Clinton Township CERT Team Application

Community Emergency Response Team (CERT) Application

Name:

Street Address:

City:	State: NJ	Zip:

Home Phone:

Work Phone:

Cell Phone:

Do you have text messaging? YES   NO

Who is your service provider?

Email at which you want to receive CERT information:	Pant Size: Polo Shirt Size: T-Shirt Size: Jacket Size: Traffic Vest Size: Glove Size:

Please list any special skills or training (Firefighter, EMT, CPR, etc.)

Do you wish to receive the Hepatitis B Vaccination or Titer Test?   YES   NO*

*NO will sign a Waiver Form

Hunterdon County Public Health Preparedness
FIRST RESPONDER PROGRAM REGISTRATION FORM
(To be completed by all First Responders)
FR-1 version 5/12

First Responder Agency: <u>Clinton Township Community Emergency Response Team (CERT)</u>

If you are a member of more than one First Responder agency, then please complete only <u>one</u> registration form.

First Responder: **PLEASE PRINT CLEARLY**

Last Name _____   First Name _____   MI _____

Home Address _____   City _____   State _____   Zip _____

Please complete and return this form to the designated person in your agency. The information will support public health, emergency planning efforts designed to protect first responders and their immediate household members. All completed forms will be held in a file at your agency. In the case of a bioterrorism attack involving agents such as anthrax or plague, emergency medications ciprofloxacin (CIPRO) and doxycycline (DOXY) would rapidly be made available to all first responders from a governmental drug stockpile. During such an emergency, almost all individuals would be able to take either drug. Possible reasons not to take either drug would include a known, prior allergy or severe reaction to either drug. If this is the case for any of your family members, please note that below. If family members have never taken the drugs please do not check below. An additional possible reason to avoid taking either drug is pregnancy, which would need to be evaluated at the time of the emergency. The information provided on this form will also be used by local and state public health agencies to plan for emergency vaccination clinics related to other manmade or naturally occurring threats including smallpox and avian influenza.

List First Responder and names of all other household members (Please use 1 line for each person)	Check the box only if there is a known allergy/severe reaction to:	
	CIPRO (A)	DOXY (B)

If needed, continue to list: names of all other household members (1 line per person please)	Check the box only if there is a known allergy/severe reaction to:	
	CIPRO (A)	DOXY (B)

First Responder's Signature: _____   Date _____

CT CERT
Employee Contact Information

Badge Number	Name (L, F & M)	DL#	DL State	DL EXP	Endorsement (END)	Restrictions (RESTR)	Class
46-							
Height	Weight	Eyes	Gender	Hair Color	D.O.B.	Hire Date	
House Number	Street Address	Mailing Address	Town/city	State	Zip Code		
Home phone	Cell phone	Other phone	Primary Email		Alternate Email		
Emergency Contact Name (Primary)	Emergency Contact Address	Emergency Contact Town	Emergency Contact Relationship	Emergency Contact Phone No.			
Emergency Contact Name (Alternate)	Member Emergency Contact Address	Emergency Contact Town	Emergency Contact Relationship	Contact Phone no.	Contact Phone No.		
Physician or Practice Name:		Physician or Practice Phone:	Organ Donor	Pulse Rate:	Blood Pressure		
Alergies	Medication				Blood Type		

Below, write any medical history

CLINTON TOWNSHIP CERT TRAINING INTEREST FORM

Name	Address	Home/Cell#	E-mail Address

Clinton Township Office of Emergency Management

Community Emergency Response Team (CERT)
Policies and Procedures

Version 1.0

Effective: September 2012

Table of Contents

A. Overview

The Community Emergency Response Team (CERT) is a Branch of the Clinton Township Office Emergency Management authorized by Clinton Township **Resolution #103-12**, composed of volunteer citizens who are trained in basic life safety and emergency preparedness skills. The training received enables Team Members to provide rapid and safe care for family members and fellow residents in the event of a major incident or a large scale disaster, beginning with themselves, their families, their neighbors and then the other members of the community or other designated area(s).

As Emergency Responders may not be immediately available in the event of a catastrophic incident, CERT volunteers can be activated to assist in accordance with these Policies and Procedures.

Additionally, CERT members will be able to provide supplementary personnel to local emergency service agencies, schools and local government at major incidents/events when additional manpower is needed.

The purpose of the Clinton Township CERT Policies and Procedures are to:
1. Outline the concept of operations for the organization
2. Specify procedures for CERT activation
3. Establish CERT training and equipment requirements
4. Define CERT functions, capabilities and limitations

The structure of CERT will provide improved communications, management of resources and specific action plans for a better understanding of the events that are taking place with the goal of an improved response to those events. CERT carries a responsibility to act and function professionally during these special times. This requires self-discipline and the ability to take direction from identified leaders.

A.1 Membership

Membership of the Clinton Township CERT shall consist of volunteers who reside or work in or in close proximity to Clinton Township, who are eighteen (18) years of age or older and have successfully completed the application process, which includes:

- Submission of a completed application for membership to the Clinton Township Office of Emergency Management
  - Once accepted the applicant will be enrolled in the next available CERT Basic Training Course
- Completion of the required CERT Basic Training Course
- Completion of FEMA IS 100 Introduction to Incident Command and IS-700 National Incident Management System prior to the completion of basic training
  - Applicants who have received CERT training through another program will have to submit an application and the Certificates of Completion for the CERT Basic Training and ICS 100 and ICS700

Persons participating in the Clinton Township CERT Program shall conduct themselves in a manner that is both professional and upstanding within the public view. All members serve at the discretion of the Clinton Township OEM Coordinator.

To remain a member in good standing, each member will be required to participate in a minimum of twenty (20) hours of a combination of meetings, training and deployments per fiscal year. (No more than six (6) of which may be online Internet based training).

Members may be subject to removal from membership for any of the following actions:
1. Conviction of a crime
2. Conduct unbecoming of a CERT Member
3. Any act(s) of insubordination
4. Any flagrant violation of these Policies and Procedures governing the Clinton Township CERT

B. CERT Governance

B.1 Chain of Command

The Clinton Township Mayor and Council, by Resolution # 030-06 mandated that "the National Incident Management System (NIMS) be utilized for all incident management in the Township of Clinton ". As such, all CERT Members must understand and comply with the NIMS and ICS Command Structure.

The chain of command within the Clinton Township CERT will be as follows:
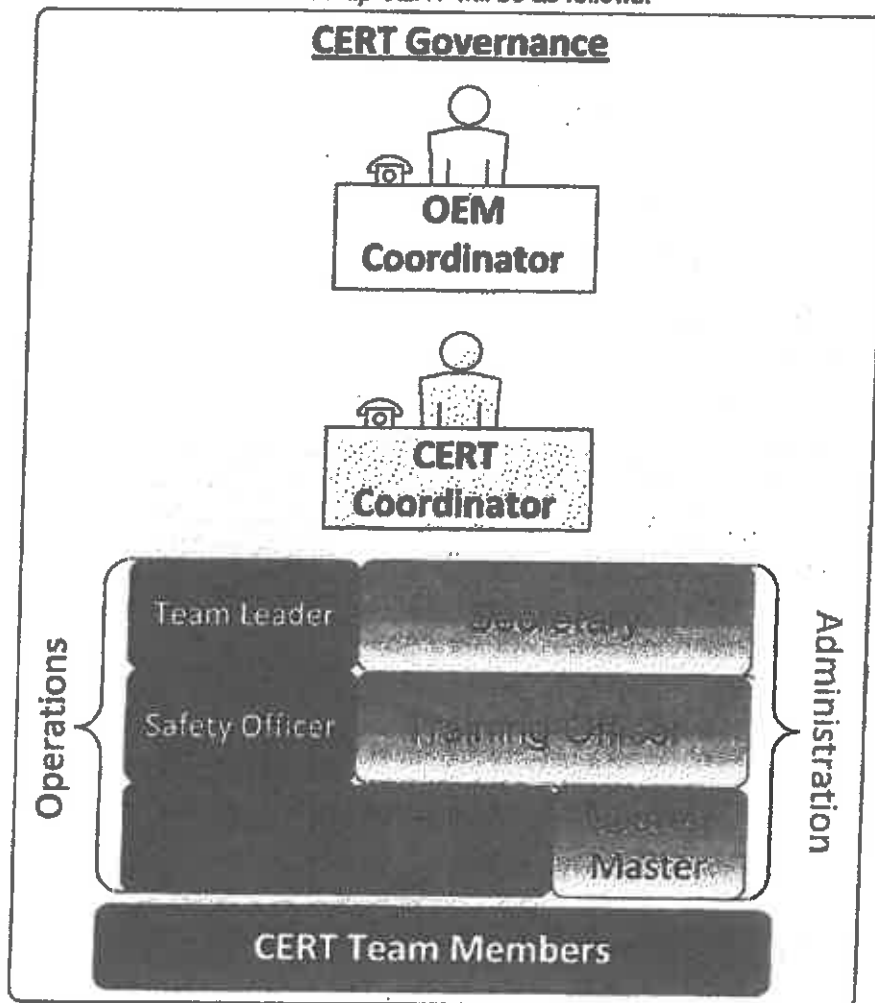
B.2 Officers

1. The head of the Clinton Township CERT shall be the CERT Coordinator appointed by the OEM Coordinator.
2. There shall be a Team Leader, Safety Officer, Training Officer, Secretary, Quarter Master, Public Information Officer and any other Officers as may be necessary.
3. To be eligible for any Officer position, a CERT Member must be a member in good standing for a minimum of twelve (12) months. All officer positions will be for a term of two (2) years.
4. Members interested in holding one of the Officer positions must submit a written request to the CERT Coordinator. Appointments shall be held at the last meeting of the year, and the appointed Officer shall assume all duties of their position as of January 1st of the following year. Officers leaving their positions will meet with their newly appointed successors to assist in a smooth transition of authority and shall be reasonably available to them for a period of six (6) months.
5. The selection of new officer(s) will be reported to the OEM Coordinator.

6. Any Officer may be removed from office with just cause, such as absence from more than five (5) monthly meetings.

7. Any Officer may resign by delivering a written letter of resignation to the OEM Coordinator. The remaining Officers may fill the vacancy for the balance of the resigning Officer's term.

The following positions and descriptions of such positions have been established:

B.2.1 CERT Coordinator

Appointed by the Clinton Township OEM Coordinator. The CERT Coordinator is responsible for the overall operation of the organization and reports to the OEM Coordinator.

Prior to appointment the CERT Coordinator candidate must:

- Have completed the Basic CERT Training Course and the CERT Train-the-Trainer (TTT) course (unless this position is held by the OEM Coordinator)
- Have completed ICS 100, 200 and 700
- Have maintained training hours/assignments as outlined by these Policies and Procedures (unless this position is held by the OEM Coordinator)

B.3 Administration

B.3.1 Secretary

- Maintain an accurate record of all Team attendance at meetings, events and exercises
- Collect all documentation of CERT Basic Training from all new CERT Members
- Distribute information pertaining to all meetings, events and exercises via email to the appropriate Team Members
- Maintain an accurate "call out" list of all active Team Members

B.3.2 Training Officer

- Assist the OEM and CERT Coordinators with Team training, planning and execution
- Maintain accurate documentation of all Team Member training courses/exercises attendance and completion
- Ensure all documentation is provided to the Secretary for record maintenance

B.3.3 Quarter Master

- Maintain and accurately document the CERT equipment inventory
- Track and document any borrowed equipment to ensure its proper return
- Confirm and ensure that all equipment is in proper working order and report any deficiencies in supplies and/or damaged equipment to the OEM and CERT Coordinators to facilitate replacement and/or repair

B.3.4 Public Information Officer (PIO)

- Coordinate with the OEM and CERT Coordinators for all public communications regarding the Team
- Establish appropriate relationships with all media to ensure accurate communications are released
- Maintain copies of all press releases
- Coordinating with the Secretary regarding all communications pertaining to CERT Members

B.4 Operations

B.4.1 Team Leader

- Establish base of operations after initial size-up and assessment/assignment has been made
- Establish and coordinate assignments in the field and prepare follow-up documentation
- Evaluate all strategies and tactics utilized by the Team
- Assess equipment shortages and, when possible, order additional resources via appropriate means
- Assess Team Members for fatigue and rotate/dismiss from assignment(s) to an appropriate "rehabilitation/rest" area

B.4.2 Safety Officer

- Ensure the safety of all Team Members during an incident and/or event
- Ensure all appropriate Personal Protection Equipment (PPE) is used in all situations
- Observe all personnel and equipment off-loading in order to identify potential or existing safety hazards
- Provision adequate time for Team Members to rest and rehabilitate
- Observe conditions at the Incident Command Area for potential or actual safety issues, including without limitation, staging, hygiene & traffic patterns
- Prevent and correct any and all unsafe procedures

The Safety Officer may have assistants as dictated by the size of the incident (for most instances, one Safety Officer will be sufficient). If any unsafe actions/situations are observed the Team Leader is to be notified. In any questionable situation the assistants will report to the Safety Officer for consultation. The Safety Officer will make a final decision (i.e. halting CERT operations at that location) and notify the Team Leader and Incident Commander (IC). It is recommended that a CERT Member wishing to become a Safety Officer take formal training for an Incident Safety Officer.

C. Equipment

1. Clinton Township CERT Members are provided with a green CERT bag containing the basic supplies needed for activation and/or deployment upon the successful completion of the CERT Training as provided for in Section A, Membership. These bags and equipment supplied become the property of the CERT Member.
2. Clinton Township CERT Members are responsible for advising the Clinton Township CERT Quarter Master of the necessity to replenish the supplies contained within their bags.
3. If there is a determination that additional equipment is needed or requires replenishment for Members it may be obtained by:
   - Acquisition through the Clinton Township OEM budget
   - Acquisition by Members
   - Grants
4. Team Members shall use equipment and supplies provided by Clinton Township only for training sessions or deployments.
5. Team Members will report damaged equipment and lost supplies to the CERT Quarter Master as soon as conditions permit.
6. Equipment and supplies which are the property of the Clinton Township OEM must be returned to the Clinton Township CERT Coordinator when a Team Member:
   - Resigns from Clinton Township CERT
   - Is physically or mentally unable to further participate as a CERT Member
   - Is removed from Membership for any reason whatsoever
7. A list of "Necessary and Recommended" items for inclusion in the CERT bag is attached herein as Exhibit A

D. Activation/Deployment

1. Clinton Township CERT members may be activated **ONLY** by the Clinton Township OEM Coordinator or his/her designee for the purpose of providing specific aid and/or assistance to a requesting agency.
   - OEM Coordinator notifies the CERT Coordinator to activate the Team
   - The CERT Coordinator notifies the Team Leader which activates the call-out list
2. When practical the OEM Coordinator and/or Deputy Coordinator(s) shall accompany the CERT Team on all activation/deployments.
3. All CERT deployments shall comply with the NIMS and ICS.
4. Refer to Exhibit B "Emergency Scene & Mutual Aid Activation and Deployment Standard Operating Procedures".

E. Training Requirements

As the field of emergency service is every changing it is incumbent upon all Members to participate in formal CERT sponsored training and through independent initiatives.

1. Training hours may include:
   - Participation in classes conducted by CERT
   - Participation in classes conducted by other agencies – with prior approval of the OEM or CERT Coordinator
   - Participation in Clinton Township exercises and or other sanctioned events
   - FEMA independent study courses
2. Training will be provided through the Clinton Township OEM when appropriate time permits. Additional training opportunities may be open to CERT members at local, county, regional or state-sponsored events.
3. The Training Officer, in conjunction with the Team Leader, will communicate information pertaining to training opportunities. Those Team Members wishing to attend training programs must contact the CERT Coordinator to reserve space at such events.
4. It is the responsibility of each Team Member to:
   - Achieve the required hours of continued training each membership year
   - Provide proof of attendance/completion of training to the Training Officer (i.e. certificate, attendance roster, etc)
   - Maintain a personal file of all such training records and be able to produce such documentation upon request
5. The Secretary shall provide copies of all training certificates to the OEM and CERT Coordinators to be housed in the individual's official file which is maintained in the office of the OEM Coordinator.

F. Meetings/Training

1. The Clinton Township CERT shall hold monthly meetings/training, and at such other times as the Team shall determine, on such dates as may be designated by the Team.

G. Exhibit A: Necessary and Recommended Supplies for CERT Equipment Bag

1. CERT Identification Cards
2. PPE:
   - Hard Hat
   - Safety Vest
   - Goggles
   - Safety Glasses
   - Work Gloves
   - Good boots/work shoes
   - Dust Mask
   - Latex gloves
3. Tools:
   - Flash Light
   - Wrench (adjustable)
   - Vise grips or Channel locks
   - Screw driver (Flat and Phillips)
   - Gas shutoff Multi-tool or an adjustable wrench recommended by PSE&G
   - Duct tape
   - Grease marker/SHARPIE
   - Batteries
   - Scissors
   - Knife
   - Pencil, pen, paper
   - Whistle

4. Miscellaneous:
   - NJ Disaster Triage Tags
   - Bug spray
   - Personal water
   - Zip lock bags, saran wrap (cling plastic)
   - Basic First Aid Kit
   - Clipboard
   - Local Area Map(s)

5. Recommended items:
   - Spray paint
   - Personal items, including socks, raingear, hat, toiletries, power bars, etc
   - High rubber boots, waders, rain suit
   - Amateur radio, and accessories
   - Tape measure
   - GPS, compass, Leatherman, Swiss Army knife
   - Hunterdon County Map
   - Energy Food (Peanuts, cookies, power bars)

H. Exhibit B: Emergency Scene & Mutual Aid Activation and Deployment Standard Operating Procedures

The purpose of the SOP is to outline the procedures to be taken when the Clinton Township CERT is called upon by any of the Clinton Township emergency service agencies (OEM, PD, FD and/or EMS) or to another Municipality, County, or State to an existing incident requiring additional personnel. Such incidents may include but not be limited to: fires, searches, mass casualty, disasters (natural or man-made).

H.1 Activation

Clinton Township CERT Members may **ONLY** be activated by the Clinton Township Office of Emergency Management Coordinator or his/her designee to provide specific aid and/or assistance to a requesting agency. **There will be no self-deployment to any incident.**

The requesting agency shall provide the following information to the Clinton Township OEM Coordinator:

1. The necessary skill level(s)
2. Tools required
3. Assembly time and location
4. Approximate incident length
5. The responsible party for whom the CERT Members will be reporting to and to whom they will take direction
6. Any other pertinent information and any reasonable information requested

Such requests for assistance will be directed to the CERT Coordinator who will activate the call out procedures.

H.2 Response and Assembly

As a safety precaution, it is the policy of all Clinton Township emergency service agencies to keep the number of personal vehicles (POVs) to minimum at all emergency scenes. Therefore all CERT members shall upon activation muster at the Annandale Hose Company Station 1(EOC), lower lot (located at #68 Beaver Avenue) or to a designated location announced by the OEM Coordinator.

Once all CERT Responders assemble:

- Establish a Team Leader(s), if one is not already present
  - Team Leader will collect all accountability tags
  - Initiate a Clinton Township CERT Sign-In Form
- Document members present and all contact information for each person
- Develop a car pool to respond to the emergency scene with the least amount of vehicles possible
- Respond to the staging area for the event
  - Drivers shall obey all the Motor Vehicle Laws of the State of New Jersey

H.2.1 Onsite at the Staging Area

- All CERT Members shall remain with the vehicles in the location assigned by the staging area staff
- The Team Leader shall report to the Staging Area Officer to:
    - Provide Team Identification and number of Members present
    - Give all accountability tags to the Staging/Accountability Officer
    - Receive instructions for the Team on where to go or what procedures to initiate
- The Team Leader(s) will delegate responsibility and specific assignments once the Team has been given an assignments

H.2.2 On Assignment

- The Team Leader(s) will report to the assigned supervisor via radio or whatever communication means available
- The CERT Team Leader will, at all times, be responsible to keep track of their assigned CERT Members and ensure that the Team Members take appropriate rest breaks, receive proper nourishment and drink enough fluid to keep hydrated
- Team Leaders shall ensure that Team Members have the appropriate safety and other equipment and are physically capable of performing their assigned tasks
- All CERT Members must wear their Clinton Township CERT identification card issued to them at all times. CERT Members are also to wear their appropriate CERT hat (ball cap or hard hat), CERT Uniform (Pants and Shirt), vest and/or other CERT gear issued during any deployment
- CERT Members are to work in the "buddy system" with a minimum of two (2) Members working together on an assignment.
    - An exception might occur when a single CERT Member is assigned to duties within the Clinton Township Emergency Operations Center (EOC) and/or Command Post (CP)
    - No person should be alone during an event
- Team Members will communicate only with the Team Leader as instructed using the NIMS/ICS Unity of Command Procedures
- Team Members must maintain their assignment and not "free lance" away from their assigned task
- Team Members will only perform tasks equal to their level of training, and at no time will they attempt to perform tasks beyond their scope of training and/or the assignment directive
    - If a CERT Member encounters a situation which is above the CERT Member's level of training, they will contact the Team Leader and advise them of the deficiency
- After completion of assigned tasks, the Team Leader shall contact his/her supervisor for instructions to:
    - Move to a new location
    - Perform additional duties as necessary
    - Return to the staging area
    - Report to rehab
    - Be dismissed
- After dismissal from an incident, each Team will return to the staging area for a debriefing by the Team Leader
- The Team Leader will, as soon as practical, contact the CERT Coordinator and/or the OEM Coordinator to convey the results, in written format, of the Team's critique of the deployment and a sign-in roster

I. Exhibit C: Non-Crisis Events Standard Operating Procedures

This SOP provides direction for CERT Members for an instance in which CERT may be called upon for special functions, such as parades, large community events, etc. CERT may also be utilized to assist with crowd control, shelters, or any other type of light duty functions requiring human resources.

The following requirements are to be adhered to:

- The same organizational structure and chain of command will be followed as in emergency events
- CERT may be activated for mutual aid response, again, **ONLY** at the direction of the OEM Coordinator or his/her designee. Team Members must be prepared to sustain themselves for a period of twenty-four (24) hours (e.g. money, fuel, etc)
- The OEM Coordinator will provide directions and a point of contact for the deployed CERT Members when providing any such mutual aid assistance
- The requesting agent of such mutual aid assistance is responsible for the localized deployment and accountability of the deployed CERT

- The requesting agent will provide the following information to the OEM Coordinator:
    1. The necessary skill level(s)
    2. Tools required
    3. Assembly time and location
    4. Approximate incident length
    5. The responsible party for whom the CERT Members will be reporting to and to whom they will take direction
    6. Any other pertinent information and any reasonable information requested

J. Exhibit D: Disaster Response

This SOP provides direction for CERT Members for an instance in which Clinton Township is hit by a disaster (either natural or man-made) such as, but not limited to: a hurricane, major snow storm, ice storm, earthquake, etc.

- CERT Members will act first to aid themselves and their families
- Once family safety measures have been completed, Team Members shall make contact with the Team Leader or the CERT/OEM Coordinator to advise them of their status and availability. They will be instructed to report to a staging area and follow the procedures outlined in Exhibit B – Standard Operations Procedures for Activation and Deployment.
- Once activated the same organizational structure and chain of command will be followed as in emergency events
- Basic procedures should be adhered to, keeping in mind the goals of the Team are to:
    o Protect life
    o Preserve property
    o Protect the environment
    o Report damage and critical needs
- CERT may be activated for mutual aid response, again, **ONLY** at the direction of the OEM Coordinator or his/her designee. Team Members must be prepared to sustain themselves for a period of twenty-four (24) hours (e.g. money, fuel, etc)
- The OEM Coordinator will provide directions and a point of contact for the deployed CERT Members when providing any such mutual aid assistance
- The requesting agent of such mutual aid assistance is responsible for the localized deployment and accountability of the deployed CERT
- The requesting agent will provide the following information to the OEM Coordinator:
    1. The necessary skill level(s)
    2. Tools required
    3. Assembly time and location
    4. Approximate incident length
    5. The responsible party for whom the CERT Members will be reporting to and to whom they will take direction
    6. Any other pertinent information and any reasonable information requested

K. Exhibit E: Evacuation Response

This SOP provides direction for CERT members for an instance in which the Clinton Township CERT is requested to assist with an evacuation of a designated area due to emergent circumstances. The purpose for an evacuation may be as a result of, but not limited to: a hurricane, major snow storm, earthquake, flooding, chemical release etc.

- CERT Members will act first to aid themselves and their families
- Once family safety measures have been completed, team members shall make contact with the Team Leaders or the CERT/OEM Coordinator to advise them of their status and availability. They will be instructed to report to a staging area and follow the procedures outlined in Exhibit B – Standard Operations Procedures for Activation and Deployment.
- Once activated the same organizational structure and chain of command will be followed as in emergency events

- Basic procedures should be adhered to, keeping in mind the goals of the Team are to:
  - Protect life
  - Preserve property
  - Protect the environment
  - Report damage and critical needs
- CERT may be activated for mutual aid response, again, **ONLY** at the direction of the OEM Coordinator or his/her designee. Team Members must be prepared to sustain themselves for a period of twenty-four (24) hours (e.g. money, fuel, etc)
- The OEM Coordinator will provide directions and a point of contact for the deployed CERT Members when providing any such mutual aid assistance
- The requesting agent of such mutual aid assistance is responsible for the localized deployment and accountability of the deployed CERT
- The requesting agent will provide the following information to the OEM Coordinator:
  1. The necessary skill level(s)
  2. Tools required
  3. Assembly time and location
  4. Approximate incident length
  5. The responsible party for whom the CERT Members will be reporting to and to whom they will take direction
  6. Any other pertinent information and any reasonable information requested
- All Evacuation Response Procedures shall follow the Evacuation Annex (EV) found in the Clinton Township Emergency Operations Plan (EOP) on file in the Office of Emergency Management Coordinator.