



**STANDARD OPERATING GUIDELINES
EAST LAKE COMMUNITY EMERGENCY
RESPONSE TEAM
(CERT)**



PURPOSE.....3

OVERVIEW.....3

1 MEMBERSHIP.....3

1.1 QUALIFICATIONS FOR MEMBERSHIP IN EAST LAKE CERT ARE AS FOLLOW:3

1.2 MEMBERSHIP APPLICATION4

1.3 COMMITMENT - EACH MEMBER.....4

1.4 PERSONAL AND ISSUED SUPPLIES AND EQUIPMENT4

1.5 LEAVE OF ABSENCE (TEMPORARY DEACTIVATION)4

1.6 INACTIVE5

1.7 DISMISSAL5

2 FUNDRAISING PROJECTS.....5

3 ORGANIZATION STRUCTURE.....5

3.1 OFFICER POSITIONS.....5

4 TRAINING7

5 ADMINISTRATIVE MEETINGS7

6 ACTIVATION.....7

APPENDIX A.....9

APPENDIX B.....10

APPENDIX C.....11



STANDARD OPERATING GUIDELINES EAST LAKE COMMUNITY EMERGENCY RESPONSE TEAM (CERT)

PURPOSE

This document has been created to establish guidelines for the members of the East Lake Community Emergency Response Team (CERT). These guidelines include membership, organization structure, training, administrative meetings, activation, and other matters.

This Standard Operating Guidelines document (SOGs) is to be annually reviewed by a committee appointed by the Chairperson. The SOGs may be revised, edited, or expanded as needed or circumstances demand with approval of 2/3 of the active East Lake CERT membership. These SOG are for the East Lake CERT program and are not to supersede or replace any local, State or Federal laws, or regulations, or Pinellas County or East Lake Tarpon Special Fire Control District Standard Operating Procedures (SOP) for Emergency Management.

OVERVIEW

The members of East Lake CERT will be trained and certified to first help themselves and their families, and then their community during times of emergencies or disasters in accordance with the most current CERT Manual as developed by the Federal Emergency Management Agency (FEMA). CERT is an integrated part of the East Lake Tarpon Special Fire Control District and is part of its Emergency Management during a declared county disaster or emergency.

1 MEMBERSHIP

1.1 Qualifications for membership in East Lake CERT are as follow:

- 1.1.1 Attend no less than 24 hours of CERT training and receive an official Completion of Course certification signed by a FEMA certified CERT trainer/instructor;
- 1.1.2 Be at least 16 years of age (A valid driver's license and access to a vehicle is preferred);
- 1.1.3 Be subject to a background check; and
- 1.1.4 Complete a probationary period comprised of either attendance at the next 3 consecutive East Lake CERT administrative meetings or CERT training or other events; or attendance at the next 4 of 5 consecutive East Lake CERT administrative meetings or CERT training or other events immediately following receipt of the Completion of Course certification cited in paragraph 1.1.1.
- 1.1.5 Individuals on the East Lake CERT roster as of 1 November 2007 are considered to have completed the probationary period cited in paragraph 1.1.4.



1.2 Membership Application

- 1.2.1 Each applicant must complete a East Lake CERT “Class Waiver” (Appendix A).
- 1.2.2 Each applicant must complete an East Lake CERT class application form (Appendix B) providing information including but not limited to gender, age, home address, contact information, and area(s) of interested participation.

1.3 Commitment - Each Member

- 1.3.1 Agrees to be an active member of East Lake CERT for at least one year;
- 1.3.2 Shall attend or assist at two (2) or more East Lake CERT sponsored/supported training or other events each year;
- 1.3.3 Shall attend monthly administrative meetings;
- 1.3.4 Shall maintain contact with the Secretary about any changes in status or availability;
- 1.3.5 Shall complete a minimum of 10 hours of CERT related training annually (see section 4);
- 1.3.6 May be required to provide some personal supplies and/or equipment for use in CERT-related activities; and
- 1.3.7 Shall follow personal guidelines (see Appendix C).

1.4 Personal and Issued Supplies and Equipment

- 1.4.1 Upon completion of the CERT course and registration as a East Lake CERT team member, the new team member will need to acquire a pack including but not limited to the following equipment and supplies. To the extent permitted by financial constraints, the East Lake CERT organization will provide as much of the equipment and supplies as practicable.
 - One (1) all purpose tool (or individual non-sparking tools that perform similar functions)
 - One (1) hard hat
 - One (1) flashlight with extra batteries
 - One (1) first aid kit with personal protection equipment (PPE), bandages, first aid tape, gauze, scissors.
 - 3/8” or larger diameter rope (minimum 8 ft. in length)
- 1.4.2 Should a member withdraw or be dismissed from the team, any East Lake CERT issued equipment and unused supplies shall be returned to the East Lake CERT. If the equipment is not returned, the individual will be billed the cost of that equipment.

1.5 Leave of Absence (Temporary Deactivation)

- 1.5.1 If an active East Lake CERT member is leaving the county for an extended period of time (more than 2 months) or if family/life commitments require the individual to temporarily deactivate from East Lake CERT, he/she will be granted a Leave of Absence upon written request to the Chairperson.
- 1.5.2 Issued equipment and supplies will not be required to be returned during the leave of absence.
- 1.5.3 The team member may, upon written request to the Chairperson, be reactivated.



1.6 Inactive

1.6.1 A member may be declared inactive by a majority vote of the East Lake CERT officers for not fulfilling commitments listed in the SOGs

1.6.2 An inactive member may be reactivated at the member's request by a majority vote of the East Lake CERT officers.

1.7 Dismissal

A member may be dismissed immediately by majority vote of the East Lake CERT officers for: failure or refusal to fulfill basic requirements of the SOGs; failure or refusal to fulfill basic assignments; gross misconduct, legally proven professional, civil or criminal violations; or demonstrating physically or verbally that the individual is unable to work within the guidelines of Emergency Management and CERT. If any such act takes place during an emergency situation and threatens the success of the CERT activities or safety of any person, the Chairperson, or his/her acting officer, may institute the dismissal immediately with later ratification by the CERT officers.

2 FUNDRAISING PROJECTS

All fundraising projects must be approved by the membership. Members are encouraged to present ideas and information at the monthly administrative meetings on any potential grants or fundraisers. Should a grant or fundraiser be approved, a committee will be appointed to implement the activity.

3 ORGANIZATION STRUCTURE

3.1 Officer Positions - The following East Lake CERT officer positions will be filled by election of a simple majority of the membership and tenures of office will be for one calendar year beginning 1 February and ending 31 January. Nominations for the positions will be taken from the membership and approved by a simple majority of the active membership at the January administrative meeting. A written or electronic vote can be used if there is not a January Meeting. The Chairperson and Co-Chairperson shall be residents of the East Lake Tarpon Special Fire Control District. The duties of the officers are as follow.

3.1.1 Chairperson

3.1.1.1 Responsible for the overall leadership of East Lake CERT in all of its capacities

3.1.1.2 Preside over all monthly administrative meetings

3.1.1.3 Maintain active communication with East Lake Tarpon Special Fire Control Liaison.

3.1.1.4 Appoint all committees

3.1.1.5 Make reports to the membership with the advice and recommendation of the Emergency Manager and the East Lake Tarpon Special Fire Control Liaison.

3.1.1.6 If the Chairperson position becomes vacant, the Co-Chairperson will



assume the Chairperson position and a new Co-Chairperson will be appointed by a simple majority vote of the active membership at the next meeting.

3.1.2 Co-Chairperson

3.1.2.1 Assist the Chairperson in his/her duties

3.1.2.2 Perform all the duties of the Chairperson in his/her absence

3.1.2.3 If the Co-Chairperson position becomes vacant, a new Co-Chairperson will be appointed by a simple majority vote of the active membership at the next meeting.

3.1.3 Treasurer

3.1.3.1 Responsible for all financial duties including, but not limited to, those listed below:

3.1.3.1.1 The Treasurer will be responsible for documentation of all expenditures and income received. Income includes, but is not limited to, donations, grants, and fundraising.

3.1.3.1.2 The Treasurer will provide the membership a quarterly accounting of all funds rose, with a listing of expenditures and income. Expenditure of these funds for any item or activity must be approved by a simple majority of the active membership. Donations will be accepted if offered. However, donations are not required from any agency or group for which a service is performed.

3.1.3.1.3 If the Treasurer position becomes vacant, a new Treasurer will be appointed by a simple majority vote of the active membership at the next meeting.

3.1.4 Secretary

3.1.4.1 Responsible for all administrative duties including, but not limited to, those listed below.

3.1.4.1.1 Maintaining a list of all individuals trained in CERT, both active and inactive;

3.1.4.1.2 Maintaining a current list of Active Members with 24 hour contact information;

3.1.4.1.3 Maintaining a list of members' certifications, completion of course work, independent study and in-service attendance;

3.1.4.1.4 Tracking of hours of service, including all special events and meetings attended;

3.1.4.1.5 Keeping records of equipment and supplies issued, including usage and replacement of supplies; and

3.1.4.1.6 Recording or assigning a recorder for monthly administrative meeting minutes and action items (see section 5.5).

3.1.4.1.7 If the Secretary position becomes vacant, a new Secretary will be appointed by a simple majority vote of the active membership at the next meeting.

4 TRAINING

- 4.1 Each East Lake CERT member shall complete 10 hours of training annually. The 10 hours can be accomplished by completing 10 hours of the below listed courses or any other course approved by Chairperson.
- 4.2 In-Service Trainings
 - 4.2.1 East Lake CERT will host at least 2 annual in-service trainings annually. Trainings can incorporate a variety of delivery methods including, but not limited to, lecture, practical or independent study.
 - 4.2.2 Participation Fees for all in-service/training expenses are dependant upon receiving support funding. If no funding is available, the expense cost will be assumed by the member taking the training.
- 4.3 Florida Disaster Reservist Program - Any course offered through the Florida Disaster Reservist Program (Basic, Professional, and Advanced) is highly suggested and will be accepted as credit towards the required 10 hours of annual training.
- 4.4 FEMA Sanctioned Courses - All other FEMA sanctioned courses will be accepted as credit towards the required 10 hours of annual training.

5 ADMINISTRATIVE MEETINGS

- 5.1 In general, administrative meeting will follow guidelines of parliamentary procedure.
- 5.2 Administrative Meetings will be held monthly as approved by the membership. The time and location will be dependent upon the agenda and available venues.
- 5.3 East Lake CERT members shall attend administrative meetings as required by Section 1.3.3 hereof.
- 5.4 Meetings will be conducted by the Chairperson, assisted by the Co-Chairperson. If the Chairperson and C-Chairperson is not available, the meeting will be chaired by a designee of the Chairperson.
- 5.5 An agenda and list of action items will be sent to the membership prior to the meeting by the Secretary or his/her designee. If providing an agenda in advance is not practicable, agendas will be available at the start of the meeting.
- 5.6 Meeting minutes and action items will be recorded, distributed, and kept on record by the Secretary for future reference.

6 ACTIVATION

- 6.1 East Lake CERT may be activated to perform the following operations and duties in accordance with the most current CERT Manual as developed by the Federal Emergency Management Agency (FEMA).
 - 6.1.1 Light Search and Rescue
 - 6.1.2 Fire extinguishment in the incipient phases only
 - 6.1.3 Triage of trauma victims
 - 6.1.4 Set up and staff R&R areas
 - 6.1.5 Provide basic first aid for public events
 - 6.1.6 Set up and staff emergency shelters
 - 6.1.7 Set up and staff a spontaneous volunteer intake center



- 6.1.8 Provide support at an incident site and at Emergency Operations Center
- 6.2 East Lake CERT activation may be by request of the East Lake Tarpon Special Fire Control District.
- 6.3 East Lake CERT members may, if an emergency warrants it, “self-activate”.
 - 6.3.1 In order for East Lake CERT to self-activate there will be the need for a timely response, inadequate Local Professional Emergency Personnel, and adequate CERT resources available (i.e. CERT team of 3 or more).
 - 6.3.2 During self-activation, East Lake CERT must operate in accordance with the most current CERT Manual as published by the Federal Emergency Management Agency (FEMA).
- 6.4 An East Lake Tarpon Special Fire Control District Incident Commander (IC) at any scene may request the service of East Lake CERT or a East Lake CERT member if needed. The IC will contact the East Lake Fire Special Control District CERT Liaison and request the activation of CERT. At the time of the request, the IC must inform the Liaison of the purpose of the request and the need for CERT activation.
- 6.5 CERT members will be activated by telephone, email, or any other available means. The normal minimum for a team will be three. The team will meet at a designated area, where they will be given their assignment(s). The team leader will be appointed.
- 6.6 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.
- 6.7 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 group leaders will advise the scene Incident Commander of their arrival and verify their assignment. The team shall remain on the scene of the incident until released by the Incident Commander or relieved by another CERT team.
- 6.8 At the conclusion of the incident, or when relieved by another team, CERT members will meet at a designated area to review their involvement in the incident. If further counseling is required, arrangements will be made with Emergency Services to provide that counseling.



Appendix A

East Lake Special Fire Control District

CERT CLASS APPLICATION

By completing this application in its entirety, you will help the CERT instructors understand the general profile of the class they are teaching. Submitting an application does not guarantee admittance to the next scheduled class. However, it does assure that your interest is recorded and you will be notified of the next available class.

Name: _____ Age: _____
Last First Middle
Street Address: _____
City/Zip Code: _____
Mailing Address Of different than above) _____

Home Phone# _____ Work Phone# _____

E-Mail Address: _____

Occupation _____

Name of Sub-Division (Neighborhood) _____

Will you be training with a group? _____

Have you ever completed a Basic first Aid course?

Are you a licensed amateur radio operator? _____ Class _____

Do you have any disaster-related training or experience? _____

If yes please describe:

Are you available to attend all seven classes to obtain a F E M A certificate of participation? ____

Are you able to perform the essential requirements of this program with or without accommodation? _____

Person to notify in case of emergency:

Relationship _____ Phone# _____

Printed Name _____ Signature _____



Appendix B
East Lake Special Fire Control District
CERT Class Waiver

In consideration of the East Lake Special Fire Control District granting permission for me to participate in its Community Emergency Response Team training program, I hereby waive all claims for damage or loss to my person and property that may be caused by any act, or failure to act on the part of the Fire District, its agents, officers, employees and representatives. I assume the risk of all dangerous conditions in and about the training premises as well as any risk of injury present in training program activities and waive any and all specific notice of the existence of any such conditions or risks.

This agreement is voluntarily given and executed by:

Printed Name:

Signature:

Witnessed by:

Witness Signature:

Date: / /200



Appendix C

CERT Personal Guidelines

1. **YOU ARE NOT A LAW ENFORCEMENT OFFICER OR A FIRE FIGHTER.** You are simply an extension of the Fire and Police Departments' response to a catastrophic disaster when exigent circumstances exist and when directed by policy or verbally directed to respond by professional first responders.
2. **YOU ARE FORBIDDEN TO CARRY WEAPONS.** You have been trained for immediate disaster response and there is no need, place or legal authorization for you to carry or use any weapons. To do so will jeopardize your own safety and the continued existence of the CERT program within our County.
3. **YOUR FIRST RESPONSIBILITY IS TO YOURSELF AND YOUR FAMILY.** When a disaster occurs your first responsibility is to ensure your own safety of your family. You should not venture out on your own to start search and rescue operations. Only teams of THREE or more may begin CERT response operations.
4. **CONTACT YOUR CERT LEADER.** If a disaster occurs such as a hurricane, tornado, plane crash etc. and after ensuring that you and your family members are safe, you should contact your CERT team leader for additional instructions and direction. Your CERT team leader is your point of contact for the law enforcement, EMS and fire departments. Do not attempt to contact the emergency services directly unless a life-threatening emergency exists.
5. **IF YOU CANNOT REACH YOUR CERT TEAM LEADER.** If you are unable to reach your CERT Team Leader due to phone lines being out, power being out, etc. respond to your pre-designated rallying point for your neighborhood CERT Team. Only do this when it is safe to do so. Do not leave a place of safety during a storm.
6. **BRING ALL OF YOUR ISSUED CERT GEAR.** When functioning as a member of a CERT Team you should always have your issued CERT equipment with you and display your CERT identification card on the outside of your clothing.
7. **STAY WITHIN THE SCOPE OF YOUR TRAINING.** You have been trained based on the curriculum of the FEMA CERT program. You are expected and required to stay within the scope of the training and certification.
8. **STAY WITHIN YOUR LIMITATIONS.** You are required and directed to stay within your limitations when responding as a member of a CERT Team. Limitations may be determined by, but not limited to, equipment availability, physical abilities, knowledge, authority, etc.