

North Royalton CERT - Policies and Procedures

30 January 2010

MEMBERSHIP

Membership. To become a member of the CERT, a person must submit an application to the City of North Royalton. All applications will be submitted to the N R Police Department for an appropriate background check. CERT members will be considered those persons with their names on the CERT membership roster, either active or reserve.

Volunteers. All members will be volunteers. Expenses may be reimbursed to the members.

Training. Members are responsible of obtaining the necessary FEMA and other CERT training commensurate with their CERT duties. CERT will maintain records of member's training.

Residency. Members should be residents of NR. Members may also be residents of the communities adjoining NR.

State Registration. Members will be registered with the Ohio CERT volunteer registry. CERT will provide an authorization form to be signed by members.

Discipline. Members agree to accept the discipline and orders required to effectively assist the city safety forces. All suggestions, recommendations and comments should be directed from individual members through the chain of command to the CERT leadership.

Participation Requirements. Members are required to participate by remaining trained and available. The minimum availability is to respond to telephone call communications. Minimum participation requirements include regular communication with CERT leadership. Failing to communicate with CERT leadership for three (3) consecutive times is grounds to be removed from the CERT membership.

Firearms Policy. Members are not permitted to bring any firearms to any CERT event, whether training, social or activation.

Identification. CERT will issue photo identification cards. These cards will remain the property of the City of NR. Cards to be returned to CERT upon termination from the CERT.

State or County Identification. Members will obtain State and or county identification if available.

Workers Compensation. Members are **not** employees of the city and are therefore not covered by city workers compensation.

Insurance. Disability and life insurance. The city does not provide any disability insurance or life insurance. Members participating in the Federal RSVP program may be covered by certain forms of insurance only when and while they have signed in for a CERT function.

Safety. Members are to consider safety in every task requested of them. Unnecessary risks are not to be taken by the members. Members principal value is to extend the capability and effectiveness of the city's full time safety forces.

Immunity. Members are immune from civil liability in the performance of official CERT function when signed in as participating members in a training or activation deployment. Members must also be registered with the Ohio volunteer registry.

Duties. Member's duties will generally be assigned commensurate with their qualifications, training and CERT position. When activated, their duties will be assigned by active duty safety forces responsible for the deployment and utilization of the member. Confirmation required that proper full time safety forces member is in fact in charge of and responsible for safety and direction of CERT member.

Deployment. Deployment of members will be determined by the CERT leadership as directed and requested by the safety forces.

Chain of command. Members shall at all times be aware and know the chain of command immediately above and below their specific assignment during times of activation. All information will flow through the chain of command as required by the circumstances.

Annual Certification. Members need to confirm their willingness to remain an active or reserve member annually. They will also certify the correctness of their address and contact information.

Training Requirements. Members must complete the FEMA basic training program. The members will have three (3) years to complete the FEMA training. Personnel will maintain a list of all members who have completed the FEMA training.

Uniforms. The city will purchase uniforms and have them available for the members. Members will be issued uniforms which shall be worn during training, exercises and activations. Uniform items include: golf shirt, cap, sweat shirt and wind breaker jacket. Other uniform items include black utility pants, black web belt and black utility boots.

CERT EQUIPMENT

Equipment. All property will remain the property of the CERT. All CERT property will be owned by the city of NR.

NR CERT Insignia. The CERT has designed and approved a unique logo for the North Royalton CERT. This logo will be affixed to NR CERT Equipment.

Storage Trailer. CERT equipment will be stored in the storage trailer which will be stored by the NRRFD. Keys for the trailer and the tow vehicle will be available at the NRRFD Nr. 1.

Personal Equipment. Personal equipment will be issued to members when they report to the CERT staging area. Issued equipment will be returned to the CERT prior to members leaving the CERT staging area.

City Vehicles. CERT and city officials will identify CERT members and city vehicles which may be operated by designated CERT members with the authority of CERT leadership. The city will designate which vehicles may be operated by authorized CERT members.

School Buses. To utilize CERT volunteer drivers to transport members and residents as needed for training and contingencies.

Portable Vehicle Lights. CERT will purchase emergency red lights for use with privately owned vehicles to use in times of emergency.

Communications Equipment. FD radio equipment will be transferred to the CERT. NRRFD will maintain and store said equipment. Logistics to take possession of radios. Planning for use of radio. Identify who will be using radios.

Organization Equipment. Generators, tents, communications equipment and other equipment will be the property of the city of NR. Property will be stored by the NRRFD.

School property. Per the authority of a School Board resolution permits authorized CERT members to utilize school board property including building and vehicles.

OPERATIONS.

Activation Procedures. CERT will be activated by the order of the mayor or the fire chief. Members will be notified by their divisions telephone recall roster. Each division will maintain a current telephone recall roster. Members are required to actively report and keep their contact information current with the rosters maintained by the CERT.

Operational Control. When activated by the Mayor or Fire Chief, CERT members will be under the operational control of the FD or PD officers assigned to the CERT operation.

Active Status. During times of emergency, the mayor or the fire chief may activate the CERT. When the CERT has been activated, the command and control structure will be utilized and members will be assigned and deployed as necessary for the contingency and nature of the emergency.

Training Status. The normal status of the CERT is in training status. This status changes only during times of activation.

FEMA Training. All members are to complete the basic FEMA training program. Administration will coordinate the training with the city and the county for training opportunities for all members.

Monday Night Training. Special topical training programs will be scheduled in advance for Monday nights at the NR Mayor's Court room.

Immunization Clinics. The CERT will maintain equipment, plan and be capable of opening and manning two (2) mass immunization clinics in NR. Equipment will be provided by the county and other governmental agencies. NR School building will be used.

CERT Exercises. Will plan and execute annual exercises to train for possible real world contingencies. To train with CERT and city safety forces. To test and train with equipment.

County Exercises. Members may participate in county exercises.

Red Cross. CERT will maintain contact with the Red Cross for planning purposes and coordination in emergency incidents.

Cuyahoga County Council. CERT will participate in the county CERT Council.

RSVP. CERT members over the age of 55 may participate in the Federal RSVP program. Said CERT members will be covered by Federal benefits while serving with in CERT programs.

ORGANIZATION

Division Membership. Members will be assigned a primary Division. Upon activation, members will be assigned as needed. Personnel will maintain a list of the training and qualifications of all members for purposes of deployment and assignment during activations.

Division Leadership. Each division will have a leader and a 1st and 2nd assistant. The leader of the operations and planning division will be the assistant to the CERT director. Recruiting. Administration and Personnel shall have a continuing program to recruit and maintain 200 members in the CERT program.

Succession. The future of the CERT depends upon the future leaders. All leaders are to continually maintain two assistants to their positions. A 1st and 2nd assistant who could take over as leader. All leaders are encouraged to plan for their succession on an annual basis. Leaders should plan to have their successors remain in the 1st assistant position for one (1) year whenever possible.

CERT Director. Is the leader of the CERT. Responsible for the recruitment, training and maintaining of the CERT. Coordinate with city and county officials on all CERT matters.

Medical Director. Is the chief medical expert for all CERT medical and public health matters. Will direct training and medical deployments during times of activation and will coordinate with city county and other governmental authorities during times of emergency.

Divisions. There are six (6) divisions that make up the NRCERT.

Operations/Planning. Will plan for all contingencies and missions for the CERT. Will evaluate and assure that personnel and equipment necessary for any contingency are available to augment the safety forces of the city.

Division Leader

1st Assistant

2nd Assistant

Goal 1 - Plans for confirmation of assets.

Goal 2 - Deployment plans when activated, how to assign members.

Medical. Recruit, Maintain and train members to provide medical services to the community during times of emergency. This division will also be considered the equivalent of the Medical Reserve Corps.

Division Leader
1st Assistant
2nd Assistant
Goal 1 Training CERT
Goal 2 Educating Community

Logistics. Is responsible for all property and equipment of the CERT. Inventory, acquire store and maintain all equipment and property. Issue and recover all equipment provided to members during training and activations. Request equipment and assist in the purchase procedure for such equipment.

Division Leader
1st Assistant.
2nd Assistant
Goal 1 Increase membership
Goal 2 Plan residential transportation pick up.
Goal 3 Trailer up an stocked, etc.

Security. Will recruit and train members who will specifically augment the NRPD in all security matters. Will train to manage large crowds and to communicate with active and reserve police personnel. Will be under the operational control of the PD during times of activation.

Division Leader
1st Assistant
2nd Assistant
Goal 1 Recruit
Goal 2 Police Training

Personnel. Will recruit and maintain 200 members in the CERT. Will maintain personnel records and Ohio volunteer registration. Will provide food and necessary amenities to members during training and activations. Will develop programs to maintain the membership in the CERT.

Historian. Will keep a record of the history of the CERT including but not limited to clippings, photos and other documents chronicling the history of the CERT.

Recruiting Coordinator. Responsible for creating and maintaining a year round recruiting program with the goal to train and maintain 200 Active CERT members.

Division Leader

1st Assistant

2nd Assistant

Goal 1 Combination of Admin and Personnel.

Goal 2 Recruiting.

Community Relations Division. (Formerly the Administration Division.) Is responsible for the safety of the residents of the city by training and developing a plan to coordinate with the city officials in communicating with all of the residents of the community during times of emergency. Also to promote the CERT and other public safety matters with the residents of the community. To organize and participate in the homecoming and other community activities.

Division Leader

1st Assistant

2nd Assistant

3rd Assistant

Goal 1 Re-organize - combine with Personnel.

Goal 2

MEETINGS

Attendance. All members are not required to attend all meetings. All members must advise their division leaders whether or not they will be attending a meeting. Lack of communication may subject the member to termination from the CERT. All Divisions must be represented.

Leadership Meetings. Representatives from each Division shall attend every meeting whether general, special, training or activation. It is the responsibility of each leader to that the 1st or 2nd assistant attend a meeting in the event the division leader cannot attend. Leadership meetings are inclusive and not exclusive, so assistants and other potential leaders are invited to all meetings.

General Meetings. Will be held every other month. Update will be provided all members. Training and other important information will be provided to the CERT as a whole during the

general meetings.

Division Meetings. Will be held monthly. When there is a general meeting, the divisions will meet following the general meeting.

COMMUNICATIONS

Telephone Lists. Will be the principal manner of contacting all members. Members will report to the CERT any change in contact information.

Newsletter. Will be prepared and mailed to the CERT every 1-2 months. A copy will also be posted on the CERT website. Division leaders to provide input concerning their divisions for publication in the newsletter.

Website. CERT will create and maintain a website linked to the city website. As a minimum, the website will include: application for membership, schedule, newsletters, photos of events and training information.

CERT Foundation. The Foundation has been created to provide financial assistance to the CERT for items that cannot be purchased through governmental means. All requests for purchases and funds from the CERT are to be forwarded through the CERT leadership to the FD fiscal officer for further forwarding to the fire chief and city.