

# LINCOLN COUNTY CERT CHAPTER TEAM MEMBER ORIENTATION GUIDE

CHAPTER: \_\_\_\_\_

MEMBER: \_\_\_\_\_

DATE OF MEMBERSHIP: \_\_\_\_\_



Lincoln County, Oregon website

<http://www.co.lincoln.or.us/cccc/page/cert-chapters-lincoln-county-oregon>

This booklet contains information you will need as a member of a Lincoln County CERT Chapter. It is recommended you read and keep this guide for future reference.

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## **DOCUMENTS & IDENTIFICATION**

- Member Application
- Completed Background Check
- Liability Waiver
- Team Member Orientation Guide
- Identification Badge
- Chapter Bylaws
- Code of Conduct
- Standard Operating Guidelines (SOGs)
- Communication Handbook
- Activation Guidelines
- Local Public Safety Building Locations

## TRAINING

These trainings are optional but CERT members are encouraged to take these trainings to enhance their emergency response capabilities. Your CERT Chapter Leader will be able to direct you towards these training offerings.

	Date
<u>General Member:</u>	Completed
<input type="checkbox"/> Communications Orientation	_____
<input type="checkbox"/> Team Deployment or Simulation	_____
<input type="checkbox"/> Trailer/Equipment Orientation	_____
<input type="checkbox"/> Volgistics Volunteer User Training	_____
<input type="checkbox"/> FCC Amateur Radio License	_____
 <u>Leadership:</u>	
<input type="checkbox"/> CERT Train-the Trainer	_____
<input type="checkbox"/> Volgistics™ Instructor	_____
<input type="checkbox"/> CERT Tools for Leadership Success	_____

## SUPPLEMENTAL TEAM TRAINING

Your CERT Chapter Leader will be able to direct you towards these training offerings.

	Date
FEMA Supplemental CERT Training	Completed
<input type="checkbox"/> CERT Animal Response Module 1	_____
<input type="checkbox"/> CERT Animal Response Module 2	_____
<input type="checkbox"/> CERT Emergency Communications	_____
<input type="checkbox"/> CERT Traffic and Crowd Management	_____
<input type="checkbox"/> Flood Response for CERTs	_____
<input type="checkbox"/> CERT Firefighter Rehab	_____
Emergency Operations Center/Incident Command Center Support Staffing	
<input type="checkbox"/> ICS-100.b: Introduction to Incident Command System (ICS) <a href="https://training.fema.gov/is/courseoverview.aspx?code=IS-100.b">https://training.fema.gov/is/courseoverview.aspx?code=IS-100.b</a>	_____
<input type="checkbox"/> ICS-200.b: ICS Single Resource <a href="https://training.fema.gov/is/courseoverview.aspx?code=IS-200.b">https://training.fema.gov/is/courseoverview.aspx?code=IS-200.b</a>	_____
<input type="checkbox"/> ICS-700.a: Introduction to NIMS <a href="https://training.fema.gov/is/courseoverview.aspx?code=IS-700.a">https://training.fema.gov/is/courseoverview.aspx?code=IS-700.a</a>	_____
<input type="checkbox"/> ICS-800.b: National Response Framework <a href="https://training.fema.gov/is/courseoverview.aspx?code=IS-800.b">https://training.fema.gov/is/courseoverview.aspx?code=IS-800.b</a>	_____

## **COMMUNITY SERVICE PARTICIPATION**

- Readiness Fairs
- Parades, Marathons
- Fairs or Festivals
- Preparedness Outreach (Door to Door, Town Hall or Other)
- Assist in Teaching TEEN CERT modules
- Assist with Emergency Management activities
- Assist Fire Service with Fire Training or Other Events
- Assist with Community Exercises
  - Tsunami Evacuation
  - Earthquake
  - Hazmat
  - Shelter Operations

# **Lincoln County Citizen Corps Coordinating Council**

Website: <http://www.co.lincoln.or.us/cccc/page/cert-chapters-lincoln-county-oregon>

The Lincoln County CERT Chapter leaders are members of the Lincoln County Citizen Corps Coordinating Council (LC5), a council formed by the Lincoln County Board of Commissioners to provide a platform for sponsored CERT chapters throughout the county to coordinate grant opportunities, training and exercise activities and continuity of service to sponsoring agencies and citizens.

- Lincoln County Sheriff's Office, Emergency Management provides for administrative support to LC5 on behalf of the Board of Commissioners.
- LC5 meets at a minimum of quarterly but generally bi-monthly; each active, sponsored CERT chapter is considered a voting member on the council. Meeting dates and times can be found on the Lincoln County website under Lincoln County Citizen Corps Coordinating Council.
- CERT Chapter Teams are structured in a manner consistent with the Incident Command System (ICS) in order to be activated by local public safety entities: Operations, Planning, Logistics and Administration.
- Funding for CERT Chapters are derived from their sponsoring agencies, local, regional, federal grants that are secured and/or local fundraising.
- The Lincoln County sponsored website provides a portal for each CERT Chapter to list their current contact information, director to their individual website (if any), general information about LC5 and FEMA/Citizen Corps information. Chapter training and exercise information can be found under the training section or the calendar of events.

## CERT Meetings

Dates:

Time:

Location:

Email or phone to confirm:

## **CERT Uniform**

(Refer to the Code of Conduct for additional Information)

When activated CERT members are to report in uniform consisting of the CERT vest or coat with boots or closed toe shoes and your assigned kits. For anyone who wishes to be utilized for field activities, boots will be required.

In the case of extreme weather CERT members should take steps to dress accordingly.

## **CERT Apparel**

If a CERT team member chooses to purchase additional CERT apparel, they should check with their CERT Leader before ordering to ensure their purchase is consistent with CERT standards.

The following are suggested vendors for CERT apparel and equipment. Propac Inc. <http://cert-kits.com>. For rugged cargo style trousers and other tactical gear, two good sources are at <http://www.lapolicgear.com/> or at <http://www.galls.com/>.

## **CERT Chapter Volunteer Management Program**

Volgistics is a program that helps CERT leadership manage online volunteer applications, background checks, training records and volunteer assignments. To get access to Volgistics, go to . Click on <http://www.co.lincoln.or.us>, then on

DEPARTMENTS

"Sheriff's Office"

"Volunteer Programs"

"Volgistics Volunteer Program – Log in"

"Login name" Enter the email address you entered into your application form.

"Need a password?".

You will get an email with your temporary password to give you access to the program.

# LINCOLN COUNTY CERT RULES OF CONDUCT

Volunteers with the Lincoln County CERT program shall to comply with the following requirements:

1. CERT members will make *safety their first priority*.
2. When disaster occurs, CERT members' first responsibility is to their own safety and the safety of their family.
3. CERT members shall not serve as professional emergency responders. They function as an extension of the authorized public agency's response to *catastrophic disasters* or when directed by emergency service officials.
4. CERT members will self-activate only in a *catastrophic disaster* when professional emergency responders are not available.
5. CERT members will only undertake activities within their capabilities and within the scope of their training and will not take risks that are likely to cause injury to themselves or others.
6. CERT members agree to be courteous and respectful with the public safety agency personnel and other professional responders, with fellow CERT members, and with the public.
7. CERT members shall not participate in official CERT activities if they are impaired in any manner by alcohol or drugs (including prescription drugs) that would affect public or personal safety
8. Appropriate safety gear *MUST* be worn during all activations and when required by their individual CERT Chapter.
9. CERT members will not make statements to the press unless authorized by the Incident Commander or sponsoring agency.
10. CERT members will respect the privacy of other CERT members and the public and will hold in confidence all sensitive, private, and personal information to include information transmitted over radio equipment.
11. CERT member identification cards, jackets, vests and hats will only be utilized during official CERT activities, and they will not be used to gain favors, preferential treatment or to influence others for any purpose other than official CERT activities.
12. CERT members will not use their participation in CERT to promote politics, religious matters or positions on any non-CERT related issues.
13. CERT members will represent themselves in a manner consistent with their position within the Incident Command System, following the established chain of command.
14. CERT members will comply with all training requirements as outlined in the Operating Guidelines.
15. CERT members must maintain gear in good working condition, and they must store gear in a place that will prevent items from being used by unauthorized persons.
16. CERT members will return their ID card and gear if they are no longer CERT members; or no longer live or work in Lincoln County; or are dismissed from membership.