

California State University Los Angeles
**Community Emergency
Response Team**



Standard Operating Procedures
Attachments
June 2016





Standard Operating Procedures
Cal State LA
Community Emergency Response Teams
Attachments
CERT Forms

This page intentionally blank



Standard Operating Procedures
Cal State LA
Community Emergency Response Teams
Attachments
CERT Forms

Contents

| | |
|--------------------------------------------------------------|-----|
| Attachment 1, Application to Join CERT | 2 |
| Attachment 2, Listing of Typical CERT Member Equipment | 5 |
| Attachment 3, Code of Conduct | 6 |
| Attachment 4, Form 1 | 8 |
| Attachment 5, General Message..... | 9 |
| Attachment 6, Damage Assessment Form | 10 |
| Attachment 7, Communications Log | 101 |
| Attachment 8, Victim Treatment Record | 12 |
| Attachment 9, General Message Form | 13 |
| Attachment 10, Equipment Inventory | 14 |
| Attachment 11, Personnel Resources Check-In | 15 |
| Attachment 12, University Employee Form | 16 |



Standard Operating Procedures
 Cal State LA
 Community Emergency Response Teams
 Attachments
 CERT Forms

Attachment 1, Application to Join CERT

CAL STATE LA COMMUNITY EMERGENCY RESPONSE TEAM APPLICATION

| PERSONAL DATA | | | | | |
|------------------------|------------|------------|-------------------|------------------|----------------------|
| Last Name, First MI | | | Date of Birth | | CA Drivers License # |
| Street Address, Apt. # | | | | Car Make & Model | |
| City, State, Zip | | | | Car Year & Color | |
| Home Phone | | Cell Phone | | Email | |
| Sex | Hair Color | | Eye Color | | Height |
| EMERGENCY NOTIFICATION | | | | | |
| Name | | | | Relationship | |
| Phone | | Address | | | |
| EMPLOYMENT DATA | | | | | |
| Employer | | | How Long | | Occupation |
| Address | | | | | |
| City | | | Phone | | |
| MILITARY DATA | | | | | |
| Branch of Service | | | From | | To |
| Highest Rank Obtained | | | Type of Discharge | | |



Standard Operating Procedures
 Cal State LA
 Community Emergency Response Teams
 Attachments
 CERT Forms

CERTIFICATIONS/ SPECIALIZED TRAINING (Current and Past)

| Certification | Issuing Agency | Issue Date | Expiration |
|---------------|----------------|------------|------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Please describe any specialized **training** not identified above. Attach separate page if more space is needed.

ADDITIONAL INFORMATION

1. Have you ever been convicted of a felony or misdemeanor? Yes/No

If yes, please give the following information for each offense: (a) date, (b) charge, (c) place, (d) court and (e) action taken, including any dismissal. You may omit any offense committed before your 21st birthday which was finally adjudicated in a juvenile court or under a Youth Offender law or listed in Labor Code Section 432.8. (A conviction will not necessarily disqualify you from employment.)

2. Are you currently awaiting trial, on probation or parole? Yes / No

Answering "Yes" to question 1 or 2 does not necessarily disqualify you from joining the City's CERT Team. If you wish to discuss the above before filling out the application or completing the background check, please make an appointment with the Emergency Planning Officer.



Standard Operating Procedures
Cal State LA
Community Emergency Response Teams
Attachments
CERT Forms

| | |
|-----------------------|-------------------------------------------------------------|
| | |
| | |
| Participant Signature | Date |
| Office Use Only | |
| Date Received: _____ | Background Check Completed: Yes/No |
| Accepted: Yes/No | DSW Oath Administered Date: _____ ID Card Issue Date: _____ |
| | |



Standard Operating Procedures
Cal State LA
Community Emergency Response Teams
Attachments
CERT Forms

Attachment 2, Listing of Typical CERT Member Equipment

- CERT Duffle Bag
- Safety Green CERT Hard Hat
- Reflective Green CERT Vest
- CERT Water Bottle
- Small First Aid Kit
- NIOSH N95 Dust Masks
- Aluminized Emergency Blanket
- Emergency Extrication Tool (Can Shut Off Utilities, Dig Through Debris, Or Act As A Pry Bar)
- Pair Protective Goggles
- Pair Leather Work Gloves
- Pairs Disposable Nitrile Gloves
- Twelve Hour Light Sticks
- Pair Trauma Shears
- “D” Cell Flashlight W/ Batteries
- Headlamp W/ Batteries
- PVC Poncho
- Set Of Triage Flagging Tape In Green, Yellow, Red, And Black
- Lanyard Whistle With Built-In Flashing Green LED
- Rite In The Rain All-Weather Notebook
- Rite In The Rain All-Weather Forms Book
- Rite In The Rain All-Weather Field Operating Guide
- CERT Participant Manual
- CERT members are encouraged to add items to their kit to supplement what is provided such as nutrition bars, additional first aid supplies, writing implements, duct tape, marking paint for building searches, etc.



Standard Operating Procedures
 Cal State LA
 Community Emergency Response Teams
 Attachments
 CERT Forms

Attachment 3, Code of Conduct



**City of San Clemente
 Community Emergency Response Team
 CERT**



CODE OF CONDUCT

The understanding and execution of this Code of Conduct for the City of San Clemente Emergency Response Team ("CERT") is a prerequisite to a CERT member's continued participation as a member of the CERT team. While CERT is an organization comprised of member volunteers, all such members must abide by a certain code of conduct and comply with certain rules in order that CERT operate as smoothly, effectively, and efficiently as possible, and within the Emergency Operations Plan ("EOP"). This Code of Conduct is not intended to be an all inclusive recitation of all the rules and guidelines applicable to CERT members, but is intended to be a general outline of what is expected of CERT team members. CERT members are expected to be familiar with the EOP and any Standard Operating Procedures ("SOP") currently in effect or as otherwise implemented and revised from time-to-time.

As a CERT team member, and for the safety of yourself and others, you must follow the directions and instructions given to you by your assigned Supervisor. During training or community events, the Supervisor will be the class instructor, the designated city representative, or a designated representative from another city. In the event of a disaster or emergency, direction may come from any of the above identified persons, or otherwise by a designated CERT team member or an emergency responder from Local, State, or Federal professional responders and emergency personnel including, but not limited to, Fire and Law Enforcement Departments.

Unless otherwise notified, the pre-designated Command Post location for CERT members to report to in the event of activation will be Utilities Administration, Building N, located at 380 Avenida Pico, San Clemente. Consistent with established CERT protocol, a CERT member's first responsibility is personal and family safety. If notified of activation, you need not report before securing your home or workplace and checking out your neighborhood. When reporting, bring your CERT equipment bag and personal identification (CERT ID and Drivers License). In an emergency situation, a CERT member is required to wear proper Personal Protection Equipment.

Emergency response is a team effort. Acting independently of the EOP and SOP can be dangerous and is not permitted. A violation of "self-dispatching" to an emergency event, wearing CERT gear anywhere other than at an official CERT event, or falsely claiming to be a City of San Clemente employee, will result in the forfeiture of your CERT identification card, removal from the City of San Clemente's data base as a Disaster Service Worker and CERT member, and will subject the member to any applicable civil and/or criminal liability. The individual will also be required to return all issued CERT gear and equipment to the City of San Clemente.

Disaster Worker Volunteers, such as CERT members, are required and expected to act responsibly and to treat all other volunteers, community members and professional emergency response personnel with respect. Some members of the professional emergency responders (Law Enforcement, Fire Services, etc.) may not be aware of CERT and they may turn you away at a scene. Report back to the CERT Command Post if you encounter such a situation.



Standard Operating Procedures
Cal State LA
Community Emergency Response Teams
Attachments
CERT Forms

There are many areas where Disaster Workers may be needed, so a CERT member's quick response and providing any gathered information is vital to the coordinated response to any emergency or disaster. If you move or change contact information (e-mail, cell, work or home telephones, etc.), increase your training level in disaster response, or no longer have an interest in participating, please contact the Emergency Planning Officer at the City.

Failure to follow the Code of Conduct and act responsibly during any CERT event may result in the participant being dismissed from Disaster Service Work for the City.

Remember, the CERT goal is to do the greatest good for the greatest number.

I have read the foregoing Code of Conduct and understand its contents and, having done so, execute the Code of Conduct, below. I also acknowledge receipt of the City of San Clemente CERT equipment listed below and agree to return all equipment at the end of my membership at as City of San Clemente CERT Team member.

SIGNATURE OF VOLUNTEER

DATE

PRINT NAME

Equipment Issued:



Standard Operating Procedures
Cal State LA
Community Emergency Response Teams
Attachments
CERT Forms

Attachment 4, Form 1

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



Standard Operating Procedures
 Cal State LA
 Community Emergency Response Teams
 Attachments
 CERT Forms

Attachment 5, General Message

| | | |
|------------------------|----------|--------------------|
| GENERAL MESSAGE | | |
| TO | POSITION | |
| FROM | POSITION | |
| SUBJECT | DATE | TIME |
| MESSAGE | | |
| | | |
| SIGNATURE | POSITION | |
| REPLY | | |
| | | |
| DATE | TIME | SIGNATURE/POSITION |



Standard Operating Procedures
 Cal State LA
 Community Emergency Response Teams
 Attachments
 CERT Forms

Attachment 6, Damage Assessment Form

| | | | | | | | | | | | | | | | |
|-------------------------------|-----|----------|----------|----------|----------|-----------|-----------|---------|---------|-------------------|--------|-----------|---------|---------|---------|
| DAMAGE ASSESSMENT FORM | | CERT | | | | | DATE | | | | | | | | |
| LOCATION | | | | | | | | | | | | | | | |
| SIZE UP | | | | | | | | | | | | | | | |
| <i>(check if applicable)</i> | | | | | | | | | | | | | | | |
| FIRES | | HAZARDS | | | | STRUCTURE | | PEOPLE | | | ROADS | | ANIMALS | | |
| BURNING | OUT | GAS LEAK | H2O LEAK | ELECTRIC | CHEMICAL | DAMAGED | COLLAPSED | INJURED | TRAPPED | DEAD | ACCESS | NO ACCESS | INJURED | TRAPPED | ROAMING |
| | | | | | | | | | | | | | | | |
| OBSERVATIONS | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |
| CERT MEMBER | | | | | | | | | | PAGE ____ OF ____ | | | | | |

CERT FORM #1



Standard Operating Procedures
 Cal state LA
 Community Emergency Response Teams
 CERT Forms Attachments

Attachment 8, Victim Treatment Record

| VICTIM TREATMENT AREA RECORD | | CERT | DATE | | |
|------------------------------|---------------------|-------------------------|-------------------------------------------|-------------------|----------|
| TREATMENT AREA LOCATION | | | | | |
| TIME IN | NAME OR DESCRIPTION | TRIAGE TAG (circle) | CONDITION/TREATMENT (update as needed) | MOVED TO | TIME OUT |
| | | IMMED DELAY MINOR | | | |
| | | IMMED DELAY MINOR | | | |
| | | IMMED DELAY MINOR | | | |
| SCRIBE(S) | | | | PAGE ____ OF ____ | |

CERT FORM #5



Standard Operating Procedures
 Cal state LA
 Community Emergency Response Teams
 CERT Forms Attachments

Attachment 9, General Message Form

| GENERAL MESSAGE | | |
|-----------------|----------|--------------------|
| TO | POSITION | |
| FROM | POSITION | |
| SUBJECT | DAT | TIME |
| MESSAGE | | |
| | | |
| SIGNATURE | POSITION | |
| REPLY | | |
| | | |
| DATE | TIME | SIGNATURE/POSITION |

CERT FORM #8 (ICS 213)

| GENERAL MESSAGE | | |
|-----------------|----------|--------------------|
| TO | POSITION | |
| FROM | POSITION | |
| SUBJECT | DAT | TIME |
| MESSAGE | | |
| | | |
| SIGNATURE | POSITION | |
| REPLY | | |
| | | |
| DATE | TIME | SIGNATURE/POSITION |

CERT FORM #8 (ICS 213)



Standard Operating Procedures
 Cal state LA
 Community Emergency Response Teams
 CERT Forms Attachments

Attachment 10, Equipment Inventory

| EQUIPMENT INVENTORY | | CERT | | | | DATE | | |
|---------------------|------------------|-------|-----------|-----|------|-----------------|----------|--|
| ASSET # | ITEM DESCRIPTION | OWNER | ISSUED TO | QTY | TIME | INITIALS | COMMENTS | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| SCRIBE(S) | | | | | | PAGE ___ OF ___ | | |



Standard Operating Procedures
Cal state LA
Community Emergency Response Teams
CERT Forms Attachments

Attachment 12, University Employee Form

CERT Team Member/Employee Time Request

Date(s) Requested: _____

Number of Hours: _____

Purpose of Request:

Employee Signature

Date

CERT Coordinator Signature

Date

Supervisor Signature

Date