

# GREATER GREEN VALLEY CERT

## POLICIES AND PROCEDURES

### GENERAL POLICIES

October 2020

---

#### Direction and Control

The Greater Green Valley (GGV) CERT Council approved the following policies and procedures to supplement FEMA/Citizens Corps publications. Policy direction of the GGV CERT is to be in accordance with Council Bylaws and guidance provided by the Green Valley Fire District. These policies and procedures are intended to govern GGV CERT activities before, during and after community emergencies and to include routine meetings and training, exercises, activities, response, and recovery.

#### Duty to Act

As a volunteer, a CERT member does not have a legal obligation to act and is not required to respond to incidents in their immediate area nor to calls for team activation. Those who do respond must always follow safe and effective practices; personal safety is the priority. Volunteers who act outside their training or assigned responsibility or otherwise violate policies, procedures or codes of conduct are subject to termination of their membership.

#### Insurance and Liability

GGV CERT members are required to maintain their own health insurance and to sign a release of liability form (page 5)

GGV CERT members are subject to Federal and State liability legislation, which provides for “good Samaritan” protection but which offers no liability protection for negligence or wanton disregard. Members are instructed to always act within the scope of their training and assigned responsibilities as any reasonable person would do in similar circumstances.

#### GGV CERT Functions (not all-inclusive)

- Major Disaster Operations (within the limits of CERT Training)
  - Light Search & Rescue
  - Damage Assessment
  - Light Fire Suppression
  - Logistic support
  - Disaster Medical Operations
  - Communications & Coordination
  - Documentation
  - EOC Staffing
  
- Non-Disaster Operations
  - Training
  - Exercises
  - Public Education & Outreach
  - Assisting Partner Organizations
  - Service & Community Projects

## **Training**

The 20-hour FEMA/CERT Basic Training Course is the foundation of CERT training and satisfactory completion is the minimum requirement for membership. CERT members will complete the Membership Form each year when the annual dues are paid. (Page 6). To advance beyond Tier I level, members are required to complete ICS 100, 200 and 700 and meet the number of hours of group training and simulation participation as set forth in the Bylaws.

## **Public Education and Outreach**

GGV CERT members are an effective and informative resource in promoting emergency preparedness and disaster education. CERT members are encouraged to participate in events, activities and presentations sponsored by GGV CERT, partner organizations and civic groups.

## **Equipment**

All equipment, ID badge and other materials issued to members are the property of GGV CERT and will be returned upon request. Members are encouraged to supplement the issued equipment with items they feel are useful and appropriate. Members are expected to maintain their equipment in proper working order as a CERT Kit and to bring their kit and ID badge to training, exercises or deployments when directed. See page 8 for CERT Kit contents.

## **EMERGENCY RESPONSE POLICIES**

---

### **Spontaneous Response**

The GGV CERT Council realizes that CERT members may find themselves suddenly involved in an emergency that happens in their home, neighborhood, workplace or immediate area, or they may come upon an emergency during normal activities. In such spontaneous incidents, CERT members:

- Will call 911 or specifically direct another person to do so.
- Identify him/her self as a CERT member and follow response procedures as taught in the Basic Course.
- Relinquish response to the proper authorities upon their arrival.

### **Spontaneous Activation**

Members should not self-activate as a team to respond to routine emergencies in which they are not immediately involved nor requested. However, see Activation by CERT Leaders below.

### **Sponsored Activation**

- If required, GGV CERT will be activated by the Green Valley Fire Department, normally by a telephone call to a designated GGV CERT officer, who in turn will initiate calls through the telephone tree (see page 7). The telephone tree will be updated semi-annually at a minimum to ensure those listed are still available and willing to perform CERT duties.

- Depending on the situation, GVFD may direct CERT to standby and prepare for deployment, or to deploy immediately. GVFD will provide deployment instructions including an assembly area. The CERT officer receiving the call will repeat these instructions to ensure full understanding and then direct telephone tree callers to repeat the instructions exactly to CERT members.
- Telephone tree callers (AKA Alert Callers) will have designated members to call. Upon reaching a member the caller will identify him- her-self, briefly describe the situation and then ask the member if they are willing and able to respond. If affirmative, the Alert Caller will provide the exact instructions. If negative, the Alert Caller will simply thank the member and hang up. If there is no answer the Alert Caller may leave a call back number. After completing all calls, the Alert Caller will notify the appropriate CERT officer of the results.
- Depending on the situation, the senior CERT officer available will ensure delivery of appropriate CERT equipment such as the CERT trailer (see page 9) and radios to the designated assembly area.
- In accordance with CERT training, a member's first responsibility is personal safety and the security of family, home and neighborhood. When those priorities are satisfied, the member may then deploy as requested.

#### **Activation by CERT Leaders**

- A communication failure caused by a disaster may prevent a sponsor- initiated activation. In that case, CERT leaders may activate as many members as can be contacted by whatever means available. Because of communications and possible transportation limitations, such activation will probably be within neighborhood areas. It is possible that there could be several simultaneous activations.
- The CERT teams thus formed will use their training to provide the greatest good to the greatest number possible in their neighborhoods.
- If there is no preplanned assembly area the activation leaders will designate where to report.

#### **Team Assembly**

- All CERT activities will follow the principles of the National Incident Management System (NIMS) and the Incident Command System (ICS). The first CERT member to arrive on the scene or assembly area becomes the Incident Commander until relieved. The IC will attempt to establish contact with a GVFD representative to report the CERT status and request instructions. If contact cannot be immediately established the IC will proceed with instructions as provided at activation.
- As other members arrive the IC will make sure that they are appropriately briefed and equipped with Personal Protective Equipment (PPE). Depending on the situation, the IC will assign responsibilities to team members.
- When the IC has sufficient knowledge of the situation and resources for the mission, he/she will direct team members to carry out their assignments, reminding them that personal safety is their first priority.

#### **Team Management**

- The IC should establish a command center at a location safely away from the incident and notify all team members where it is and if it is later relocated.

- Communication and record keeping are very important in a disaster. To assist with these, if enough members are on the scene, the IC should appoint a scribe, radio operator and runner. The IC might also designate an Operations Chief and a Logistics Chief.
- Records must include at a minimum member names, arrival times, assignments and when deactivated.
- CERT members should not be sent into an operational area alone, but rather in teams of at least two. An exception might be a runner who is sent forward from the command center to carry messages.
- Radios will be distributed and operated in accordance with the Communications Plan (see page 10)

### **Deactivation**

- Deactivation will be announced by the GVFD. If members must leave before deactivation, they will report out to the IC who will note their departure time.
- If possible, CERT members should meet for debriefing and discussion of lessons learned and then be deactivated as a team.

**RELEASE AND WAIVER OF LIABILITY**

**THIS RELEASE AND WAIVER OF LIABILITY** (the "Release") executed on this day of

\_\_\_\_\_, 20\_\_\_, by \_\_\_\_\_ (the "Volunteer") in favor of the **Greater Green Valley Community Emergency Response Team (GGV CERT)**, its elected officers, members, and agents.

**IN CONSIDERATION OF BEING ABLE** to participate in training or any other GGV CERT activity, the undersigned Volunteer does hereby freely, willfully, and without duress execute this Release and Waiver of Liability under the following terms:

- 1) **WAIVER AND RELEASE:** Volunteer does hereby release and forever discharge and hold harmless GGV CERT, its officers, members and agents and their successors and assigns from any and all liability and claims, demands, rights of action, or actions, of whatever kind of nature, either in law or equity, which arise or may hereafter arise from Volunteer's activities with GGV CERT. Volunteer understands and acknowledges that the execution of this Release discharges GGV CERT from any liability or claim that the Volunteer may have against GGV CERT with respect to any bodily injuries, personal injuries, illnesses, death, or property damage which may result from Volunteer activities with GGV CERT. Volunteer further understands that GGV CERT is not obligated in any way to provide financial assistance or medical, health, or disability insurance in the event of injury, illness, death or damage.
  
- 2) **ASSUMPTION OF THE RISK:** Volunteer recognizes and understands that the activities with GGV CERT shall include, but is not limited to, inherently hazardous activities such as working in a potentially dangerous environment. Volunteer hereby expressly and specifically assumes the risk of injury or harm in these situations and releases and discharges GGV CERT from and waives any and all liability for any injury, illness, death, or property damage resulting from the activities of the Volunteer with GGV CERT.
  
- 3) **INSURANCE:** All volunteers are expected and encouraged to arrive with their own medical and health insurance plans in effect.
  
- 4) **OTHER:** Volunteer expressly agrees that this Release is intended to be as broad and inclusive as permitted by the laws of the State of Arizona. Volunteer agrees that in the event any clause or provision of this Release shall be held to be invalid by any court of competent jurisdiction, the invalidity of such clause or provision shall not otherwise affect the remaining provisions hereof which shall continue to be enforceable. Volunteer understands this is the complete and only agreement between the parties.

**IN WITNESS WHEREOF**, Volunteer has executed this Release as of the day and year first above written.

Signature: \_\_\_\_\_ Phone#: \_\_\_\_\_

Witness: \_\_\_\_\_

In case of emergency contact:  
\_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_



# Greater Green Valley CERT MEMBERSHIP APPLICATION

⊕ NEW \_\_\_ RENEWAL \_\_\_ | I live in GGV Area:  
Full time \_\_\_ Part time \_\_\_

Date of Application or Renewal \_\_\_\_\_

Name (please print) \_\_\_\_\_

Local Address \_\_\_\_\_

E-Mail Address  
(please print) \_\_\_\_\_

Name of HOA \_\_\_\_\_

Phone \_\_\_\_\_

<i>Specific talents or experiences you have from volunteer, household, hobby or profession that you would like to share for future opportunities within CERT:</i>	
<i>CERT Training Completed to date:</i>	

PLEASE RETURN THIS FORM & YOUR CHECK FOR \$15 PAYABLE TO: GGV CERT

<i>To Treasurer</i>	<p><b>Peggy McGee</b>  <b>1908 E Longspur Place</b>  <b>Green Valley, AZ 85614</b>  <b>e-mail: <a href="mailto:pjmcgee@cox.net">pjmcgee@cox.net</a> Ph: 520-207-6188</b>  <i>Please notify President at <a href="mailto:jcmcgee@cox.net">jcmcgee@cox.net</a> of any address, email or phone number changes that may occur during the year. Thank you!</i></p>
-------------------------	---

SAMPLE CERT ALERT TREE			
GVFD calls Gallagher/Fitch, who notifies the Alert Callers, who make their assigned calls			
Bob Gallagher (Phone numbers)		Paul Fitch (Phone numbers)	
Alert Callers:			
Rena Capulli, (Phone numbers); Jim Easter, (Phone numbers)			
Karl Holmstrom, (Phone numbers); Peqqy McGee, (Phone numbers)			
<i>(Note to Caller: you may be asked to make additional calls if an Alert Caller is unavailable)</i>			
Caller	Name	Phone	Cell Phone
Rena C. (Phone numbers)	Roger Peterson		
	Jamee Khan		
	Mary Anne Stanford		
	Julie Rogoski		
	Celeste Stockellburg		
	Monica Stockellburg		
	Jim E. (Phone numbers)	Sue & Donald Thompson	
Lynn Gallaway			
Elliot Klahr			
Pam & Lee Kulbarsh			
Bob Granqer			
Cindy Granqer			
Karl H. (Phone numbers)		Sally Bryant	
	Carole Petty		
	Jennifer Markham		
	Harlene Husted		
	Carla Job		
	Richard Job		
	Larry Hawkins		
Peqqy M. (Phone numbers)	Kathe Alves		
	David Alves		
	Bob Gallagher		
	Trombino, Ray		
	Bob Schultz		
	Erin Thomas		
	Lee Plant		

The above is a sample only with telephone numbers omitted

## CERT KITS

### Contents

#### Basic Training Kit

- Hard hat
- Vest
- Goggles
- Work gloves
- N95 mask
- Flashlight
- Nitrile exam gloves

#### Additional items for full CERT Kit

- Scissors
- Masking or duct tape, small roll
- Notebook
- Marker
- Whistle
- Wrench
- Lanyard for CERT badge
- A list of recommended First Aid items for the CERT member to add to the kit

#### Optional items, if available

- Emergency blanket
- Glow stick
- Hand Sanitizer
- Gas shut off tool
- Tourniquet
- Headlamp



## **Trailer: Internal location Guide: Viewed from rear of trailer**

### Left side

- Low shelf nearest rear:
  - Lowest level: Office Supplies, tarps, folding easels
  - Mid-level: Splints, reciprocating saw, tools
  - Top level: Folding shelter, folding cot, two-way radios, electric flares
- Tall shelf near front of trailer
  - Two-way radios, electric flares
  - 4<sup>th</sup> level: Tool box, funnel, extension cords, work lights
  - 5<sup>th</sup> level: plastic bags

### Front of trailer

- Top level: Direction signs, pillow
- Second shelf from top: Tape, flares, medical supplies, trauma supplies
- Third shelf from top: buckets, exam gloves, triangular bandages
- 4<sup>th</sup> shelf from top: Water jug & cups, EMT medical bags
- 5<sup>th</sup> shelf from top: extendible green work light

### Right side

- Fire extinguishers
- Plywood sheets
- White boards
- Portable chest with water bottles
- Foot locker with cribbing supplies
- Gas can (empty)
- Generator
- Air compressor

# GGV CERT Communications Plan

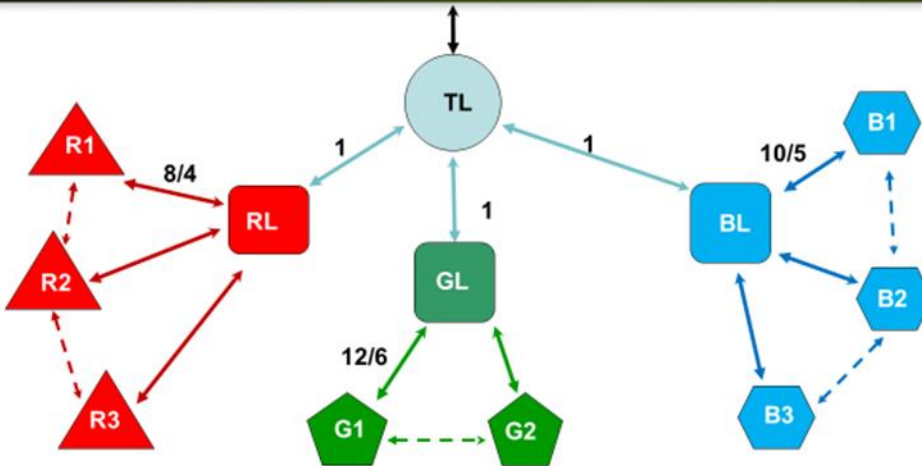
## Team Communications

Team	Primary	Backup
Red:	Channel 8	Channel 4
Blue:	Channel 10	Channel 5
Green:	Channel 12	Channel 6

## Command Communications (Team Leaders)

Channel 1    Channel 15

# Communication Plan



## Motorola Radios FRS/GMRS (22 CHANNELS)



Motorola Talkabout T600

20



## Motorola Radios FRS/GMRS (22 CHANNELS)



Motorola Talkabout T600

21



## Motorola Radios FRS/GMRS (22 CHANNELS)



Motorola Talkabout T600

22



## BaoFeng UV-5R Dual Channel Radio



## BaoFeng UV-5R Dual Channel Radio



## BaoFeng UV-5R Dual Channel Radio



## Radio Use

- Speak across the microphone
- Simple language, short messages
- “Echo principle” (confirm what you heard)
- Keep antenna vertical
- Improving reception
  - Elevation
  - Move to different spot



## Basic Radio Procedure

- Listen before transmitting
- Answering a call (“this is Red Team Leader over”), Release the PTT Button.
- Acknowledge receipt of message
- Making a call (listen before talking)
- Transmitting a message (keep it brief)
- Terminating a call (“out”, or “that’s all”)
- Release the PTT button!

