be meeting with other Leaders, and team members. If none of the members you normally meet with are available for activation, you should join another adjacent team.
2. Please take the time to learn the roads, canals and homes in your area. Also note where the pre-designated staging areas are for your area,
3. When you are notified that the DFR CERT is being activated you should gather your equipment and meet at the pre-designated staging area for your team within your area.

Team Assembly Procedures:

1. Once your group has assembled you should follow the basic procedures with the following goals in mind: protect life, preserve property, protect the environment and report damage and critical needs.
2. Establish a team leader, if one is not already present. The first CERT member to arrive becomes the Incident Commander (CERT Command). He or she begins managing operations until the designated CERT Leader arrives.
3. When the Team Leader arrives at the staging area, he or she becomes responsible for managing CERT operations until relieved by the first professional responder on the scene.
4. The Team Leader:
 - a. Ensures that information is continually gathered about injuries and damage.
 - b. Makes ICS position assignments.
 - c. Communicates and coordinates with professional responders.
 - d. Ensures that team operations are documented.
5. Establishing the organizational structure helps CERT Team Leaders to:
 - a. Direct team resources to do the most good for the most people.
 - b. Ensure team safety by having an accountability system and management structure.
 - c. Communicate more effectively with fewer people.

- d. Manage information more effectively Document CERT response activities
 - f. Document members present and any non-CERT personnel present, and all contact information for each person.
6. Contact Group Leader and give initial report that includes:
 - a. Team Identification
 - b. Location
 - c. Members present, and names of any non-CERT personnel present
 - d. Initial assessment
 7. Follow the Group/Zone Leader's directions, including canvassing the area and documenting findings on a Group Status Sheet, Attachment 9.
 8. Report findings and events to the Leader.
 9. The CERT Incident Command Post should be located near the staging area. From this location the CERT Team Leader can manage and direct CERT team activities. If the Team Leader has to leave the Incident Command Post for any reason, he or she passes the responsibility for team operations to another CERT member who then becomes the Incident Commander
 10. CERT members may operate as a single team that performs all activities as required or CERT members may be assigned to smaller teams.
The teams assigned will be based on incident needs. Typical team assignments include:
Fire Suppression Teams and/or Search and Rescue Teams.
 11. If CERT members are assigned to smaller teams, each team must have: At least three members, and a designated leader.
 12. One team member serves as a runner and relays messages between the team and the CERT Incident Commander at the CERT Incident Command Post. The other two team members become a "buddy team" and respond to incidents as directed. The designated Team Leader is responsible for ensuring team safety, communicating with the Incident Commander, and carrying out the assigned tasks.
 13. When an incident occurs, CERT members first take care of matters close to home. This includes handling any concerns related to:
 - Themselves.
 - Their families.
 - Their homes.
 - Their immediate neighbors.
 14. Individuals will not be able to function effectively as CERT members until such concerns have been addressed. Once matters in their immediate area have been resolved, CERT members function according to the standard operating guidelines for their team.
 15. The Group Leader reports to their Zone Leader or the CERT Team Leader via telephone, radio or any means available.
 16. The Zone Leader will gather as much information as possible from the Group Leaders and relay the information to the CERT Coordinator or Town of Davie Fire Rescue representative.
 17. The CERT Coordinator or Town of Davie Fire Rescue representative will forward information as appropriate to responding emergency personnel or the FOC. Each team will wait for direction from the CERT Leader to:
 - a. Move to new area,
 - b. Be dismissed, or
 - c. Perform other duties as necessary.
 18. It is the responsibility of the CERT Leader to keep track of team members at all times. It is also the responsibility of the CERT Leader to ensure that the team takes appropriate rest breaks, receives proper nourishment, and drinks enough fluids to keep hydrated during a disaster.

Activations During Non-Emergency Situations:

CERT members could be activated for non-emergency situations and events such as parades, public forums, special events with large crowds, etc. some of these activities include, but are not limited to:

- Holiday Parades in the Town of Davie
- Orange Blossom Festival
- Fire Department Open House
- South Florida CERT Symposium
- Basic Training Graduation Drills
- Local/Regional Disaster Drills

Zone Captains will be briefed on event details as they are available. It is the responsibility of the Captains to relay the event information in a timely manner to the Group Leaders and Zone Members. Information that will be provided, as it is available, includes:

- Event Name and Description (to include activity required)
- Meeting time
- Location and directions
- Event start time
- Event approximate duration, if applicable
- Who to report to
- Available travel to/from
- Response required, deadline

Non-Emergency Notifications:

The CERT Program Manager will email updates on a regular basis to all CERT members who have provided an accurate email address. These updates will contain upcoming events, calls for action, opportunities for learning, monthly/quarterly meeting information, and much more. All members need to make certain email addresses and other contact information is kept current with their Group Leader or Zone Captain. It is the responsibility of the Zone Captain or Group Leader to communicate all updates in contact information in a timely manner with the CERT Program Manager.

Use of Town Issued Equipment:

The DFR CERT members need to understand they are taking responsibility for all equipment issued to them by the Program Manager or his/her designee. All equipment and identification is the sole property of the DFR and is strictly on loan for the purposes of the CERT program. If at any time an individual is unable to fulfill their responsibilities as a CERT member, the equipment will be requested to be returned to the DFR CERT Program Manager immediately.

Logistics: Team Member Backpacks.

1. CERT backpacks are owned by the Town of Davie and issued to CERT members upon completion of the CERT basic course.
2. Backpacks will be inventoried on not less than a semi-annual basis. Inventory sheet, Attachment 6. Each backpack is required to contain all items on the inventory sheet. Equipment Loan Agreement, Attachment 7.
3. CERT members are responsible for replacement of lost items. Items lost during training or during an activation will be the responsibility of the Town of Davie to replace.
4. Backpacks will be brought to all training events unless otherwise specified.
5. Backpacks will be brought to all emergency response missions.
6. Backpacks should additionally have at least one full water bottle present as a part of the pre-operation (or pre-training) inspection.
7. Backpacks will remain in the possession of the CERT member, and will be kept in a location quickly accessible in the event it is needed.
8. CERT members are responsible for battery replenishment after the first issue.
9. The backpack will be returned to the Town of Davie Fire Rescue immediately upon the termination or self-termination of the CERT member from the program.

Communication:

1. Two-way communication between the CERT Leaders and CERT teams operating in the field is vital.
2. During the response, situations and priorities may change rapidly. CERT Leaders must be aware of these changes and must be able to communicate this changing information. Doing so helps to ensure that CERT members act safely and do the greatest good for the greatest number
3. Two-way communication between the CERT Leaders and the CERT teams operating in the field promotes good decision making because both CERT Leaders and CERT teams will have the most current information about disaster events.
4. Because team safety is always the first priority, all decisions will be made with one key question in mind: "Is it safe for CERT members to attempt this task?"

CERT Documentation:

CERT members also play an important role in incident documentation. Efficient flow of information is vital for:

1. Deploying CERT members to do the most good for the most people.
2. Accounting for CERT members.
3. Tracking injuries and damage.
4. Developing an understanding of the overall situation
5. Providing documentation to responders when they arrive

Code of Conduct Policy:

The Town of Davie CERT members will be perceived as representatives of the Town of Davie and shall act with respect toward all individuals at all times. Members must ensure their conduct is positive at all times, and in a disaster members must act with compassion towards residents.

This Code of Conduct consists of the rules and standards governing the expected demeanor of members. Each member is both a representative of their community response team and the Town of Davie. Any violation of principles or adverse behavior demonstrated will be looked as unprofessional. Such behavior may discredit the good intentions of this organization and will reflect poorly on the Town of Davie, as well as the Davie Fire Rescue Department.

General Responsibilities:

1. It is the responsibility of each member to abide by this Code of Conduct.
2. No CERT member shall authorize the use of the name, emblem, endorsement, services, or property of the Town of Davie CERT Program without consent or direction from the Davie Fire Rescue CERT Program Manager.
3. No CERT member shall accept or seek on behalf of themselves or any other person any financial advantage or gain as a result of the member's CERT affiliation.
4. No CERT member shall publicly utilize any CERT program affiliation in connect with the promotion of partisan politics, religious matters, or positions on any issue not in conformity with the position of the Town of Davie CERT program.

5. No CERT member shall disclose any confidential information that is available solely as a result of the member's affiliation with the DFR CERT program to any person not authorized to receive such information or use to the disadvantage of the DFR CERT program any such confidential information without the express written authorization of the DFR CERT Program Manager.
6. No CERT member shall knowingly take any action or make any statement intended to influence the conduct of the DFR CERT program in such a way as to confer any financial benefit on such person or any corporation or entity which the individual has a significant interest or affiliation.
7. At no time during an incident will any CERT member take personal advantage of any situation and/or opportunity that arises.
8. No CERT member shall operate in any manner that is contrary to the best interests of the Town of Davie or Davie Fire Rescue CERT program.

As a basic guide, Town of Davie, Davie Fire Rescue CERT members will base all actions and decisions on the ethical, moral, and legal consequences of those actions. It is in the manner that positive and beneficial outcomes will prevail in incidents. Accordingly, members:

- Will keep the value of life and the welfare of victims constantly in mind.
- Will remain cognizant of cultural issues including race, religion, gender, and nationality.
- Shall not be in possession of non-prescribed medications or illegal substances.
- Will not consume alcoholic beverages while training or during an activated incident.
- During an incident, the DFR CERT members shall not take pictures of any victims, unless during a training exercise and the victims are simulated.
- Shall not remove property from an incident as a souvenir.
- Shall not deface any property.
- Will demonstrate proper respect and consideration for all team members at all times.

Harassment Policy:

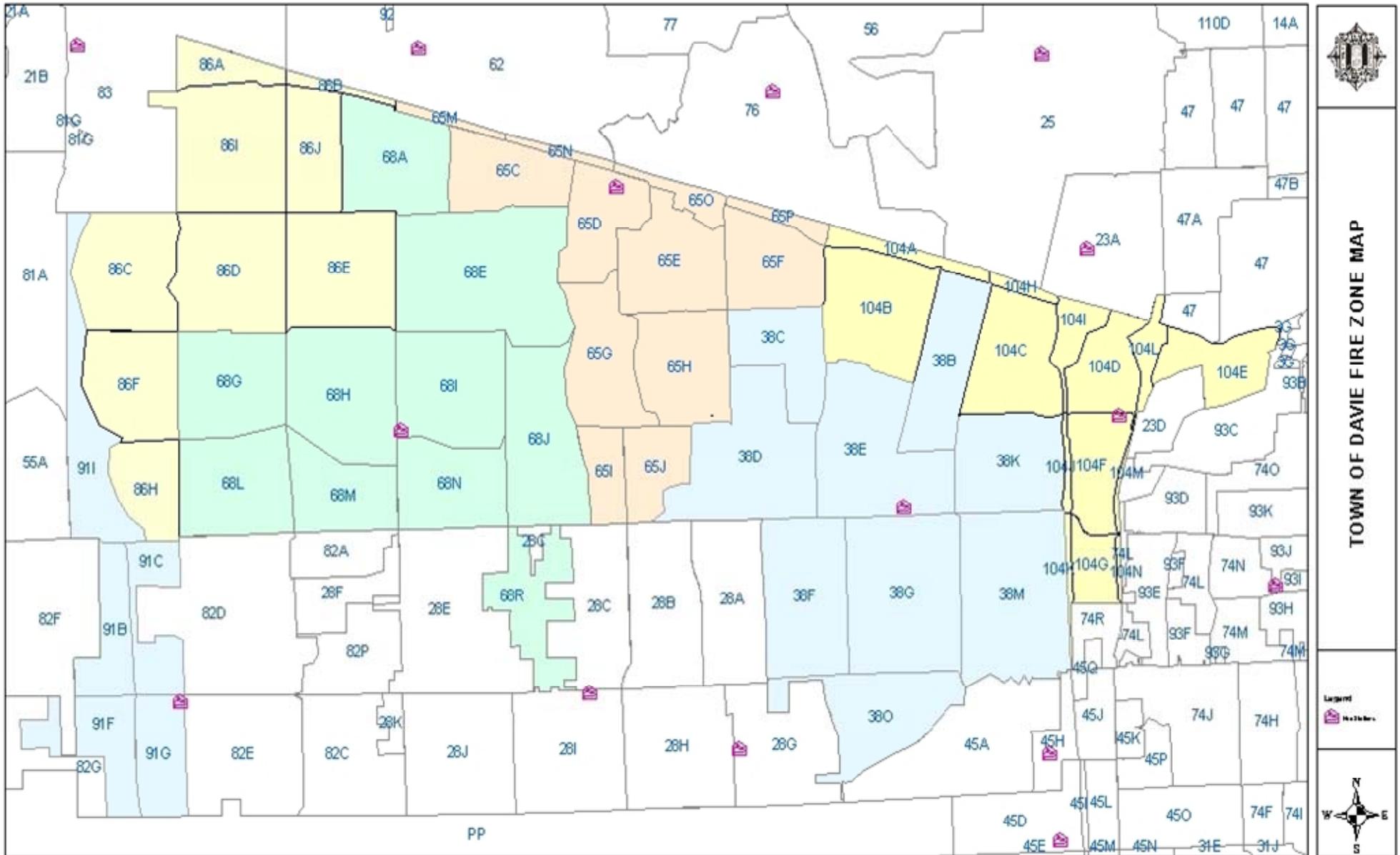
In an effort to establish and maintain a quality learning and working environment for all members, so they may learn and work free from intimidation, humiliation, insult, or from being subjected to offensive physical or verbal abuse or actions of a sexual, ethnic, racial, or religious nature; the Town of Davie, Davie Fire Rescue CERT program adopts the following policy against harassment in all forms.

Harassment in any form (sexual, religious, ethnical, racial, or otherwise) is offensive to the individual or group of individuals, as well as this organization. Offensive actions refer to physical or verbal actions having the purpose or effect of creating a hostile, offensive, or intimidating learning or working environment and/or imply an ethnic, racial, religious, or sexual connotation. Examples include, but are not limited to: comments, cartoons, innuendos, or other personal conduct and/or mannerisms considered being offensive.

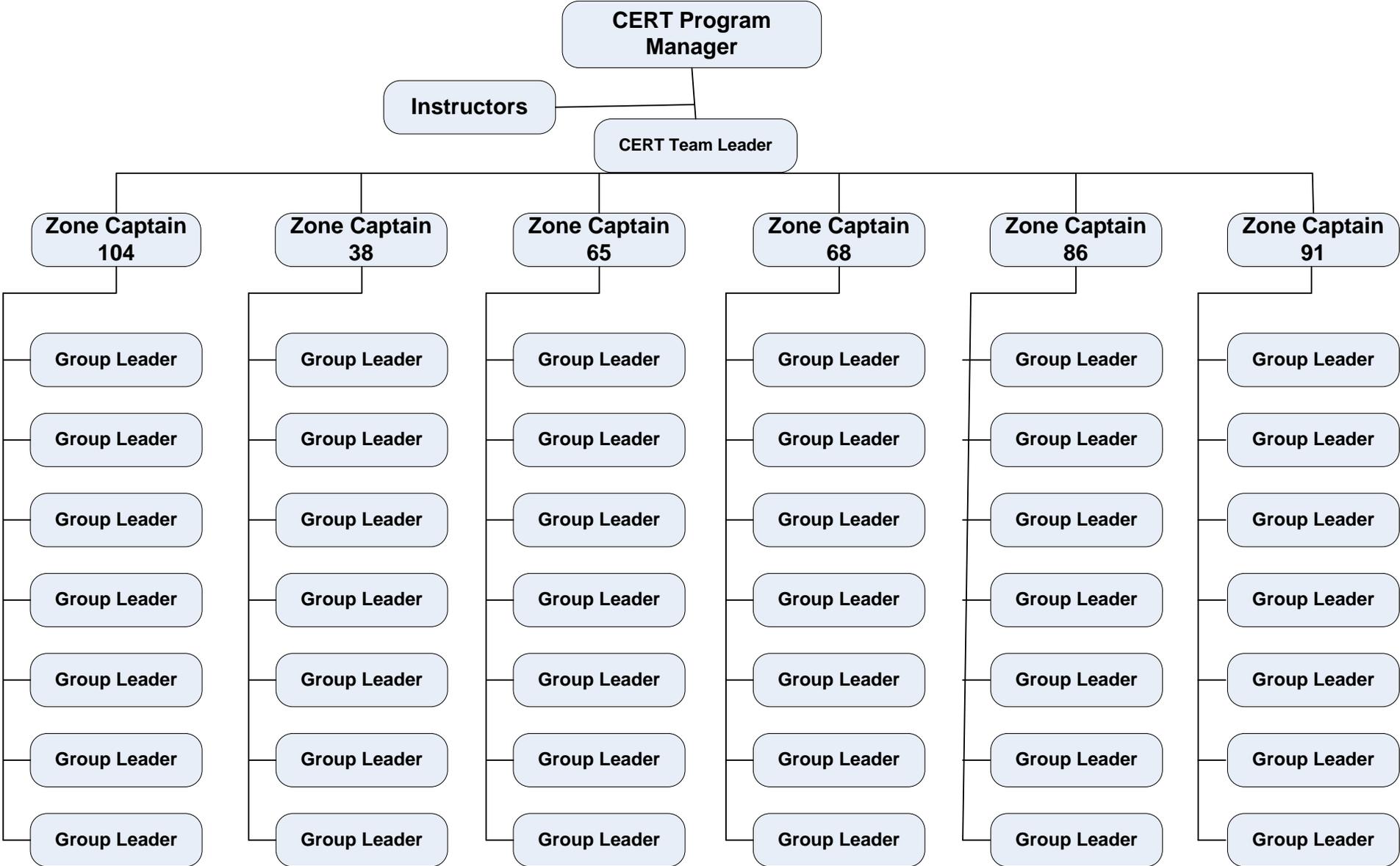
1. It is the policy of the Town of Davie, Davie Fire Rescue CERT program to take affirmative action to prevent undesirable conduct, and to deal with infractions in a fair, impartial, and speedy manner. Member reporting harassment will not be retaliated against for reporting the harassment.
2. All violations of this policy will be addressed on a case-by-case basis. In those instances where a violation has been proven, swift administrative action will result.
3. Members violating this policy are subject to disciplinary procedures up to and including termination from the DFR CERT program.
4. In order to prevent harassment, keep relationships professional, and be sensitive to the feelings of others.

5. Members are responsible for helping to eliminate harassment and unwanted conduct as follows:
 - a. Victim's Responsibility
 - i. Place the offender(s) on notice that you perceive their actions to be inappropriate and/or offensive, and request that actions of that type cease immediately.
 - ii. All members are required to notify the DFR CERT Program Manager of such an incident, at which time a meeting will be scheduled in order to make a determination as how to proceed with the complaint. If the situation warrants, the Town of Davie Police Department may be requested by the Town of Davie CERT Program Manager. After conferring with the member and the Police Department, the Program Manager may or may not develop a written report. The determination of whether a written report will be created will be based upon an investigation by the Town of Davie Police Officer.
 - iii. If disciplinary action is deemed necessary and appropriate, the Program Manager will collaborate with the Fire Chief on the matter. Any disciplinary action shall be placed in a written form in accordance with policy pertaining to same.
 - b. DFR CERT Program Manager Responsibility
 - i. The DFR CERT Program Manager will take all complaints seriously.
 - ii. The DFR CERT Program Manager will report all allegations of harassment to the Fire Chief and to Town of Davie Police Department.

TOWN OF DAVIE CORRESPONDING FIRE ZONES CERT



Organizational Chart



Davie Fire Rescue CERT -Attachment 1 – Glossary

All-Hazards Plan: An Emergency Operations Plan that addresses all types of hazards including natural hazards (e.g., earthquakes, floods, tornadoes), technological hazards (e.g., nuclear accidents, power outages), and manmade hazards (e.g., hazardous material spills, terrorism).

Biological Weapons: Biological agents including bacteria, viruses, and toxins that must be inhaled, ingested, or absorbed through broken skin, and that can cause serious illness or death.

Chemical Weapons: Deliberately released toxic gases, liquids, or solids that can poison people and the environment, causing serious illness and death.

Comprehensive Emergency Management Plan (CEMP): as defined in various laws throughout the United States, is the preparation for and the carrying out of all emergency functions, other than functions for which the military forces are primarily responsible, to mitigate, prepare for, respond to, and recover from emergencies and disasters, and to aid victims suffering from injury or damage, resulting from disasters caused by all hazards, whether natural, technological, or human caused, and to provide support for search and rescue operations for persons and property in distress.

Command Post: The area from which the command function will operate during an emergency.

Dirty Bomb: A conventional explosive or bomb carrying radioactive material that will cause localized radioactive contamination.

Drill: A method of testing an Emergency Operations Plan, or specific aspects of the Plan. Drills are useful in practicing and perfecting a single emergency response, concentrating the efforts of a single function, providing field experience, and testing certain recovery functions. Types of drills include classroom-based drills (completed by individual classes, though all classes might conduct the drill simultaneously) and evacuation drills (which help verify whether evacuation routes and assembly areas are appropriate for all types of emergencies).

Emergency Management: An organized, four-phase process by which communities prepare for hazards that cannot be prevented or mitigated, respond to emergencies that occur, recover from emergencies to restore the community to its pre-emergency condition, and mitigate risks.

Federal Emergency Management Agency (FEMA): an independent agency of the United States government that provides a single point of accountability for all federal emergency preparedness and mitigation and response activities

Finance/Administration Section: The ICS function that buys materials and keeps financial records of expenditures and employee hours. (This function may be performed at the school district level.)

Field Operation Center (FOC): The location of the Town Administration during an emergency or activation. All operations, logistics, planning and finance activities will be conducted from this location.

Full-Scale Exercise: An exercise that tests a community's total response capability, using role players and deploying field equipment.

Functional Exercise: An exercise that simulates a real emergency under high-stress conditions involving multiple responders.

Hazard: Any natural, technological, or manmade threat to life, health, property, and/or the environment. Hazards the schools might face include such things as tornadoes, floods, snow or ice storms, fires, bomb threats, child snatching, drugs/alcohol/weapons on campus, environmental toxins, structural and nonstructural building hazards, neighborhood and community hazards, and student or faculty injury caused by students or intruders.

Hazard Assessment: A systematic identification and analysis of all existing and potential hazards at a school. Hazards assessment is part of the emergency planning process, and is carried out by members of the school emergency planning team. The hazard assessment serves as the basis for developing the school's Emergency Operations Plan.

Hazard Mitigation: Any action taken to reduce or eliminate the long-term risk to human life and property from natural hazards.

Incident Command: The organizational structure that the school will use during an emergency.

Incident Command System (ICS): A nationally accepted standard management system for managing emergencies that uses a coordinated response system to help ensure life safety, property protection, and effective resource management. An ICS is based on four principles: 1. Response requires certain functions. 2. One person is in charge. 3. Limit the span of control. 4. Common terminology is key.

Incident Commander: The person identified during the planning process and then again at the start of an emergency response as being the one who is in charge in an emergency situation.

Logistics Section: The ICS function that manages and distributes supplies, personnel, and equipment, and also deploys unassigned people.

MIR 3/Everbridge – Is an emergency notification system that can distribute information via telephone, email or pager to a group of people at one time.

Mitigation: The fourth phase of emergency management, which can entail any action taken to reduce or eliminate the long-term risk to human life and property from natural hazards.

National Response Framework (NRF): The NRF is a guide to how the nation conducts all hazards response. It is built upon scalable, flexible and adaptable coordinating structures to align key roles and responsibilities across the Nation.

National Incident Management System (NIMS): NIMS is a comprehensive, nationwide systemic approach to incident management. It is a core set of doctrine, concepts, principles, terminology and organizational processes for all hazards.

Nonstructural Hazards: Hazards in schools that are not related to the physical structure of the building. Examples include unanchored or poorly anchored equipment and furnishings, furniture blocking egress, improper storage, and laboratory and cleaning chemicals.

Operations Section: The ICS function that handles all emergency response jobs, including taking care of students. Most adult responders will be assigned jobs in the Operations Section.

Planning Section: The ICS function that tracks resources, assesses the changing situation, documents the response, and maintains the site map at the Command Post.

Preparedness: The first phase of emergency management, during which time a planning team assesses hazards, develops a plan to address various contingencies in an emergency situation, including how various parties will respond in an emergency and what steps will be taken to recover from an emergency-and then practices the plan.

Public Information Officer (PIO): The individual in the ICS who is charged with serving as the liaison with the public and the media.

Radiological Dispersal Device (RDD): A conventional explosive or bomb carrying radioactive material that will cause localized radioactive contamination; also known as a dirty bomb.

Recovery: The third phase of emergency management, which involves the task of rebuilding services, infrastructure, facilities, operations, lives, and livelihoods after a disaster.

Response: The second phase of emergency management, which involves mobilizing and positioning emergency equipment; getting people out of danger; providing needed food, water, shelter, and medical services; and bringing damaged services and systems back on line.

Safety Officer: The individual in the ICS who is charged with ensuring that the safety of students, staff, and others on campus is the highest priority. The Safety Officer has the authority to halt any response activities that create an unsafe situation or put students, faculty, staff, or others at risk.

Secondary Devices: Explosives set as booby traps to detonate after emergency personnel have arrived at the scene of a bombing or bomb threat.

Structural Hazards: Hazards that are part of the actual building structure. Examples include the roof, walls, support beams, windows, doors, unreinforced masonry, and other components of the building.

Tabletop Exercise: A simulated activity used in testing Emergency Operations Plans in which a certain scenario is presented and participants in the exercise respond as if the scenario were really happening.

Terrorism: Violence against civilians to further political or social objectives.

Unified Command: A command structure in which designated individuals from response agencies work jointly with the school commander to carry out the response. In a unified command, school personnel retain responsibility for student and staff safety.

Weapons of Mass Destruction (WMD): Weapons of Mass Destruction are any weapon with capabilities to inflict mass casualties and destruction including nuclear, biological, and chemical (NBC) weapons or the means to deliver them.

**Davie Fire Rescue CERT - Attachment 2 - CERT Member Agreement and
Memo of Understanding: Training and Membership**

I _____, have completed the Town of Davie, Davie Fire Rescue (DFR) training for the Community Emergency Response Team (CERT). I understand as a member of a CERT my role in emergency response is limited to action in response to a true emergency and under the policies of the DFR CERT Program. I understand I am responsible for all equipment issued to me. Should I cease membership with the Town of Davie I will be expected to return all issued equipment in good working condition.

I understand as a member of CERT I do not have the authority, power, or right of action as a Police Officer, Firefighter or EMT/Paramedic. I understand as a member of CERT my responsibilities are to myself, my family, my neighbors, and then to the surrounding neighborhood as directed by the Zone Captain, CERT Program Manager or another designated point of contact who is an employee of the Town.

Memo of Understanding: Training and Membership

I _____, understand completing the CERT course I will have learned basic skills intended to help me render assistance to others ONLY when I deem the situation safe and necessary for me to do so. I am under no obligation, by virtue of having received this training to render aid or become involved in any activities that would make me uncomfortable or have the potential to cause me physical or emotional harm.

I will receive a CERTIFICATE OF COMPLETION and a Town of Davie CERT ID badge ONLY upon completion of all modules of this course including the graduation exercise.

I understand the following with respect to the use of the CERT ID Badge:

Badges are issued to each member of CERT upon graduation from Basic Training. The purpose of the ID badge is to identify CERT members. Therefore, it is only to be used for an official CERT function, in accordance with the Activation Guidelines and Instructions for Activating. Any other use of the CERT ID badge can result in the immediate forfeiture of the ID and removal from the DFR CERT. Misuse of the CERT ID badge can negatively impact CERT in South Florida and Nationally. Please keep in mind CERT Members not only represent the Town of Davie, but also the Town's residents and the Davie Fire Rescue Department.

Print Full Name

Signature

Date

**Davie Fire Rescue CERT - Attachment 3 - Code of Conduct and Harassment Policy
Acknowledgement and Legal Status of Participants**

I _____, a member of the Town of Davie, Davie Fire Rescue Community Emergency Response Team (DFR CERT) hereby acknowledge I have received and read the CERT Code of Conduct and Harassment Policies. As a member of the DFR CERT I understand my actions are perceived as an extension of the Town of Davie and the Davie Fire Rescue, and I hereby agree to follow these policies at all times or face the consequence of my actions which could include termination from the program.

Legal Status of Participants

I understand the following with respect to my legal status as a CERT participant:

During CERT training and during activations, participants are considered volunteers and NOT employees or agents of the Town of Davie or the Davie Fire Rescue Department.

As such, volunteers are not entitled to any of the privileges, immunities, or insurance coverage afforded employees of either the Town of Davie or the Davie Fire Rescue Department. Volunteers are not covered under the Town's Workers Compensation, unemployment, hospital, medical, or liability insurance.

However, volunteers have certain immunity from civil liability under the Florida Good Samaritan Act (Florida Statute 768.13) if they gratuitously and under good faith render emergency care or treatment.

Further, if volunteers are called to action by the Town of Davie or the Davie Fire Rescue Department and requested by the Town to provide emergency services such volunteers are additionally protected against civil liability under the Florida Volunteer Protection Act (Florida Statute 768.13) if they are acting within the scope of official duties during volunteer services.

Name _____ Date _____

Signature _____

State of Florida

County of Broward

The foregoing instrument was acknowledged before me this _____ day of

_____ 20__ by _____, who is personally known to me

or who has produced _____ as identification and who did/did

not take an oath.

In witness hereof, I hereunto set my hand and official seal.

Signature of Notary

Name of Notary

Davie Fire Rescue CERT - Attachment 4- Informed Consent, Waiver and Release Agreement

The undersigned, being at least eighteen years of age, and in consideration for acceptance, approval and participation in the Community Emergency Response Team (CERT) Program, sponsored by the Town of Davie, Davie Fire Rescue do hereby agree to this waiver and release.

I recognize that the Davie Fire Rescue Community Emergency Response Team (DFR CERT) Program will involve physical labor and may carry a risk of personal injury. I further recognize that there are natural and manmade hazards, environmental conditions, diseases, and other risks, which in combination with my actions can cause injury to me. I hereby agree to assume all risks which may be associated with or may result from my participation in the program, including, but not limited to, transportation to and from volunteer sites, extinguishing small fires, providing disaster medical care, (e.g. controlling bleeding, treating shock, treating sprains and fractures, opening airways, transporting patients, etc.) performing light search and rescue activities (e.g. cribbing and leveraging, victim extrication, transportation, etc.) and other similar activities.

I recognize that these program activities will involve physical activity and may cause physical and emotional discomfort. I state that I am free from any known heart, or other serious health problems that could prevent me from participating in any of the activities associated with this program. I further state that I am sufficiently physically fit to participate in the activities of this program.

I certify that I have medical insurance to cover the cost of any emergency or other medical care that I may receive for an illness or injury. I certify that if I do not have medical insurance, I will be personally responsible for the cost of any emergency or other medical care that I receive. I agree to release the Town of Davie, Davie Fire Rescue its agencies, departments, officers, employees, agents, and all sponsors and/or officials and staff from any said entity or person, their representatives, agents, affiliates, directors, servants, volunteers, and employees from the cost of any medical care that I receive while participating in this program or as a result of it.

I further agree to release the Town of Davie, Davie Fire Rescue, its agencies, departments, officers, employees, agents, (entity and persons as appropriate) and all sponsors and/or officials and staff of any said entity or person, their representatives, agents, affiliates, directors, servants, volunteers and employees from any and all liability, claims, demands, actions, and causes of actions whatsoever for any loss claim, damage, injury, illness, attorney's fees or harm of any kind or nature to me arising out of any and all activities associated with the aforementioned activities.

I further agree to hold harmless, and hereby release the above mentioned entities and persons from all liability, negligence, or breach of warranty associated with injuries or damages from any claim by me, my family, estate, heirs, or assigns from or in any way connected with the aforementioned activities.

CONSENT

Consent is expressly given, in the event of injury, for any emergency medical aid, anesthesia, and/or operation, if in the opinion of the attending physician, such treatment is necessary.

I understand that it will be used and disclosed for DFR CERT purposes or to any party with legal and proper interest, and I release the DFR CERT program from any liability whatsoever for supplying such information. I understand that I will not be paid for my services as a CERT volunteer. I will read the DFR CERT Code of Conduct and Harassment Policy and agree to comply with both documents. I have carefully read and understand the contents of the foregoing language and I specifically intend it to cover any participation in the community emergency response team program sponsored by the Town of Davie, Davie Fire Rescue.

Name _____ Date _____

Signature _____

State of Florida
County of Broward

The foregoing instrument was acknowledged before me this _____ day of _____ 20__ by _____, who is personally known to me or who has produced _____ as identification and who did/did not take an oath.

In witness hereof, I hereunto set my hand and official seal.

Signature of Notary

Name of Notary

Davie Fire Rescue CERT Attachment 5 - Inventory of CERT Equipment

CERT Bag

Caution Tape	1
CERT Helmet	1
CERT Vest	1
Chalk/Marking Crayon	1
Duct Tape	1
Face Masks	2
First Aid Kit	1 kit
Kling	2 rolls
4 x 4	6
Triangular Bandage	2
Band-Aids	10
Flashlight/Batteries	1
Glow Sticks	1
Multi Function Knife	1
Medical Gloves	2 pair
Paper	1
Pen/Pencil	1
Safety Glasses	1
Triage Ribbons	
red, yellow, green, black	1 roll each
Whistle	1
Work Gloves	1 pair
Wrench 10"	1
9/12	

Davie Fire Rescue CERT - Attachment 6 - Equipment Loan Agreement

I _____, a member of the Town of Davie, Davie Fire Rescue Community Emergency Response Team (CERT) hereby take responsibility for the following equipment to be utilized during CERT activations under the direction of the Town of Davie, Davie Fire Rescue Fire Rescue. I understand this equipment is the sole property of the Town of Davie and is strictly on loan for the CERT Program. This equipment must be returned immediately if requested, or if I can no longer fill my role assigned in the Town of Davie, Davie Fire Rescue CERT Program.

In addition, I certify I will use this equipment solely for the purpose of Town of Davie, Davie Fire Rescue, CERT in accordance with the Standard Operating Guidelines I have received. I understand any violation of the Standard Operating Guidelines can result in corrective action, including termination from the program if warranted.

Print Full Name

Signature

Date

Davie Fire Rescue CERT - Attachment 7 - Leadership Application

Contact Information

ZONE/GROUP:	
Name	
Street Address	
City ST ZIP Code	
Home Phone	
Cell Phone	
E-Mail Address	
Alternate Email Address	

Skills and Assessment

Below, please list all special skill and certifications that may be beneficial to a leadership position with in CERT. Also, check all appropriate boxes to show completion of specified courses and include all certificates with application.

Special Skills:					
Required Classes:	<input type="checkbox"/> IS 700	<input type="checkbox"/> IS 100	<input type="checkbox"/> IS 200	<input type="checkbox"/> IS 317	<input type="checkbox"/>
Additional Classes:	<input type="checkbox"/> IS 800	<input type="checkbox"/> IS 55	<input type="checkbox"/> IS 240	<input type="checkbox"/> IS 292	<input type="checkbox"/> IS 324

Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Name (printed)	
Signature	
Date	

Our Policy

It is the policy of this organization to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability.

Davie Fire Rescue CERT -Attachment 7A - Acknowledgment of Leadership Responsibilities

I understand the following with respect to my leadership role in the Town of Davie, Davie Fire Rescue, CERT Program:

- This is a volunteer position and is in no way to be considered employment by the Town of Davie, or the Davie Fire Rescue Department
- As a member of CERT, I do not have the authority, power, or legal rights of Florida-certified law enforcement officers, firefighters, or paramedics.
- All equipment issued is the property of the Town of Davie and must be returned upon request.
- Timely and accurate communication with CERT members in my assigned area is crucial to successful operations. I accept the responsibility of ensure information is disseminated in a timely and accurate manner as it is related to me from the CERT Program Manager.
- I will not act on my own accord without direction or written consent from the CERT Program Manager or Town of Davie. If the situation requires immediate action, I will act in accordance with the Town of Davie Community Emergency Response Team Standard Operating Guidelines.
- Any action or inaction found to be in violation of the Davie Fire Rescue Community Emergency Response Team Standard Operating Guidelines will be reviewed by the CERT Program Manager and may result in termination of my position of leadership within the CERT program.

Print Full Name

Signature

Date

Davie Fire Rescue CERT - Attachment 8 – CERT Response Checklist

The following checklist should serve as a guide for CERT members following a disaster that has affected their community.

- Ensure that you are safe, that your family is safe and that your residence is intact and/or safe.
- Locate your CERT equipment and keep it with you at all times. All CERT equipment should be stored safely in one place so that it can be easily located when an emergency occurs. Be sure to have your CERT identification card with you.
- Attempt to contact your designated CERT Zone Captain/Group Leader(s). If you can not contact the CERT Zone Captain/Group Leader attempt to contact other CERT members on your phone list. If you are unable to make telephone contact and it is safe to leave your residence, proceed to the predetermined rendezvous location.
- After your team is assembled at the rendezvous location the CERT leader will complete a Group Status Sheet (attachment 9) showing all CERT personnel that are present. **DO NOT** start out on your own to perform search and rescue activities.
 - The location of the CERT Zone Captain/Group Leader is considered the Command Post for the CERT
 - You may provide basic preventative safety procedures, triage and basic first aid to those in need while en route to the rendezvous location.
- The CERT Zone Captain/Group Leader appoints members to assist with managing resources, services, and supplies (logistics)
 - The CERT may be divided into smaller teams of at least three people to achieve specific goals as required (e.g. search and rescue, medical, fire suppression, damage assessment) with a leader for each small team.
 - The CERT may operate as a single team that performs all functions as required
- The CERT Zone Captain/Group Leader will then attempt to contact the CERT Program Manager or designated Field Operations Center (FOC) representative and provide the following information:
 - The name of the CERT Group
 - Name of the Team Leader and call back number (cellular telephone, etc.)
 - Location that the team has assembled
 - Number of CERT personnel on scene
 - Status of personnel on scene (injuries, etc.)
 - Immediate threats to life or safety observed in the neighborhood

- The CERT will complete a Damage Assessment Surveys for each assignment. A written record must be kept of all activities. This form should be completed in duplicate.
- The Group Status Sheet will be maintained by all teams and delivered to the CERT Command Post on a regular basis.
- All formal messages passed between the CERT and the CERT Program Manager or designated representative of the Town of Davie Field Operations Center should be documented on a message form. Messages may be delivered by hand, telephone, or other electronic means such as the Internet or amateur radio. CERT members are encouraged to use HAM/amateur radio as a means of communication. The Town of Davie Field Operation Center maintains a HAM radio. The FOC will have amateur radio frequencies assigned to the CERT Program. Your FOC representative will provide CERT members with the appropriate frequency.
- It is the responsibility of the CERT Zone Captain/Group Leader to keep track of his or her personnel at all times. It is also the responsibility of the CERT Zone Captain/Group Leader to ensure that the team takes appropriate rest breaks, receives proper nourishment and drinks enough fluids during a disaster operation.
- CERT Zone Captain/Group Leaders should monitor their members for signs of Critical Incident Stress and should report the first indications of it to the CERT Program Manager or FOC representative. If a member of the CERT starts to suffer from Critical Incident Stress Syndrome, the team member should be removed from the environment, assigned another member to monitor them, and be allowed to relax. This member is not to be placed back into the field until properly screened by a Fire Rescue or Police representative trained in CISM.

Davie Fire Rescue CERT Attachment 9 - ICS Form 201

Prepared by (Name and Position)	Incident Name	Date Prepared	Time Prepared
---------------------------------	---------------	---------------	---------------

INCIDENT BRIEFING

Map Sketch

Summary of Current Actions

Be aware of hazards, Work as a Team!

Incident Command: Sketch a map of the incident area, if known, with any hazards.

Summarize the actions of your team. Provide periodic updates to CERT Command, When the incident is complete, return all forms to CERT Command

Davie Fire Rescue CERT Attachment 10A - ICS Form 214 -Instructions

Special Note; ICS Form 214 is used to log activities for an entire unit.

Purpose; The Unit Log records details of unit activity, including strike team activity. These logs provide the basic reference from which to extract information for inclusion in any after-action report.

Preparation; A Unit Log is initiated and maintained by all personnel, (Command Staff members, Division/Group Supervisors, Air Operations Groups, Strike Team/Task Force Leaders, and Unit Leaders). Completed logs are submitted to supervisors who forward them to the Documentation Unit.

Distribution; The Documentation Unit maintains a file of all Unit Logs. All completed original forms **MUST** be given to the Documentation Unit.

Item #	Item Title	Instructions
1.	Incident Name	Enter the name assigned to the incident.
2.	Date Prepared	Enter the date (month, day, year)
3.	Time Prepared	Enter the time prepared (24-hour clock).
4.	Unit Name	Enter the title of the organizational unit or resource designator (i.e., Rescue 38, Safety Officer, Strike Team).
5.	Unit Leader	Enter the name and ICS Position of the individual in charge of the Unit.
6.	Operational Period	Enter the time interval for which the form applies. Record the start/end date and time.
7.	Personnel Assigned	List the name, position, and home base of each member assigned to the unit during the operational period.
8.	Activity Log	Enter the time and briefly describe each significant occurrence or event (e.g., task assignments, task completions, injuries, difficulties encountered, etc.)
9.	Prepared By	Enter name and title of the person completing the log. Provide log to immediate supervisor, at the end of each operational period.

Davie Fire Rescue CERT Attachment 12 - SITUATION REPORT

FROM		TO	
Name	Position	Name	Position
Team	Location	Location	
Phone/cell	Radio frequency/Call sign		
Sent -Date: _____ Time: _____		Received -Date: _____ Time: _____	

REPORT

Section A – CERT Member Status

Current Number of CERT Members Operating on Scene: _____ Name of Team Leader: _____

Number of CERT Members Needing to be Medically Evaluated _____

CERT Support Needs (water, food, medical supplies, tools & equipment, etc.)

Section B – Area Status

Current Casualty Count _____ Green _____ Yellow _____ Red _____ Black _____

Medically Evacuated _____ Departed on Own _____

Current Structure Damage: _____ Public/Commercial/Government Buildings _____ Destroyed _____ Heavy _____ Moderate _____ Light
 _____ Private Homes or Residences _____ Destroyed _____ Heavy _____ Moderate _____ Light

Current Street/Road/Highway Damage:

Current Utilities Down or Out of Service:

Section C - Comments

Davie Fire Rescue CERT Attachment 13 – General Message

GENERAL MESSAGE		
TO:	Message Center	
FROM:	Incident:	
SUBJECT:	DATE:	TIME:
Message:		
SIGNATURE:	POSITION:	
Action Taken:		
DATE:	TIME:	SIGNATURE/POSITION:

Use Clear Concise Text, example – assignment completed, additional resources needed, unable to complete assignment of cutting tree in front t of house 123 main St.

