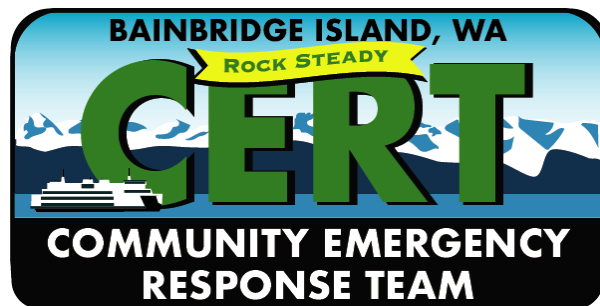




City of Bainbridge Island Community Emergency Response Team (CERT)



Standard Operating Procedures

March 2022

**City of Bainbridge Island
CERT Standard Operating
Procedures TABLE OF CONTENTS**

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CERT Standard Operating Procedures

I. Introduction

Bainbridge Island recognizes:

In the event of a major emergency or disaster within Bainbridge Island, 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 Bainbridge Island 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.

A. Purpose

The purpose of this document is to provide procedural policy and guidance with respect to the CERT program as a resource in disaster response.

B. Objective

The objective of the CERT program is to train Bainbridge Islanders so they may be able to assist themselves and neighbors in their communities during times of emergency and/or disaster until trained emergency responders can arrive. This will be done via two main goals:

1. Train as many community residents in basic emergency preparedness and procedures.
2. Train a group of community volunteers willing to support emergency responders for specific tasks during large scale disaster and during other non-large scale disaster events.

C. Scope

These procedures apply to CERT operations and administration in Bainbridge Island for emergency or non-emergency operations from the date of promulgation until formal deactivation of the program. Changes may be incorporated as required.

D. Background

The CERT program is an official training program developed according to Federal Emergency Management Agency guidelines set forth by the national CERT program.

E. Applicability

These procedures apply to CERT operations and administration in Bainbridge Island for emergency or non-emergency operations. They are to be followed by CERT members, city officials, and first responders operating within the city.

II. Personnel

This section provides policy, procedures, and guidance concerning matters relating to the people that comprise Bainbridge Island CERT.

No level of CERT self-activates, unless responding to a catastrophic disaster within their own neighborhood. At no time should a CERT member self-dispatch to any incident unless a large disaster occurs, and their immediate response is needed in their own neighborhood.

A. Participant Eligibility

1. Age and Physical Abilities: Inherent to CERT operations in a disaster environment are risks to the health and safety of CERT team members. Volunteers must be 18 or older. Jobs and/or tasks will be assigned appropriate to age and/or physical ability.
2. Be a resident or employed in Bainbridge Island. (This may be waived by the Program Manager).
3. Complete and return the following documents to the City's Emergency Operations Coordinator/CERT Program Manager. The documents can be found at the end of this SOP:
 - City of Bainbridge Island Community Emergency Response Team Code of Conduct
 - Informed Consent, Waiver, And Release Agreement for Community Emergency Response Team Program
 - Volunteer Agreement and Release

B. Membership Status

1. Members are either "Active" or "Inactive". Active members not meeting the

requirements will be considered Inactive. All members retain their right to be recognized as a general CERT member trained to the national standard whether they are on the active CERT roster or not. National CERT certification does not expire and may be transferred to another location as allowed by the jurisdiction the member is moving.

2. Inactive members will not be called out to respond during disasters or non-disaster events. Inactive members could use their skills learned in their own neighborhood during a major disaster but would only be covered under Good Samaritan Laws.

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 CERT program or for participating in illegal activities.

3. Active members will be considered Volunteer Emergency Workers per WAC118-04. They may be called out to volunteer during disaster and non-disaster responses.

C. Requirements for Active Membership

1. Be able, either physically, mentally (or both physically and mentally) as required, to execute any or all competencies taught during CERT training.
2. Not be a convicted felon or currently under felony charges. Volunteers must submit to background check and/or fingerprinting to attest to their lack of criminal history.
3. Not be known to be a member of any terrorist or subversive organization.
4. Be of a character that can be trusted under adverse conditions where victims of disaster could be at disadvantage. (CERT Team members must be trusted to treat victims and their property with highest respect and dignity.)
5. Complete IS -100 (Introduction to Incident Command System) and IS – 700 (National Incident Management System).
6. Attend 1 CERT training session/event each year.
7. Attend 1 CERT callout event or drill each year.

D. CERT Composition

Operating in teams provides more safety to the members as well as accountability of personnel therefore, CERT members shall work in pairs during activations and assignments. Although there is a basic CERT team position organizational template, Bainbridge Island will adjust and adapt the structure of the CERT as required.

E. Chain of Command

1. Chain of command is a critical function that maintains the continuity of the operation and ensures that there is a structured conduit for operational communications and decisions. It also establishes a line of succession for leadership of the organization.
2. For the overall disaster or emergency, the Incident Command System will be used to establish leadership and operational and support functions of the available resources.
3. At the scene, the Incident Commander (IC) will be in charge. Initially, the first person of competent authority may be the IC. This could be a professional public safety or city official. When CERT is activated, the team will report to the CERT Unit Leader or to the Field IC.
4. If no public safety or emergency management personnel are on the scene, the CERT Unit Leader will assume the role of Incident Commander (will be titled CERT Team Leader) until relieved by higher authority. If more than one CERT team is operating in the area, one of the CERT Team Leaders will assume the role of the Command Post CERT Leader, and the basic Incident Command System staff structure will be initiated (Operations, Logistics, Planning/Documentation and Communications) for the Command Post.
5. If only one CERT team is on-scene, the Team Leader will assume the role of CERT Team Leader. The Team Leader will designate an internal chain of command.

F. Injuries

1. CERT members who respond into the neighborhood, act on behalf of themselves and are covered for liability and the Good Samaritan Law.

CERT members that self-activate/deploy beyond their immediate neighborhood and are injured in conjunction with emergency operations will not be covered by the City of Bainbridge Island for

purposes of insurance and medical care.

2. Formal Activation

Under WAC 118-04 governing State Emergency Workers, active 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.

The CERT vest and helmet are visual tools for public safety officials. If you are wearing them, you will be identified as a member of CERT. These officials will believe that you have been activated by an official representative of Bainbridge Island.

G. Liability

1. Incumbent with any disaster or emergency is the risk of loss of life, limb, or property. After the emergency has passed, if loss is experienced, the question then turns to the assessment of responsibility and liability.
2. Loss due to the action or lack of action by a CERT member is always a possibility. During an investigation, if it is found that the CERT member did everything possible within the scope of his or her training while acting as a volunteer during an emergency, state and federal laws will offer proper protection, not only to the CERT member, but the local agency responsible for their training and deployment as well.

H. CERT Accountability

1. In all CERT operations, training or actual emergency response, personnel accountability will be established and maintained. Leaders will always know the location and mission of their personnel. CERT teams conducting emergency operations (or training operations) will use the Personnel Resources Form. If forms are unavailable, then documentation should be done on plain paper and should include date, time, person reporting, conditions or issues that are observed or reported and other important facts to be shared with others including professional responders. All documentation should be turned in to the CERT Program Manager.
2. Personnel accountability will be checked at the initiation of the emergency operation, at regular periods thereafter, and at the end of the CERT emergency

operation. If a member is missing, the team will make every attempt to determine whereabouts and re-establish accountability. All documentation should be turned in to the CERT Program Manager.

3. Victims under control of the CERT team will also be carefully accounted for using the Victim Treatment Area Record Form (or plain paper until forms are available). Victims will be listed in the Medical Triage and Medical Treatment areas. The list will be checked every 30 minutes to ensure victims are present and/or accounted for. All transfers to other locations or release to EMS or ambulance will be documented. All documentation should be turned into CERT Program Manager.

I. Identification

Bainbridge Island CERT personnel will be readily identified by wearing the CERT green helmet and green vest. All public safety and emergency management organizations throughout Bainbridge Island will be made aware of these distinctive identifiers. Additionally active CERT members will be issued an Emergency Management Volunteer badge by the City of Bainbridge Island.

III. Operations

A. Utilization

1. CERT teams are primarily intended 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. CERT teams and/or members are not intended to be used for routine emergencies such as house fires, car crashes, heart attacks, etc.
2. CERT teams can operate in a predetermined area of operations or be directed by the Emergency Services to operate at a specified location relevant to the disaster. CERT Standing Orders (as listed in the Code of Conduct) are to help yourself, family and immediate neighbors (those that you can see from your home's front yard or apartment complex or when distances are distinctly far apart within a reasonable distance).
3. CERT members should only be used in situations for which they are trained and execute tasks within the scope of their training. They can operate in buildings with moderate to light damage if, in the judgment of the person in charge, the structure is safe. They can conduct light search and rescue, conduct damage assessment in controlled areas, suppress small fires, conduct medical triage, conduct medical treatment, and organize the area for relief by appropriate agencies when they arrive.

4. CERT members should not be used for law enforcement, heavy fire fighting, heavy search and rescue, complex and technical medical treatment and procedures.
5. CERT members may be used to assist professional public safety personnel in logistical and administrative support. They may also be used in non-disaster situations as a public safety or emergency management resource of a low-risk nature.

CERT members are limited to response operations as outlined in the approved training modules. **Acting outside the parameters of the Bainbridge Island CERT Code of Conduct or in another capacity other than a citizen volunteer is grounds for dismissal.** Actions taken or committed outside the parameters may also be subject to legal action and can endanger the reputation of the CERT program.

B. Activation/Standing Orders

Methods of Activation:

1. Neighborhood Response

- a. After ensuring that their own home and family are safe, CERT members should self-activate in their own immediate neighborhood if there has been a disaster such as an earthquake, flood, fire, severe weather, etc. CERT members will be under the authority of the Good Samaritan Law.

2. Official City Activation

- a. Bainbridge Island Emergency Operations Center (EOC) Manager or Emergency Management Coordinator may activate CERT teams within Bainbridge Island. Even as such, CERT members are not mandated to respond. The EOC Manager/Emergency Management Coordinator is merely activating the team to support a response, not ordering private citizens to duty. This is a voluntary program. When CERT teams are officially activated, the City of Bainbridge Island assumes liability/responsibility. When an activation is ordered by the City of Bainbridge Island, the EOC Manager/Emergency Management Coordinator or designee will initiate the use of Nixle text groups and volunteer emails to distribute activation messaging.
- b. CERT members will report to the designated CERT Command Post or Staging Area and await directions from the Bainbridge Island EOC Manager/Emergency Management Coordinator or Public Safety Official. CERT members should be clear on the location they are being asked to stage at or report to before responding. The first team member present will

initiate a list of CERT members present, inventory available equipment, and report to the Field IC, City Emergency Operations Center or representative for instructions.

- c. Neighborhood CERT Command Post/Staging Areas. All neighborhood CERT members should select a designated staging area within their area. This should be a place that is easily accessed and identified by the members. In the event of a local emergency, such as an earthquake, individual members will initially seek the safety of their home and family. Then, they will move to the team staging area to link-up with the rest of the team, organize, and expand CERT operations into their area, such as the neighborhood.

C. Deactivation

CERT teams will be deactivated by the Bainbridge Island EOC Manager/Emergency Management Coordinator or designee irrespective of how they were activated. This is to ensure all information has been passed, and that everyone has been accounted for.

Any documentation created should be organized and provided to the EOC or retained by the city's Emergency Operations Coordinator/CERT Program Manager in the event that questions arise.

Any borrowed equipment should be returned to the initial location area or staging. Damaged or used resources should be documented and returned if possible.

Injury information should be provided to the deactivating agency or person.

D. Size Up for Search and Rescue Operations

1. Size Up to Search

CERT team members may conduct light search and rescue operations within their neighborhood using the techniques and methods taught during their CERT basic training course. Search means to seek victims in the disaster area using controlled and organized methods. Structures will receive a good external size-up prior to entry by CERT members.

CERT members may only enter structures that are lightly damaged. Structures judged as unsafe by any member of the team will not be searched. The size-up will include locating and de-energizing or turning off utilities such as gas, electricity, and water. Utilities will be de-energized if, in the opinion of the person in charge and depending upon the situation on the scene, that the utility could pose

a threat to life, limb, or property. Once turned off, utilities will be marked at the shutoff point (valve or box) with the date, time, and person shutting it off. Gas lines will NOT be turned on by anyone other than gas company personnel.

2. Size Up Rescue

CERT team members may conduct light rescue. Rescue is to remove a victim from peril. Techniques for removal such as cribbing, cutting, lifting, clearing, carrying, etc., should not exceed the capabilities of the team, nor should they degrade the safety of any present. An example of degrading the safety of any present would be to change the structural integrity of the structure to extricate a victim. The structural change could cause the building to collapse.

E. Medical Operations

CERT Medical Operations consist of medical triage and medical treatment as taught in the CERT basic course. CERT members are not responsible for knowing or practicing medical skills beyond the scope of their training. CERT members will use personal protective equipment (exam gloves, masks, and goggles) to the greatest extent possible while conducting triage and treatment of the victims.

1. Triage:

CERT members should, "Do the greatest good for the greatest number in the shortest amount of time." This means that as the team moves through the area, START triage is conducted and the team keeps moving after assessing the victim. The team will not initiate CPR or other treatment that will commit the team and keep them from helping others. However, after triage has been conducted, they may return to treat the injured. Simple treatment, such as application of a pressure bandage, opening the airway and treating for shock to save life may be initiated. A more thorough assessment will be conducted when the victim has been transported to a safer area.

2. Treatment:

CERT members have been trained to conduct limited medical treatment. CERT members will not conduct medical treatment beyond the limits of their training while in a CERT status. The medical treatment area should be located upwind and on higher ground from the disaster site and/or biological waste areas.

3. Documentation:

CERT members will maintain documentation on all victims treated. A copy of the documentation will accompany the victim if responsibility for care shifts to competent authority such as the local Emergency Medical Services personnel. The CERT team will, as a minimum, retain documentation on the victim such as: name, gender, location found, date and time, results of triage (injuries,

complaints, etc.), treatment, the patient/victim disposition- transported/pick up by a responsible party/person (family member, EMS, public safety, coroner, etc.), time of transport and a physical location of where the victim was taken.

4. Morgue Operations:

A morgue will be established outside the view of victims in the medical treatment area. If established, a minimum of one CERT member will be in charge of the morgue.

F. Fire Suppression

1. CERT members understand that visible smoke inside a location is a stop sign and warrants immediate action to evacuate and report the location of the fire via radio communications or face to face.
2. CERT will NOT attempt to suppress small fires unless working with a buddy or team. CERT members may use fire extinguishers, hoses, or other means appropriate to the type of fire, size of fire, and ability to escape safely.
3. CERT members are trained to conduct limited fire suppression. This means fires no larger in area than a standard office desk. CERT members will not attempt to suppress large, well-developed fires. CERT members will not normally attempt to extinguish Class C (energized electrical equipment) or Class D (combustible metals) fires.
4. CERT members will avoid operating in structures with hazard placards, especially those warning of highly toxic or explosive materials. Signs indicating any number higher than "2" will be an automatic recognition for all CERT members to leave the area immediately.
5. CERT members who encounter black smoke in a structure will not attempt to continue into the remainder of the building to suppress the fire. Thick black smoke that instantly causes coughing and eye irritation is very toxic smoke and could cause death.
6. CERT members will not be used by trained firefighters to put out major fires.

G. Assistance to Local Authorities during Disaster

1. In some cases, the local authorities may have the resources to handle the emergency response to a disaster. However, they may need assistance and support by CERT personnel to assume some of the disaster related, labor

intensive tasks that are important, but of a lesser priority.

2. If CERT members are needed to assist Bainbridge Island public safety or emergency management personnel, they will be activated by the Emergency Operations Coordinator and assigned appropriate tasks. Such tasks will not be of any higher risk than a CERT would normally encounter in their emergency response role.
3. CERT members will not be used for law enforcement, such as roving guard to stop looters, or making arrests. They may be used to assist administratively or logistically.

H. Terrorism

CERT teams are not intended to combat terrorism, nor are they expected to operate in the presence of a high-risk environment. CERT members may be used for work that is related to the threat or as a response element after a terrorist act for work that poses little or no threat to their safety, yet provides assistance to public safety personnel by assuming safe, ancillary functions that would degrade their (public safety personnel) effectiveness in the emergency. Bainbridge Island CERT team members will NOT attempt CERT operations if they discover or strongly suspect the incident was caused by a terrorist act. CERT members themselves could become casualties from the residual effects of chemical, biological, or nuclear weapons of mass destruction. They could also become casualties from secondary explosive devices. CERT members who discover or strongly suspect that an incident was caused by a terrorist act will immediately leave the area and report all known information to the first public safety officials they can contact.

I. Non-Emergency Operations

CERT members may be used for non-emergency operations as long as these operations are related to the safety and well-being of the citizens of Bainbridge Island. Examples of Non-Emergency Operations are: CERT information booths at fairs, Public Safety Expo, Public Outreach activities, assisting at first aid tents, CERT demonstrations, assisting in the dissemination of emergency preparedness information, etc.

Additionally, assistance to the Bainbridge Island Fire Department and Police Department during non-disaster events may be appropriate. Examples are: Fire Fighter Rehab station, Basic traffic control during events, non-technical searches, etc.

IV. **Logistics**

A. Team Member Response Bags

1. CERT response bags are to be acquired and maintained by each member and should contain items from the suggested supplies list (attachments section of this document). Volunteers completing the CERT Basic course will be issued a green CERT helmet and green safety vest provided by the City of Bainbridge Island.
2. CERT Documentation Forms (attachments section of this document) should also be included. Use plain paper until forms are accessible.
3. CERT team members are responsible for replenishment of supplies used.
4. Bags will be brought to all emergency response requests.
5. Bags will additionally have at least one full water bottle.
6. Bags will remain in the possession of the CERT member and will be kept in a location quickly accessible in the event it is needed. Theft of any provided CERT equipment (helmet and vest) will be reported immediately to the CERT Program Manager.

B. Transportation

CERT team members may be required to use their own transportation to and/or from the operation area. Accessibility will be determined by the Field IC or designee. Regardless of activation, CERT volunteers and vehicles (of any kind) will be allowed to enter the incident area with the permission of the emergency personnel at the scene. Identification will be required and must be accessed quickly. If access is denied, return to staging, and/or home and notify the Emergency Operations Coordinator/CERT Coordinator.

In the event that CERT members are needed elsewhere in the county, transportation may become the responsibility of the Operational Area/County Emergency Management Agency. The responsible agency may find safe and appropriate transportation for CERT members to and from the operations area, but it is not guaranteed.

C. Support during Emergency Operations

1. The EOC will ensure that CERT members who must remain on-scene for extended periods of time receive rations of food and water. These should be delivered to the scene at least once per day and distributed to the CERT

members. If possible, hot food will be coordinated and brought to the scene.

2. The city cannot guarantee the food will be to everyone's personal taste and/or dietary requirements; however, it will be pure and edible.
3. The Bainbridge Island EOC will ensure that CERT members who must remain on-scene for extended periods of time receive all possible logistical and administrative support.

V. **Documentation**

A. Training Documentation

1. All training conducted for and by CERT will be documented.
2. Each class will receive documentation on: title, date(s), time(s), location, students completing, etc. This information will be maintained by the CERT Program Manager and will be incorporated into reports.
3. Each CERT member will have a personnel file retained by the Emergency Management Coordinator containing information on training received.

B. Emergency Operations Documentation

1. All CERT operations will be documented.
2. CERT Team Leaders are responsible to furnish documentation relating to the operation which includes such things as: how and when notified, how activated, arrival date and time, team members present, team organization, description of activities and results, visitations by others, logistical needs, problems encountered and solutions, date and time of stand-down order, after action report, etc.

VI. **Communications**

A. Written

Sometimes, due to the situation, use of telephone, cell phone, or radio may be impossible. In these situations, a messenger and written message may be used. This method should be used only for required messages or urgent messages due to the risk to the messenger.

1. Written operational communications between the Bainbridge Island EOC and CERT teams in operation will contain, as a minimum, the following: sender name and phone number, position, location, receiver name, position, location, date, time, message. Incident Briefing Report/Message Form.
2. Some messages will require acknowledgement, which means, the receiver will acknowledge receipt of the message by signature, date, and time. If the message must be returned, it can be returned by the messenger that brought it.

B. Telephonic

Telephonic messages should contain the name and location of sender, phone number of the sender, and the message. If the telephonic message is being taken by someone other than the intended receiver, the sender should ask that the message be read back.

C. Radio

Messages by radio should be brief and to the point so that the frequency will not be cluttered, and batteries can be conserved. When contact is established, the sender should ensure the receiver gets the following information: sender call sign or name, location, message. If the receiver is not the person intended, the receiver should be asked to read back the message for accuracy. CERT teams can utilize family service radio (FSR) or GMRS Radio per team member for internal communications.

D. Report to Incident Commander:

When a competent authority arrives, they may become the Incident Commander of the current incident. This means that all information acquired to that time should be passed from the previous CERT Team Leader to the new Incident Commander. This can be done verbally or in writing or both verbally and in writing. It is preferred that the information be passed in writing with verbal explanation.

E. Incident Briefing Reports

1. Briefing reports are made periodically to update the person in charge. At the scene, this is the CERT Team Leader and the Field Incident Commander. At Bainbridge Island City level, this is the Emergency Operations Coordinator/CERT Coordinator in the EOC.
2. Situation reports may contain the following example information: Sender name,

location, position, date, time, number operational personnel, number of injured personnel, number of victims on-scene and status, number of victims transported and status, homes destroyed (by level of destruction), commercial structures destroyed (by level of destruction), infrastructure (streets, utilities, bridges, reservoirs, etc.), weather conditions, dangerous situations, etc.

VII. Training

A. CERT Training

All training will be approved by the BI CERT Program Manager. An annual training plan will be drafted and submitted for a Training Mission number. Training must be authorized prior to being conducted. Training will be related to emergency or disaster preparedness, response, and recovery.

Training will adhere to the following guidelines:

- A. Training will remain within the student's/members' capabilities
- B. Develop training to maximize community participation
- C. All supplemental training, exercise and drills will be made available to all CERT members
- D. Some training opportunities may have a limit on the maximum class size
- E. Homeland Security Exercise and Evaluation Program (HSEEP) guidelines used in conducting exercises and drills.

A Sign-In Sheet must be used at any 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.

To be an active CERT Team Member in good standing, participants must first receive official CERT training in a 20-hour program of instruction which is taught in accordance with the guidelines established by the Federal Emergency Management Agency, and this Standard Operating Procedure.

If a citizen volunteer wishes to join CERT of Bainbridge Island and has already taken the training, he or she must present their certificate of training and complete all requirements listed in this document related to additional training. If there is a question about the validity of the certificate presented, the State CERT Coordinator or local jurisdiction coordinator will be contacted.

B. Skills Refreshers

CERT members will receive refresher training on the topics taught in the basic

course at least once per year. This can be in short increments taught throughout the year. Bainbridge Island's Emergency Operations Coordinator/CERT Program Manager is responsible for scheduling and documenting training.

C. Tabletop Exercises

CERT may be included in a city, county or state tabletop exercise. CERT may also conduct its own version of the tabletop exercise to identify weaknesses and strategies for operations.

D. Mock Disaster Exercise

CERT may be included in Bainbridge Island, county or state mock disaster exercise. CERT may also conduct its own mock disaster exercise in order to refresh member CERT skills and competencies.

E. Additional Skills and Training

Supplemental training includes but is not limited to the following FEMA approved modules:

- CERT Animal Response I & II
- CERT Emergency Communications
- CERT Firefighter Rehab
- Flood Response for CERTs
- CERT Tools for Leadership Success
- CERT Traffic and Crowd Management

F. Volunteer Instructor Training

Select volunteer members may receive additional training on the duties of a CERT Instructor staff member. Selection will be determined by the CERT Program Coordinator.

VIII. **After-Action Reporting**

The After-Action reporting process consists of two main parts, which are the After Action Review and the After Action Report.

A. Conducting an After-Action Review

1. An After-Action Review is a facilitated group discussion of the key issues and

actions that were observed or performed during a significant event. For CERT teams, each work site should hold an individual after action review. It should be facilitated by the Field IC, CERT Team Leader and Emergency Operations Coordinator/CERT Program Manager, who will ask leading and probing questions as to what went well, what needs improvement, and why.

2. The After-Action review will not be a venting session where personal attacks or critiques will be tolerated or made. All personnel who had a role in the emergency response will be encouraged to participate and provide comments to the group.
3. The CERT IC should take notes on the key issues discussed, considering the potential for both lessons learned and best practices.

B. Writing an After-Action Report (AAR)

Once the CERT team has conducted its AAR, it will compile its written AAR, which will capture those key issues and concerns provided during the group discussions. The report once completed, will be forwarded on to the Emergency Operations Coordinator/CERT Program Manager for review.

IX. Leadership

City of Bainbridge Island Emergency Management Coordinator

The Emergency Management Coordinator provides program sponsorship and support.

- Coordinates registered emergency worker/volunteer status
- Submits requested for mission numbers for emergency responses, non-emergency events and training
- Acts as Liaison with other Bainbridge Island Emergency Response Officials

CERT Program Manager

The CERT Program Manager provides program authority, leadership and administration.

- Oversees teams during non-emergency/disaster events
- Maintains the BI CERT Standard Operating Procedure
- Assists and supports team training activities, drills, and exercises.
- Maintains a team notification matrix and a team point of contact (POC) directory
- Coordinates certification/qualification/training and records management.
- Provides ongoing refresher training and practical exercises
- Facilitates the CERT Advisory Committee, Sub-Committees and Training Team activities

CERT Regional Coordinators

- Support Program Manager as appropriate
- Act as representatives of the Bainbridge Island CERT program with other CERT programs

CERT Training Team

The CERT Training Team provides basic and ongoing training and exercises to the CERT 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 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 procedure
- Conform to the BI CERT Code of Conduct
- Notify the Program Manager 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 procedure

CERT SOP

ATTACHMENTS

Name (Last):	(First):	(Middle):	(Suffix):
Address:			
City:		State:	Zip Code:
Telephone (Home):		(Cell):	
Email Address:			

In Case of Emergency Notify:		
Name:	Telephone:	Relationship:

Training Completed:					
	Date Completed	Date Completed	Date Completed	Date Completed	Date Completed
Waiver Signed					
Code of Conduct Signed					
Background Check Complete					
BASIC CERT					
IS 100					
IS 700					
Refresher Training					
Event/Drill					

General Records:

TRAINING MISSION REQUEST
(See WAC-118-04-280 for Instructions)

TO: Search and Rescue Coordinator
Emergency Management Division
Camp Murray WA 98430-5122
FAX: 253-512-7203

Mission No.: _____
(Assigned by State EMD)

1. Name of Requesting Unit: _____
2. Chairman or Leader of Unit: _____
Address: _____ Phone: _____
3. Date(s) of Training Mission: _____ Beginning Time: _____ Ending Time: _____
4. Location of Training Site: _____ USNG: _____
5. Number of Participants Expected: _____ All Members of Requesting Unit? Yes No
6. If No, List Other Units: _____

7. Will Aircraft Be Involved? Yes No If Yes, Give Type, Ownership And Intended Use.

8. Training Objective(s): _____

9. This Training Specifically Conforms To What Local Plan ? _____
Annex _____ Tab _____ ESF _____

10. Training course curriculum, plan of instruction, or course outline on file with the state: Yes No
(If no, then curriculum, plan of instruction, or outline MUST accompany request. ICS-201 is preferred format)

The undersigned acknowledges that an EMD-078 Form must be completed and forwarded to the state Emergency Management Division within 15 days of the completion of this authorized training.

Requestor	Local Emergency Management Director
Organization	Organization
Address	Address
Date	Date

TO: Local Emergency Management Director

FROM: Washington State Emergency Management Division

Your request to conduct training as described is: Approved Disapproved See Page #2

Date: _____

Authorizing Signature
Emergency Management Division
State of Washington

CERT After Action Report

Activation/Deactivation: What went well? What needs improvement? Why?

Personnel Issues: What went well? What needs improvement? Why?

Operations: What went well? What needs improvement? Why?

Logistics: What went well? What needs improvement? Why?

Documentation: What went well? What needs improvement? Why?

Communications: What went well? What needs improvement? Why?

Training: Were we able to accomplish our mission because our training gave us what we needed to know to be effective? What do we need additional training on?

How many structures did our team search?

How many (total) victims were rescued?

How many (total) victims were injured (by category):

Ambulatory: ____

Minor: ____

Delayed: ____ (Yellow)

Immediate: ____ (Red)

Deceased: ____ (Black)

Describe condition of objects of infrastructure in your area:

Streets and Roads

Power lines

Gas

Phones

Describe the structural damage in your area:

Homes:

Destroyed: ____

Heavy Damage: ____

Moderate Damage: ____

Light Damage: ____

Commercial or Business

Structures: ____

Destroyed: ____

Heavy Damage: ____

Light Damage: ____

CERT Suggested Supplies List

BASIC SUPPLIES	QUANTITY
CERT Response Bag	1
ID and Medical Alert Info	1
Field Operations Guide (FOG)	1
Hard Hat	1
CERT Vest	1
AM/FM Radio – crank/solar/battery powered	1
CERT Phone Number list	1
Gloves – utility and medical	1
Goggles	1
Mask - N-95	4
Knee Pads	1
Multi-tool, Leatherman, Gerber, etc.	1
Whistle	1
Ear plugs	2
Tissues - travel pack	1
Flashlight - D or AA cell	2
Batteries - spare - D or AA or both	2
Glo-stick	2
Rain poncho	1
Space Blanket	1
Duct Tape - 2"	1
Garbage Bag - Large	2
Pencil and Waterproof pen	1
Waterproof notebook	1
Permanent Marker - Sharpie or similar	1
Notebook	1
Local map	1
Flash drive with photos, documents in double Zip bag	1
List of emergency point-of-contact phone numbers	1
Insurance policy numbers, names, contact numbers	1
List of allergies to any drug (especially antibiotics) or food	1
Copy of health insurance and identification cards	1
Extra prescription eyeglasses, hearing aid or other vital personal items	1
Prescription medications	1
Toothbrush and toothpaste	1
Safety Pins - large	1

Mirror - small metal	1
Extra keys to your house and vehicle	1
Sunglasses	1
Money, small bills and quarters	1
Hand sanitizer	1
Insect repellent	1
Sunscreen	1
Hat	1
Socks and underwear in Zip-lock baggie	1
Small cotton terry towels	1
Energy bars	1
Water bottles - 16 oz	1
Knife, Fork and Spoon	1
Can/bottle opener	1
Basic Hygiene kit	1
Toilet paper	1
Utility Shutoff Tools - non-sparking	1
Marker - Broad-point	1
Crayon - lumber	1
Pry bar - 12-14" Wonderbar or equiv.	1
Screwdriver - flat, large	1
Pliers - 6"	1
Wrench - Adjustable 12"	1
Knife - large blade	1
Paracord - 550 100'	1
Carabiners	1
Compass	1
Entrenching tool - folding	1
GMRS Radio, pair	1
2M, 70cm H/T w/auto-charger, spare batteries	1
MEDICAL SUPPLIES	QUANTITY
Non-latex Exam Gloves, pr	1
Sanitary Napkins (ultra-thin)	1
Scissors - bandage	1
EMT Shears	1
Adhesive bandages, assortment	1
Bandage - 4" Sq	1
Bandage - 2" roll	1

Bandage - Triangular	1
Triage tape kit w/4 rolls tape	1
Head-to-Toe eval tags	1
Sterile water bottle	1
Adhesive tape roll	1
Blood stopper Trauma Dressing	1
Israeli Bandage - 4"	1
Flagging (Caution) Tape - roll	1
Zip-lock bags - Gallon	1
Tweezers	1
Moleskin sheet or roll	1
ACE Bandage	1
SAM splint 4x30	1
White cotton gloves, pair	1
TRAFFIC CONTROL SUPPLIES	QUANTITY
Flashlight - D Cell with red cone for directing traffic	1
Light - flashing for attracting attention	1
FORMS	QUANTITY
CERT Victim Treatment Area Record Form	10
CERT Post Incident Status Form	10
CERT Personnel Resources Form	10
CERT Message Form	50
CERT Incident Briefing Form	20
CERT Equipment Resources Form	20
CERT Damage Assessment Form	50
CERT Assignment Status Form	20

Community Emergency Response Team (CERT) Victim Treatment Area Record Form

Date:	Person Reporting:				Page # ____ of ____
	Time In:	Name or Description:	Triage Tag #:	Moved To:	

FOR MEDICAL TREATMENT AREA 20 July 2009

Document each person brought to the treatment area. If victim cannot give name, write a brief description (e.g., sex, approximate age, hair color, race, etc.)

Tag Color: GREEN - MINOR YELLOW - DELAYED RED - IMMEDIATE BLACK - DECEASED

Community Emergency Response Team (CERT) Message Form	
To:	Message Center Use Only Incident: _____ Time: _____ Date: _____ <input type="checkbox"/> Incoming <input type="checkbox"/> Outgoing
From:	
Time:	
Date:	
Message Text:	
_____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____	
Action Taken:	
_____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____	

Use Clear Concise Plain Text

Record incident assignments from Damage Assessment sheets. When incident is complete, enter end time and make a backslash for that incident on the Damage Assessment.



Assignment Status

Date:		Person Reporting:		Page #	
Team Leader:		Asst. Team Leader:		Assignment:	
Team Type:		Team Type:		Team Type:	
Start Time	End Time	Start Time	End Time	Start Time	End Time
1		1		1	
2		2		2	
3		3		3	
4		4		4	
5		5		5	
6		6		6	
7		7		7	
8		8		8	
Assignment		Assignment		Assignment	
Actions Taken		Actions Taken		Actions Taken	

TO TRACK PERSONNEL ON ASSIGNMENT

Print type of team (for example, Fire). Print team members' names in numbered boxes. If a team completes an assignment, use another column for the next assignment. Return this form, with Incident Briefing to Incident Command.

CERT POST-INCIDENT STATUS

DATE:	PERSON REPORTING:		PAGE:
ADDRESS/LOCATION	ASSIGNMENT	START TIME	END TIME

FOR USE BY INCIDENT COMMAND

Directions: Transfer information from incident assignments from **Damage Assessment sheets**. When incident is complete, enter end time and make a backslash for that incident on the **Damage Assessment sheet**.

PERSONNEL RESOURCES CHECK-IN		CERT	DATE					
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			

SCRIBE(S) _____ PAGE ____ OF ____

INCIDENT BRIEFING (ICS 201)

1. Incident Name:	2. Incident Number:	3. Date/Time Initiated: Date: _____ Time: _____
9. Current Organization (fill in additional organization as appropriate): <pre>graph TD; IC[Incident Commander(s)] --- LO[Liaison Officer]; IC --- SO[Safety Officer]; IC --- PIO[Public Information Officer]; IC --- OSC[Operations Section Chief]; IC --- PSC[Planning Section Chief]; IC --- LSC[Logistics Section Chief]; IC --- FASC[Finance/Admin Section Chief];</pre>		
6. Prepared by: Name: _____ Position/Title: _____ Signature: _____		
ICS 201, Page 3	Date/Time: _____	

INCIDENT BRIEFING (ICS 201)

1. Incident Name:		2. Incident Number:		3. Date/Time Initiated: Date: _____ Time: _____	
10. Resource Summary:					
Resource	Resource Identifier	Date/Time Ordered	ETA	Arrived	Notes (location/assignment/status)
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
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				<input type="checkbox"/>	
				<input type="checkbox"/>	
6. Prepared by: Name: _____		Position/Title: _____		Signature: _____	
ICS 201, Page 4		Date/Time: _____			

ICS 201 Incident Briefing

Purpose. The Incident Briefing (ICS 201) provides the Incident Commander (and the Command and General Staffs) with basic information regarding the incident situation and the resources allocated to the incident. In addition to a briefing document, the ICS 201 also serves as an initial action worksheet. It serves as a permanent record of the initial response to the incident.

Preparation. The briefing form is prepared by the Incident Commander for presentation to the incoming Incident Commander along with a more detailed oral briefing.

Distribution. Ideally, the ICS 201 is duplicated and distributed before the initial briefing of the Command and General Staffs or other responders as appropriate. The “Map/Sketch” and “Current and Planned Actions, Strategies, and Tactics” sections (pages 1–2) of the briefing form are given to the Situation Unit, while the “Current Organization” and “Resource Summary” sections (pages 3–4) are given to the Resources Unit.

Notes:

- The ICS 201 can serve as part of the initial Incident Action Plan (IAP).
- If additional pages are needed for any form page, use a blank ICS 201 and repaginate as needed.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Incident Number	Enter the number assigned to the incident.
3	Date/Time Initiated <ul style="list-style-type: none"> • Date, Time 	Enter date initiated (month/day/year) and time initiated (using the 24-hour clock).
4	Map/Sketch (include sketch, showing the total area of operations, the incident site/area, impacted and threatened areas, overflight results, trajectories, impacted shorelines, or other graphics depicting situational status and resource assignment)	Show perimeter and other graphics depicting situational status, resource assignments, incident facilities, and other special information on a map/sketch or with attached maps. Utilize commonly accepted ICS map symbology. If specific geospatial reference points are needed about the incident's location or area outside the ICS organization at the incident, that information should be submitted on the Incident Status Summary (ICS 209). North should be at the top of page unless noted otherwise.
5	Situation Summary and Health and Safety Briefing (for briefings or transfer of command): Recognize potential incident Health and Safety Hazards and develop necessary measures (remove hazard, provide personal protective equipment, warn people of the hazard) to protect responders from those hazards.	Self-explanatory.
6	Prepared by <ul style="list-style-type: none"> • Name • Position/Title • Signature • Date/Time 	Enter the name, ICS position/title, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).
7	Current and Planned Objectives	Enter the objectives used on the incident and note any specific problem areas.

Block Number	Block Title	Instructions
8	Current and Planned Actions, Strategies, and Tactics <ul style="list-style-type: none"> • Time • Actions 	Enter the current and planned actions, strategies, and tactics and time they may or did occur to attain the objectives. If additional pages are needed, use a blank sheet or another ICS 201 (Page 2), and adjust page numbers accordingly.
9	Current Organization (fill in additional organization as appropriate) <ul style="list-style-type: none"> • Incident Commander(s) • Liaison Officer • Safety Officer • Public Information Officer • Planning Section Chief • Operations Section Chief • Finance/Administration Section Chief • Logistics Section Chief 	<ul style="list-style-type: none"> • Enter on the organization chart the names of the individuals assigned to each position. • Modify the chart as necessary, and add any lines/spaces needed for Command Staff Assistants, Agency Representatives, and the organization of each of the General Staff Sections. • If Unified Command is being used, split the Incident Commander box. • Indicate agency for each of the Incident Commanders listed if Unified Command is being used.
10	Resource Summary	Enter the following information about the resources allocated to the incident. If additional pages are needed, use a blank sheet or another ICS 201 (Page 4), and adjust page numbers accordingly.
	<ul style="list-style-type: none"> • Resource 	Enter the number and appropriate category, kind, or type of resource ordered.
	<ul style="list-style-type: none"> • Resource Identifier 	Enter the relevant agency designator and/or resource designator (if any).
	<ul style="list-style-type: none"> • Date/Time Ordered 	Enter the date (month/day/year) and time (24-hour clock) the resource was ordered.
	<ul style="list-style-type: none"> • ETA 	Enter the estimated time of arrival (ETA) to the incident (use 24-hour clock).
	<ul style="list-style-type: none"> • Arrived 	Enter an "X" or a checkmark upon arrival to the incident.
	<ul style="list-style-type: none"> • Notes (location/assignment/status) 	Enter notes such as the assigned location of the resource and/or the actual assignment and status.

DAMAGE ASSESSMENT:



DATE:	PERSON REPORTING:	PERSON RECEIVING:	PAGE #:
TIME RECEIVED:			

TIME	LOCATION/ADDRESS <small>Example Location</small>	FIRES				HAZARDS				STRUCTURES		INJURED <small>(Red or Yellow)</small>	TRAPPED	DEAD Report as "Black"	ROADS	ACCESS	NO ACCESS	ASSIGNMENT COMPLETED				
		BURNING	OUT	GAS LEAK	H2O LEAK	ELECTRIC	CHEMICAL	DAMAGED* <small>(L, M, H)</small>	COLLAPSED	PEOPLE	X								/			
09:00	Example Location		X		X				X			M			3			1	X		/	

FOR USE BY EVERYONE:
 Summary of all hazards in area - fill out this form on your way to Command Post and give it to Incident Command. (* for structure damage: h=heavy, m=moderate, l=light)
 Incident Command: Choose an incident, put a slash in the assignment completed column, copy the address/location to the incident name section on Incident Briefing, and give Incident Briefing and Assignment Status to incident team leader. Copy address/location to Post-Incident Status and enter start time. When incident is complete, put a backslash in the assignment completed column and the incident end time on the Post-Incident Status form.
Radio Priority 1 = Life Threatening Situation - report in immediately, Priority 2 = Property/Fire incidents report immediately as you find them.

Damage Assessment Form

Purpose: The Damage Assessment Form is designed for the sole purpose of gathering damage assessment information immediately following an incident. By following a predefined route you identify those locations that will require attention for IMMEDIATE life safety and property issues. You DO NOT STOP to render assistance during the Damage Assessment phase. The information you collect will be turned over to your CERT Incident Commander who will make the determination along with input from the CERT Branch Director as to what, how, and where CERT resources will be deployed. Remember, the Damage Assessment is a snapshot for that specific period of time in which you were at that location.

Instructions:

- Date:** This is the date that the person filling out the damage assessment made the assessment. Use the local date in a numeric string format: MMDDYYYY (08252011)
- Time Received:** This is the time the Damage Assessment Form was received by the CERT Incident Command Post. Use the local time in 24 hour format numeric string: HHMM (1354)
- Person Reporting:** The name and title of the person who filled out the Damage Assessment Form.
- Person Receiving:** The name and title of the person in the Incident Command Post that takes physical possession of the Damage Assessment Form from the reporting person.
- Page #:** This is the sequential number of pages submitted by the reporting party and received by the incident command post.
- Time:** The time the Damage Assessment was made at the specific location/address. Use 24 hour local time.
- Address/Location:** Be specific to insure there are no duplications from other reporters with regard to the same location.
- Fires:** Place a check in the box to note that fire is burning and will require professional response. A check in the Out box means that there is evidence that a fire occurred but is no longer an IMMEDIATE threat.
- Hazards:** Check off all Hazards that are identified during the Assessment at the specific location.
- Structures:** Note level of damage by indicating Light (L), Moderate (M), Heavy (H). Check if Collapsed.
- People:** Indicate number of injured and apparent dead. DO NOT TRIAGE. Check off if people trapped requiring professional extrication.
- Roads:** Indicate if roads are accessible to Vehicle Traffic by checking the appropriate box.
- Assignment Completed:** For use by CERT Incident Commander.

Equipment Resources

Date:	Person Reporting:	Page #:
--------------	--------------------------	----------------

		Fire Extinguisher	Wrench	Flashlight	First Aid Kit	Blankets				
Time:	Loaned To:									



Enter equipment and supplies as they come in and out. Total periodically.
If an item is returned empty (for instance, a fire extinguisher), add it back in and circle the number, so you don't include it in your next total.

CITY OF BAINBRIDGE ISLAND
COMMUNITY EMERGENCY RESPONSE TEAM (CERT)
CODE OF CONDUCT

For the safety of yourself and others you must follow the directions given to you by your assigned supervisor. During training events your supervisor will be a class instructor. In the event of an emergency, direction may come from a designated CERT member, fire or law enforcement supervisors or military personnel.

DO NOT call 9-1-1 to ask if CERT has been activated or requested. **Standing Orders** for current active CERT members will be to assist your home and family, then your immediate neighbors (the neighbors on your block or in visual site). Secure your home or workplace and then check your immediate neighborhood before reporting to the CERT activation location or staging area. Observe and take note of area damage, safety issues or concerns. Bring your personal response bag, IDENTIFICATION (Driver's License or other form of picture ID), cell phone, and/or walkie-talkie, GMRS Radio, Amateur Radio or Family Service Radio (FSR).

Emergency response is a team effort. Acting independently of the coordinated emergency response plan can be dangerous and is not permitted. **“Self-deploying” to any emergency response or event as a CERT member will result in your removal from the City of Bainbridge Island’s Community Emergency Response Team.** If you find yourself in an emergency situation and have not yet been assigned a supervisor, it is critical that your decisions and actions be based on sound judgment and the need to save and protect lives, including your own and other rescue workers.

Disaster Service Workers are volunteers. CERT members are expected to act responsibly and treat all other volunteers, community members, and emergency response personnel with respect. Some members of law enforcement, fire, military, and local government or assisting response agencies may not be aware of CERT and may turn you away from the response area. CERT members shall report back to the CERT Command Post or assigned area location if resistance is encountered.

1. I will never act unprofessionally while representing the City of Bainbridge Island or perform any conduct which would bring discredit upon the CERT organization.
2. I will never use or attempt to use City of Bainbridge Island CERT insignia, badge, decal, plaques, stickers or city issued equipment or any article giving reference to membership in Bainbridge Island CERT to influence and City Employee, Police or Fire official during a non-emergency situation without special approval by the Emergency Operations Coordinator of the City of Bainbridge Island.
3. I will provide no false or misleading information on the CERT application.
4. I will never be insubordinate to CERT management or City Officials during any event, disaster or drill except when compliance with orders would be criminal in nature or would endanger any person or property

5. I will always treat my fellow CERT members, City Officials, City Employees, the public, and disaster victims with respect and dignity.
6. No weapons are allowed on any CERT activation, deployment, training, or exercise including those who have a CCW.
7. I understand that this is a volunteer position, and I can be removed from the CERT program at any time, with or without cause.

There are many areas where Disaster Service Workers may be needed. CERT contact information for emergency response is vital to any emergency event. If you move or change phone numbers, increase your training level, or no longer have an interest in participating, please contact the Emergency Operations Coordinator/CERT Coordinator.

Failure to follow the Code of Conduct and act responsibly during any CERT event may result in participant being dismissed from Community Emergency Response Team for the City of Bainbridge Island.

SIGNATURE OF VOLUNTEER: _____

PRINT NAME: _____

DATE: _____/_____/20_____

**CITY OF BAINBRIDGE ISLAND
INFORMED CONSENT, WAIVER, AND RELEASE AGREEMENT FOR
COMMUNITY EMERGENCY RESPONSE TEAM PROGRAM**

The undersigned, being at least 18 years of age and in consideration for participation in the Community Emergency Response Team (CERT) program, sponsored by the City of Bainbridge Island, do hereby agree to this waiver and release.

I recognize that the Community Emergency Response Team (CERT) Program will involve physical labor and may carry a risk of personal injury. I further recognize that there are natural and manmade hazards, environmental conditions, diseases and other risks, which in combination with my actions can cause injury to me. I hereby agree to assume all risks which may be associated with or may result from my participation in the program, including, but not limited to, transportation to and from volunteer sites, extinguishing small fires, providing disaster medical care (e.g. controlling bleeding, treating shock, treating sprains and fractures, opening airways, transporting patients, etc.) performing light search and rescue activities (e.g. cribbing and leveraging, victim extrication transportation, etc.) and other similar activities.

I recognize that these program activities will involve physical activity and may cause physical and emotional discomfort. I state that I am free from any known heart, or serious health problems that could prevent me from participating in any of the activities associated with this program. I further state that I am sufficiently physically fit to participate in the activities of this program.

I recognize that upon completion of the program, I will be covered by the provisions of the "California Disaster Act," during the time I am performing approved volunteer activities. I specifically recognize that in accordance with this act, worker's compensation and medical benefits shall be the exclusive remedy for any injury that I sustain in the course and scope of my participation in a disaster response. In addition, I certify that I have medical insurance to cover the cost of any emergency or other medical care that I may receive for an illness or injury that is outside the program related medical coverage provided through worker's compensation. I certify that if I do not have medical insurance, I will be personally responsible for the cost of any emergency or medical care that I receive that is not covered under the applicable worker's compensation benefits. I agree to release the City of Bainbridge Island, its agencies, departments, agents, officers, employees, affiliates, directors, servants, and volunteers, from the cost of any medical care that I receive while participating in this program or as a result of it.

I further agree to release the City of Bainbridge Island, its agencies, departments, officers, employees, agents, and all sponsors and/or officials and staff of any said entity or person, their representatives, agents, affiliates, directors, servants, volunteers and employees from any and all liability, claims, demands, actions and causes of actions whatsoever for any loss claim, damage, injury, illness, attorney's fees or harm of any kind or nature to me arising out of any and all activities associated with the aforementioned activities.

I further agree to hold harmless, and hereby release the above-mentioned entities and persons from all liability, negligence or breach of warranty associated with injuries or damages from any claim by me, my family, estate, heirs, or assigns from or in any way connected with the aforementioned activities.

I HAVE CAREFULLY READ AND UNDERSTAND THE CONTENTS OF THE FOREGOING LANGUAGE AND I SPECIFICALLY INTEND IT TO COVER ANY PARTICIPATION IN THE COMMUNITY EMERGENCY RESPONSE TEAM PROGRAM SPONSORED BY THE CITY OF BAINBRIDGE ISLAND.

Name (Please Print)

Signature

CITY OF BAINBRIDGE ISLAND VOLUNTEER AGREEMENT AND RELEASE

Confidentiality Agreement

I respect the confidentiality of the City information and will discuss or give official information only as directed by a supervisor. No confidential information will be provided to the public except within the guidelines of the City.

Photo Release

I give permission to the City of Bainbridge Island to photograph me or my children participating in events for use in future City publicity and understand that I will not receive any compensation for such use.

City of Bainbridge Island Community Emergency Response Team Standard Operating Procedures

I certify that I have received and reviewed the City of Bainbridge Island Community Emergency Response Team Standard Operating Procedures.

I further understand that, by signing this statement as required, I am indicating that I will read the City of Bainbridge Island Community Emergency Response Team (CERT) Standard Operating Procedures and understand its contents, or will discuss questions I have with the City of Bainbridge Island's Emergency Operations Coordinator/CERT Coordinator. I also realize that this statement will become a permanent part of my volunteer file.

Permission of Seek Medical Treatment

In the event of an emergency, I hereby give the City of Bainbridge Island permission to seek medical attention for myself or my child, if applicant is less than 18 years of age.

Insurance Information and Release

In consideration of accepting this position as a volunteer, I assume all risks for any injury whatsoever arising out of my participation in this activity. I do hereby release, indemnify, and hold harmless the City of Bainbridge Island and its agencies, departments, officers, clients, agents, volunteers or employees from any and all claims, damages, or losses, caused by the negligent omissions of the City's officers, clients, agents, volunteers or employees that result in bodily injury, property damage, or any other injury or loss to myself and to any minor children for whom I have the capacity to contract arising out of the participation in this activity or others sponsored by the City, for a calendar year.

I HAVE CAREFULLY READ THIS AGREEMENT AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT THIS IS A PARTIAL RELEASE OF LIABILITY AND A CONTRACT BETWEEN MYSELF AND THE CITY OF BAINBRIDGE ISLAND. BY SIGNING BELOW, I EXPRESS MY UNDERSTANDING AND INTENT TO ENTER INTO THIS AGREEMENT WILLINGLY AND VOLUNTARILY.

Name (Please Print)

Signature

Date

Name of Parent/Guardian (if volunteer is under 18 years of age)

Date