CHEYENNE/LARAMIE COUNTY
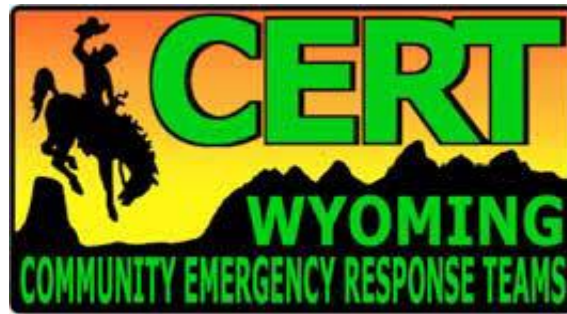
EMERGENCY MANAGEMENT AGENCY

COMMUNITY EMERGENCY RESPONSE TEAM

(CERT)

STANDARD OPERATING GUIDELINES

(SOG)

2023

Updated November 8, 2023

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Laramie County CERT Mission Statement

The Laramie County Community Emergency Response Team (CERT) program will train individuals in the community in emergency preparedness and basic disaster response techniques, thereby enabling them to prepare, as volunteers, to take an active role in providing critical support in a safe manner to emergency service personnel during emergencies/disasters. The CERT volunteers will be trained to not only respond during emergencies/disasters but to promote the whole community approach for emergency preparedness. Our volunteers will be a valuable resource to also help the community during non-emergency or routine special events.

Document Change Table

Change Number	Section	Date of Change	Individual Making Change	Description of Change

Introduction and Background:

In the event of a major emergency or disaster within Laramie County, most emergency management and public safety resources, such as fire and rescue, emergency medical services, and law enforcement agencies will be overwhelmed. Assistance from neighboring cities is probable; however, response time is unknown - citizens within Laramie County may need immediate response.

The Community Emergency Response Team (CERT) program offers a resource of citizens, trained by local emergency management and public safety professionals, which can provide an immediate and deliberate response that may have the capability to save lives and property.

The CERT program is an official emergency preparedness program of the Federal Emergency Management Agency (FEMA), the Wyoming Office of Homeland Security (WOHS) and the Cheyenne/Laramie County Emergency Management Agency (CLCEMA). The CERT concept was originally developed and implemented by the Los Angeles Fire Department in 1985 following a series of earthquakes in both the United States and in Mexico leaving hundreds of people dead, or injured, and without emergency services.

The premise of CERT is to build a foundation of trained and prepared citizens and create a more resilient community. The CERT program benefits anyone who participates in the CERT Basic Training course. Graduates are better prepared to respond and cope with the aftermath of a natural or man-made disaster. Neighborhood groups who receive CERT training become closer-knit and develop plans to assist each other when disaster strikes. CERT training provides individuals with information and experience that are otherwise unavailable in most communities.

Purpose:

This Standard Operating Guideline (SOG) provides a framework for managing the Laramie County CERT program in day-to-day operations, as well as during times of official activation. Laramie County CERT volunteers should refer to this SOG to determine appropriate action, operation, communication, command structure, and authority during all emergency events and non-emergency events that utilize the CERT volunteers.

Organization and Coordination:

The Laramie County CERT program is coordinated in accordance with the National Response Framework (NRF), State, and Cheyenne/Laramie County emergency management plans; utilizing the National Incident Management System's (NIMS) Incident Command Structure (ICS). The Cheyenne/Laramie County Emergency Management Agency (CLCEMA) will manage the overall operation and delivery of all Laramie County CERT activities.

Basic Volunteer Eligibility Overview:

1. Appropriate Assignments. The basic intent in staffing the CERT program is the premise: "There is a job for everyone".

2. Age. Inherent to CERT operations in a disaster environment are risks to the health and safety of CERT volunteers. Therefore, pursuant to the Fair Labor Standard Act (FLSA) of 1938, *Child Labor Bulletin 101* volunteers under the age of 18 (minors) may be excluded from the program. CERT volunteers 16 years old and older may be accepted and must only be assigned jobs that are deemed non-hazardous, with adult supervision, and assigned hours and times allowed by law. A waiver and parental consent shall accompany all CERT Applications for volunteers under the age of 18 years old. Similarly, older volunteers should be assigned tasks appropriate to their physical ability.

3. Laramie County CERT is committed to a policy of fair representation and will not discriminate on the basis of race, ethnicity, age, disability, gender, color, religion, sexual orientation, geography, or group affiliations. Volunteers will adhere to these same standards in the course of their duties.

CERT Levels

There are two (2) basic categories of CERT graduates. **These categories are NOT to be confused with a Type 1 or Type 2 volunteer that are FEMA resource types.**

1. **Level 1** is comprised of persons who only want to take the course so they can better understand, prepare for, and respond to disasters in their own surroundings. They are not interested in on-going training or in being a part of any CERT related community service projects. They benefit the community by being better able to respond and cope should an emergency arise. These graduates are not under the control of CLCEMA and are not issued any supplies or equipment. Local CERTs may use Level 1 CERT graduates as spontaneous volunteers if they arrive on a scene and are properly signed in by the Volunteer Coordinator on scene.

2. **Level 2** volunteers have agreed to be activated during an emergency in Laramie County or to provide support for public safety and/or public health prevention programs. Level 2 volunteers may also be activated and deployed in response to a mutual aid request in neighboring counties, and/or who take on more roles in the management structure of the CERT program such as recruiting, fundraising or equipment committees, and team leader positions. They are the core of the CERT program. They help with training, the CERT program, and make themselves generally available whenever CERT needs them.

CERT Protections

1. CERT volunteers have certain protections in the State of Wyoming through Wyoming State Statute (W.S.) §1-1-120: Persons rendering emergency assistance exempt from civil liability.
   a. *Any person licensed as a physician and surgeon under the laws of the state of Wyoming, or any other person, who in good faith renders emergency care or assistance without compensation at the place of an emergency or accident, is not liable for any civil damages for acts or omissions in good faith.*

2. As long as CERT volunteers do not act outside of the scope of their training/services, follow CERT Standard Operating Guidelines (SOG), and act in good faith they will not be liable for civil damages.

3. CERT volunteers are also covered by Wyoming Workers Compensation Act under Wyoming state statute §27-14-101 et seq. CERT volunteers are considered to be Emergency Management Agency personnel under Wyoming State Statute (W.S.) §27-14-108 (e) (viii). CLCEMA is responsible for paying the premiums for Workers Compensation insurance that covers the CERT volunteers. CERT volunteers that attend sanctioned CERT training activities or are activated by the CLCEMA will be asked to sign in on an attendance sheet. The CERT volunteer's social security number (SSN) will be required by the Laramie County Clerk's office to provide valid documentation for the Workers Compensation premium to the State of Wyoming.

4. All injuries must be reported as soon as possible to the CERT Coordinator or your CERT Team Leader.

Requirements for Laramie County CERT Volunteers:

CERT volunteers must be:

1. A resident of Laramie County or a city/town within Laramie County, active duty personnel stationed at F. E. Warren Air Force Base, or work for a legitimate business located within Laramie County.

2. Capable, either physically and/or mentally, as required, for executing any or all competencies taught during Basic CERT Training.

3. Of a character that can be trusted under adverse conditions. Victims of disaster could be disadvantaged. CERT volunteers must be trusted to treat victims and their property with the highest level of respect and dignity.

CERT volunteers must:

1. NOT be a convicted felon or currently under felony charges. Volunteers must pass a background check to attest to their lack of criminal history.

2. Complete, sign and return the Code of Conduct (Appendix A-Attachment 2).

3. Possess a valid phone and/or email account for communication.

Training Requirements:

Basic Training:

The success of the CERT program is contingent on the quality of training. The CLCEMA CERT program has designed its course based on the FEMA CERT training guidelines, with some adjustments, to accommodate the needs of the Laramie County. The training program will constantly be reviewed and updated to ensure it continues to meet the needs of the community. To help accommodate everyone's schedules, CERT volunteers may take the CERT Basic Training when provided through CLCEMA or the volunteer may take the online course offered through the University of Utah and attend the hands-on demonstrations. In order to receive credit for being a trained volunteer, both the book material and the hands-on activities must be completed. A certificate showing proof of completion for each lecture unit, the hands-on activities, and exercise must be provided to CLCEMA in order to receive their training certificate for the entire course.

Continuing education and refresher courses are required to ensure CERT volunteers' skills are maintained. In order to remain an active CERT team member, a minimum of (1) advanced training class and/or (1) community outreach event will be required during the calendar year. If this requirement is not met, the CERT team member will be placed on the inactive volunteers list. An inactive CERT team member will be considered an active member again when the above requirements are met.

CERT Structure

The CERT ICS structure for Laramie County is based on the diagram presented in the CERT Basic Training course but has been modified to meet the local needs. The CERT Organization Chart can be found in Appendix B of this document. Per ICS standard for span of control, some positions may or may not be assigned to a volunteer of the team. Any responsibilities of unassigned positions will fall to the direct supervisor for that position or the Incident Commander for CERT. Depending on the incident, this chart allows flexibility to meet the objectives of the incident. Volunteers who are not in a leadership position will be assigned to one of the groups during an event/incident.

For everyday function of the team (i.e. trainings, meetings, etc.) positions that are not designated as "Optional" will be assigned to a volunteer to fulfill that role and carry out the assigned responsibilities throughout the year. It is the responsibility of the volunteer to ensure that their duties are being met.

Job Descriptions & Training:

CERT Program Manager: This position is responsible for the "behind the scenes" coordination for the overall program. The person assigned works closely with the CERT Coordinator to ensure that the program mission and goals are being met. They will also serve as the Incident Commander for the CERT group in the event that the CERT Coordinator is unavailable. Under normal circumstances throughout the year, this position will take on the role of Planning Section Chief and Admin/Finance Section Chief. The person assigned must have successfully completed the FEMA CERT Program Manager course in order to fill this position.

CERT Coordinator (Team Leader): This position coordinates the overall activities for the team and is the Incident Commander for the CERT group during an incident. The person assigned works closely with the CERT Program Manager to ensure that the program mission and goals are being met. The person assigned must have successfully completed the requirements for CERT Section Chief. Additionally, the CERT Position Task Book for CERT Team Leader must be completed. It is recommended that they complete the FEMA CERT Program Manager course. See Appendix 2-Attachment 8 for the position qualifications.

CERT Section Chief: This is a leadership position within the group that requires extensive training and performs the duties of an Incident Command System (ICS) command function for the CERT during a CERT response. See Appendix 2-Attachment 7 for the position qualifications.

- **Operations Section Chief:** This position directs and coordinates all incident tactical operations and is typically one of the first functions to be assigned. The Medical Leader and Shelter Leader (Optional) will be assigned to this function. They will maintain an inventory of all CERT documents listed in Appendix C, including Unit specific forms.
  - Other duties for this position include:
    - Maintaining a supply of documents related to the function of this position as outlined in the Operations Section Chief checklist.
    - Participate in the planning process for CERT or other exercises where appropriate.
    - Support the CERT Team Leader in development of CERT plans and objectives where appropriate.
    - Communicate with CERT Program Manager and CERT Coordinator on any CERT needs, goals, objectives and opportunities for improvement.
  - Successfully complete the CERT Position Task Book for CERT Section Chief.

- **Planning Section Chief:** This position tracks resource status such as which CERT volunteers have arrived on-scene. It also tracks the situation status, prepares the Team's action plan, develops alternative strategies, and provides documentation services. They will maintain an inventory of all CERT documents listed in Appendix C, including Unit specific forms.
  - Other duties for this position include:
    - Maintaining a supply of documents related to the function of this position as outlined in the Planning Section Chief checklist.
    - Participate in the planning process for CERT or other exercises where appropriate.
    - Support the CERT Team Leader in development of CERT plans and objectives where appropriate.
    - Communicate with CERT Program Manager and CERT Coordinator on any CERT needs, goals, objectives and opportunities for improvement.
  - Successfully complete the CERT Position Task Book for CERT Section Chief.
- **Logistics Section Chief:** This position primarily provides communications for an event/incident, manages supplies and manages facilities. They also provide food and medical support to team members. Throughout the year, they are responsible for the inventory and maintenance of CERT equipment. The Chief will also coordinate with the Planning Section Chief the needed resources for events and incidents. The Communications Leader and Staging Leader (Optional) will be assigned to this function. They will maintain an inventory of all CERT documents listed in Appendix C, including Unit specific forms.
  - Other duties for this position include:
    - Maintaining a supply of documents related to the function of this position as outlined in the Logistics Section Chief checklist.
    - Participate in the planning process for CERT or other exercises where appropriate.
    - Support the CERT Team Leader in development of CERT plans and objectives where appropriate.
    - Communicate with CERT Program Manager and CERT Coordinator on any CERT needs, goals, objectives and opportunities for improvement.
  - Successfully complete the CERT Position Task Book for CERT Section Chief.

- **Finance & Administration Section Chief:** This position is not always filled for the CERT group during a response but may be established to keep track of volunteers' time, provide cost analysis, conduct contract negotiation and monitoring, and track compensation for injury or damage to property. They will maintain an inventory of all CERT documents listed in Appendix C, including Unit specific forms.
  - Other duties for this position include:
    - Maintaining a supply of documents related to the function of this position as outlined in the Finance & Administration Section Chief checklist.
    - Participate in the planning process for CERT or other exercises where appropriate.
    - Support the CERT Team Leader in development of CERT plans and objectives where appropriate.
    - Communicate with CERT Program Manager and CERT Coordinator on any CERT needs, goals, objectives and opportunities for improvement.
  - Successfully complete the CERT Position Task Book for CERT Section Chief.

CERT Unit Leader: This is a leadership position within the group that requires training according to standard operating procedures that the Authority Having Jurisdiction (AHJ) has developed.

- **Public Information Leader:** Throughout the year, this position will work with the CERT Program Manager and CERT Coordinator to provide public outreach in the form of interviews, presentations, and setting up booths at events. They will also help to maintain the social media accounts for CERT. During an incident, they will coordinate with other PIOs on-scene to develop a common message for the incident. Additional PIO training through FEMA will be required when offered. They will report to the Planning Section Chief.
  - Other duties for this position include:
    - Maintaining a supply of documents related to the function of this position as outlined in the Public Information Leader checklist.
    - Participate in the planning process for CERT or other exercises where appropriate.
    - Support the CERT Team Leader in development of CERT plans and objectives where appropriate.
    - Communicate with CERT Program Manager and CERT Coordinator on any CERT needs, goals, objectives and opportunities for improvement.
  - Successfully complete the CERT Position Task Book for CERT Volunteer Type 1.

- **Communications Leader:** This position will be in charge of the training and development of CERT communications using various resources. It is their responsibility to develop and maintain the ICS Form 217 and create an ICS Form 205 for any CERT operations. They will work closely with CLCEMA and ARES/RACES to determine what radio communications are available for use. Throughout the year, they are required to conduct training on the Public Safety radios, radio etiquette, and procedures when working with ARES/RACES members. It is recommended that the person assigned in this role obtain an Amateur Radio license of Technician Class or higher. They will report to the Logistics Section Chief.
  - Other duties for this position include:
    - Maintaining a supply of documents related to the function of this position as outlined in the Communications Leader checklist.
    - Participate in the planning process for CERT or other exercises where appropriate.
    - Support the CERT Team Leader in development of CERT plans and objectives where appropriate.
    - Communicate with CERT Program Manager and CERT Coordinator on any CERT needs, goals, objectives and opportunities for improvement.
  - Successfully complete the CERT Position Task Book for CERT Volunteer Type 1.
- **Medical Leader:** This position will oversee any medical operations conducted during an incident by CERT volunteers. Throughout the year, they will be responsible for coordinating with the CERT Coordinator any trainings that can be offered to the volunteers. They will coordinate with the Logistics Section Chief to inventory any medical supplies. It is recommended that this position have a working knowledge from the medical field and is current with their CPR training. They will report to the Operations Section Chief.
  - Other duties for this position include:
    - Maintaining a supply of documents related to the function of this position as outlined in the Medical Leader checklist.
    - Participate in the planning process for CERT or other exercises where appropriate.
    - Support the CERT Team Leader in development of CERT plans and objectives where appropriate.
    - Communicate with CERT Program Manager and CERT Coordinator on any CERT needs, goals, objectives and opportunities for improvement.
  - Successfully complete the CERT Position Task Book for CERT Volunteer Type 1.

- **Shelter Leader:** This position is considered optional during an event since other agencies within the community will normally be assigned this responsibility. The unit leader will be the liaison with the assigned agency and/or the American Red Cross. Should a CERT volunteer be assigned to this position, they will be responsible for carrying out the assigned duties provide to them by the organization in charge of the shelter. This will include delegating tasks to other CERT volunteers to ensure that the shelter is able to function during a disaster. They will report to the Operations Section Chief.
  - Other duties for this position include:
    - Maintaining a supply of documents related to the function of this position as outlined in the Shelter Leader checklist.
    - Participate in the planning process for CERT or other exercises where appropriate.
    - Support the CERT Team Leader in development of CERT plans and objectives where appropriate.
    - Communicate with CERT Program Manager and CERT Coordinator on any CERT needs, goals, objectives and opportunities for improvement.
  - Successfully complete the CERT Position Task Book for CERT Volunteer Type 1.
- **Staging Leader:** This position is considered optional during an incident. Should a person be assigned to this role, they will be responsible for tracking resources received in the staging area and providing this information to the Logistics Section Chief. Any changes in resources must also be communicated.
  - Other duties for this position include:
    - Maintaining a supply of documents related to the function of this position as outlined in the Staging Leader checklist.
    - Participate in the planning process for CERT or other exercises where appropriate.
    - Support the CERT Team Leader in development of CERT plans and objectives where appropriate.
    - Communicate with CERT Program Manager and CERT Coordinator on any CERT needs, goals, objectives and opportunities for improvement.
  - Successfully complete the CERT Position Task Book for CERT Volunteer Type 1.

CERT Volunteer: This is a volunteer position within the group that performs the CERT's primary duties when responding to an incident. See Appendix 2-Attachment 9 for the position qualifications. The CERT Volunteer will successfully complete the CERT Position Task Book for CERT Volunteer Type 2.

CERT Volunteers - Additional Skills:

CERT volunteers may receive further training that enhances their effectiveness in a disaster situation. Some additional topics for training may include: Incident Command System (ICS), shelter management, community relations, donations management, special needs concerns, debris removal, utilities control, advanced first aid, automated external defibrillator (AED) use, and CPR skills.

Concept of Operations:

Emergency Notifications and Activations Notifications

1. The CLCEMA will use all available communication methods for activation, i.e., CodeRed, cellular phones, email, internet, social media, amateur radio, etc. It is anticipated that during many disaster situations communications will be limited.

2. Active CERT Volunteers must keep their current contact information on file with the Cheyenne/Laramie County Emergency Management (CLCEMA). Any changes to contact information including home address, home phone, mobile phone, work phone, work address, email, etc. need to be immediately provided to CLCEMA.

3. Activation of the Laramie County CERT is via a request for assistance to CLCEMA. CLCEMA will review and approve or disapprove the request for CERT volunteers. If the request is approved, CLCEMA will notify CERT volunteers either through the CERT Coordinator or directly depending on the urgency of the situation. CERT volunteers may be activated for a variety of emergency situations including, but not limited to these incidents:

   - Severe weather
   - Flooding
   - Tornadoes
   - Mass casualty

CERT Roles and Responsibilities:

Assistance to Local Authorities During a Disaster

1. Local authorities may need assistance and support by CLCEMA CERT personnel to assume some of the disaster related, labor intensive tasks that are important, but of a lesser priority and do not require more technical/advanced training and/or licensure/certification(s).

2. CERT volunteers must adhere to the Laramie County Government Policy in regards to possession of firearms which states:

   > *Possession of a firearm in the workplace, unless required by an employee job description, on County property, or while driving a county vehicle or equipment, is prohibited. Any observance of violation of this policy shall be reported to management immediately. Any employee found to be in violation of this policy may be subject to disciplinary action, up to and including termination.*

2. If CLCEMA CERT volunteers are needed to assist Laramie County public safety or emergency management personnel, they will be activated by the CLCEMA Volunteer Coordinator/CERT Coordinator and assigned appropriate tasks. Such tasks will not be of any higher risk than CERT would normally encounter in their emergency response role.

3. CERT volunteers will NOT be used for law enforcement purposes, such as roving guard to stop looters, or making arrests. They may be used to assist administratively or logistically.

4. All utilization of CLCEMA CERT volunteers in support of local authorities will be documented with CLCEMA CERT names, addresses, and phone numbers, tasks, locations, etc. This documentation will serve as a basis for reporting to the CLCEMA.

5. CLCEMA CERT volunteers are trained for use during disasters or large-scale local emergencies where firefighters, law enforcement officials and emergency medical services are overwhelmed, yet there is a need for immediate assistance to the victims.

a. CLCEMA CERTs and/or volunteers are not intended to be used for routine emergencies such as house fires, car crashes, heart attacks, etc.

b. CLCEMA CERT volunteers are limited to response operations as outlined in the approved CLCEMA CERT training modules.

Non-Disaster Assistance to Local Authorities

CLCEMA CERT volunteers may be used to assist professional public safety and public health personnel, and non-governmental organizations (NGOs) in logistical and administrative support, e.g., supporting Points of Dispensing (POD) when operated by public health during an emergency. Requesting agencies are responsible for training CLCEMA CERT volunteers prior to the date(s) support is required.

CERT volunteers will adhere to the Laramie County Government Policy in regards to possession of firearms which states:

> *Possession of a firearm in the workplace, unless required by an employee job description, on County property, or while driving a county vehicle or equipment, is progibited. Any observance of violation of this policy shall be reported to management immediately. Any employee found to be in violation of this policy may be subject to disciplinary action, up to and including termination.*

Non-Emergency Notifications:

The CLCEMA will email updates on a regular basis to all CERT volunteers who have provided an accurate email address. These updates will contain upcoming events, calls for action and opportunities for learning. The CERT Facebook page will also be a platform to share these various updates. Volunteers must ensure that email addresses and other contact information are kept current.

Use of Laramie County Issued Equipment:

CLCEMA CERT volunteers are responsible for all equipment issued to them by or through CLCEMA. All equipment and identification are the sole property of CLCEMA and is strictly on loan for the purposes of the CERT program. If at any time an individual is unable to fulfill their responsibilities as a CERT member, the equipment must be returned to CLCEMA. If any CERT issued equipment or ID is lost or stolen, CLCEMA must be immediately notified and an email must be sent to beth.harris@laramiecountywy.gov explaining all details and circumstances regarding the lost/missing equipment.

Attachments & Documentation

The following appendices must be reviewed by the CERT volunteer. All documents in Appendix A needing to be signed and turned in must be filled in with all requested information being provided. If there are any questions concerning the documents, volunteers may contact the CERT Coordinator or CLCEMA.

Standard Operating Guidelines Agency Approval Signatures

Laramie County CERT

_____

CERT Coordinator   Date

_____

CERT Program Manager   Date

Cheyenne/Laramie County EMA

_____

Director   Date

Laramie County Attorney: Approval as to form

_____

County Attorney Designee   Date

APPENDIX A – VOLUNTEER FORMS & DESCRIPTIONS

Attachment 1 – Training and Volunteering

I have completed the Cheyenne/Laramie County Emergency Management Agency (CLCEMA) Basic Training for the Community Emergency Response Team (CERT). I understand as a member of CLCEMA CERT that my role in emergency response is limited to action in response to a true emergency and under the policies of the Laramie County CERT Program. I understand I am responsible for all equipment issued to me. Should I cease volunteering with the CLCEMA CERT, I will be expected to return all issued equipment in good working condition.

I understand as a member of CLCEMA CERT I do not have the authority, power, or right of action as a Police Officer, Firefighter or EMT/Paramedic. I understand as a member of CERT my responsibilities are to myself, my family, my neighbors, and then to the surrounding neighborhood.

I understand by completing the CLCEMA CERT course I will have learned basic skills intended to help me render assistance to others ONLY when I deem the situation safe and necessary for me to do so. I am under no obligation, by virtue of having received this training to render aid or become involved in any activities that would make me uncomfortable or have the potential to cause me physical or emotional harm.

I will receive a CERTIFICATE OF COMPLETION and a CLCEMA CERT ID badge ONLY upon completion of all modules of this course including the graduation session. I understand the following with respect to the use of the CERT ID Badge:

1. Badges are issued to each member of CLCEMA CERT upon graduation from Basic Training.

2. The purpose of the ID badge is to identify CLCEMA CERT volunteers. Therefore, it is only to be used for an official CERT function. Any other use of the CLCEMA CERT ID badge can result in the immediate forfeiture of the ID and removal from the CLCEMA CERT.

3. Misuse of the CLCEMA CERT ID badge can negatively impact CLCEMA CERT and nationally.

4. I will keep in mind CLCEMA CERT volunteers represent CLCEMA, and Laramie County's residents.

_____

Print Full Name

_____   _____

Signature   Date

Attachment 2 – Code of Conduct

Laramie County CERT CODE OF CONDUCT

The Laramie County CERT program was inaugurated in March 1999. The continued success has been achieved due to the dedication and commitment of our members, who continually strive to be a resource to Laramie County communities.

You represent the CERT program to new volunteers, to the public, and to those to whom we render our services. It is important to portray a positive image.

ALL VIOLATIONS WILL BE THOROUGHLY INVESTIGATED. DURING THE INVESTIGATION PROCESS, INVOLVED VOLUNTEERS WILL BE TEMPORARILY SUSPENDED FROM ALL CERT ACTIVITIES, PENDING THE OUTCOME OF THE INVESTIGATION. SAID VOLUNTEERS WILL BE NOTIFIED AS TO THEIR STATUS WITH THE CERT PROGRAM BY THE CERT COMMANDER. PROGRESSIVE DISCIPLINE INCLUDES, BUT IS NOT LIMITED TO, DISMISSAL FROM THE CERT PROGRAM, COUNSELING, WRITTEN NOTICE, AND RESTRICTION OF INVOLVEMENT WITH THE LARAMIE COUNTY CERT PROGRAM TO CERT COMMUNITY MEETINGS, DIVISION TRAININGS AND REFRESHERS.

As a volunteer with the Laramie County CERT program, you are expected to comply with the following:

1. Dial 911 for all emergencies, first.

2. Know that you are trained to function as an extension of the emergency response to designated disasters, when such circumstances exist or when directed by emergency services officials. When disaster occurs, your first responsibility is to ensure your own safety and the safety of your family. After, you can respond to the designated meeting place to join with other CERT volunteers. You shall not respond to any type of incidents without the approval of the Laramie County Emergency Management Agency.

3. Do not self-deploy to local events (fires, accidents, etc.). Only the CERT Call-Out Teams that are requested by the Cheyenne/Laramie County Emergency Management Agency (CLCEMA) may respond. CLCEMA ALERT Messages (email, Twitter, radio, etc.) are not official instructions or authorization to take action.

4. Stay within the scope of your training. You have been trained under the curriculum of FEMA's Community Emergency Response Team program. Confine your actions to those guidelines and stay within the scope of your training and certification.

5. Laramie County CERT team volunteers are provided with basic supplies, including a backpack upon the successful completion of the FEMA approved CERT training course.
   a. Laramie County CERT team volunteers are responsible for replenishing their own supplies contained within their backpacks in the event items are lost, stolen, or used at home. Laramie County CERT will only replenish items after use during training or an emergency response.
   b. Persons participating in the Laramie County CERT program agree to and understand that equipment and supplies provided to them for training and/or activation are the properties of the Cheyenne/Laramie County Emergency Management Agency. (CLCEMA)
   c. Volunteers will use the equipment and supplies provided only for Laramie County CERT training sessions and/or activations.
   d. Volunteers will maintain equipment and supplies in proper working condition.
   e. Volunteers will report damaged equipment and supplies to the Laramie County Emergency Management Agency Coordinator or designee immediately.

      f.   CERT Equipment and supplies, including ID badges and uniforms will be returned to the Cheyenne/Laramie County Emergency Management Agency Coordinator when a member:
1. Resigns from the Laramie County CERT program.
2. Is physically unable to complete tasks.
3. Is removed from volunteership roles for rule violations.

6. Confine your actions to your physical and resource limitations when responding as a member of CERT. Such limitations may be determined by, but not limited to, equipment available, physical abilities, knowledge, authority and hazards.

7. Conduct yourself with professionalism, dignity and pride, and act appropriately and responsibly at all times while assisting others.

8. Treat fellow team volunteers, visitors, other volunteer program participants, guests, and property with respect and courtesy.

9. Be sensitive to the diversity of team volunteers and those we assist.

10. Direct anyone who is looking for official statements from LARAMIE COUNTY CERT to the Cheyenne/Laramie County Emergency Management Agency, 307-633-4336.

11. Respect the privacy of persons served by Laramie County CERT and hold, in confidence, all sensitive, private, and personal information.

12. Keep Laramie County CERT leadership informed of any progress, concerns, or problems with tasks which you have been assigned.

13. Partake of no alcohol while responding as CERT and do not report for duty while under the influence of alcohol or drugs. Smoking is prohibited during CERT events except on breaks.

14. You shall not authorize the use of, or use for the benefit or advantage of any person, the name, emblem, endorsement, services or property of the Laramie County CERT program, without the approval of Cheyenne/Laramie County Emergency Management Coordinator.

15. You shall not accept, or seek on behalf of any other person, any money or gifts offered as a result of your affiliation with the Laramie County CERT program.

16. You shall not use your participation in CERT to promote any partisan politics, religious matters or positions on any issue.

17. You shall avoid inappropriate conduct, both on- and off-duty, that would jeopardize program effectiveness. Such behavior includes, but is not limited to, the following:

    a. Offensive or profane language or gestures

    b. Public criticism of a CERT team member, its leaders or the CERT program

    c. Jeopardizing another team member's safety.

18. You are prohibited from taking photos or the distribution of photos without the approval of CLCEMA.

19. The use of a cell phone while driving during CERT activities is prohibited and should only be used during a CERT activity for emergency purposes. Taking photos or videos of scenes and activities is prohibited without the consent of CLCEMA.

Laramie County CERT is committed to a policy of fair representation and will not discriminate on the basis of race, ethnicity, age, disability, gender, color, religion, sexual orientation, geography, or group affiliations. Volunteers will adhere to these same standards in the course of their duties.

By executing this form, I certify that I have read the Laramie County CERT Code of Conduct in its entirety, understand all of its terms and have had any questions regarding this release or its effect answered. I understand that my submission of this form, whether mailed; or sent electronically via email or faxed, shall have the same force and effect as an original. I sign this release freely and voluntarily.

Signature: _____ Date: _____

Attachment 3 – Emergency Contact Information

Please complete the following application clearly and legibly in blue or black ink. This application form must be turned in with the attached Release of Liability, Volunteer Registration, and media release form with signatures.

Name		
Address		
City	State	Zip
DOB	Cell Phone Carrier	Home Phone #
Email Address		Mobile Phone #

MEDICAL PROVIDER CONTACT INFORMATION

Provider's Name	Provider's Phone Number
List Any Known Allergies	
Additional Medical Information (if applicable)	

EMERGENCY CONTACT INFORMATION

Business/Work (Name)	Business/Work (address)
Business/Work Phone Number (office)	Business/Work Phone Number (mobile)
Cell Phone Carrier	Business/Work (Email Address)
Emergency Contact #2 or Parent/Guardian Name	Relationship
Phone Number (Home)	Alt. Phone Number (Cell)
Cell Phone Carrier	Email Address
CERT Applicant Signature	Date

Attachment 4 - Media Release

The media release for anyone <u>under the age of 18</u> must include the signature of a parent or guardian!

I hereby grant the Cheyenne/Laramie County Emergency Management Agency (CLCEMA) the right to obtain and/or use my or my child's photograph, digitized image, and video for media release and/or educational purposes.

I understand that such media and all subsequent uses of that media, including publications, presentations, web sites, videos, and multimedia productions become the property of the Cheyenne/Laramie County Emergency Management Agency and may be disseminated to the public via appropriate media channels.

I understand that a photograph of myself or my child appearing on the approved Cheyenne/Laramie County Emergency Management Agency home pages on the World Wide Web (www) will not identify me or my child by name.

This Release is for (Participant Name) ☐ Adult ☐ Child	Program Name **CLCEMA CERT Program**
Parent/Guardian Name (Please print)	
Signature of Participant or Parent/Guardian	Date

I **<u>do not</u>** authorize the use of my or my child's photograph, digitized image, and video for media release and/or educational purposes.

This Release is for (Name) ☐ Adult ☐ Child	Program Name **CLCEMA CERT Program**
Parent/Guardian Name (Please print)	
Signature of Parent/Guardian	Date

Attachment 5 – Liability Form

REQUEST TO PARTICIPATE AND RELEASE OF LIABILITY

CHEYENNE/LARAMIE COUNTY EMERGENCY MANAGEMENT VOLUNTEER

Name: _____
          (First)   (Middle initial)   (Last)

Address: _____
            (Street)   (City)   (State) (Zip code)

I hereby acknowledge that volunteer work with the Cheyenne/Laramie County Emergency Management Agency (CLCEMA) may involve physical exertion and physical contact or exposure to various environmental and man-made hazards and carries an inherent risk of injury, property damage and/or death. I knowingly and voluntarily accept the burden of any and all such risks, including, but not limited to, physical and financial risks.

Further I do hereby, for myself, my heirs, personal representatives and assigns, release and discharge Laramie County and/or any of its agencies, their employees, agents and elected officials, successors and assigns from all actions, causes of action, damages, claims or demands for all known or unknown personal injuries, property damage or death resulting from or arising out of volunteer work with CLCEMA.

By my signature below, I certify and warrant that I have read and fully understand the foregoing **Release**. I acknowledge that Laramie County does not waive its governmental immunity by allowing me to participate as a volunteer. Further, I am signing this REQUEST TO PARTICIPATE AND RELEASE OF LIABILITY, freely, voluntarily and without coercion and in exchange for the consideration of the opportunity to participate as a volunteer with CLCEMA.

_____   _____
Witness   Participant

_____   _____
Date   Date

**CHEYENNE / LARAMIE COUNTY
EMERGENCY MANAGEMENT AGENCY**
Emergency Management • Fire Warden
Jeanine West, Director
Matthew Butler, Operations/Fire Warden
Beth Harris, Planning/Administration

Volunteer Registration

Volunteer Team: _____

Name: _____

Address: _____

_____

SSN: _____

Date of Birth: _____

Phone: (Home) _____

(Cell) _____

Email: _____

❖ Information provided is for worker's compensation purposes only. At no time will this be given to anyone outside of Laramie County Government.

**3962 Archer Parkway • Cheyenne WY 82009
(307) 633-4336 Fax: (307) 633-4337**

COMMUNITY EMERGENCY RESPONSE TEAM SECTION CHIEF

RESOURCE CATEGORY	Emergency Management
RESOURCE KIND	Personnel
OVERALL FUNCTION	The Community Emergency Response Team (CERT) Section Chief is a volunteer who is responsible for a specific functional area within the CERT
COMPOSITION AND ORDERING SPECIFICATIONS	1. This position can be ordered as a single resource 2. Discuss logistics for deploying this position, such as working conditions, length of deployment, security, lodging, transportation and meals, prior to deployment 3. Requestor specifies additional qualifications necessary, based on incident complexity and needs 4. This position can be deployed outside the home jurisdiction

Each type of resource builds on the qualifications of the type below it. For example, Type 1 qualifications include the qualifications in Type 2, plus an increase in capability. Type 1 is the highest qualification level.

COMPONENT	SINGLE TYPE	NOTES
DESCRIPTION	The CERT Section Chief is a volunteer who: 1. Is trained to perform the duties of an Incident Command System (ICS) command function for the CERT during a CERT response 2. Is responsible for a specific functional area within the CERT, such as Operations, Planning/Intelligence or Logistics 3. Assigns activities and accounts for team volunteers within the functional area 4. Is trained according to standard operating procedures that the Authority Having Jurisdiction (AHJ) has developed	Not Specified
EDUCATION	Not Specified	Not Specified
TRAINING	Completion of the following: 1. IS-100: Introduction to the Incident Command System, ICS-100 2. IS-200: Basic Incident Command System for Initial Response, ICS-200 3. IS-244: Developing and Managing Volunteers 4. IS-288: The Role of Voluntary Organizations in Emergency Management 5. IS-315: CERT and the Incident Command System (ICS) 6. IS-505: Religious and Cultural Literacy and Competency in Disaster 7. IS-700: National Incident Management System, An Introduction 8. IS-703: National Incident Management System Resource Management	Any additional training beyond Basic CERT is supplemental.

COMPONENT	SINGLE TYPE	NOTES
	9. IS-800: National Response Framework, An Introduction 10. Minimum of 18 hours of CERT Basic Training Course 11. Specific section training, as the AHJ determines	
EXPERIENCE	Knowledge, Skills and Abilities: 1. Understanding of the functions of a Section Chief 2. Understanding of the functions of the assigned functional area: Experience: Successful completion of the National Qualification System (NQS) Position Task Book (PTB) for the National Incident Management System (NIMS) CERT Section Chief, or equivalent AHJ documentation	The AHJ documents and validates knowledge, skills and abilities.
PHYSICAL / MEDICAL FITNESS	1. Arduous 2. Maintains immunizations in accordance with the U.S. Department of Health and Human Services Centers for Disease Control and Prevention's (CDC) immunization recommendations	NIMS Guideline for the NQS defines physical/medical fitness levels for NQS positions.
CURRENCY	1. Functions in this position during an operational incident, planned event, exercise, drill or simulation at least once every two years 2. The provider must carry out and use any background checks as applicable law specifies. This may include the following: background check currency within 12 months; sex-offender registry check; and a local, state and national criminal and driving history.	Not Specified
PROFESSIONAL AND TECHNICAL LICENSES AND CERTIFICATIONS	Not Specified	Not Specified

NOTES

1. Nationally typed resources represent the minimum criteria for the associated component and capability.
2. This document contains references to non-Federal resources and materials. Such references do not constitute an endorsement by the U.S. government, or any of its employees, of the information or content which a non-Federal resource or material provides.

REFERENCES

1. FEMA, National Qualification System (NQS) Position Task Book for Community Emergency Response Team Section Chief
2. FEMA, National Incident Management System (NIMS), October 2017
3. FEMA, NIMS Guideline for the NQS, November 2017
4. FEMA, National Response Framework, October 2019
5. FEMA, CERT Basic Training Participant Manual, latest edition adopted

Resource Typing Definition for the National Qualification System
Emergency Management

COMMUNITY EMERGENCY RESPONSE TEAM – TEAM LEADER

RESOURCE CATEGORY	Emergency Management
RESOURCE KIND	Personnel
OVERALL FUNCTION	The Community Emergency Response Team (CERT) Team Leader is a volunteer who is part of a CERT and directs team activities
COMPOSITION AND ORDERING SPECIFICATIONS	1. This position can be ordered as a single resource 2. Discuss logistics for deploying this position, such as working conditions, length of deployment, security, lodging, transportation, and meals, prior to deployment 3. Requestor specifies additional qualifications necessary, based on incident complexity and needs 4. This position can be deployed outside the home jurisdiction

Each type of resource builds on the qualifications of the type below it. For example, Type 1 qualifications include the qualifications in Type 2, plus an increase in capability. Type 1 is the highest qualification level.

COMPONENT	TYPE 1	TYPE 2	NOTES
DESCRIPTION	Same as Type 2, PLUS: Additional training on how to manage a CERT program	The National Incident Management System (NIMS) Type 2 CERT Team Leader is trained according to standard operating procedures that the Authority Having Jurisdiction (AHJ) has developed and is responsible for: 1. Ensuring team safety 2. Communicating with the CERT Section Chief 3. Liaising with other responders 4. Carrying out assigned tasks 5. Directing team activities	Not Specified
EDUCATION	Not Specified	Not Specified	Not Specified
TRAINING	Same as Type 2, PLUS: 1. IS-240: Leadership and Influence 2. IS-241: Decision Making and Problem Solving 3. IS-242: Effective Communication 4. IS-1300: Introduction to Continuity of Operations 5. IS-2200: Basic Emergency Operations Center Functions	Completion of the following: 1. IS-100: Introduction to the Incident Command System, ICS-100 2. IS-200: Basic Incident Command System for Initial Response, ICS-200 3. IS-244: Developing and Managing Volunteers	Any additional training beyond Basic CERT is supplemental.

COMPONENT	TYPE 1	TYPE 2	NOTES
	6. G427: CERT Program Manager	4. IS-288: The Role of Voluntary Organizations in Emergency Management 5. IS-317: Introduction to Community Emergency Response Team 6. IS-505: Religious and Cultural Literacy and Competency in Disaster 7. IS-700: National Incident Management System, An Introduction 8. IS-703: National Incident Management System Resource Management 9. IS-800: National Response Framework, An Introduction 10. Minimum of 18 hours of CERT Basic Training Course	
EXPERIENCE	Same as Type 2, PLUS: Experience: Successful completion of the National Qualification System (NQS) Position Task Book (PTB) for the NIMS Type 1 CERT Team Leader or equivalent AHJ documentation	Knowledge, Skills and Abilities: Understanding of CERT Team Leader functions as defined by CERT Basic Training or the AHJ Experience: Successful completion of the NQS PTB for the NIMS Type 2 CERT Team Leader or equivalent AHJ documentation	The AHJ documents and validates knowledge, skills and abilities.
PHYSICAL / MEDICAL FITNESS	Same as Type 2	1. Arduous 2. Maintains immunizations in accordance with the U.S. Department of Health and Human Services Centers for Disease Control and Prevention's (CDC) immunization recommendations	NIMS Guideline for the NQS defines physical/medical fitness levels for NQS positions.
CURRENCY	Same as Type 2	1. Functions in this position during an operational incident, planned event, exercise, drill or simulation at least once every two years 2. The provider must carry out and use any background checks as applicable law specifies. This may include the following: background check currency within 12 months; sex-offender registry check; and a local, state and national criminal and driving history.	Not Specified
PROFESSIONAL AND TECHNICAL LICENSES AND CERTIFICATIONS	Not Specified	Not Specified	Not Specified

NOTES

1. Nationally typed resources represent the minimum criteria for the associated component and capability.
2. This document contains references to non-Federal resources and materials. Such references do not constitute an endorsement by the U.S. government, or any of its employees, of the information or content which a non-Federal resource or material provides.

REFERENCES

1. FEMA, NIMS 509: Community Emergency Response Team Section Chief
2. FEMA, National Qualification System (NQS) Position Task Book for Community Emergency Response Team – Team Leader
3. FEMA, National Incident Management System (NIMS), October 2017
4. FEMA, NIMS Guideline for the NQS, November 2017
5. FEMA, National Response Framework, October 2019
6. FEMA, CERT Basic Training Participant Manual, latest edition adopted

Resource Typing Definition for the National Qualification System
Emergency Management

COMMUNITY EMERGENCY RESPONSE TEAM VOLUNTEER

RESOURCE CATEGORY	Emergency Management
RESOURCE KIND	Personnel
OVERALL FUNCTION	The Community Emergency Response Team (CERT) Volunteer is a voluntary CERT team member who has training in basic disaster response skills, such as fire safety, light search and rescue, team organization or disaster medical operations
COMPOSITION AND ORDERING SPECIFICATIONS	1. This position can be ordered as a single resource 2. Discuss logistics for deploying this position, such as working conditions, length of deployment, security, lodging, transportation and meals prior to deployment 3. Requestor specifies additional qualifications necessary, based on incident complexity and needs 4. This position can be deployed outside the home jurisdiction

Each type of resource builds on the qualifications of the type below it. For example, Type 1 qualifications include the qualifications in Type 2, plus an increase in capability. Type 1 is the highest qualification level.

COMPONENT	TYPE 1	TYPE 2	NOTES
DESCRIPTION	Same as Type 2, PLUS: CERT supplemental training, which may include specialization in animal response, firefighter rehab or traffic and crowd management	The National Incident Management System (NIMS) Type 2 CERT Volunteer: 1. Is trained according to standard operating procedures that the Authority Having Jurisdiction (AHJ) has developed 2. Performs the CERT's primary duties when responding to an incident	Not Specified
EDUCATION	Not Specified	Not Specified	Not Specified
TRAINING	Same as Type 2, PLUS: 1. IS-288: The Role of Voluntary Organizations in Emergency Management 2. IS-505: Religious and Cultural Literacy and Competency in Disaster 3. CERT supplemental training courses	Completion of the following: 1. IS-100: Introduction to the Incident Command System, ICS-100 2. IS-200: Basic Incident Command System for Initial Response, ICS-200 3. IS-700: National Incident Management System, An Introduction 4. IS-800: National Response Framework, An Introduction 5. Minimum of 18 hours of CERT Basic Training Course	The AHJ may specify additional required training. Any additional training beyond Basic CERT is supplemental.

COMPONENT	TYPE 1	TYPE 2	NOTES
EXPERIENCE	Same as Type 2, PLUS: Experience: Successful completion of the National Qualification System (NQS) Position Task Book (PTB) for the NIMS Type 1 CERT Volunteer or equivalent AHJ documentation	Knowledge, Skills and Abilities: Understanding of CERT basic principles Experience: Successful completion of the NQS PTB for the NIMS Type 2 CERT Volunteer or equivalent AHJ documentation	The AHJ documents and validates knowledge, skills and abilities.
PHYSICAL / MEDICAL FITNESS	Same as Type 2	1. Arduous 2. Maintains immunizations in accordance with the U.S. Department of Health and Human Services Centers for Disease Control and Prevention's (CDC) immunization recommendations	NIMS Guideline for the NQS defines physical/medical fitness levels for NQS positions.
CURRENCY	Same as Type 2	1. Functions in this position during an operational incident, planned event, exercise, drill or simulation at least once every two years 2. The provider must carry out and use any background checks as applicable law specifies. This may include the following: background check currency within 12 months; sex-offender registry check; and a local, state and national criminal and driving history.	Not Specified
PROFESSIONAL AND TECHNICAL LICENSES AND CERTIFICATIONS	Not Specified	Not Specified	Not Specified

NOTES

1. Nationally typed resources represent the minimum criteria for the associated component and capability.
2. This document contains references to non-Federal resources and materials. Such references do not constitute an endorsement by the U.S. government, or any of its employees, of the information or content which a non-Federal resource or material provides.

REFERENCES

1. FEMA, National Qualification System (NQS) Position Task Book for Community Emergency Response Team Volunteer
2. FEMA, National Incident Management System (NIMS), October 2017
3. FEMA, NIMS Guideline for the NQS, November 2017
4. FEMA, National Response Framework, October 2019
5. FEMA, CERT Basic Training Participant Manual, latest edition adopted

APPENDIX B - CERT ORGANIZATIONAL CHART

CLCEMA Director

CERT Coordinator

CERT Program Manager

Operations Secion Chief

Logistics Section Chief

Planning Section Chief

Admin/Finance Section Chief

Medical Leader

Shelter Leader (Optional)

Communications Leader

Staging Leader (Optional)

Public Information Leader
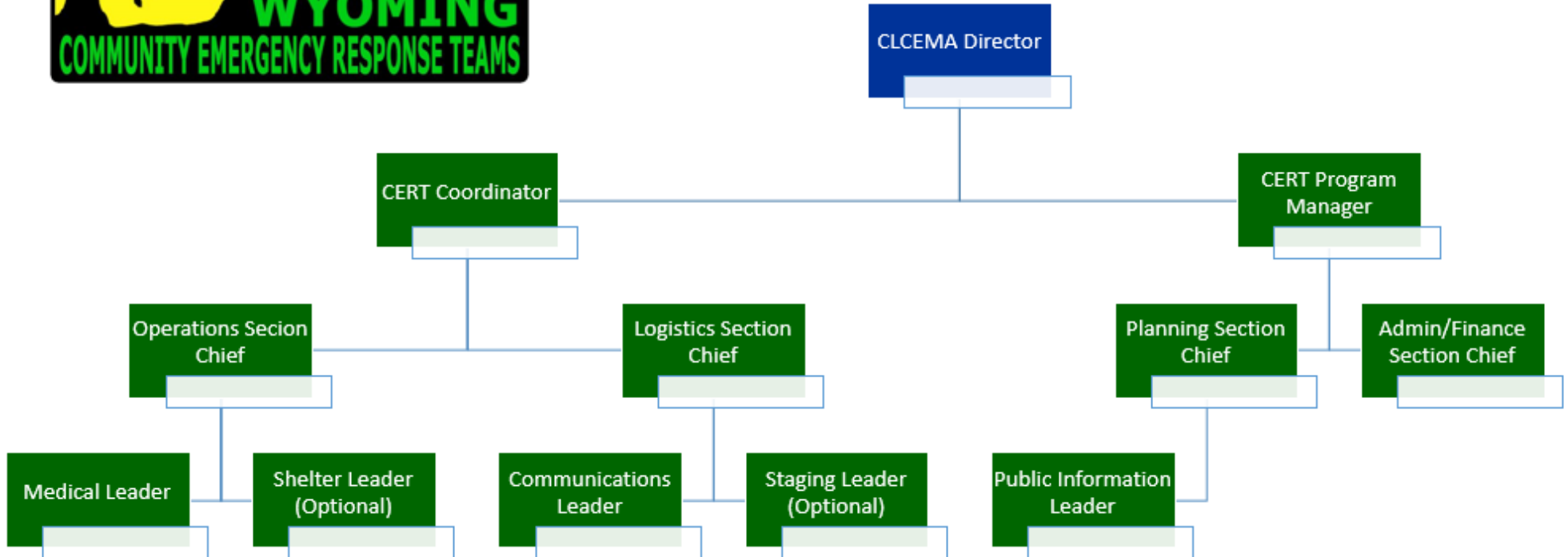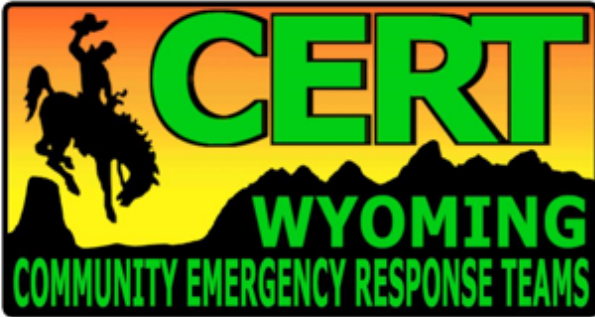
Per ICS standard for span of control, some positions may or may not be assigned to a member of the team. Any responsibilities of unassigned positions will fall to the direct supervisor for that position or the Incident Commander for CERT. Depending on the incident, this chart allows flexibility to meet the objectives of the incident. Volunteers who are not in a leadership position will be assigned to one of the groups during an event/incident.

APPENDIX C - POSITION CHECKLISTS

Operations Section Chief: This position directs and coordinates all incident tactical operations and is typically one of the first functions to be assigned. The Medical Leader and Shelter Leader (Optional) will be assigned to this function. They will maintain an inventory of all CERT documents listed below, including Unit specific forms.

- o   Other duties for this position include:
  - ▪ Maintaining a supply of documents related to the function of this position as outlined in the Operations Section Chief checklist.
  - ▪ Participate in the planning process for CERT or other exercises where appropriate.
  - ▪ Support the CERT Team Leader in development of CERT plans and objectives where appropriate.
  - ▪ Communicate with CERT Program Manager and CERT Coordinator on any CERT needs, goals, objectives and opportunities for improvement.
- o   Successfully complete the CERT Position Task Book for CERT Section Chief.

FORMS

_____ CERT Form #1-Damage Assessment	_____ ICS 206-Medical Plan
_____ CERT Form #4a-Briefing Assignment	_____ ICS 208-Safety Message/Plan
_____ CERT Form #4b-CERT Team Action Log	_____ ICS 210-Resource Status Change
_____ CERT Form #5-Treatment Area Record	_____ ICS 211-Incident Check-In List
_____ CERT Emergency Response Checklist	_____ ICS 214-Activity Log
_____ CERT On-Scene Size-up Worksheet	_____ ICS 215-Operational Planning Worksheet
_____ ICS 213-General Message	_____ ICS 215a-IAP Safety Analysis
_____ ICS 204-Assignment List	

EQUIPMENT

_____ CERT Go Bag & Inventory	_____ Medications
_____ CERT Standard Operations Guide	_____ Cash
_____ CERT Badge	_____ Clothing
_____ Driver's License/Passport	_____ Charging Cables
_____ Water	_____ *Radio/Communications
_____ Food/Snacks	

*These items will be checked out to volunteers at the check-in point if needed.

Planning Section Chief: This position tracks resource status such as which CERT volunteers have arrived on-scene. It also tracks the situation status, prepares the Team's action plan, develops alternative strategies, and provides documentation services. They will maintain an inventory of all CERT documents listed below, including Unit specific forms.

- o Other duties for this position include:
    - Maintaining a supply of documents related to the function of this position as outlined in the Planning Section Chief checklist.
    - Participate in the planning process for CERT or other exercises where appropriate.
    - Support the CERT Team Leader in development of CERT plans and objectives where appropriate.
    - Communicate with CERT Program Manager and CERT Coordinator on any CERT needs, goals, objectives and opportunities for improvement.
- o Successfully complete the CERT Position Task Book for CERT Section Chief.

FORMS

_____ CERT Form #1-Damage Assessment	_____ ICS 202-Incident Objectives
_____ CERT Form #3-Assignment Tracking	_____ ICS 203-Organication Assignment List
_____ CERT Form #4a-Briefing Assignment	_____ ICS 207-Incident Organization Chart
_____ CERT Form #4b-CERT Team Action Log	_____ ICS 209-Incident Status Summary
_____ CERT Emergency Response Checklist	_____ ICS 211-Incident Check-In List
_____ CERT On-Scene Size-up Worksheet	_____ ICS 214-Activity Log
_____ ICS 213-General Message	_____ ICS 221-Demobilization Check-Out
_____ ICS 201-Incident Briefing	

EQUIPMENT

_____ CERT Go Bag & Inventory	_____ Medications
_____ CERT Standard Operations Guide	_____ Cash
_____ CERT Badge	_____ Clothing
_____ Driver's License/Passport	_____ Charging Cables
_____ Water	_____ *Radio/Communications
_____ Food/Snacks	

*These items will be checked out to volunteers at the check-in point if needed.

Logistics Section Chief: This position primarily provides communications for an event/incident, manages supplies and manages facilities. They also provide food and medical support to team members. Throughout the year, they are responsible for the inventory and maintenance of CERT equipment. The Chief will also coordinate with the Planning Section Chief the needed resources for events and incidents. The Communications Leader and Staging Leader (Optional) will be assigned to this function. They will maintain an inventory of all CERT documents listed below, including Unit specific forms.

- o Other duties for this position include:
  - ▪ Maintaining a supply of documents related to the function of this position as outlined in the Logistics Section Chief checklist.
  - ▪ Participate in the planning process for CERT or other exercises where appropriate.
  - ▪ Support the CERT Team Leader in development of CERT plans and objectives where appropriate.
  - ▪ Communicate with CERT Program Manager and CERT Coordinator on any CERT needs, goals, objectives and opportunities for improvement.
- o Successfully complete the CERT Position Task Book for CERT Section Chief.

FORMS

_____	CERT Form #1-Damage Assessment	_____	ICS 205-Incident Comm Plan
_____	CERT Form #2-Personnel Check-in	_____	ICS 205a-Communications List
_____	CERT Form #4a-Briefing Assignment	_____	ICS 210-Resource Status Change
_____	CERT Form #4b-CERT Team Action Log	_____	ICS 211-Incident Check-In List
_____	CERT Form #6-Communications Log	_____	ICS 213RR-Resource Request Message
_____	CERT Form #7-Equipment Inventory	_____	ICS 214-Activity Log
_____	CERT Emergency Response Checklist	_____	ICS 217-Comm Resource Available Sheet
_____	CERT On-Scene Size-up Worksheet	_____	ICS 218 Support Vehicle/Equip Inventory
_____	ICS 213-General Message	_____	ICS 309-Communications Log

EQUIPMENT

_____	CERT Go Bag & Inventory	_____	Medications
_____	CERT Standard Operations Guide	_____	Cash
_____	CERT Badge	_____	Clothing
_____	Driver's License/Passport	_____	Charging Cables
_____	Water	_____	*Radio/Communications
_____	Food/Snacks		

*These items will be checked out to volunteers at the check-in point if needed.

Finance & Administration Section Chief: This position is not always filled for the CERT group during a response but may be established to keep track of volunteers' time, provide cost analysis, conduct contract negotiation and monitoring, and track compensation for injury or damage to property. They will maintain an inventory of all CERT documents listed below.

- o Other duties for this position include:
    - Maintaining a supply of documents related to the function of this position as outlined in the Finance & Administration Section Chief checklist.
    - Participate in the planning process for CERT or other exercises where appropriate.
    - Support the CERT Team Leader in development of CERT plans and objectives where appropriate.
    - Communicate with CERT Program Manager and CERT Coordinator on any CERT needs, goals, objectives and opportunities for improvement.
- o Successfully complete the CERT Position Task Book for CERT Section Chief.

FORMS

_____ CERT Form #1-Damage Assessment	_____ ICS 205-Incident Comm Plan
_____ CERT Form #2-Personnel Check-in	_____ ICS 205a-Communications List
_____ CERT Form #3-Assignement Tracking	_____ ICS 206-Medical Plan
_____ CERT Form #4a-Briefing Assignment	_____ ICS 207-Incident Organization Chart
_____ CERT Form #4b-CERT Team Action Log	_____ ICS 208-Safety Message/Plan
_____ CERT Form #5-Treatement Area Record	_____ ICS 209-Incident Status Summary
_____ CERT Form #6-Communications Log	_____ ICS 210-Resource Status Change
_____ CERT Form #7-Equipment Inventory	_____ ICS 211-Incident Check-In List
_____ CERT Emergency Response Checklist	_____ ICS 213RR-Resource Request Message
_____ CERT On-Scene Size-up Worksheet	_____ ICS 214-Activity Log
_____ ICS 213-General Message	_____ ICS 215-Operational Planning Worksheet
_____ ICS 201-Incident Briefing	_____ ICS 215a-IAP Safety Analysis
_____ ICS 202-Incident Objectives	_____ ICS 218 Support Vehicle/Equip Inventory
_____ ICS 203-Org Assignment List	_____ ICS 221 Demobilization Check-Out
_____ ICS 204-Assignment List	

EQUIPMENT

_____	CERT Go Bag & Inventory	_____ Medications
_____	CERT Standard Operations Guide	_____ Cash
_____	CERT Badge	_____ Clothing
_____	Driver's License/Passport	_____ Charging Cables
_____	Water	_____ *Radio/Communications
_____	Food/Snacks	

*These items will be checked out to volunteers at the check-in point if needed.

APPENDIX D - CERT FORMS

DAMAGE ASSESSMENT FORM	CERT	DATE
LOCATION		

SIZE UP
(check if applicable)

FIRES		HAZARDS				STRUCTURE		PEOPLE			ROADS		ANIMALS		
BURNING	OUT	GAS LEAK	H20 LEAK	ELECTRIC	CHEMICAL	DAMAGED	COLLAPSED	INJURED	TRAPPED	DEAD	ACCESS	NO ACCESS	INJURED	TRAPPED	ROAMING

OBSERVATIONS

CERT MEMBER	
	PAGE ____ OF _____

CERT FORM #1

CHECK IN TIME	CHECK OUT TIME	NAME	ID # (CERT badge or other)	CONTACT (cell # or radio)	PREFERRED ASSIGNMENT			SKILLS	TEAM ASSIGNMENT	TIME ASSIGNED
					FIRE	MEDICAL	SAR			

PERSONNEL RESOURCES CHECK-IN

CERT

DATE

SCRIBE(S)

PAG ____ OF _____

CERT FORM #2

39

ASSIGNMENT TRACKING LOG	CERT		DATE

ASSIGNMENT	ASSIGNMENT	ASSIGNMENT	ASSIGNMENT
LOCATION	LOCATION	LOCATION	LOCATION
TEAM	TEAM	TEAM	TEAM
TEAM LEADER/CONTACT #	TEAM LEADER/CONTACT #	TEAM LEADER/CONTACT #	TEAM LEADER/CONTACT #

START TIME	END TIME	START TIME	END TIME	START TIME	END TIME	START TIME	END TIME
1		1		1		1	
2		2		2		2	
3		3		3		3	
4		4		4		4	
5		5		5		5	

OBJECTIVES	OBJECTIVES	OBJECTIVES	OBJECTIVES
RESULTS	RESULTS	RESULTS	RESULTS

CERT LEADER/ INCIDENT COMMANDER	
SCRIBE(S)	PAGE ___ OF ___

CERT FORM #3

BRIEFING ASSIGNMENT	CERT		DATE	
COMMAND POST CONTACT #			TIME OUT	TIME BACK

INSTRUCTIONS TO TEAM

TEAM NAME	LOCATION

OBJECTIVES

EQUIPMENT ALLOCATED

REPORT FROM RESPONSE TEAM

FIRES		HAZARDS				STRUCTURE		PEOPLE			ROADS		ANIMALS		
BURNING	OUT	GAS LEAK	H20 LEAK	ELECTRIC	CHEMICAL	DAMAGED	COLLAPSED	INJURED	TRAPPED	DEAD	ACCESS	NO ACCESS	INJURED	TRAPPED	ROAMING

CERT FORM #4.a

TEAM ACTION LOG
(time stamp each action; draw map if needed)

SCRIBE

CERT FORM #4.b

VICTIM TREATMENT AREA RECORD	CERT			DATE		

TREATMENT AREA LOCATION

TIME IN	NAME OR DESCRIPTION	TRIAGE TAG (circle)	CONDITION/TREATMENT (update as needed)	MOVED TO	TIME OUT
		IMMED DELAY MINOR			
		IMMED DELAY MINOR			
		IMMED DELAY MINOR			

SCRIBE(S)

PAGE ____ OF ____

CERT FORM #5

COMMUNICATIONS LOG	CERT		DATE	
	RADIO OPERATOR NAME			

LOG			
TIME	FROM	TO	MESSAGE

PAGE_____ OF_____

CERT FORM #6 (Based on ICS 309)

EQUIPMENT INVENTORY	CERT				DATE			
ASSET #	ITEM DESCRIPTION	OWNER	ISSUED TO		QTY	TIME	INITIALS	COMMENTS
				ISSUED				
				RETURNED				
				ISSUED				
				RETURNED				
				ISSUED				
				RETURNED				
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SCRIBE(S)

PAGE ___ OF ___

CERT FORM #7 (Based on ICS 303)

GENERAL MESSAGE (ICS 213)

1. Incident Name (Optional):		

2. To (Name and Position):

3. From (Name and Position):

4. Subject:	5. Date: Date	6. Time HHMM

7. Message:

8. Approved by: Name: Signature: Position/Title:

9. Reply:

10. Replied by: Name: Position/Title: Signature:

ICS 213	Date/Time: Date

ACTIVITY LOG (ICS 214)

1. Incident Name:	2. Operational Period: Date From: Date To:
	Time From: Time To:

3. Name:	4. ICS Position:	5. Home Agency (and Unit):

6. Resources Assigned:

Name	ICS Position	Home Agency (and Unit)

7. Activity Log:

Date/Time	Notable Activities

8. Prepared by: Name: _____ Position/Title: _____ Signature: _____

ICS 214, Page 1   Date/Time: _____

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ACTIVITY LOG (ICS 214)

| 1. Incident Name: | 2. Operational Period: Date From: Date To: |
| | Time From: Time To: |

7. Activity Log (continuation)**:**

Date/Time	Notable Activities

| 8. Prepared by: Name: Position/Title: _____ Signature: _____ |
| **ICS 214, Page 2**   Date/Time: _____ |

APPENDIX E - TRAINING & REQUIREMENTS OVERVIEW

Requirements	Team Leader Type 1	Team Leader Type 2	Section Chief	Volunteer Type 1	Volunteer Type 2
IS-100	X	X	X	X	X
IS-200	X	X	X	X	X
IS-240	X				
IS-241	X				
IS-242	X				
IS-244	X	X	X		
IS-288	X	X	X	X	
IS-315	X	X	X	X	X
IS-317	X	X	X	X	X
IS-505	X	X	X	X	
IS-700	X	X	X	X	X
IS-703	X	X	X		
IS-800	X	X	X	X	X
IS-1300	X				
IS-2200	X				
G427	X				
G428 (Optional)	X				
CERT BASIC	X	X	X	X	X
CERT Supplementals	X	X	X	X	
NQS PTB	X	X	X	X	X
Training for specific postion that you are assigned to (i.e. Operations, Logistics, etc.)	X	X	X	X	X
Functions in position during an operational incident, planned event, exercise, drill or simulation at least once every 2 years	X	X	X	X	X
Background Check	X	X	X	X	X

APPENDIX F - TRIAGE

Disaster medical operations are the tasks associated with survivor treatment and support during a mass casualty incident. The major functions of disaster medical operations are:

- Triage/Assessment: The initial assessment and sorting of survivors for treatment based on the severity of their injuries.

- Treatment: The medical services provided to survivors.

- Transport: The movement of survivors from the scene to the treatment area or medical facility.

- Morgue: The temporary holding area for patients who died at the scene or the treatment area.

- Supply: The hub for getting and distributing supplies.

It is important to remember that triage/assessment and transport are functions of both search & rescue operations and medical operations. As soon as injured survivors are confirmed, first responders will begin to setup one or more treatment area(s). The location of treatment areas will take into consideration safety for rescuers and survivors, as well as, ease of access to resources. In Laramie County, this will normally be the responsibility of American Medical Response (AMR) personnel. CERT volunteers will provide assistance with triage operations if requested to do so through CLCEMA from Incident Command. The following diagram is a visual of how Disaster Medical Operations is organized. It is important to remember that ICS structures are fluid and therefore volunteers will need to check with their supervisor to know what positions are being utilized.

Disaster Medical Operations Organization
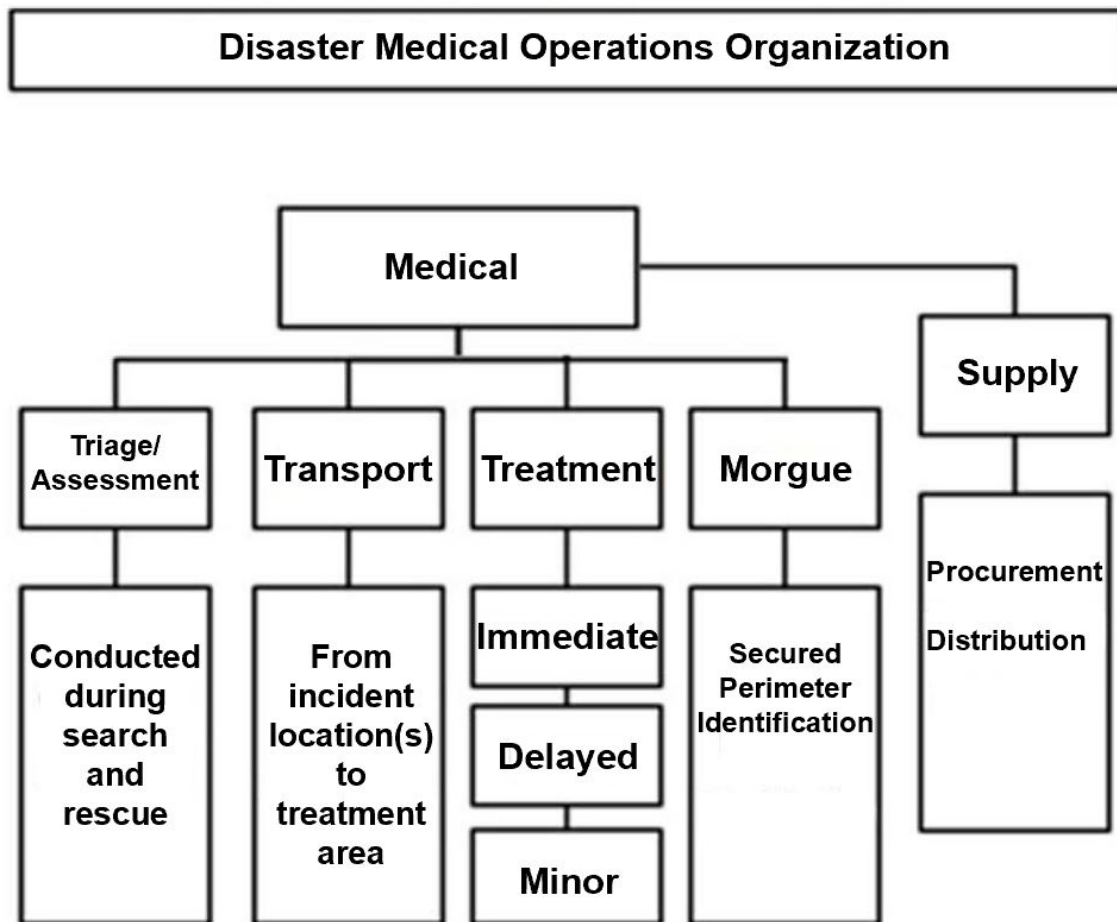
For triage operations, AMR uses the RAMP Triage Model. If Laramie County CERT volunteers are deployed to a response outside of Laramie County, that jurisdiction may use an alternative method with the RAMP model the following triage colors are used:

- Green: Delayed

- Red: Urgent

- Black: Expectant/Deceased

RAMP Triage Model
(Rapid Assessment of Mentation and Pulse)

Casualty without signs of obvious death

Life Saving Interventions
*Control Massive Hemorrhage
*Open Airway
*Chest Decompression

Casualty follows commands?

Yes — No

Radial pulse present? (Yes branch)
Yes → Delayed
No → Urgent

Radial pulse present? (No branch)
Yes → Urgent
No → Expectant/Deceased
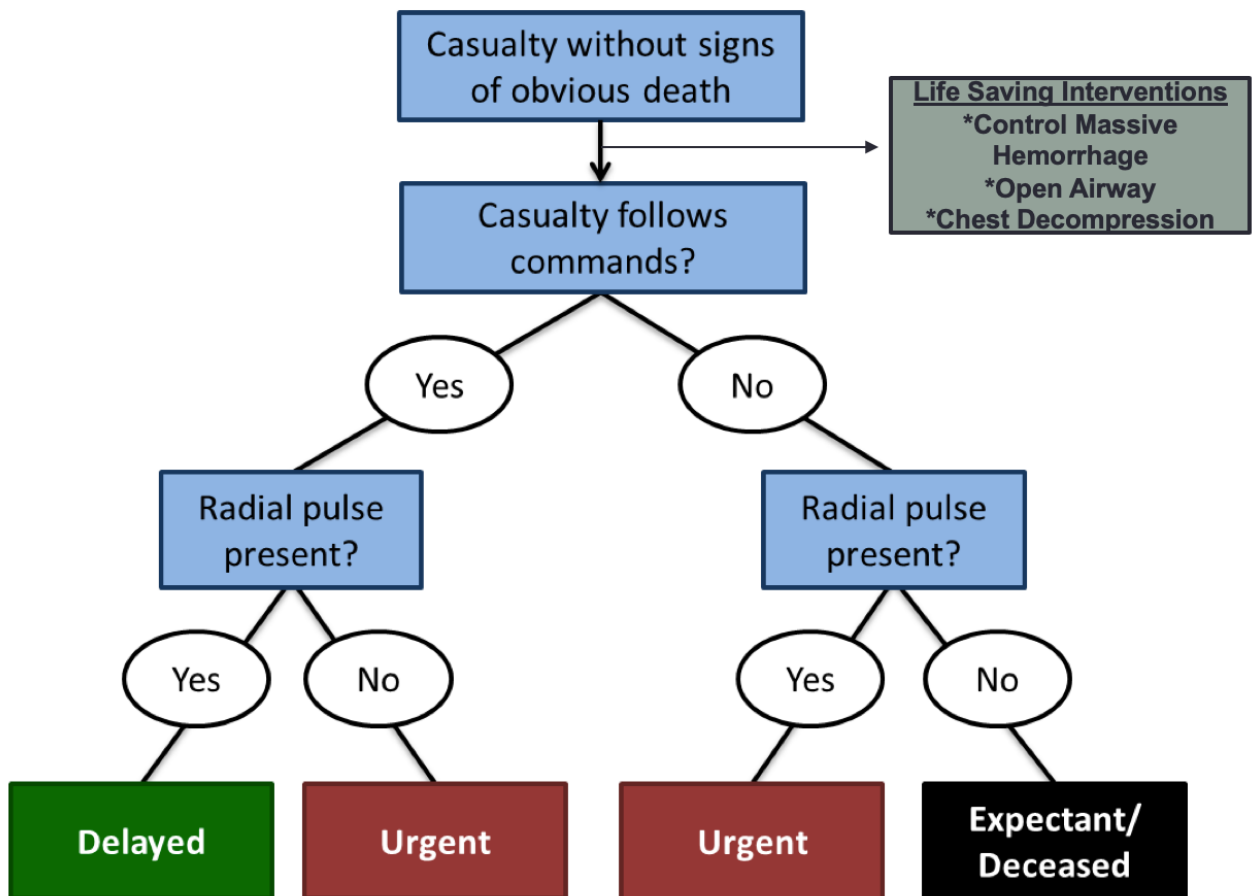
DECENTRALIZED TREATMENT AREAS

It is sometimes necessary to setup more than one medical treatment location. The severity of the damage, number of injuries and casualties, and the safety of the immediate environment determine where the initial treatment area(s) should be located. Having multiple treatment areas can provide life-saving interventions when a central location is too far away from the initial treatment area.

CENTRALIZED TREATMENT AREAS

In an event with few injured survivors at several sites, first responders may need to establish one central medical treatment location. A centralized llocationmay need to be setup even when there are decentralized sites established.

Whether a treatment area is centralized or is one in several decentralized areas, the location(s) selected should be:

- Accessible by transportation vehicles
- Expandable

SAFETY FOR RESCUERS & SURVIVORS

As survivors are located, rescued, and assessed during light search and rescue operations, they are moved to a location where medical personnel can treat them. As a reminder, the severity of the damage, number of injuries and casualties, and the safety of the immediate environment determine where the initial treatment area(s) should be located. In all cases, the volunteer's individual safety is the number one priority.

- In structures with light damage, CERT volunteers assess the survivors as they find them. Further medical treatment is performed in a safe location inside the designated treatment areas.
- In structures with moderate damage, CERT volunteers assess the survivors as they find them; however, survivors are sent to a medical treatment area a safe distance from the incident.
- CERT volunteers are not to enter a building with heavy damage under any circumstances.

CERT volunteers should never declare or attempt to move a patient who has died. If you find a deceased person (or a suspected deceased person), you should document the location and notify medical personnel.

APPENDIX G – DEMOBILIZATION PLAN

Prepared By: _____

           CERT Demobilization Unit Leader   **Date**

Reviewed By: _____

           CERT Planning Section Chief   **Date**

Reviewed By: _____

           CERT Logistics Section Chief   **Date**

Reviewed By: _____

           CERT Coordinator   **Date**

LARAMIE COUNTY CERT DEMOBILIZATION PLAN

The Laramie County CERT Demobilization Plan Contains five (5) sections:

1. General Information
2. Responsibilities
3. Release Priorities
4. Release Procedures
5. Travel Information

I. GENERAL INFORMATION

The demobilization process at any incident will require coordination with and approval of the Incident Commander (IC) or the IC's designee supervising the CERT team.

All releases from an incident will be initiated through the Demobilization Unit or the function within the Incident Command System (ICS) designated by the IC or the IC's designee supervising the CERT.

The following are general guidelines to be followed for resources that are leaving the incident:

- No person will be released without having a minimum of eight (8) hours rest, unless specifically approved by the IC.

- No resources are to leave the incident until authorized to do so. The CERT Logistics Section Chief will arrange for all necessary transportation of released personnel and equipment.

- All CERT transport and CERT trailers will have a vehicle inspection (Safety Check) prior to returning to the CLCEMA storage facility.

- All Laramie County CERT volunteers will be thoroughly briefed prior to leaving the incident. The briefing will include:

    o Method(s) of travel

    o Passengers (if applicable)

    o Destination

    o ETA to team's home location

    o Transportation arrangements

Individual Performance Ratings are not required, however, a formal After Action Meeting (AAM) will be conducted as soon as possible after the incident that will include team strengths and weaknesses as well as suggestions on training and exercises to improve the overall team performance.

II. **RESPONSIBILITIES**

Laramie County CERT Section Chiefs are responsible for determining resources surplus to their needs and submitting lists to the CERT Demobilization Unit Leader.

The CERT Demobilization Unit Leader is responsible for:

- Compiling "tentative" and "final" release sheets.

- Making all notifications to CERT volunteers at the incident.

- Making sure that all signatures are obtained on the Demobilization Check-Out form.

- Monitoring the demobilization process and making any adjustments in the process.

The CERT Coordinator is responsible for:

- Establishing the release priorities through consultation with the IC or their designee.

- Reviewing and approving all tentative release lists.

The CERT Logistics Section Chief is responsible for ensuring the following areas are addressed if applicable:

- Facilities: All sleeping and work areas are cleaned before personnel are released.

- Supply: All non-expendable property items are returned or accounted for prior to release.

- Ground Support: Adequate ground transportation is available during the release process and that vehicles are inspected.

- Communications: All radios have been returned or are accounted for.

- Food Unit: Adequate meals are provided for those being released and for those remaining with the incident.

The CERT Planning Section Chief is responsible for managing the policy during the duration of the incident for the IC.

III. **RELEASE PRIORITIES**

Laramie County CERT Volunteer release priorities will be established by the IC or their designee.

IV. **RELEASE PROCEDURES**

CERT resources may not be identified in the Incident Action Plan (IAP). These resources must be accounted for by the CERT Volunteers on scene and released from the incident with approval from the IC or their designee.

The CERT Demobilization Unit Leader will oversee all demobilization activities in coordination with the CERT Section Chiefs. CERT release priorities are:

- Account for all CERT Volunteers on scene.

- Account for all CERT personnel equipment.

- Account for all CERT equipment from the trailers.

CERT Section Chiefs will identify and report equipment and surplus supplies provided by the organization being supported for turn-in to the CERT Demobilization Unit Leader. The CERT Demobilization Unit Leader will consolidate the lists and prepare to collect the listed items for turn-in to the supported organization's Demobilization Unit or designated recipient element.

The CERT Coordinator will:

- Coordinate with the IC or IC designee for review and approval.

- Work with the Resources Unit to ensure CERT status is up-to-date on the incident status board.

The Laramie County CERT will use the CERT adapted ICS Form 221, Demobilization Check-Out form to track demobilization activities and progress. Not all items on the form will be relevant to the CERT:

- Communications Unit Leader (if radio equipment has been issued)

- Facilities Unit Leader

- Supply Cache

- Ground Support

- Demobilization

Coordination with the on-scene Demobilization Unit will be directed by the IC or their designee. CERT Demobilization Unit Leader should be prepared to do the following:

- Notify the Resource Unit to ensure that the T-card (ICS Form 219) information is complete.

- Notify dispatch of the estimated time of departure (ETD), estimated time of arrival (ETA), destination and travel arrangements.

- Collect and send all demobilization paperwork to the Documentation Unit.

V. **TRAVEL INFORMATION**

All Laramie County CERT Volunteers will meet work/rest requirements prior to being released from the incident. All resources will meet any CLCEMA specific requirements on hours of travel per day or other restrictions concerned with travel. Incident demobilization will notify dispatch when a Laramie County CERT Volunteer is released. It is the responsibility of the CERT Team Leader or CERT Volunteer to notify CLCEMA of their ETA.

Incident phone numbers for demobilization will be provided in the IAP. For notification of CLCEMA for any concerns with CERT Volunteers the contact number is (307) 775-7360.

DEMOBILIZATION CHECK-OUT (ICS 221)

1. Incident Name:		2. Incident Number:

3. Planned Release Date/Time: Date: Time:	4. Resource or Personnel Released:	5. Order Request Number:

6. Resource or Personnel:

    You and your resources are in the process of being released. Resources are not released until the checked boxes below have been signed off by the appropriate overhead and the Demobilization Unit Leader (or Planning Section representative).

LOGISTICS SECTION

	Unit/Manager	Remarks	Name	Signature
☐	Supply Unit			
☐	Communications Unit			
☐	Facilities Unit			
☐	Ground Support Unit			
☐	Security Manager			
☐				

FINANCE/ADMINISTRATION SECTION

	Unit/Leader	Remarks	Name	Signature
☐	Time Unit			
☐				
☐				

OTHER SECTION/STAFF

	Unit/Other	Remarks	Name	Signature
☐				
☐				

PLANNING SECTION

	Unit/Leader	Remarks	Name	Signature
☐				
☐	Documentation Leader			
☐	Demobilization Leader			

7. Remarks:

8. Travel Information: Room Overnight: ☐ Yes ☐ No

Estimated Time of Departure: _____

Destination: _____

Travel Method: _____

Manifest: ☐ Yes ☐ No
    Number: _____

Actual Release Date/Time: _____

Estimated Time of Arrival: _____

Contact Information While Traveling: _____

Area/Agency/Region Notified: _____

9. Reassignment Information: ☐ Yes ☐ No

Incident Name: _____

Location: _____

Incident Number: _____

Order Request Number: _____

10. Prepared by: Name: _____ Position/Title: _____ Signature: _____

ICS 221	Date/Time: _____

APPENDIX H – ICS FORM 217A COMMUNICATION RESOURCES AVAILABLE

1. Incident Name: EVENT 1	2. Date/Time Prepared: Date: 03/07/2023 Time: 07:00	3. Operational Period: Date From: 03/07/202 Date To: 03/10/202 Time From: 07:00 Time To: 20:00

4. Basic Radio Channel Use:

Zone Grp.	Ch #	Function	Channel Name/Trunked Radio System Talkgroup	Assignment	RX Freq N or W	RX Tone/NAC	TX Freq N or W	TX Tone/NAC	Mode (A, D, or M)	Remarks
1	1	WYOLINK	EMA 1	PRIMARY					P25 Trunking	PTT wait for courtesy Tone persmission/ Then talk
1	2	WOLINK	EMA 2	ALT					P25 Trunking	PTT wait for courtesy Tone persmission/ Then talk
Line	8	ARES ICS-217/ SHYWY ARC	CHEYENNE	PRI	146.775	114.8	146.175	114.8	Analog	
Line	7	ARES ICS-217/ SHYWY ARC	BEACON HILL	ALT	146.820	114.8	148.220	114.8	Analog	
Line	38	ARES ICS-217/ SHYWY ARC	CHEYENNE LOCAL/100	PRIMARY	449.975	TS2/CC11	444.975	TS1/CC11	DMR/ TURBO	
Line	37	ARES ICS-217/ SHYWY ARC	CHEYENNE WIDE/3156	ALT	449.975	TS1/CC11	444.975	TS2/CC11	DMR/ TURBO	
Line	40	ARES ICS-217/ SHYWY ARC	LARAMIE LOCAL/100	ALT	447.225	TS2/CC11	442.225	TS1/CC11	DMR/ TURBO	
Line	39	ARES ICS-217/ SHYWY ARC	LARAMIE WIDE/3156	ALT	447.225	TS1/CC11	442.225	TS1/CC11	DMR/ TURBO	

5. Special Instructions:

If no available radio communications, use what may be available like Internet, Texting, Cel, Landline.

If there is an ARES Amateur radio operator at your location, you can use what amateur radio communications if available, such as voice, Data (Winlink). When using WINLINK all functions of Traffic is Logged on a ICS-309 LOG for later verification and can be sent or printed if needed. WINLINK can be used to issue weather reports from NOAA!

If you have no other resource available, please find someone to be a runner back to the IC.

Amateur Radio Operators will use ARES ICS-217 LINE 3, 147.54 SIMPLEX within a shelter or event.

6. Prepared by (Communications Unit Leader): Name: Scott Harris_Com Lead_____ Signature: _____

ICS 205	IAP Page _____ 1of2	Date/Time: 03-07-2023