Kitsap County

Community Emergency
Response Team Plan
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Kitsap County CERT Plan

Kitsap County Community Emergency Response Team (CERT)

Kitsap County, Washington

SECTION I – NAME

The Kitsap County Chapter of the Community Emergency Response Team, hereinafter referred to as Kitsap County CERT, was established in 2011 under the direction of the Kitsap County Department of Emergency Management (KCDEM). Kitsap County CERT is an official training program developed according to Federal Emergency Management Agency guidelines set forth in the national CERT program.

SECTION II – OBJECTIVE

The objective of the Kitsap County CERT program is to train Kitsap County residents so they may be able to assist neighbors in their communities during times of emergency and/or disaster until trained emergency responders can arrive. Community Emergency Response Team members are considered to be emergency management resources and volunteer pools from which to draw help during an emergency, and to perform projects that improve the community’s preparedness and safety. CERT is not a self-activating first response unit.

SECTION III – PROGRAM ADMINISTRATION

The Kitsap CERT Program is under the authority of the Kitsap County Department of Emergency Management (KCDEM). KCDEM is responsible for managing the program to include recruiting, member registration, training and exercises, and CERT mobilization.

CERT Authority

The Kitsap County CERT Program is managed using this plan and as defined under the following Washington State statutes:

- WAC 118-04: Emergency Worker Program
- RCW 38.52: Emergency Management
- Pertinent County and City laws and regulations pertaining to emergency response and volunteer management
CERT Liability

Under WAC 118-04 governing State Emergency Workers, CERT members, when called for a mission or to conduct training or exercises in the performance of duty are subject to the liability legislation by the state of Washington. No liability protection exists for negligence or wanton disregard. CERT volunteers should always remain within their scope of training, assigned responsibilities, and act as any other reasonable person would act in similar circumstances. Additional information can be found in FEMA's Community Emergency Response Team (CERT) Liability Guide (Annex 1) and Washington States WAC 118-04 Emergency Worker Program.

CERT Direction and Control

The CERT Program is managed by KCDEM. Administration of the program includes various responsibilities of the KCDEM staff as well as the CERT Regional Coordinators.

Generally, during emergencies/disasters affecting Kitsap County, the CERT team will begin by responding to family needs, then their immediate neighborhood, and when mobilized, respond as a regional CERT team.

In order to coordinate response efforts, Kitsap CERT is divided into regions typically defined by the county fire districts.

- NK CERT - North Kitsap County
- Poulsbo CERT – Poulsbo Area (non-jurisdictional)
- CK CERT - Central Kitsap County
- Bremerton CERT - Bremerton Area (non-jurisdictional)
- SK CERT - South Kitsap County
- PO CERT – Port Orchard (non-jurisdictional)
- BI CERT - City of Bainbridge Island
SECTION IV – MEMBERSHIP REQUIREMENTS and LEVELS OF MEMBERSHIP

Membership

The members of Kitsap County CERT shall be volunteers of the community who have successfully completed the required training and final drill(s) as determined by the CERT Program Manager of the Kitsap County Department of Emergency Management.

Terms of Membership

Kitsap County CERT members shall remain members per the Basic CERT FEMA guidelines once trained until they voluntarily resign or are asked to resign for conduct unbecoming or illegal activities as deemed appropriate by the Director of the Kitsap County Department of Emergency Management and the CERT Program Manager for the Kitsap County Department of Emergency Management. Participation in the program is dependent on the volunteers chosen membership level.

All Kitsap County Department of Emergency Management volunteers are required to sign a Code of Conduct.

Status and Levels of Membership

Trained Kitsap County CERT members will always remain recognized as CERT members in their community however, they will exist in one of two status categories: active and inactive. A CERT member’s status is determined by intention, service, and participation in community events and or training per calendar year beginning January 1st and ending December 31st. If a CERT trained citizen does not stay actively involved in one of the recognized CERT Levels of Membership, they will automatically be moved to inactive status.

CERT Levels of Membership are as follows:

**CERT Level I: Basic CERT Trained**

The Kitsap County Department of Emergency Management realizes that not all Kitsap CERT members wish to be called out to events or incidents and may wish to only serve as a response tool for their neighborhoods. These members will be placed in the CERT - I category. These members will continue to receive updates about the CERT Program and notification about training opportunities through email from KCDEM. They are not expected to
respond to any call-outs or requests for assistance with parades, safety fairs or other outreach events.

CERT - I members must maintain valid contact information with KCDEM including email addresses, phone numbers and physical addresses in order to remain on active status.

In the event of a disaster, CERT - I level members are expected to self activate to support their neighborhood as any CERT member would following a disaster. Once activated in their neighborhood they must contact the Kitsap County Emergency Operations Center CERT Liaison as soon as conditions allow. They will not be asked to report to any station or location outside of their normal neighborhood response.

CERT-I level members must sign a Hold Harmless Agreement that will be kept on file with the Kitsap County Department of Emergency Management.

**CERT Level II: CERT Auxiliary Team**

Active members not wishing to be Kitsap CERT Incident Response Team members but wishing to respond to their neighborhoods as well as other areas of the county following a disaster will be identified as CERT- II on their identification badges.

CERT - II members are expected to serve in the immediate role of neighborhood responder following a disaster or major incident as defined in the basic CERT training course. CERT - II members may serve as support to first response personnel following a major disaster or incident within their neighborhoods but may also be requested to report to scenes outside of their neighborhoods in such events.

CERT - II members may also serve in non-emergency roles as requested by the Kitsap CERT Program Manager such as manning booths at safety fairs, giving preparedness presentations to schools, businesses or neighborhoods or other assignments as designated by the Kitsap County Department of Emergency Management.

CERT - II members are required to:
- Attend at least one refresher/continuing education training during the calendar year
- Submit a Volunteer Application and Background Check form to the Kitsap County Department of Emergency Management
• Complete IS 100 and 200 within the first sixth months of training completion
• Maintain current contact information with KCDEM

CERT Level III: CERT Incident Response Team

Active members have the opportunity to join the "Kitsap CERT Incident Response Team." Kitsap CERT Incident Response Team members have all of the same duties and requirements as CERT - II members however, this team will provide more advanced support services to the community in a variety of situations. The Kitsap CERT Incident Response Team will only respond as directed in the CERT Incident Response Plan.

There will be only one CERT Incident Response Team for the county in order to allow equal opportunity for all CERT Incident Response Team members to participate.

In order to qualify for the Kitsap CERT Incident Response Team members must meet the following qualifications in addition to the CERT Auxiliary (CERT - II) requirements:

• Must be at least 18 years old (there is currently no Teen CERT program in Kitsap County)
• Members must be approved by the Kitsap County Department of Emergency Management Director and/or CERT Program Manager
• Complete ICS 100, ICS 200 and 700 within the first three months of their appointment to the Kitsap County CERT Incident Response Team
• Maintain active status according to the guidelines set forth in Section III
• Attend two CERT Incident Response Team trainings/meetings per year (these are not the basic refresher trainings)
• Abide by all Kitsap CERT and national CERT guidelines, rules and regulations
• Abide by all pertinent county rules, laws and regulations

No level of Kitsap CERT is self activating unless responding to a disaster within their own neighborhood. At no time should any Kitsap CERT member self dispatch to any incident unless a large disaster occurs and their immediate response is needed in their own neighborhood.
Active Membership Status

Active membership will be maintained by attending at least one refresher training during the calendar year and participating in at least one refresher drill/exercise in that same calendar year. The drill or exercise can be local or not. Exceptions may be granted on a case by case basis.

In addition, active Kitsap CERT members must update and/or verify their contact information as requested annually by the Kitsap CERT Program Manager. Failure to verify or update contact information will result in being declared inactive.

Inactive Membership Status

Inactive membership status will be given to members who move out of the county, resign or are dismissed for conduct unbecoming, conduct detrimental to the Kitsap CERT program or for participating in illegal activities.

Conduct unbecoming may include, but may not be limited to, violation of any rules or regulations listed in this document. Members will also obtain inactive status by not participating in activities required to remain on active status as designated in this section.

Inactive members may be removed from the Kitsap County CERT roster and lose any privileges extended to active members including but not limited to insurance coverage provided as being a registered Washington State Emergency Volunteer Worker. Inactive members will also be removed from any email notification groups and will not receive updates about the program including training opportunities directly from KCDEM.

All members retain their right to be recognized as a general CERT member trained to the national standard whether they are on the active Kitsap roster or not. National CERT certification does not expire. A person may transfer to another location (city, county or state CERT organization) with their training received in Kitsap County as allowed by the jurisdiction the member is moving.

Membership Renewal

Kitsap County CERT membership shall be for a period of one calendar year, during which time each member shall be required to satisfactorily complete the requirements outlined above for active membership. If a member does not maintain their current level of membership, their membership level shall drop
to the next appropriate level as outlined above or they may be removed from the Kitsap County CERT Membership list.

CERT membership renewal is automatic and subject to a volunteer’s participation level in trainings and meetings throughout the previous year. If a member is removed from any level of CERT membership for lack of meeting the annual requirements, they may be reinstated upon completion of the missing requirements. CERT members may ask to be removed from any level of membership at any time.
SECTION V – KITSAP COUNTY EMERGENCY WORKER/VOLUNTEER CODE OF CONDUCT - CERT

Introduction

In an effort to maintain the highest standards of conduct expected and deserved by the citizens of Kitsap County and to enable Kitsap County Department of Emergency Management (KCDEM) to continue to offer services required by those in need, volunteers will provide services under the following code of conduct. All CERT trained personnel are expected and directed to act only to the level of their CERT training and are bound by the rules governing CERT activities at the federal, state and local levels.

Volunteers at levels above the Basic CERT Level are required to be registered as Emergency Workers with the Kitsap County Department of Emergency Management. These volunteers are subject to all pertinent city, county and state laws and codes including but not limited to the State of Washington WAC 118-04 – Emergency Worker Program.

Basic Code of Conduct

No volunteer shall authorize the use of or use for the benefit or advantage of any person, the name, emblem, endorsement, services, or property of the Kitsap County Department of Emergency Management.

Volunteers will not accept or seek on behalf of themselves or any other person, any financial advantage or gain of other than nominal value that may be offered because of the volunteer’s affiliation with the Kitsap County Department of Emergency Management.

No volunteer shall publicly utilize any KCDEM affiliation in connection with the promotion of partisan politics, religious matters, or positions on any issue not in conformity with the official positions of the Department or volunteer group.

Volunteers shall not disclose any confidential information that is available solely as a result of the volunteer’s service to any person not authorized to receive such information, or use to the disadvantage of Kitsap County any such confidential information, without the express authorization of the Kitsap County Department of Emergency Management.
No volunteer shall knowingly take any action or make any statement intended to influence the conduct of the Volunteer Group in such a way as to confer any financial benefit on any person, corporation, or entity in which the individual has a significant interest or affiliation.

Volunteers should operate or act only in a manner that is in the best interests of the Kitsap County Department of Emergency Management.

Possession or use of a firearm or other weapons while serving in a Kitsap County Department of Emergency Management volunteer role is prohibited by Kitsap County Resolution 143-1998. Possession of a valid concealed weapons permit is not an exception under this policy.

Volunteers should not operate any motor vehicle while on duty unless it is their personal vehicle or they are authorized to use a department vehicle.

Volunteers will not use alcohol or drugs of any kind while on assignment as a KCDEM volunteer, nor should any member report for duty if they are under the influence of such substances.

Volunteers will not engage in inappropriate behavior that would jeopardize the program effectiveness and sustainability to include using profane language, public criticism of a fellow team member and the program or purposely jeopardizing another team member’s safety.

Volunteers must adhere to all federal, state and local laws and governance concerning vehicle identification and vehicle warning systems including lights, sirens and vehicle PA systems.

Self responding to any event/incident such as fires, motor vehicle accidents, hazardous material spills, etc. is strictly prohibited. KCDEM training does not give a citizen the same rights or responsibilities as a firefighter, law enforcement officer or medical professional. CERT volunteers are not considered to be first response personnel.

No volunteer member has a legal duty to act and is not required to respond to incidents in their immediate area nor to calls for team activation. However, once responded, volunteers must follow safe and effective practices at all times.
Volunteers who abandon their duty assignment, act outside their training or responsibility, or otherwise violate policies or codes of conduct are subject to termination.

In most cases volunteers have been trained under specific curriculum set forth by city, county, state or federal organizations. Many volunteers have skills beyond what is taught through the volunteer program (for example, medical and health professional training from employment or school, heavy equipment operation training, etc.) While these skills may be helpful during an emergency or disaster, and can be utilized in other programs, they may be outside the scope of volunteering with KCDEM and are unauthorized activities unless included in the KCDEM level training or included as a requirement for membership in the volunteer program that the volunteer has chosen to participate.

Under WAC 118-04 governing State Emergency Workers, Volunteers (registered Emergency Workers), when called for a mission or conduct training or exercises in the performance of duty are subject to the liability legislation of the State of Washington. No liability protection exists for negligence or wanton disregard. Volunteers should always remain within their scope of training, assigned responsibilities, and act as any other reasonable person would act in similar circumstances.

Volunteers shall report all unsafe situations, activities or practices immediately and take appropriate protective action for themselves and bystanders.

Volunteers will wear personal safety equipment as applicable to the situation to include but not limited to: helmet, vest, dust mask, goggles, gloves (rubber/latex and leather), sturdy shoes, long pants, flashlight (with extra batteries), bottled water, non-perishable food, etc. if appropriate. Volunteers may bring any other items they feel appropriate but may be asked to leave some equipment behind if having too much or improper equipment is deemed to be a safety concern. Absolutely no shorts, sandals or open-toed shoes are allowed when responding to an incident or during training events!!

Volunteers should confine their actions to their physical and resource limitations. Such limitations may be determined by, but not limited to, equipment availability, physical abilities, knowledge, authority and hazards. Every effort will be made to accommodate those that need special considerations to participate in the activities however, these considerations may be impossible to provide due to the nature of the
response or activity.

In the event that the volunteer’s obligation to operate in the best interests of their volunteer group conflicts with the interests of any organization in which the individual has a financial interest or affiliation, the individual shall disclose such conflict to the Volunteer Group’s Coordinator or the Director, Kitsap County Department of Emergency Management upon becoming aware of the situation and may remove themselves from the volunteer team or may be removed from the team by the managing department.

Performance

Volunteers are expected to comply with the policies, procedures, and standards of their volunteer program as explained at the beginning of their assignment, during volunteer orientation and/or in a volunteer group handbook.

If a supervisor is dissatisfied with a volunteer’s performance, the first course of action is to communicate that concern to the volunteer. If they are unable to reach an understanding, the director will resolve the matter. In most cases, a volunteer will be given sufficient time to respond affirmatively or request reassignment to a more suitable placement. In some cases, however, immediate action may be required depending upon the severity of the issue.

Commitment to Diversity

Kitsap County Department of Emergency Management is committed to being a diverse organization. It seeks to recognize value and incorporate diversity in its services, policies and operations, service recipients, and paid and volunteer workforce. Diversity includes differences such as age, belief, citizenship, culture, economic level, ethnicity, gender, language, national origin, and philosophy of life, physical ability, physical appearance, race, religion, and sexual orientation. Volunteers will adhere to these same standards in the course of their duties.
**SECTION VI – CERT TEAM AREA ASSIGNMENTS AND ADVISORY COMMITTEE**

The Kitsap County CERT team is divided up by fire districts. This is to assist with program coordination. Although each team member is designated a fire district area, this does not mean that each member is bound only to serve within their district.

There are six main organizational positions in the Kitsap County cert program.

**CERT Program Manager**

The Director of KCDEM or their designee is the CERT Program Manager providing program authority, leadership and administration. The CERT Program Manager:

- Oversees teams during non-emergency/disaster events
- Maintains the Kitsap County CERT Plan
- Designates disaster preparedness assignments for citizen education and community awareness within the community
- Assists and supports team training activities, drills, and exercises.
- Maintains a team notification matrix and a team point of contact (POC) directory
- Incorporates CERT roles and responsibilities within the organization’s handbook
- Coordinates certification/qualification/training and records management.
- Coordinates registered emergency worker/volunteer status
- Provides ongoing refresher training and practical exercises
- Facilitates the CERT Advisory Committee, Sub-Committees and Training Team activities

**CERT Kitsap County EOC CERT Unit Representative**

- Serves as liaison between CERT teams in the field and the EOC Operations Sections Chief
- Advises EOC leadership on CERT capabilities
- Responsible for maintaining records of CERT activities in the field during EOC activation
- Responsible for following through with CERT field team requests for equipment and personnel through the resource request process
- Coordinates CERT field operations as directed by the EOC Operations Section Chief
CERT Training Team

The CERT Training Team provides basic and ongoing training and exercises to the CERT Teams/members as approved by the CERT Program Manager. The CERT Training Team with oversight from the CERT Program Manager will meet the following qualifications.

- Successfully completing the FEMA G428 CERT Train-the-Trainer Course.
- If not FEMA G428-trained, but is a subject matter expert, may team teach with another qualified CERT Instructor.
- Ensure training is delivered in a timely, accurate and professional manner.
- Provide or assist with a training program at least once annually to maintain instructional qualifications.
- Coordinate training schedules and locations with the CERT Program Manager.

CERT Advisory Committee and Subcommittees

The CERT Advisory Committee is an advisory group made up of volunteers who wish to provide their input and guidance to develop policy, regulations and team organizational requirements. The Advisory Committee will help set policy and procedures for CERT members under the direction and control of KCDEM.

Overall responsibilities include:

- Advise and suggest methods and improvements to continue development of the CERT program policy and direction.
- Establish rules for operating the CERT Program.
- Govern activities, recruit members, and provide resources.
- Identify leaders and processes for CERT mobilization, response and recovery activities during emergencies.
- Promote safety during emergencies and non-emergency CERT activities.

As the CERT Program grows in Kitsap County, it may be necessary to establish subcommittees to support the management of such functions as CERT training and exercises, operations, and/or equipment. The activation of subcommittees would be the responsibility of the CERT Advisory Committee.

CERT Regional Coordinators

Kitsap CERT members are assigned to regional areas to assist with managing and growing the CERT program. During emergencies or planned events, the regional CERT team would mobilize and respond as a team/s as requested. The area
designation does not limit the CERT team member to responding only to their assigned area.

Once formed and large enough, regional teams will also train and exercise together to form team cohesion and improve skills in a team concept. Each regional team will have a Regional Coordinator who will represent the region on the Kitsap CERT Advisory Committee. The Regional Coordinator will be responsible for:

- Team representation in the CERT Advisory Committee
- Notify CERT program manager of any member status changes
- Leadership during planned events or emergency mobilizations
- Team management and notification

**CERT Member**

CERT members fulfill a vital role in providing specific skills and organization during an emergency and have the following responsibilities.

- Fulfill CERT membership requirements as stated in this plan
- Conform to the Volunteer Code of Conduct
- Notify their regional leader with any change of status (readiness, activation, point of contact information, etc.)
- Maintain their skill sets through ongoing training activities, drills, exercises and neighborhood preparedness opportunities
- When available, participate in CERT training, exercises and community activities
- If available, respond during emergencies to help their family, neighbors and community under the policy of this plan

Neither the CERT Advisory Committee nor any CERT Regional Coordinator is permitted to create rules, regulations or guidelines for the CERT program on their own. No CERT Advisory Committee member may secure funding from any source outside of the Kitsap County Department of Emergency Management without authorization from the Kitsap County Department of Emergency Management.

The CERT Advisory Committee has a charter in place (initially titled CERT Steering Committee Charter) that will be reviewed annually and updated as necessary.
SECTION VII – APPROVED TRAINING

CERT General Training Guidelines

All training will be approved by the Kitsap CERT Program Manager prior to being conducted. Training will be related to emergency or disaster preparedness, response, and recovery. The CERT Advisory Committee may provide guidance to the Kitsap CERT Program Manager regarding training opportunities.

CERT Training will adhere to the following guidelines:

- Training will remain within the members’ capabilities
- Training will be made available to all Kitsap CERT members
- Some training opportunities may have a limit on the maximum class size
- Approved training will be posted on the Kitsap CERT webpage calendar

An approved Kitsap County Sign-In Sheet must be used at any KCDEM approved training event. This is to ensure that the trainees are covered by state liability insurance and that the trainee’s hours are accounted for in their training record.

CERT Basic Course Training

CERT Basic Training Course sessions will be coordinated by the CERT Program Manager with assistance from the Kitsap CERT Training Team and volunteer Subject Matter Experts as available.

All training materials necessary to complete the CERT Basic Training Course will be provided by the Kitsap County Department of Emergency Management. Trainees that wish to supplement their training gear must have supplemental items approved before use.

CERT Basic Courses will be conducted in accordance with FEMA Guidelines. Training will be led by a CERT Primary Instructor or volunteer instructor with a CERT Primary Instructor in attendance during the training.

The majority of CERT Basic Course Training sessions will take place at the Kitsap County Department of Emergency Management offices with some training activities taking place at the Kitsap Readiness Center adjacent to the Kitsap County Department of Emergency offices. Courses may be conducted in other areas of the county with advance planning and coordination with other organizations if it is feasible.
CERT Basic Course Supplemental Training

Supplemental training can be provided by KCDEM or by other approved CERT Programs. Supplemental training includes but is not limited to the following FEMA approved modules:

**CERT Animal Response I & II**: These modules will teach CERT members emergency preparedness for animal owners and how to recognize specific animal behaviors. It will also prepare CERT members for situations involving animals that they encounter while performing their CERT response functions.

**CERT Emergency Communications**: In this module, CERT members will learn:
- The role of CERT in communications during an activation
- How to use a communications plan
- Different communication modes and strategies
- How to use communication devices

**CERT Exercise Swaps**: This module includes two four-hour units to train CERT teams to design and conduct exercises for each other. CERT members will learn:
- FEMA exercise guidance and HSEEP concepts
- Criteria for well-designed CERT exercises
- Steps and documents used in designing and conducting an exercise
- Challenges and smart practices for conducting a CERT exercise.

**CERT Firefighter Rehab**: This four-hour module trains CERT members to safely set up and perform the non-medical functions of firefighter rehabilitation. CERT members will learn:
- Definition of and need for firefighter rehab
- The physiological threats to firefighters
- An overview of what happens at the scene of a fire
- How CERT members set up and what they do in the rehab area

**Flood Response for CERTs**: This module will train CERT members to:
- Relate CERT Basic Training skills to flood response
- Identify a flood and the dangers of working around floodwaters
- Work safely and efficiently with sandbags
- Construct a sandbag barrier correctly.

**CERT Tools for Leadership Success**: CERT members will learn:
- How CERT Basic Training concepts relate to leadership
The characteristics, skills and responsibilities of team leaders, and how leaders and team members interact
Different styles of leadership and how they apply to CERT situations
Examples of how CERT leaders run successful team operations.

**CERT Traffic and Crowd Management:** CERT members will learn:
- How CERT Basic Training skills relate to crowd and traffic management
- Effective communication strategies to direct traffic and crowds
- Crowd management skills and how to put together a basic crowd management plan
- Using traffic control devices to safely manage traffic in various situations and how to put together a basic traffic management plan.

**Other Training Opportunities**
Training opportunities outside of the CERT Basic Training scope will be submitted through the Kitsap CERT Program Manager for approval. They should be related to the following areas:
- Emergency or disaster preparedness
- Response and recovery
- CERT Team outreach
- Communications
- First Aid/CPR

Regardless of the topic of the training, it must be related to CERT or the CERT mission. All training should seek to further the benefits of the CERT program to the community by growing the experience and knowledge of CERT team members. Any training opportunities must be approved by the CERT Program Manager or KCDEM Director before being scheduled and delivered.

Training opportunities may be offered by organizations outside of Kitsap County. Kitsap CERT members are permitted and encouraged to attend these trainings. There is no financial reimbursement available for any costs incurred when attending trainings either in or outside of the county.
SECTION VIII – ACTIVATION OF CERT TEAMS

Any law or fire agency within the county can request CERT activation through the Kitsap County Department of Emergency Management by contacting the CERT Program Coordinator. This can be done by contacting the CERT Program Manager directly or through Kitsap 911. Kitsap CERT Regional Coordinators are not permitted to activate CERT teams at their discretion.

CERT members are notified of emergency and non-emergency activation requests by telephone, individual email, text and/or a posting on the Office of Emergency Management's website.

Community Emergency Response Team members may be activated in one of three ways:

Directed Activation

Kitsap County CERT member or members are directed to respond to an emergency, disaster or recovery scene by the Kitsap County Office of Emergency Management.

A directed activation is initiated by a formal request made to the Kitsap County Department of Emergency Management’s CERT Program Manager or through the Kitsap County Emergency Operation Center if it has been activated. The KCDEM CERT Program Manager or EOC CERT Unit Leader will contact the authorized CERT Regional Coordinator who will initiate the CERT team call out procedure.

Upon reporting to an assigned location, the appointed Team Leader will take direction from the Responding Agency Incident Commander or their designee under the Incident Command System plan initiated at that location.

As instructed at the time, the Team Leader will contact either the CERT Program Manager or the EOC CERT Unit Leader when they arrive on the scene and will designate a Communications Specialist on the scene to communicate thereafter with the CERT Program Manager or EOC CERT Unit Leader to give status reports on team activities. The communication method and intervals for transmitting these reports will be determined at the time by the nature, extent and severity of the emergency or disaster or event and will depend on available methods of communication.

Automatic Activation – Neighborhood Response

CERT Team members are permitted and expected to self-activate and respond within their neighborhood following a major disaster. This is the only time that CERT members may automatically activate and respond without initial direction from the
Kitsap County Department of Emergency Management. Basic CERT training provides the skills needed to respond within the team member’s neighborhood until the situation stabilizes and first responders can arrive. The CERT team member that is a CERT – II Level member may respond to a call from the EOC CERT Unit Leader or CERT Program Manager if leaving their neighborhood would not be detrimental to the support of the community.

Non-emergency Activation

Public safety organizations can request assistance from Kitsap County CERT for non-emergency public safety activities approved by the organization. Requests for non-emergency activation may be made to the Kitsap County Emergency Management CERT Program Manager.

Examples of non-emergency activation requests include distribution of disaster preparedness educational material through door-to-door delivery, staffing of information booths at community events and delivering presentations to clubs, associations and at schools, participation in drills and exercises, and staffing of other community events and activities.
Appendix A: CERT Communications Plan

CERT Communications Plan Coming Soon
Appendix B: CERT Trailer

CERT Trailer Plan Coming Soon
Appendix C

CERT Callout Procedures Coming Soon