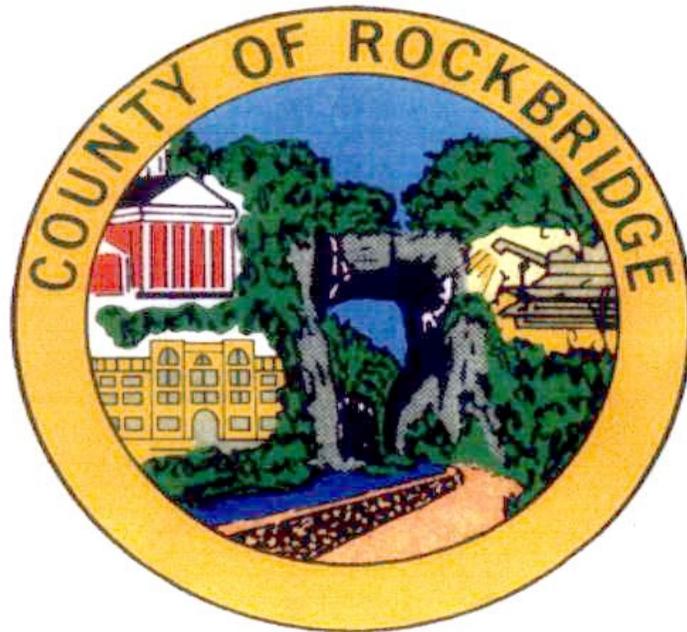


Rockbridge
Citizen Emergency Response Team
Operating Plan/Manual



OBJECTIVES
OPERATING PLAN
MEMBERSHIP REQUIREMENTS
ROSTER
TRAINING PLAN
ADMINISTRATION

OBJECTIVES

The Rockbridge CERT is organized with the intent to provide a qualified, trained, organized team to provide assistance to the citizens of Rockbridge County in the event of disaster. Other assistance can be offered as needed. Assistance can be provided to contiguous counties.

Rockbridge CERT is part of and responsible to Rockbridge County Emergency Management. Certain administrative and management functions of the team are delegated to the team.

Objectives:

- Organize the team
 - Structure, officers, standards, funding
 - Increase the number of CERT instructors
 - Provide a CERT class in the fall
 - Secure funding
 - Increase the number of CERT members
 - Participate in drills with various agencies
 - Provide follow on training for team members
 - Other

Administrative Objectives:

- Ensure CERT members have and maintain current certification.
- Ensure CERT members receive training and equipment required to execute their mission.
- Maintain CERT member readiness for incidents, mutual aid requests, and VA EMA deployments
- Continue participation in local and regional committees and training exercises.
- Maintain liaison relationships with adjacent and cooperating agencies.
- Rockbridge CERT will plan and conduct drills and exercises that will promote area deployment and readiness.
- Maintain Resource Data Base on a semi-annual basis

OPERATING PLAN

The safety of the team members is the first priority of the team. Team leaders must exercise sound judgment with the safety and welfare of the team members as their first priority at all times. The team will not be asked to exceed the limits of their training or equipment.

Rockbridge CERT members should be able to perform the following tasks:

- Describe the types of hazards that are most likely to affect their homes and communities.

Training Plan

Rockbridge CERT will offer two CERT basic training courses per year with one in the Spring and the other in the Fall.

Rockbridge CERT members should conduct monthly training sessions to maintain a high degree of readiness and skills retention.

It is recognized that not all CERT basic training attendees will become CERT members. In order to allow these individuals the opportunity to practice their skills Rockbridge CERT should conduct an annual refresher. Rockbridge CERT members will necessarily provide this training. This will also act to bolster members' knowledge, skills, and abilities.

Rockbridge CERT members are also highly encouraged to obtain the following training:

- NIMS – I100, I200, I700, I800. (available online from FEMA)
- I300
- IS 317
- CERT Search and Rescue Tutorial
- CERT Animal Response I
- CERT Animal Response II
- CPR
- First Aid or better
- Other TBA

Officers/Leadership

Rockbridge CERT should have the following positions for administration, management, and emergency response.

- Team Coordinator
 - Can be another name for this position
 - Overall leadership of the team
 - Can be elected by the members or appointed by Rockbridge EM
 - Suggest members elect
- Assistant Team Coordinator
 - Can be another name
 - Assists with leadership, admin, management of the team
 - Stands in for leader in his/her absence
 - Can be elected or appointed
- Training Section Chief
- Logistics Section Chief
- Operations Section Chief

- Planning Section Chief
- Other positions w/descriptions tba

Alt. Leadership Option:

A. President

1. To call and conduct meetings of the Board of Directors and of the membership.
2. To oversee the administration of the team to ensure that the provisions of the team and other standards, rules, or regulation of the team or County are enforced.
3. To approve all team correspondence.
4. To appoint committees and oversee the operation of the committees as deemed necessary.
5. To be present at all functions and activities held by the Team. If unable to attend, provisions will be made to ensure that the Vice-President of the next senior officer is present.
6. To act as political, or otherwise, liaison and promote good will and cooperation among other CERT organizations, police, fire and rescue, EMS, SAR, or state agencies that the Team or its members come into contact with.

B. Vice President

1. To assume the duties of the President in his/her absence, including, but not limited to:
 - a.) Calling and conduct meetings of the Board of Directors and of the membership accordance with provision of the operations plan.
 - b.) Overseeing the administration of the Team to ensure that the provisions of the by-laws and other standards, rules, or regulation of the Team are enforced.
 - c.) Approving team correspondence.
 - d.) To work closely with the Membership Chairperson in recruiting new members and maintaining the integrity of the organization

e.) To work closely with Fundraising Chairperson in filing for grants, asking local governments and civic groups for money, coordinating fundraising drives, and seeking team sponsorship and private industry in the county.

f.) To arrange speaking engagements at civic groups, equine and canine clubs or organizations for the purpose of community public relations, raising money, or gaining new members.

C. Operations Officer

1. To assume the duties of the President in the absence of the President and Vice President, including, but not limited to:

a.) Calling and conduct meetings of the Board of Directors and of the membership accordance with provision of the by-laws.

b.) Overseeing the administration of the Team to ensure that the provisions of the operations plan or County and other standards, rules, or regulation of the Team are enforced.

c.) Approving team correspondence.

d.) To maintain all team or county owned equipment: radios, maps, signs, and other equipment and gear. Ensure that the location of all team owned equipment is know and is accounted for.

e.) To maintain accurate accounts of all mileage driven and hours spent at a search by each member that responds to searches.

f.) To furnish statistical data to the President in form of a report that can be submitted to state on a quarterly or as needed basis.

g.) To assist the organizational historian in compiling an annual summery of activities, call outs, alerts, training, fundraisers membership numbers, extra functions or curricular activities that Rockbridge CERT may have been involved in throughout the year.

D. Training Officer

1. To assume the duties of the President in the absence of the President and Vice President, and the Operations Officer, including, but not limited to:

- a.) Calling and conduct meetings of the Board of Directors and of the membership.
- b.) Overseeing the administration of the Team to ensure that the provisions of the operating plan and other standards, rules, or regulation of the Team or County are enforced.
- c.) Approving team correspondence.
- d.) To be responsible for ensuring that all members receive the training necessary to do CERT operations according to VDEM .
- e.) To be responsible to arranging training.
- f.) To discuss training opportunities with all new members and encourage them to contact the training coordinator if they have any questions.
- g.) To Chair the Training Committee and all of its functions.
- h.) To assist the team of members that are responsible for arranging the quarterly outdoor training of all members.
- i.) To arrange for, or conduct, monthly training at general membership meetings.
- j.) To keep accurate and up to date records of all training, on every member, and to ensure that members are notified when recertification needs to be done.
- k.) To keep all members informed of training available to them outside of Rockbridge CERT
- l.) To establish an annual training schedule by the January membership meeting and to notify all members of any changes that occur.

E. Secretary

1. To record the proceeding of meeting of the Board of Directors and membership and:
2. Have the minutes of the Board of Directors meeting typed and ready for distribution to the Board at the next Membership meeting. These will be voted on by the Board of Directors at the next scheduled board meeting, but will be available to general membership in order to keep them informed of Board actions.
3. Have the minutes of the Membership meeting typed and ready for distribution to the Board of Directors at the Board meeting following the membership meeting, and also to have copies ready for the next month's membership meeting. These will be voted on by the membership at that meeting.
4. To notify the membership of the scheduling or cancellation of meetings or special gatherings, such as CERT drills, social functions, etc.
5. To assist the Training Officer in notifying members of scheduled or canceled training sessions.
6. To assist in maintaining the records and correspondence of the Team.

F. Treasurer

1. To keep the financial records and accounts of Rockbridge CERT.
2. To file all paperwork, forms, etc. necessary to ensure that all requirements are met with the Internal Revenue Service or other federal, state, or local government, including but not limited to 501(c)3 tax exempt status.
3. To chair the Fundraising Committee and be responsible for all fundraising of the organization, including filing for grants, asking local governments and civic groups for money, coordinating fundraising drives, and seeking team sponsorship.
4. To chair the Budget Committee and ensure that an annual budget is presented for acceptance at a membership meeting in the first quarter of the calendar year.
5. To ensure that audits are completed by the end of the first quarter of every calendar year and submitted to the Board of Directors in that time frame.
6. To monitor the distribution and sale of ROCKBRIDGE CERT items.

7. To assist in maintaining the records and correspondence of the Team.

Dispatch/Call Out Protocol

Rockbridge CERT members should avoid self dispatch to potential or actual emergencies or disasters. Safety, accountability, and incident management issues require that CERT members do not arbitrarily show up on scene. This policy does not preclude the CERT member from taking appropriate action, within the scope of their training, when indicated.

Rockbridge CERT members will be dispatched by telephone and email via Alert Rockbridge.