

ROWLETT CITIZEN CORPS COUNCIL ORGANIZATIONAL POLICY

TITLE: CERT Operations Plan

APPROVAL SIGNATURE:



NAME: Erik B. Ernst
TITLE: CERT Director

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PROGRAM : CERT

SECTION: Operations

PAGES: 17

INTRODUCTION

The City of Rowlett recognizes the need for an organized and trained group of volunteers that can respond to a disaster, crisis, emergency or the imminent threat of such in the Rowlett and surrounding area. This group of volunteers is known as the Rowlett Community Emergency Response Team (CERT), an Affiliated Program of the Rowlett Citizen Corps Council, sponsored by Rowlett Fire Rescue and operating under the authority of the Fire Chief.

MISSION

Rowlett CERT's primary mission is to conduct disaster response and recovery operations after disasters, crisis or emergencies that impact neighborhoods in and around our community.

BACKGROUND

In the event of a disaster, CERT may be charged with assisting in the management, response and recovery of the disaster impacted area. Once public safety organizations begin to assume management of an incident site, CERT's mission is to support operations of local authorities. CERT operations are modeled after principals of disaster management outlined in the National Incident Management System (NIMS) policy and procedures documentation.

Rowlett CERT trains and prepares to respond to crisis incidents that may affect neighborhoods such as tornadoes, flooding, wildfires and similar events. In addition, training that CERT members receive helps them to respond effectively to medical or traumatic emergencies, fires, search and rescue, evacuations and other smaller scale events that may occur. The organizational structure of CERT provides for communications, management of resources, specific action plans, and a better understanding of the events that are taking place prior to and during a disaster. CERT's training and structure can help mitigate as well as respond to an emergency incident.

ACTIVATION

Rowlett CERT is charged with assisting in the management of disaster response and recovery operations in the community and is subject to activation by the City of Rowlett Emergency Operations Center (EOC), the Rowlett Fire Rescue Department or the Rowlett Police Department. Rowlett CERT may also be activated, by request from appropriate agencies of communities that are designated Affiliated Communities under the definition and application outlined in the Bylaws of the Rowlett Citizens Corps Council. The City of Rowlett shall have first priority in the event of conflicting activation requests. Rowlett CERT reports to the Incident Commander (IC), or the official Central Leadership Team member designated by the IC. CERT also serves to help prepare the community to resist the effects of a disaster.

TEAM STRUCTURE

There are two primary team structures. For purposes of training and administration, Rowlett CERT is organized around an administrative team structure. The CERT Operations Plan Team Annex describes this. In the event of a Public Safety directed activation, Operational Teams are formed in accordance with prevailing NIMS, ICS and Rowlett CERT practices and procedures. This plan discusses Operational Teams.

ADMINISTRATION

The Rowlett CERT program shall be administered by the CERT Director appointed by the Rowlett Citizens Corps Council (RCCC) Board of Directors. The CERT Director serves on the Board and receives approval on policy and procedural initiatives from the Board. The CERT Director will appoint an organizational and command staff, known as the Central Leadership Team (CLT). The CERT Leadership Team organizational structure is comprised of, but not limited to the following positions (positions are listed in order of succession).

- CERT Director
- Assistant Director / Training Coordinator
- Public Information Officer / Membership Coordinator
- Special Projects Training Coordinator
- Radio Officer
- Logistics Officer
- Administration Officer

CERT Leadership Team Members serve for a one year term and may be re-appointed for consecutive terms by the Director. In addition the CERT Director may appoint ad hoc CLT members or committees for special assignments. Ad hoc appointments expire when their assignment(s) are complete. The CERT Director serves at the pleasure of the Board and may be removed by simple majority vote of the RCCC Board of Directors. CERT Leadership Team members appointed by the Director serve at the pleasure of the Director and may be removed at will to suit changing program needs.

CERT COMMAND AND CONTROL STRUCTURE DURING ACTIVATION

During an activation, Rowlett CERT is expected to be self-supporting until public safety agencies assume operational command. The CERT Director or designee shall establish teams and leadership positions in accordance with CERT directives as the situation warrants. Figure 1 is a generalized CERT Command and Control structure in effect under activation conditions. Not all positions shown will be activated and filled. In some situations a single individual may fulfill more than one role. If a situation warrants, additional positions may be activated and staffed, or additional deputies or other supporting staff roles may be created on an ad hoc basis. As an incident progresses, the Command and Control (CnC) structure shall expand and contract as appropriate to the progression of events and the requirements of the situation. When activated and staffed, the Section Chief positions form the Incident Command General Staff and serve as the senior command structure directly advising and supporting the Incident Commander. The CnC structure shall be the minimum size necessary to maintain appropriate control of the incident and to insure the safety of all volunteers. The prevailing CnC structure shall be guided by the demands of the situation, the training of the individuals responding, and NIMS doctrines of span-of-control that specify no supervisor is to be in direct supervision of more than seven individuals.

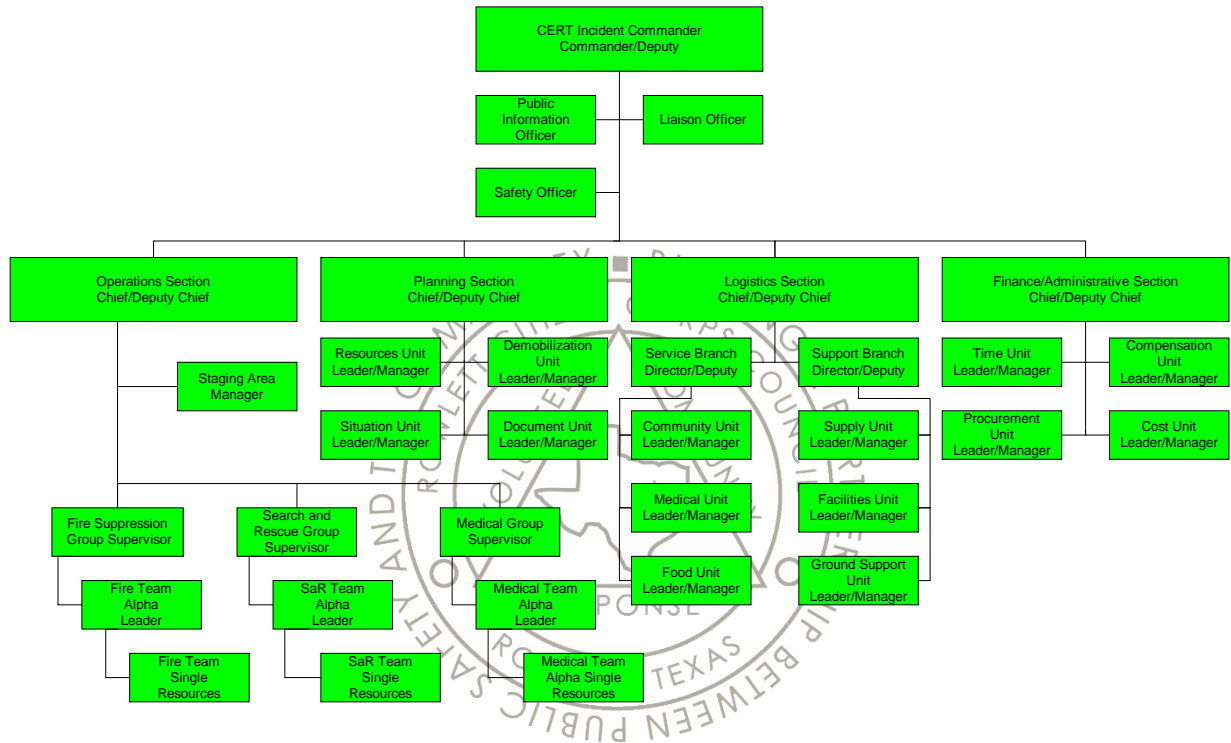


Figure 1: CERT Incident Command Operations Structure

- **CERT Incident Commander (IC)** is the overall commander of CERT responders.

Incident command can be relinquished to subsequently arriving respondents at the discretion of the presently serving CERT IC. The IC is charged with organizing and directing rescue operations, and incident scene stabilization and recovery activity. The primary objective of the CERT IC is to conduct operations as determined by the event incident commander or to preserve life and protect property when operating autonomously. The IC appoints subordinate teams as necessary, designates priorities, establishes objectives and coordinates their activities in support of those objectives. It is the prerogative of the IC to determine the CnC structure required for appropriate control of an incident while maintaining correct span of control.

The Incident Commander has overall incident management responsibility by the appropriate jurisdictional authority. The designated Incident Commander develops the incident objectives to support the overall incident event. The Incident Commander supports the Incident Action Plan (IAP) and all requests pertaining to the ordering and releasing of incident resources. The Incident Commander performs the Command Staff functions of Safety, Liaison, and Public Information until determining that one or more of these functions should be delegated.

- **Liaison Officer** manages communications between the IC General Staff and Public Safety, and other external commands.

The Liaison Officer is the point of contact for representatives of other governmental agencies, non-governmental organizations, and/or private entities. Representatives from assisting or cooperating agencies and organizations coordinate through the Liaison Officer. Agency and/or organizational representatives assigned to an incident must have the authority to speak for their parent agencies and/or organizations.

- **Operations Chief** has overall responsibility for the Fire, Search & Rescue, and Medical Groups and Teams.

The Operations Chief coordinates and has direct management of all incident-related operational objectives identified by the IC. The Operations Chief establishes tactical objectives for each operational period as determined by the event IC and in coordination with other sections (Planning, Logistics, and Finance/Administrative) and Unit Leaders establishing their own supporting objectives. The Operations Chief is responsible for maintaining accurate chronological events logs on behalf of the Incident Command team. These logs shall be passed to the CERT IC periodically for inclusion in the official records of the incident. The Operations Chief will maintain correct span of control for reporting units. Subordinates may include Staging Manager, Fire Suppression Group, Search and Rescue Groups and a Medical Group.

The Operations Section:

- Directs and coordinates all incident tactical operations
- Is typically one of the first organizations to be assigned to the incident
- Expands from the bottom up
- Has the most incident resources.
- May have Staging Areas and special organizations.
- **Staging Area Manager** is responsible for managing activity in the staging area. Duties include maintaining accurate records of volunteers checking into and out of the incident as responders, team assignments and the capabilities and status of volunteers while in the staging area. The Staging Manager shall coordinate closely with Logistics. The Staging Area Manager is responsible for maintaining an accurate chronological events log on behalf of the Incident Command team. These logs shall be passed to the CERT IC for inclusion in the official records of the incident.
 - **CERT Operational Teams** are formed by the Staging Area Manager. A Team Leader shall be assigned for each team. Team Leaders report to the Staging Supervisor until an operational assignment is made. Once an operational assignment is made, Team Leaders report to the officer responsible for that operational area. Operational Teams shall contain a minimum of three members and no more than eight members.

- **Logistics Section Chief** has overall responsibility for the logistics functions.

Responsibilities include coordinating the procurement of materiel and equipment in support of objectives as directed by the IC and executed by the Operations Section Chief. The Logistics Section is responsible for all support requirements needed to facilitate effective and efficient incident management, including ordering resources from off-incident locations. Early recognition of the need for a separate Logistics function and section can reduce time and money spent on an incident. The Logistics Section shall coordinate closely with the Staging Area Manager. The Logistics Section Chief is responsible for maintaining an accurate chronological events log and a record of all expenses incurred by the Logistics Section on behalf of the Incident Command team. These logs shall be passed to the Administration Section Chief periodically for inclusion in the official records of the incident. The Logistics Section Chief may be assigned up to seven subordinates as necessary. Anticipated subordinates include an Operations Group Service Branch Director.

- **Operations Group Service Branch Director** is responsible for the coordination and deployment of equipment and supplies to support operations. This position maintains detailed records of equipment and supplies assigned to the incident and where they are expended or deployed. The Operations Group Service Branch Director may be assigned up to seven subordinates as necessary.
 - The **Communications Unit** is responsible for developing plans for the effective use of incident communications equipment and facilities; installing and testing of communications equipment; supervision of the Incident Communications Center; distribution of communications equipment to incident personnel; and maintenance and repair of communications equipment.
 - The **Medical Unit** is responsible for the development of the Medical Plan, obtaining medical aid and transportation for injured and ill incident personnel, and preparation of reports and records.
 - The **Rehab Unit** is responsible for supplying the food needs for the entire incident, including all remote locations (e.g., Camps, Staging Areas), as well as providing food for personnel unable to leave tactical field assignments.
 - The **Supply Unit** is responsible for ordering personnel, equipment, and supplies; receiving and storing all supplies for the incident; maintaining an inventory of supplies; and servicing nonexpendable supplies and equipment.
 - The **Facilities Unit** is responsible for the layout and activation of incident facilities (e.g., Base, Camp(s), and Incident Command Post). The Facilities Unit Leader provides sleeping and sanitation facilities for incident personnel and manages Base and Camp operations. Each facility (Base, Camp) is assigned a manager who reports to the Facilities Unit Leader and is responsible for managing the operation of the facility. The basic functions or activities of the Base and Camp Managers are to provide security service and general maintenance.
 - The **Ground Support Unit** is responsible for supporting out-of-service resources; transporting personnel, supplies, food, and equipment; fueling, service, maintenance, and repair of vehicles and other ground support equipment; and implementing the Traffic Plan for the incident.
- **Planning Section Chief** has the overall responsibility of supporting the IC with incident action planning for rescue, and disaster stabilization and recovery activity.

The Planning Section is typically responsible for gathering and disseminating information and intelligence critical to the incident, unless the Incident Commander places this function elsewhere. The Planning Chief is responsible for maintaining an accurate chronological events log and a record of all expenses incurred by the Planning Section on behalf of the Incident Command team. These logs shall be passed to the Administration Section Chief periodically for inclusion in the official records of the incident.

The Planning Section must look beyond the current and next operational period and anticipate potential problems or events. Technical Specialists are advisors with specialized skills required at the incident. Technical Specialists will initially report to the Planning Section, work within that Section, or be re-assigned to another part of the organization. Technical Specialist can be any discipline required (i.e., Environmental, Hazardous Materials, Training, Human Resources). The Planning Section Chief may be assigned up to seven subordinates as necessary. The Planning Section has the responsibility for:

- Maintaining resource status
- Maintaining and displaying situation status
- Prepare the Incident Action Plan (IAP)

- Develop alternative strategies
 - Provide documentation services
 - Prepare the Demobilization Plan
 - Provide a primary location for technical specialists assigned to the incident.
- **Administration Section Chief** is responsible for maintaining all pertinent records of the event.

Responsibilities include maintaining a chronological events log and a record of all expenses and expenditures made on behalf of the Incident Command Team. The Administration Section Chief is charged with the responsibility of collecting chronology and expense logs and receipts for inclusion in the official records of the incident. The Administration Section Chief may be assigned up to seven subordinates as necessary. Anticipated subordinates include a Cost Unit Leader and a Time Unit Leader.

- **Cost Unit Leader** is responsible for maintaining a detailed record of all financial transactions associated with operations. These records include, but are not limited to, cash transactions, credit transactions, promissory notes and promise to pay agreements (verbal IOUs) that may be authorized by the command team. The Cost Unit is responsible for tracking costs, analyzing cost data, making cost estimates, and recommending cost-saving measures. Each Section Chief shall provide logs and receipts of expenses and other records necessary to facilitate this duty. The Financial Records Officer may be assigned up to seven subordinates as necessary.
- **Time Unit Leader** is responsible for maintaining a detailed chronological log of all activities associated with the incident. The **Time Unit** is responsible for equipment and personnel time recording. Each Section Chief shall provide logs and other records necessary to facilitate this duty. The Incident Chronology Log Officer may be assigned up to seven subordinates as necessary.
- The **Procurement Unit** is responsible for administering all financial matters pertaining to vendor contracts, leases, and fiscal agreements.

CERT COMMAND AND CONTROL STRUCTURE DURING A PUBLIC SAFETY AGENCY DIRECTED ACTIVATION

CERT operations conducted as part of a Public Safety Agency directed activation shall be in compliance with the City of Rowlett Emergency Operations Plan. The Rowlett Emergency Operations Center (EOC) executes and coordinates emergency operation in support of the Incident Commander. Rowlett CERT normally reports to the Operations Section Chief, unless otherwise directed. During Public Safety directed activations, the CERT CnC structure is abbreviated to fit into the larger structure of CnC operating under the direction of the Incident Commander. In a full implementation of the NIMS structure, CERT would likely function as a Branch in the Operations Section of the structure.

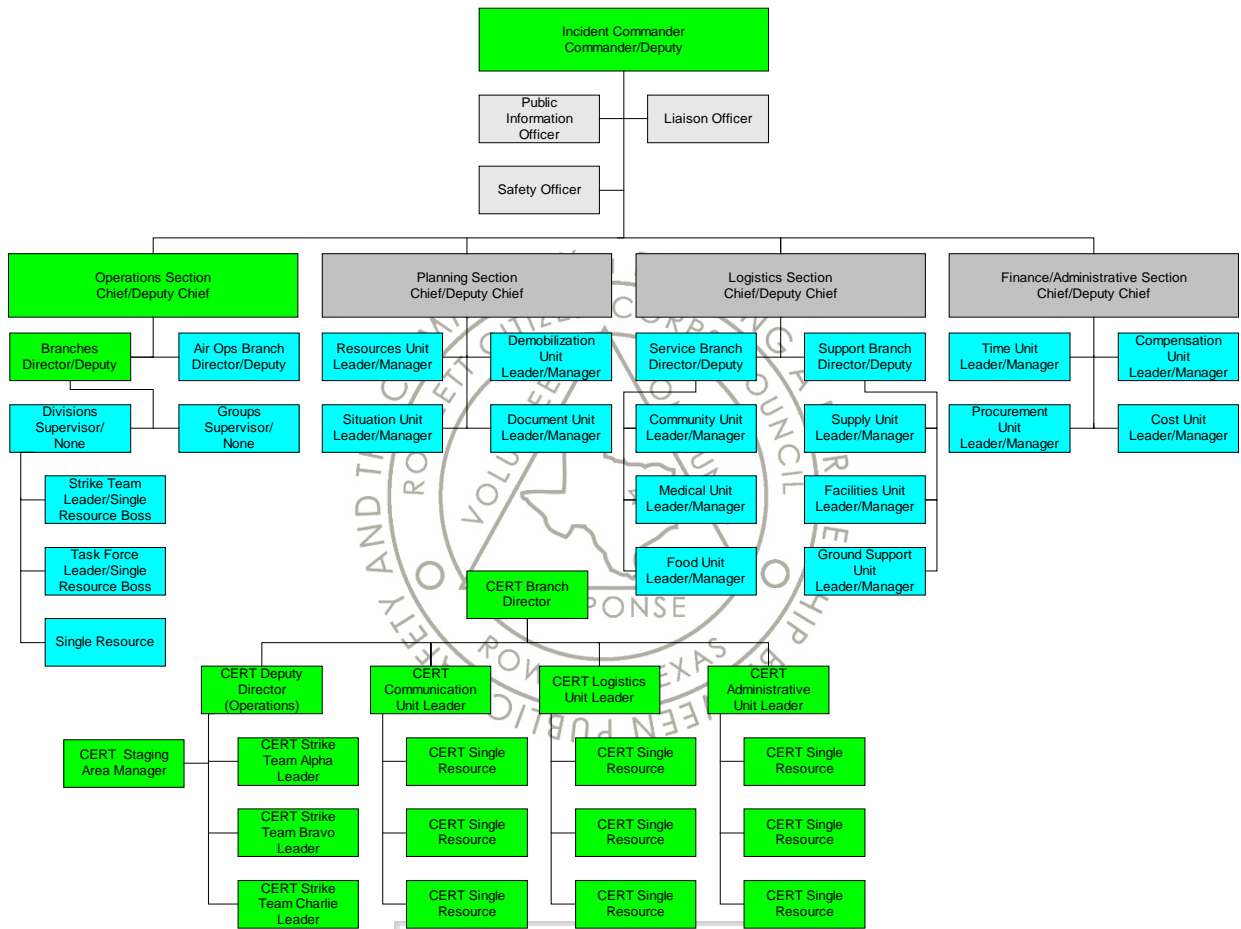


Figure 2: Public Safety Activation Command and Control Structure

- **CERT Branch Director** is the overall commander of CERT volunteers responding to Public Safety activations.

The CERT Branch Director is designated as the first CERT responder available at the incident. Leadership can be relinquished to subsequently arriving respondents at the discretion of the presently serving CERT Branch Director. Rowlett CERT policy is that the CERT Branch Director position be relinquished to the senior CERT Level 1 volunteer responding to the incident as soon as practicable. The CERT Branch Director is charged with organizing and directing CERT operations as assigned by the Operations Section Chief or other appropriate authority. The primary objective is to conduct operations in support of the directives issued by appropriate authority. The CERT Branch Director appoints subordinate officers as necessary, designates priorities, establishes objectives and coordinates the activities of the subordinate officers in support of those objectives. It is the prerogative of CERT Branch Director to determine the CERT CnC structure required for the appropriate execution of duties assigned by Incident Command. No more than seven direct-reporting subordinates are authorized.

- **CERT Deputy Branch Director (Operations)** is the commander of deployed CERT Operational Teams, responding to Public Safety activations.

The Deputy Branch Director (Operations) is responsible for maintaining an accurate chronological events log and a record of all expenses incurred by the CERT Operations Unit on behalf of the Incident Command team. The CERT Deputy Branch Director (Operations) is also responsible for assisting the CERT Branch Director to oversee all CERT operations.

- **CERT Staging Area Manager** has overall responsibility for the staging functions and CERT Team operational assignments. Responsibilities include coordinating the procurement, staging and deployment of personnel to support of objectives as directed by CERT Branch Director and Incident Command. The CERT Staging Area Manager is responsible for maintaining an accurate chronological events log and a record of all expenses incurred by the Staging Section on behalf of the Incident Command team. These logs shall be passed to the CERT Deputy Director (Operations) periodically for inclusion in the official records of the incident. The CERT Staging Area Manager may be assigned up to seven subordinates as necessary.
 - **CERT Operational Teams (Strike Teams)** are formed by the CERT Staging Area Manager. A Team Leader shall be assigned for each team. Team Leaders report to the Staging Supervisor until an operational assignment is made. Once an operational assignment is made, Team Leaders report to the officer responsible for that operational area. It is anticipated that most teams will report to the CERT Deputy Branch Director (Operations). Operational Teams shall contain a minimum of three members and no more than eight members
- **CERT Strike Team Alpha Leader** is responsible for executing the duties assigned Strike Team Alpha. Strike Teams (Operational Teams) shall contain a minimum of three members and no more than eight members. The CERT Strike Team Leader is responsible for maintaining an accurate chronological events log and a record of all expenses incurred by the Strike Team on behalf of the Incident Command team. These logs shall be passed to the CERT Deputy Director (Operations) periodically for inclusion in the official records of the incident. Up to seven subordinates may be assigned as necessary.
- **CERT Communications Unit Leader** is responsible for recording and managing all message traffic between the CERT Branch Director, CERT units, and other units operating under the cognizance of the EOC.

The Communications Unit Leader maintains copies of written messages, communicates via radio, telephone and other media to facilitate the efficient transmission and receipt of message traffic. Runners may be employed when electronic means are unavailable. The CERT Communications Unit Leader is responsible for maintaining an accurate chronological events log and a record of all expenses incurred by the Communications Unit on behalf of the Incident Command team. These logs shall be passed to the CERT Administrative Unit Leader periodically for inclusion in the official records of the incident. The CERT Communications Unit Leader may be assigned up to seven subordinates as necessary.

- **CERT Logistics Unit Leader** is responsible for the coordination and deployment of equipment and supplies to support operations.

This position maintains detailed records of equipment and supplies assigned to the incident and where they are expended or deployed. The CERT Logistics Unit Leader is responsible for maintaining an accurate chronological events log and a record of all expenses incurred by the Logistics Unit on behalf of the Incident Command team. These logs shall be passed to the CERT

Administrative Unit Leader periodically for inclusion in the official records of the incident. The Logistics Unit Leader may be assigned up to seven subordinates as necessary.

- **CERT Administrative Unit Leader** is responsible for maintaining all pertinent records of CERT activity pertaining to the event.

Responsibilities include maintaining a chronological events log and a record of all expenses and expenditures made on behalf of the CERT organization during activation for inclusion in the official records of the incident. These records shall be periodically conveyed to the Administration Section Chief for inclusion in the official record of the incident. The CERT Administrative Unit Leader may be assigned up to seven subordinates as necessary.

ACTIVATION AND CALL-OUT PROCEDURES: GENERAL

The first responsibility of each CERT volunteer is his or her own safety, the safety of the immediate family, and any other individuals whose welfare rises to immediate concern for the volunteer. CERT volunteers shall attend to the needs of the persons within their own personal area of concern prior to activating. Once activated, CERT personnel may be occupied for several hours or days without opportunity to revisit the status of family or others of concern, creating a potential distraction. Such distractions may lead to increased stress, poor decision-making abilities, accidents and injury. CERT volunteers shall never respond to an activation request until the welfare of these key persons has been established and assured.

SELF-ACTIVATION

CERT does NOT self-activate. In the event that a CERT volunteer is in the epicenter of a disaster area they are to follow the following protocols:

- Assure personal safety
- Assure family safety
- Assist persons in the immediate area with life threatening circumstances
- Note any significant information including: damage, casualties, access points
- Evacuate and communicate information to first responders, Incident Command, or CERT Command.

ACTIVATION AND CALL-OUT PROCEDURES: PUBLIC SAFETY ACTIVATION

Public safety agencies authorized to activate Rowlett CERT shall contact the RCCC President, the CERT Director or other designated CERT official by any available means, including telephone, email, and radio or paging system. The CERT official receiving the activation notice shall initiate activation procedures prevailing at the time of the activation. If available, an automated call tree telephone message delivery system shall be utilized. The CERT official initiating the activation shall prepare a message to be conveyed to all appropriate CERT members utilizing the automatic call tree system. The activation message shall include the location of the staging area and the general nature of the emergency triggering the activation, and the time of the activation.

Upon receipt of an activation notice, CERT volunteers should first notify a family member of their whereabouts and then proceed immediately, with their equipment, to the designated staging area. Upon arrival at the staging area, CERT volunteers shall report to the appropriate staging official. Usually this will be the CERT Staging Area Manager.

OPERATIONS

Upon activation, CERT volunteers shall proceed to the assigned staging area appropriately dressed (see Equipment later in this document), outfitted and prepared to deploy. CERT volunteers shall prominently display CERT issued identification at all times. Upon arrival at staging, CERT volunteers shall identify themselves to the appropriate official on site, usually the CERT Staging Area Manager, and sign in for processing and assignments as directed. CERT volunteers shall surrender their CERT Accountability ID card, or other picture identification at that time, but shall continue to display their primary Identification card prominently. Persons without appropriate identification or authorization shall not be allowed to remain in the Staging Area.

Volunteers remain under the command of the CERT Staging Area Manager until assigned to an operational team. Volunteers shall not leave the staging area unless directed to do so. If a volunteer needs to leave the staging area for personal reasons, the volunteer shall sign out and retrieve their Accountability ID card. These volunteers will be shown as off-duty and out of the area until they return and process into the staging area again. The CERT Staging Area Manager assigns volunteers to operational teams consisting of a minimum of three and a maximum of seven persons, according to the operational needs of the Group or Unit to which the team is being assigned, and the training, skills and limitations of the responding volunteers. Each team shall be assigned a leader who reports to the official to whom the team is assigned.

STAGING AREA

A Staging area is the designated meeting or rally point for people and equipment associated with an event. Staging is where responding CERT volunteers report. The location of the staging area shall be selected in accordance with FEMA recommendations or Rowlett EOC directives. Each CERT Fire District shall have a minimum of two pre-designated staging areas associated with self-activation. During a Public Safety activation, the staging area shall be identified in the activation message. All persons in the Staging Area should be properly identified and processed into the records of the event. Unauthorized persons will be asked to leave the staging area.

OTHER CERT VOLUNTEERS

During an incident, members of other area CERT groups may come to the scene to assist upon request. These personnel should be utilized wherever possible, but should not compromise the scene or safety of other personnel. Non-RCCC CERT volunteers operate at the discretion of the IC at all times. All volunteers shall report to the CERT Staging Area Manager for processing and documentation. If the volunteer does not have a CERT ID card issued by a recognized entity, the individual should be treated as a spontaneous volunteer as described later in this policy. Non-RCCC CERT volunteers shall be teamed with trained Rowlett CERT volunteers wherever possible. Non-RCCC CERT volunteers younger than 18 years of age must be accompanied at all times by a parent or guardian who assumes responsibility for their safety. Non-RCCC CERT volunteers younger than 16 years of age shall not be accepted for assignment to operational teams.

SPONTANEOUS VOLUNTEERS

During an incident trained or untrained citizens may come to the scene to assist in a meaningful way. They can be a very valuable resource to a system that is already taxed when handled in an appropriate manner. It is the obligation of the IC to establish when and where spontaneous volunteers are used at an incident. The CERT Staging Area Manager shall request that spontaneous volunteers sign in, present ID and certification cards, and await assignment pending approval by the IC or other authority figure. The CERT Staging Area Manager will assign someone to verify credentials and issue wrist band identification for spontaneous volunteers as time and resources permit. Unverified spontaneous volunteers should be

assigned to non-sensitive operations until their credentials can be verified. A larger, more organized Volunteer Reception Center may be utilized for larger scale incidents.

EQUIPMENT

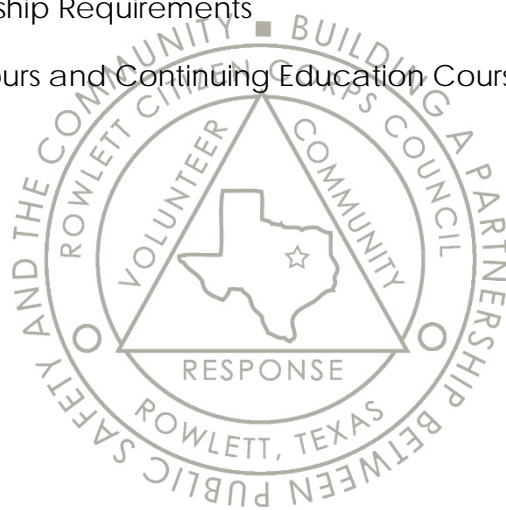
RCCC CERT programs are self-equipping. Optional equipment may be recommended, but not purchased by the program.

- Minimum Required Activation Equipment for RCCC Affiliated CERT programs
 - CERT ID Badge.
 - Personal Protective Equipment (PPE):
 - Reflective vest, helmet, Equipment bag containing first aid gear, disaster tool, eye protection, dust mask, leather gloves, nitrile or non-latex gloves.
 - Whistle or other audible emergency signaling device.
 - Flashlight.
 - Work boots, preferably steel toed.
 - Long pants and other clothing suitable for sustained outdoor operations in a rough environment.
 - Personal comfort items sufficient for 72 hours of deployment such as water, snacks, cleansing pads, medications or other critical items of a personal nature.



APPENDICES

- A. Rowlett CERT Membership Requirements
- B. EastTex CERT Membership Requirements
- C. Sachse CERT Membership Requirements
- D. Example of Service Hours and Continuing Education Courses



Appendix A

Rowlett CERT Membership Requirements

CERT Eligibility Requirements

LEVEL I: BASIC MEMBER

- General Requirements
 - Minimum Age 18
 - Successfully pass background check for membership eligibility as RCCC policy requires.
 - Adhere to RCCC conduct and administrative policies.
- Training Requirements
 - Completion of the CERT G-317 basic training
 - IS-315 (incident command for CERT)
 - Blood Borne Pathogens
 - Code Blue and Crowd Control
 - Basic Radio Communications
- Additional Requirements
 - Service Hours: Includes drills, training, meetings, responses, events (see appendix for examples)
 - Probationary members (1-6 months): 4 hours per year
 - Regular members (greater than one year): 16 hours per year as entered in the approved RCCC data tracking system.

LEVEL II: INTERMEDIATE MEMBER

In addition to Level 1 requirements:

- Training (continuing education)
 - 4 hours of continuing education per year.
 - Training in the following classes must be completed before taking other classes to fulfill this requirement.
 - CPR/AED
 - First Aid
 - SkyWarn training
 - Animal Response 1 & 2
 - Spontaneous Volunteers
 - Some type of additional ICS
 - Hazmat Awareness - ERG
 - Damage Assessment
 - Service Hours (in addition to continuing education courses)
 - A total of 20 service hours per year including:
 - Drills, responses, events, meetings, other approved activities

LEVEL III: ADVANCED MEMBER (CAT TEAM)

- In addition to Level 1 & 2 requirements:
 - Membership on the CERT CAT team is by invitation of the CERT Director
 - Training Requirements
 - NASAR (National Association of Search & Rescue SARTECH III & SARTECH II or pre-approved equivalent)
 - Command and Response
 - Sawyer and Heavy Tools
 - Wildfire work-over and mop-up
 - Hazmat awareness
 - Damage Assessment
 - 4 hours of continuing education classes annually
 - Service Hours
 - A total of 24 service hours annually



Appendix B

EastTex CERT Membership Requirements



Appendix C

Sachse CERT Membership Requirements



Appendix D

Approved activities and training to maintain eligibility requirements

➤ Meetings

- CERT Meetings: held as scheduled by the CERT Leadership Team.
- Ad Hoc Meetings:
- Annual RCCC Business Meeting

➤ Drills and Exercises

- All-CERT Drills or Exercises
- Regional or Multi-Agency Drills or Exercises
- CERT Skills Competitions, Olympics, Rodeos, Urban Shield, etc.

➤ Community Service

- Volunteering for any event identified by the RCCC Board or CERT Leadership as qualified Public Service Event. Examples include, but are not limited to: Fireworks on Main, Touch-a-Truck, Tree Lighting, etc.

➤ Training (counts towards continuing education requirements)

- Red Cross Introduction to Disasters or equivalent.
- Red Cross Disaster Damage Assessment or equivalent.
- Red Cross Shelter Operations and Simulation or equivalent.
- Adult / Pediatric CPR/AED.
- Basic First Aid.
- SkyWarn Spotter Training.
- NIMS specific EMI classes.
- CERT Specific EMI classes.
- NASAR / TEEC or equivalent SAR Awareness level training.
- TEEC Wide Area Search Management
- Citizens Fire or Police Academy class.
- Teaching or assisting with a segment of the CERT Basic Training (G317) course.
- Teaching or assisting with any CERT developed training courses
- FEMA G-428 - CERT Instructor Certification
- Amateur Radio Operator Technician License or subsequent upgrades to General or Extra Class
- Other classes as pre-approved by the CERT Director, Training Coordinator or Special Training Coordinator

