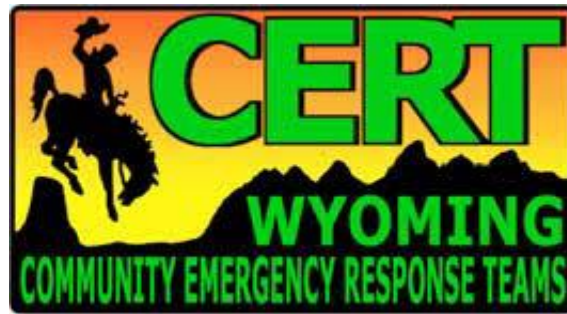


**LARAMIE COUNTY
EMERGENCY MANAGEMENT AGENCY**



**COMMUNITY EMERGENCY RESPONSE TEAM
(CERT)**



**STANDARD OPERATING GUIDELINES
(SOG)**

2021

Updated August 16, 2021

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Laramie County CERT Mission Statement

The Laramie County Community Emergency Response Team (CERT) program will train individuals in the community in emergency preparedness and basic disaster response techniques, thereby enabling them to prepare, as volunteers, to take an active role in providing critical support in a safe manner to emergency service personnel during emergencies/disasters. The CERT volunteers will be trained to not only respond during emergencies/disasters but to promote the whole community approach for emergency preparedness. Our volunteers will be a valuable resource to also help the community during non-emergency or routine special events.

Document Change Table

Change Number	Section	Date of Change	Individual Making Change	Description of Change
1	Appendix 7	8/16/21	Beth Harris	Updated to FEMA adopted position
2	Appendix 8	8/16/21	Beth Harris	Updated to FEMA adopted position
3	Appendix 9	8/16/21	Beth Harris	Updated to FEMA adopted position
4	Attachment 10	9/16/21	Beth Harris	Updated CERT position titles on org chart.
5	Job Descriptions & Training	9/16/21	Beth Harris	Updated CERT position titles

Introduction and Background:

In the event of a major emergency or disaster within Laramie County, 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 Laramie County 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.

The CERT program is an official emergency preparedness program of the Federal Emergency Management Agency (FEMA), the Wyoming Office of Homeland Security (WOHS) and the Laramie County Emergency Management Agency (LCEMA). The CERT concept was originally developed and implemented by the Los Angeles Fire Department in 1985 following a series of earthquakes in both the United States and in Mexico leaving hundreds of people dead, or injured, and without emergency services.

The premise of CERT is to build a foundation of trained and prepared citizens and create a more resilient community. The CERT program benefits anyone who participates in the CERT Basic Training course. Graduates are better prepared to respond and cope with the aftermath of a natural or man-made disaster. Neighborhood groups who receive CERT training become closer-knit and develop plans to assist each other when disaster strikes. CERT training provides individuals with information and experience that are otherwise unavailable in most communities.

Purpose:

This Standard Operating Guideline (SOG) provides a framework for managing the Laramie County CERT program in day to day operations, as well as during times of official activation. Laramie County CERT volunteers should refer to this SOG to determine appropriate action, operation, communication, command structure, and authority during all emergency events and non-emergency events which utilize the CERT volunteers.

Organization and Coordination:

The Laramie County CERT program is coordinated in accordance with the National Response Framework (NRF), State, and Laramie County emergency management plans; utilizing the National Incident Management System's (NIMS) Incident Command Structure (ICS). The overall operation and delivery of all Laramie County CERT activities will be managed by the Laramie County Emergency Management Agency (LCEMA).

Basic Volunteer Eligibility Overview:

1. Appropriate Assignments. The basic intent in staffing the CERT program is the premise: “There is a job for everyone”.
2. Age. Inherent to CERT operations in a disaster environment are risks to the health and safety of CERT volunteers. Therefore, pursuant to the Fair Labor Standard Act (FLSA) of 1938, *Child Labor Bulletin 101* volunteers under the age of 18 (minors) may be excluded from the program. CERT volunteers 16 years old and older may be accepted and must only be assigned jobs that are deemed non-hazardous, with adult supervision, and assigned hours and times allowed by law. A waiver and parental consent shall accompany all CERT Applications for volunteers under the age of 18 years old. Similarly, older volunteers should be assigned tasks appropriate to their physical ability.
3. Laramie County CERT is committed to a policy of fair representation and will not discriminate on the basis of race, ethnicity, age, disability, gender, color, religion, sexual orientation, geography, or group affiliations. Volunteers will adhere to these same standards in the course of their duties.

CERT Levels

There are two (2) basic categories of CERT graduates.

1. Level 1 is comprised of persons who only want to take the course so they can better understand, prepare for, and respond to disasters in their own surroundings. They are not interested in on-going training or in being a part of any CERT related community service projects. They benefit the community by being better able to respond and cope should an emergency arise. These graduates are not under the control of LCEMA and are not issued any supplies or equipment. Local CERTs may use Level 1 CERT graduates as spontaneous volunteers if they arrive on a scene and are properly signed in by the Volunteer Coordinator on scene.
2. Level 2 volunteers have agreed to be activated during an emergency in Laramie County or to provide support for public safety and/or public health prevention programs. Level 2 volunteers may also be activated and deployed in response to a mutual aid request in neighboring counties, and/or who take on more roles in the management structure of the CERT program such as recruiting, fundraising or equipment committees, and team leader positions. They are the core of the CERT program. They help with training, the CERT program, and make themselves generally available whenever CERT needs them.

CERT Protections

1. CERT volunteers have certain protections in the State of Wyoming through Wyoming State Statute (W.S.) §1-1-120: Persons rendering emergency assistance exempt from civil liability.
 - a. *Any person licensed as a physician and surgeon under the laws of the state of Wyoming, or any other person, who in good faith renders emergency care or assistance without compensation at the place of an emergency or accident, is not liable for any civil damages for acts or omissions in good faith.*
2. As long as CERT volunteers do not act outside of the scope of their training/services, follow CERT Standard Operating Guidelines (SOG), and act in good faith they will not be liable for civil damages.
3. CERT volunteers are also covered by Wyoming Workers Compensation Act under Wyoming state statute §27-14-101 et seq. CERT volunteers are considered to be Emergency Management Agency personnel under Wyoming State Statute (W.S.) §27-14-108 (e) (viii). LCEMA is responsible for paying the premiums for Workers Compensation insurance that covers the CERT volunteers. CERT volunteers that attend sanctioned CERT training activities or are activated by the LCEMA will be asked to sign in on an attendance sheet. The CERT volunteer's social security number (SSN) will be required by the Laramie County Clerk's office to provide valid documentation for the Workers Compensation premium to the State of Wyoming.
4. All injuries must be reported as soon as possible to the CERT Coordinator or your CERT Team Leader.

Requirements for Laramie County CERT Volunteers:

CERT volunteers must be:

1. A resident of Laramie County or a city/town within Laramie County, active duty personnel stationed at F. E. Warren Air Force Base, or work for a legitimate business located within Laramie County.
2. Capable, either physically and/or mentally, as required, for executing any or all competencies taught during Basic CERT Training.
3. Of a character that can be trusted under adverse conditions. Victims of disaster could be disadvantaged. CERT volunteers must be trusted to treat victims and their property with the highest level of respect and dignity.

CERT volunteers must:

1. NOT be a convicted felon or currently under felony charges. Volunteers must pass a background check to attest to their lack of criminal history.
2. Complete, sign and return the Code of Conduct (Attachment 2).

3. Possess a valid phone and/or email account for communication.

Training Requirements:

Basic Training:

The success of the CERT program is contingent on the quality of training. The LCEMA CERT program has designed its course based on the FEMA CERT training guidelines, with some adjustments, to accommodate the needs of the Laramie County. The training program will constantly be reviewed and updated to ensure it continues to meet the needs of the community. To help accommodate everyone's schedules, CERT volunteers may take the CERT Basic Training when provided through LCEMA or the volunteer may take the online course offered through the University of Utah and attend the hands-on demonstrations. In order to receive credit for being a trained volunteer, both the book material and the hands-on activities must be completed. A certificate showing proof of completion for each lecture unit, the hands-on activities, and exercise must be provided to LCEMA in order to receive their training certificate for the entire course.

Continuing education and refresher courses are required to ensure CERT volunteers' skills are maintained. In order to remain an active CERT team member, a minimum of (1) advanced training class and/or (1) community outreach event will be required during the calendar year. If this requirement is not met, the CERT team member will be placed on the inactive volunteers list. An inactive CERT team member will be considered an active member again when the above requirements are met.

CERT Structure

The CERT ICS structure for Laramie County is based on the diagram presented in the CERT Basic Training course but has been modified to meet the local needs. The CERT Organization Chart can be found in Attachment 10 of this document. Per ICS standard for span of control, some positions may or may not be assigned to a volunteer of the team. Any responsibilities of unassigned positions will fall to the direct supervisor for that position or the Incident Commander for CERT. Depending on the incident, this chart allows flexibility to meet the objectives of the incident. Volunteers who are not in a leadership position will be assigned to one of the groups during an event/incident.

For everyday function of the team (i.e. trainings, meetings, etc.) positions that are not designated as "Optional" will be assigned to a volunteer to fulfill that role and carry out the assigned responsibilities throughout the year. It is the responsibility of the volunteer to ensure that their duties are being met.

Job Descriptions & Training:

CERT Program Manager: This position is responsible for the "behind the scenes" coordination for the overall program. The person assigned works closely with the CERT Coordinator to ensure that the program mission and goals are being met. They will also serve as the Incident Commander for the CERT group in the event that the

CERT Coordinator is unavailable. Under normal circumstances throughout the year, this position will take on the role of Planning Section Chief and Admin/Finance Section Chief. The person assigned must have successfully completed the FEMA CERT Program Manager course in order to fill this position.

CERT Coordinator (Team Leader): This position coordinates the overall activities for the team and is the Incident Commander for the CERT group during an incident. The person assigned works closely with the CERT Program Manager to ensure that the program mission and goals are being met. The person assigned must have successfully completed the requirements for CERT Section Chief. It is recommended that they complete the FEMA CERT Program Manager course. See Attachment 8 for the position qualifications.

CERT Section Chief: This is a leadership position within the group that requires extensive training and performs the duties of an Incident Command System (ICS) command function for the CERT during a CERT response. See Attachment 7 for the position qualifications.

- **Operations Section Chief:** This position directs and coordinates all incident tactical operations and is typically one of the first functions to be assigned. The Medical Team Leader and Shelter Team Leader (Optional) will be assigned to this function.
- **Planning Section Chief:** This position tracks resource status such as which CERT volunteers have arrived on-scene. It also tracks the situation status, prepares the Team's action plan, develops alternative strategies, and provides documentation services.
- **Logistics Section Chief:** This position primarily provides communications for an event/incident, manages supplies and manages facilities. They also provide food and medical support to team members. Throughout the year, they are responsible for the inventory and maintenance of CERT equipment.
- **Finance & Administration Section Chief:** This position is not always filled for the CERT group during a response but may be established to keep track of volunteers' time, provide cost analysis, conduct contract negotiation and monitoring, and track compensation for injury or damage to property.

CERT Unit Leader: This is a leadership position within the group that requires training according to standard operating procedures that the Authority Having Jurisdiction (AHJ) has developed.

- **Public Information Leader:** Throughout the year, this position will work with the CERT Program Manager and CERT Coordinator to provide public outreach in the form of interviews, presentations, and setting up booths at events. They will also help to maintain the social media accounts for CERT. During an incident, they will coordinate with other PIOs on-scene to develop a common message for the incident. Additional PIO training through FEMA will be required when offered.
- **Communications Leader:** This position will be in charge of the training and development of CERT communications using various resources. It is their responsibility to develop a Form 205 for any CERT operations. They will work closely with LCEMA and ARES/RACES to determine what radio communications are available for use. Throughout the year, they are required to conduct training on the

Public Safety radios, radio etiquette, and procedures when working with ARES/RACES members. It is recommended that the person assigned in this role obtain an Amateur Radio license of Technician Class or higher. They will report to the Logistics Section Chief.

- **Medical Leader:** This position will oversee any medical operations conducted during an incident by CERT volunteers. Throughout the year, they will be responsible for coordinating with the CERT Coordinator any trainings that can be offered to the volunteers. They will coordinate with the Logistics Section Chief to inventory any medical supplies. It is recommended that this position have a working knowledge from the medical field and is current with their CPR training. They will report to the Operations Section Chief.
- **Shelter Leader:** This position is considered optional during an event since other agencies within the community will normally be assigned this responsibility. The team leader will be the liaison with the assigned agency and/or the American Red Cross. Should a CERT volunteer be assigned to this position, they will be responsible for carrying out the assigned duties provide to them by the organization in charge of the shelter. This will include delegating tasks to other CERT volunteers to ensure that the shelter is able to function during a disaster. They will report to the Operations Section Chief.
- **Staging Leader:** This position is considered optional during an incident. Should a person be assigned to this role, they will be responsible for tracking resources received in the staging area and providing this information to the Logistics Section Chief. Any changes in resources must also be communicated.

CERT Volunteer: This is a volunteer position within the group that performs the CERT's primary duties when responding to an incident. See Attachment 9 for the position qualifications.

CERT Volunteers - Additional Skills:

CERT volunteers may receive further training that enhances their effectiveness in a disaster situation. Some additional topics for training may include: Incident Command System (ICS), shelter management, community relations, donations management, special needs concerns, debris removal, utilities control, advanced first aid, automated external defibrillator (AED) use, and CPR skills.

Concept of Operations:

Emergency Notifications and Activations Notifications

1. The LCEMA will use all available communication methods for activation, i.e., CodeRed, cellular phones, email, internet, social media, amateur radio, etc. It is anticipated that during many disaster situations communications will be limited.
2. Active CERT Volunteers must keep their current contact information on file with the Laramie County Emergency Management (LCEMA). Any changes to contact information including home address, home

phone, mobile phone, work phone, work address, email, etc. need to be immediately provided to LCEMA.

3. Activation of the Laramie County CERT is via a request for assistance to LCEMA. LCEMA will review and approve or disapprove the request for CERT volunteers. If the request is approved, LCEMA will notify CERT volunteers either through the CERT Coordinator or directly depending on the urgency of the situation. CERT volunteers may be activated for a variety of emergency situations including, but not limited to these incidents:

- Severe weather
- Flooding
- Tornadoes
- Mass casualty
- Mass fatality

CERT Roles and Responsibilities:

Assistance to Local Authorities During Disaster

1. Local authorities may need assistance and support by LCEMA CERT personnel to assume some of the disaster related, labor intensive tasks that are important, but of a lesser priority and do not require more technical/advanced training and/or licensure/certification(s).
2. CERT volunteers must adhere to the Laramie County Government Policy in regards to possession of firearms which states:

Possession of a firearm in the workplace, unless required by an employee job description, on County property, or while driving a county vehicle or equipment, is prohibited. Any observance of violation of this policy shall be reported to management immediately. Any employee found to be in violation of this policy may be subject to disciplinary action, up to and including termination.

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

4. All utilization of LCEMA CERT volunteers in support of local authorities will be documented with LCEMA CERT names, addresses, and phone numbers, tasks, locations, etc. This documentation will serve as a basis for reporting to the LCEMA.
5. LCEMA CERT volunteers are trained 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.
 - a. LCEMA CERTs and/or volunteers are not intended to be used for routine emergencies such as house fires, car crashes, heart attacks, etc.
 - b. LCEMA CERT volunteers are limited to response operations as outlined in the approved LCEMA CERT training modules.

Non-Disaster Assistance to Local Authorities

LCEMA CERT volunteers may be used to assist professional public safety and public health personnel, and non-governmental organizations (NGOs) in logistical and administrative support, e.g., supporting Points of Dispensing (POD) when operated by public health during an emergency. Requesting agencies are responsible for training LCEMA CERT volunteers prior to the date(s) support is required.

CERT volunteers will adhere to the Laramie County Government Policy in regards to possession of firearms which states:

Possession of a firearm in the workplace, unless required by an employee job description, on County property, or while driving a county vehicle or equipment, is prohibited. Any observance of violation of this policy shall be reported to management immediately. Any employee found to be in violation of this policy may be subject to disciplinary action, up to and including termination.

Non-Emergency Notifications:

The LCEMA will email updates on a regular basis to all CERT volunteers who have provided an accurate email address. These updates will contain upcoming events, calls for action and opportunities for learning. The CERT Facebook page will also be a platform to share these various updates. Volunteers must ensure that email addresses and other contact information are kept current.

Use of Laramie County Issued Equipment:

LCEMA CERT volunteers are responsible for all equipment issued to them by or through LCEMA. All equipment and identification are the sole property of LCEMA and is strictly on loan for the purposes of the CERT program. If at any time an individual is unable to fulfill their responsibilities as a CERT member, the equipment must be returned to LCEMA. If any CERT issued equipment or ID is lost or stolen, LCEMA must be immediately notified and an email must be sent to bharris@laramiecounty.com explaining all details and circumstances regarding the lost/missing equipment.

Attachments & Documentation

The following attachments must be reviewed by the CERT volunteer. All documents needing to be turned in must be filled in with all requested information being provided. If there are any questions concerning the documents, volunteers may contact the CERT Coordinator or LCEMA.

Standard Operating Guidelines Agency Approval Signatures

Laramie County CERT

CERT Coordinator

Date

CERT Program Manager

Date

Cheyenne/Laramie County EMA

Director

Date

Laramie County Attorney: Approval as to form

County Attorney Designee

Date

Attachment 1 – Training and Volunteering

I have completed the Laramie County Emergency Management Agency (LCEMA) Basic Training for the Community Emergency Response Team (CERT). I understand as a member of LCEMA CERT that my role in emergency response is limited to action in response to a true emergency and under the policies of the Laramie County CERT Program. I understand I am responsible for all equipment issued to me. Should I cease volunteering with the LCEMA CERT, I will be expected to return all issued equipment in good working condition.

I understand as a member of LCEMA CERT I do not have the authority, power, or right of action as a Police Officer, Firefighter or EMT/Paramedic. I understand as a member of CERT my responsibilities are to myself, my family, my neighbors, and then to the surrounding neighborhood.

I understand by completing the LCEMA CERT course I will have learned basic skills intended to help me render assistance to others ONLY when I deem the situation safe and necessary for me to do so. I am under no obligation, by virtue of having received this training to render aid or become involved in any activities that would make me uncomfortable or have the potential to cause me physical or emotional harm.

I will receive a CERTIFICATE OF COMPLETION and a LCEMA CERT ID badge ONLY upon completion of all modules of this course including the graduation session. I understand the following with respect to the use of the CERT ID Badge:

1. Badges are issued to each member of LCEMA CERT upon graduation from Basic Training.
2. The purpose of the ID badge is to identify LCEMA CERT volunteers. Therefore, it is only to be used for an official CERT function. Any other use of the LCEMA CERT ID badge can result in the immediate forfeiture of the ID and removal from the LCEMA CERT.
3. Misuse of the LCEMA CERT ID badge can negatively impact LCEMA CERT and nationally.
4. I will keep in mind LCEMA CERT volunteers represent LCEMA, and Laramie County's residents.

Print Full Name

Signature

Date

Attachment 2 – Code of Conduct



Laramie County CERT CODE OF CONDUCT

The Laramie County CERT program was inaugurated in March 1999. The continued success has been achieved due to the dedication and commitment of our members, who continually strive to be a resource to Laramie County communities.

You represent the CERT program to new volunteers, to the public, and to those to whom we render our services. It is important to portray a positive image.

ALL VIOLATIONS WILL BE THOROUGHLY INVESTIGATED. DURING THE INVESTIGATION PROCESS, INVOLVED VOLUNTEERS WILL BE TEMPORARILY SUSPENDED FROM ALL CERT ACTIVITIES, PENDING THE OUTCOME OF THE INVESTIGATION. SAID VOLUNTEERS WILL BE NOTIFIED AS TO THEIR STATUS WITH THE CERT PROGRAM BY THE CERT COMMANDER. PROGRESSIVE DISCIPLINE INCLUDES, BUT IS NOT LIMITED TO, DISMISSAL FROM THE CERT PROGRAM, COUNSELING, WRITTEN NOTICE, AND RESTRICTION OF INVOLVEMENT WITH THE LARAMIE COUNTY CERT PROGRAM TO CERT COMMUNITY MEETINGS, DIVISION TRAININGS AND REFRESHERS.

As a volunteer with the Laramie County CERT program, you are expected to comply with the following:

1. Dial 911 for all emergencies, first.
2. Know that you are trained to function as an extension of the emergency response to designated disasters, when such circumstances exist or when directed by emergency services officials. When disaster occurs, your first responsibility is to ensure your own safety and the safety of your family. After, you can respond to the designated meeting place to join with other CERT volunteers. You shall not respond to any type of incidents without the approval of the Laramie County Emergency Management Agency.
3. Do not self-deploy to local events (fires, accidents, etc.). Only the CERT Call-Out Teams that are requested by the Laramie County Emergency Management Agency (LCEMA) may respond. LCEMA ALERT Messages (email, Twitter, radio, etc.) are not official instructions or authorization to take action.
4. Stay within the scope of your training. You have been trained under the curriculum of FEMA's Community Emergency Response Team program. Confine your actions to those guidelines and stay within the scope of your training and certification.
5. Laramie County CERT team volunteers are provided with basic supplies, including a backpack upon the successful completion of the FEMA approved CERT training course.
 - a. Laramie County CERT team volunteers are responsible for replenishing their own supplies contained within their backpacks in the event items are lost, stolen, or used at home. Laramie County CERT will only replenish items after use during training or an emergency response.
 - b. Persons participating in the Laramie County CERT program agree to and understand that equipment and supplies provided to them for training and/or activation are the properties of the Laramie County Emergency Management Agency. (LCEMA)
 - c. Volunteers will use the equipment and supplies provided only for Laramie County CERT training sessions and/or activations.
 - d. Volunteers will maintain equipment and supplies in proper working condition.
 - e. Volunteers will report damaged equipment and supplies to the Laramie County Emergency Management Agency Coordinator or designee immediately.

- f. CERT Equipment and supplies, including ID badges and uniforms will be returned to the Laramie County Emergency Management Agency Coordinator when a member:
 - 1. Resigns from the Laramie County CERT program.
 - 2. Is physically unable to complete tasks.
 - 3. Is removed from volunteer roles for rule violations.
- 6. Confine your actions to your physical and resource limitations when responding as a member of CERT. Such limitations may be determined by, but not limited to, equipment available, physical abilities, knowledge, authority and hazards.
- 7. Conduct yourself with professionalism, dignity and pride, and act appropriately and responsibly at all times while assisting others.
- 8. Treat fellow team volunteers, visitors, other volunteer program participants, guests, and property with respect and courtesy.
- 9. Be sensitive to the diversity of team volunteers and those we assist.
- 10. Direct anyone who is looking for official statements from LARAMIE COUNTY CERT to the Laramie County Emergency Management Agency, 307-633-4336.
- 11. Respect the privacy of persons served by Laramie County CERT and hold, in confidence, all sensitive, private, and personal information.
- 12. Keep Laramie County CERT leadership informed of any progress, concerns, or problems with tasks which you have been assigned.
- 13. Partake of no alcohol while responding as CERT and do not report for duty while under the influence of alcohol or drugs. Smoking is prohibited during CERT events except on breaks.
- 14. You shall not authorize the use of, or use for the benefit or advantage of any person, the name, emblem, endorsement, services or property of the Laramie County CERT program, without the approval of Laramie County Emergency Management Coordinator.
- 15. You shall not accept, or seek on behalf of any other person, any money or gifts offered as a result of your affiliation with the Laramie County CERT program.
- 16. You shall not use your participation in CERT to promote any partisan politics, religious matters or positions on any issue.
- 17. You shall avoid inappropriate conduct, both on- and off-duty, that would jeopardize program effectiveness. Such behavior includes, but is not limited to, the following:
 - a. Offensive or profane language or gestures
 - b. Public criticism of a CERT team member, its leaders or the CERT program
 - c. Jeopardizing another team member's safety.
- 18. You are prohibited from taking photos or the distribution of photos without the approval of LCEMA.
- 19. The use of a cell phone while driving during CERT activities is prohibited and should only be used during a CERT activity for emergency purposes. Taking photos or videos of scenes and activities is prohibited without the consent of LCEMA.

Laramie County CERT is committed to a policy of fair representation and will not discriminate on the basis of race, ethnicity, age, disability, gender, color, religion, sexual orientation, geography, or group affiliations. Volunteers will adhere to these same standards in the course of their duties.

By executing this form, I certify that I have read the Laramie County CERT Code of Conduct in its entirety, understand all of its terms and have had any questions regarding this release or its effect answered. I understand that my submission of this form, whether mailed; or sent electronically via email or faxed, shall have the same force and effect as an original. I sign this release freely and voluntarily.

Signature: _____

Date: _____

Attachment 3 – Emergency Contact Information

Please complete the following application clearly and legibly in blue or black ink. This application form must be turned in with the attached Release of Liability, Volunteer Registration, and media release form with signatures.

Name		
Address		
City	State	Zip
DOB	Cell Phone Carrier	Home Phone #
Email Address		Mobile Phone #
MEDICAL PROVIDER CONTACT INFORMATION		
Provider's Name		Provider's Phone Number
List Any Known Allergies		
Additional Medical Information (if applicable)		
EMERGENCY CONTACT INFORMATION		
Business/Work (Name)		Business/Work (address)
Business/Work Phone Number (office)		Business/Work Phone Number (mobile)
Cell Phone Carrier	Business/Work (Email Address)	
Emergency Contact #2 or Parent/Guardian Name		Relationship
Phone Number (Home)		Alt. Phone Number (Cell)
Cell Phone Carrier	Email Address	
CERT Applicant Signature		Date

Attachment 4 - Media Release

The media release for anyone under the age of 18 must include the signature of a parent or guardian!

I hereby grant the Laramie County Emergency Management Agency (LCEMA) the right to obtain and/or use my or my child's photograph, digitized image, and video for media release and/or educational purposes.

I understand that such media and all subsequent uses of that media, including publications, presentations, web sites, videos, and multimedia productions become the property of the Laramie County Emergency Management Agency and may be disseminated to the public via appropriate media channels.

I understand that a photograph of myself or my child appearing on the approved Laramie County Emergency Management Agency home pages on the World Wide Web (www) will not identify me or my child by name.

This Release is for (Participant Name) <input type="checkbox"/> Adult <input type="checkbox"/> Child	Program Name <p style="text-align: center;">LCEMA CERT Program</p>
Parent/Guardian Name (Please print)	
Signature of Participant or Parent/Guardian	Date

I **do not** authorize the use of my or my child's photograph, digitized image, and video for media release and/or educational purposes.

This Release is for (Name) <input type="checkbox"/> Adult <input type="checkbox"/> Child	Program Name <p style="text-align: center;">LCEMA CERT Program</p>
Parent/Guardian Name (Please print)	
Signature of Parent/Guardian	Date

Attachment 5 – Liability Form

REQUEST TO PARTICIPATE AND RELEASE OF LIABILITY

LARAMIE COUNTY EMERGENCY MANAGEMENT VOLUNTEER

Name: _____
(First) (Middle initial) (Last)

Address: _____
(Street) (City) (State) (Zip code)

I hereby acknowledge that volunteer work with the Laramie County Emergency Management Agency (LCEMA) may involve physical exertion and physical contact or exposure to various environmental and man-made hazards and carries an inherent risk of injury, property damage and/or death. I knowingly and voluntarily accept the burden of any and all such risks, including, but not limited to, physical and financial risks.

Further I do hereby, for myself, my heirs, personal representatives and assigns, release and discharge Laramie County and/or any of its agencies, their employees, agents and elected officials, successors and assigns from all actions, causes of action, damages, claims or demands for all known or unknown personal injuries, property damage or death resulting from or arising out of volunteer work with LCEMA.

By my signature below, I certify and warrant that I have read and fully understand the foregoing **Release**. I acknowledge that Laramie County does not waive its governmental immunity by allowing me to participate as a volunteer. Further, I am signing this REQUEST TO PARTICIPATE AND RELEASE OF LIABILITY, freely, voluntarily and without coercion and in exchange for the consideration of the opportunity to participate as a volunteer with LCEMA.

Witness

Participant

Date

Date

Attachment 6 – Volunteer Registration Form



**CHEYENNE / LARAMIE COUNTY
EMERGENCY MANAGEMENT AGENCY**

**Emergency Management • Fire Warden
Jeanine West, Director
Matthew Butler, Operations/Fire Warden
Beth Harris, Executive Assistant**



Volunteer Registration

Volunteer Team: _____

Name: _____

Address: _____

SSN: _____

Date of Birth: _____

Phone: (Home) _____

(Cell) _____

Email: _____

❖ Information provided is for worker's compensation purposes only. At no time will this be given to anyone outside of Laramie County Government.

**3962 Archer Parkway • Cheyenne WY 82009
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Attachment 7 – CERT Section Chief Description

Resource Typing Definition for the National Qualification System
Emergency Management

COMMUNITY EMERGENCY RESPONSE TEAM SECTION CHIEF

RESOURCE CATEGORY	Emergency Management
RESOURCE KIND	Personnel
OVERALL FUNCTION	The Community Emergency Response Team (CERT) Section Chief is a volunteer who is responsible for a specific functional area within the CERT
COMPOSITION AND ORDERING SPECIFICATIONS	<ol style="list-style-type: none"> 1. This position can be ordered as a single resource 2. Discuss logistics for deploying this position, such as working conditions, length of deployment, security, lodging, transportation and meals, prior to deployment 3. Requestor specifies additional qualifications necessary, based on incident complexity and needs 4. This position can be deployed outside the home jurisdiction

Each type of resource builds on the qualifications of the type below it. For example, Type 1 qualifications include the qualifications in Type 2, plus an increase in capability. Type 1 is the highest qualification level.

COMPONENT	SINGLE TYPE	NOTES
DESCRIPTION	<p>The CERT Section Chief is a volunteer who:</p> <ol style="list-style-type: none"> 1. Is trained to perform the duties of an Incident Command System (ICS) command function for the CERT during a CERT response 2. Is responsible for a specific functional area within the CERT, such as Operations, Planning/Intelligence or Logistics 3. Assigns activities and accounts for team volunteers within the functional area 4. Is trained according to standard operating procedures that the Authority Having Jurisdiction (AHJ) has developed 	Not Specified
EDUCATION	Not Specified	Not Specified
TRAINING	<p>Completion of the following:</p> <ol style="list-style-type: none"> 1. IS-100: Introduction to the Incident Command System, ICS-100 2. IS-200: Basic Incident Command System for Initial Response, ICS-200 3. IS-244: Developing and Managing Volunteers 4. IS-288: The Role of Voluntary Organizations in Emergency Management 5. IS-315: CERT and the Incident Command System (ICS) 6. IS-505: Religious and Cultural Literacy and Competency in Disaster 7. IS-700: National Incident Management System, An Introduction 8. IS-703: National Incident Management System Resource Management 	Any additional training beyond Basic CERT is supplemental.



Resource Typing Definition for the National Qualification System
Emergency Management

COMPONENT	SINGLE TYPE	NOTES
	9. IS-800: National Response Framework, An Introduction 10. Minimum of 18 hours of CERT Basic Training Course 11. Specific section training, as the AHJ determines	
EXPERIENCE	Knowledge, Skills and Abilities: 1. Understanding of the functions of a Section Chief 2. Understanding of the functions of the assigned functional area: Experience: Successful completion of the National Qualification System (NQS) Position Task Book (PTB) for the National Incident Management System (NIMS) CERT Section Chief, or equivalent AHJ documentation	The AHJ documents and validates knowledge, skills and abilities.
PHYSICAL / MEDICAL FITNESS	1. Arduous 2. Maintains immunizations in accordance with the U.S. Department of Health and Human Services Centers for Disease Control and Prevention's (CDC) immunization recommendations	NIMS Guideline for the NQS defines physical/medical fitness levels for NQS positions.
CURRENCY	1. Functions in this position during an operational incident, planned event, exercise, drill or simulation at least once every two years 2. The provider must carry out and use any background checks as applicable law specifies. This may include the following: background check currency within 12 months; sex-offender registry check; and a local, state and national criminal and driving history.	Not Specified
PROFESSIONAL AND TECHNICAL LICENSES AND CERTIFICATIONS	Not Specified	Not Specified



NOTES

1. Nationally typed resources represent the minimum criteria for the associated component and capability.
2. This document contains references to non-Federal resources and materials. Such references do not constitute an endorsement by the U.S. government, or any of its employees, of the information or content which a non-Federal resource or material provides.

REFERENCES

1. FEMA, National Qualification System (NQS) Position Task Book for Community Emergency Response Team Section Chief
2. FEMA, National Incident Management System (NIMS), October 2017
3. FEMA, NIMS Guideline for the NQS, November 2017
4. FEMA, National Response Framework, October 2019
5. FEMA, CERT Basic Training Participant Manual, latest edition adopted

Attachment 8 – CERT Team Leader Description

Resource Typing Definition for the National Qualification System Emergency Management

COMMUNITY EMERGENCY RESPONSE TEAM – TEAM LEADER

RESOURCE CATEGORY	Emergency Management
RESOURCE KIND	Personnel
OVERALL FUNCTION	The Community Emergency Response Team (CERT) Team Leader is a volunteer who is part of a CERT and directs team activities
COMPOSITION AND ORDERING SPECIFICATIONS	<ol style="list-style-type: none"> 1. This position can be ordered as a single resource 2. Discuss logistics for deploying this position, such as working conditions, length of deployment, security, lodging, transportation, and meals, prior to deployment 3. Requestor specifies additional qualifications necessary, based on incident complexity and needs 4. This position can be deployed outside the home jurisdiction

Each type of resource builds on the qualifications of the type below it. For example, Type 1 qualifications include the qualifications in Type 2, plus an increase in capability. Type 1 is the highest qualification level.

COMPONENT	TYPE 1	TYPE 2	NOTES
DESCRIPTION	Same as Type 2, PLUS: Additional training on how to manage a CERT program	The National Incident Management System (NIMS) Type 2 CERT Team Leader is trained according to standard operating procedures that the Authority Having Jurisdiction (AHJ) has developed and is responsible for: <ol style="list-style-type: none"> 1. Ensuring team safety 2. Communicating with the CERT Section Chief 3. Liaising with other responders 4. Carrying out assigned tasks 5. Directing team activities 	Not Specified
EDUCATION	Not Specified	Not Specified	Not Specified
TRAINING	Same as Type 2, PLUS: <ol style="list-style-type: none"> 1. IS-240: Leadership and Influence 2. IS-241: Decision Making and Problem Solving 3. IS-242: Effective Communication 4. IS-1300: Introduction to Continuity of Operations 5. IS-2200: Basic Emergency Operations Center Functions 	Completion of the following: <ol style="list-style-type: none"> 1. IS-100: Introduction to the Incident Command System, ICS-100 2. IS-200: Basic Incident Command System for Initial Response, ICS-200 3. IS-244: Developing and Managing Volunteers 	Any additional training beyond Basic CERT is supplemental.



Resource Typing Definition for the National Qualification System
Emergency Management

COMPONENT	TYPE 1	TYPE 2	NOTES
	6. G427: CERT Program Manager	4. IS-288: The Role of Voluntary Organizations in Emergency Management 5. IS-317: Introduction to Community Emergency Response Team 6. IS-505: Religious and Cultural Literacy and Competency in Disaster 7. IS-700: National Incident Management System, An Introduction 8. IS-703: National Incident Management System Resource Management 9. IS-800: National Response Framework, An Introduction 10. Minimum of 18 hours of CERT Basic Training Course	
EXPERIENCE	Same as Type 2, PLUS: Experience: Successful completion of the National Qualification System (NQS) Position Task Book (PTB) for the NIMS Type 1 CERT Team Leader or equivalent AHJ documentation	Knowledge, Skills and Abilities: Understanding of CERT Team Leader functions as defined by CERT Basic Training or the AHJ Experience: Successful completion of the NQS PTB for the NIMS Type 2 CERT Team Leader or equivalent AHJ documentation	The AHJ documents and validates knowledge, skills and abilities.
PHYSICAL / MEDICAL FITNESS	Same as Type 2	1. Arduous 2. Maintains immunizations in accordance with the U.S. Department of Health and Human Services Centers for Disease Control and Prevention's (CDC) immunization recommendations	NIMS Guideline for the NQS defines physical/medical fitness levels for NQS positions.
CURRENCY	Same as Type 2	1. Functions in this position during an operational incident, planned event, exercise, drill or simulation at least once every two years 2. The provider must carry out and use any background checks as applicable law specifies. This may include the following: background check currency within 12 months; sex-offender registry check; and a local, state and national criminal and driving history.	Not Specified
PROFESSIONAL AND TECHNICAL LICENSES AND CERTIFICATIONS	Not Specified	Not Specified	Not Specified



NOTES

1. Nationally typed resources represent the minimum criteria for the associated component and capability.
2. This document contains references to non-Federal resources and materials. Such references do not constitute an endorsement by the U.S. government, or any of its employees, of the information or content which a non-Federal resource or material provides.

REFERENCES

1. FEMA, NIMS 509: Community Emergency Response Team Section Chief
2. FEMA, National Qualification System (NQS) Position Task Book for Community Emergency Response Team – Team Leader
3. FEMA, National Incident Management System (NIMS), October 2017
4. FEMA, NIMS Guideline for the NQS, November 2017
5. FEMA, National Response Framework, October 2019
6. FEMA, CERT Basic Training Participant Manual, latest edition adopted

Attachment 9 – CERT Volunteer Description

Resource Typing Definition for the National Qualification System Emergency Management

COMMUNITY EMERGENCY RESPONSE TEAM VOLUNTEER

RESOURCE CATEGORY	Emergency Management
RESOURCE KIND	Personnel
OVERALL FUNCTION	The Community Emergency Response Team (CERT) Volunteer is a voluntary CERT team member who has training in basic disaster response skills, such as fire safety, light search and rescue, team organization or disaster medical operations
COMPOSITION AND ORDERING SPECIFICATIONS	<ol style="list-style-type: none"> 1. This position can be ordered as a single resource 2. Discuss logistics for deploying this position, such as working conditions, length of deployment, security, lodging, transportation and meals prior to deployment 3. Requestor specifies additional qualifications necessary, based on incident complexity and needs 4. This position can be deployed outside the home jurisdiction

Each type of resource builds on the qualifications of the type below it. For example, Type 1 qualifications include the qualifications in Type 2, plus an increase in capability. Type 1 is the highest qualification level.

COMPONENT	TYPE 1	TYPE 2	NOTES
DESCRIPTION	Same as Type 2, PLUS: CERT supplemental training, which may include specialization in animal response, firefighter rehab or traffic and crowd management	The National Incident Management System (NIMS) Type 2 CERT Volunteer: <ol style="list-style-type: none"> 1. Is trained according to standard operating procedures that the Authority Having Jurisdiction (AHJ) has developed 2. Performs the CERT's primary duties when responding to an incident 	Not Specified
EDUCATION	Not Specified	Not Specified	Not Specified
TRAINING	Same as Type 2, PLUS: <ol style="list-style-type: none"> 1. IS-288: The Role of Voluntary Organizations in Emergency Management 2. IS-505: Religious and Cultural Literacy and Competency in Disaster 3. CERT supplemental training courses 	Completion of the following: <ol style="list-style-type: none"> 1. IS-100: Introduction to the Incident Command System, ICS-100 2. IS-200: Basic Incident Command System for Initial Response, ICS-200 3. IS-700: National Incident Management System, An Introduction 4. IS-800: National Response Framework, An Introduction 5. Minimum of 18 hours of CERT Basic Training Course 	The AHJ may specify additional required training. Any additional training beyond Basic CERT is supplemental.



Resource Typing Definition for the National Qualification System
Emergency Management

COMPONENT	TYPE 1	TYPE 2	NOTES
EXPERIENCE	Same as Type 2, PLUS: Experience: Successful completion of the National Qualification System (NQS) Position Task Book (PTB) for the NIMS Type 1 CERT Volunteer or equivalent AHJ documentation	Knowledge, Skills and Abilities: Understanding of CERT basic principles Experience: Successful completion of the NQS PTB for the NIMS Type 2 CERT Volunteer or equivalent AHJ documentation	The AHJ documents and validates knowledge, skills and abilities.
PHYSICAL / MEDICAL FITNESS	Same as Type 2	1. Arduous 2. Maintains immunizations in accordance with the U.S. Department of Health and Human Services Centers for Disease Control and Prevention's (CDC) immunization recommendations	NIMS Guideline for the NQS defines physical/medical fitness levels for NQS positions.
CURRENCY	Same as Type 2	1. Functions in this position during an operational incident, planned event, exercise, drill or simulation at least once every two years 2. The provider must carry out and use any background checks as applicable law specifies. This may include the following: background check currency within 12 months; sex-offender registry check; and a local, state and national criminal and driving history.	Not Specified
PROFESSIONAL AND TECHNICAL LICENSES AND CERTIFICATIONS	Not Specified	Not Specified	Not Specified



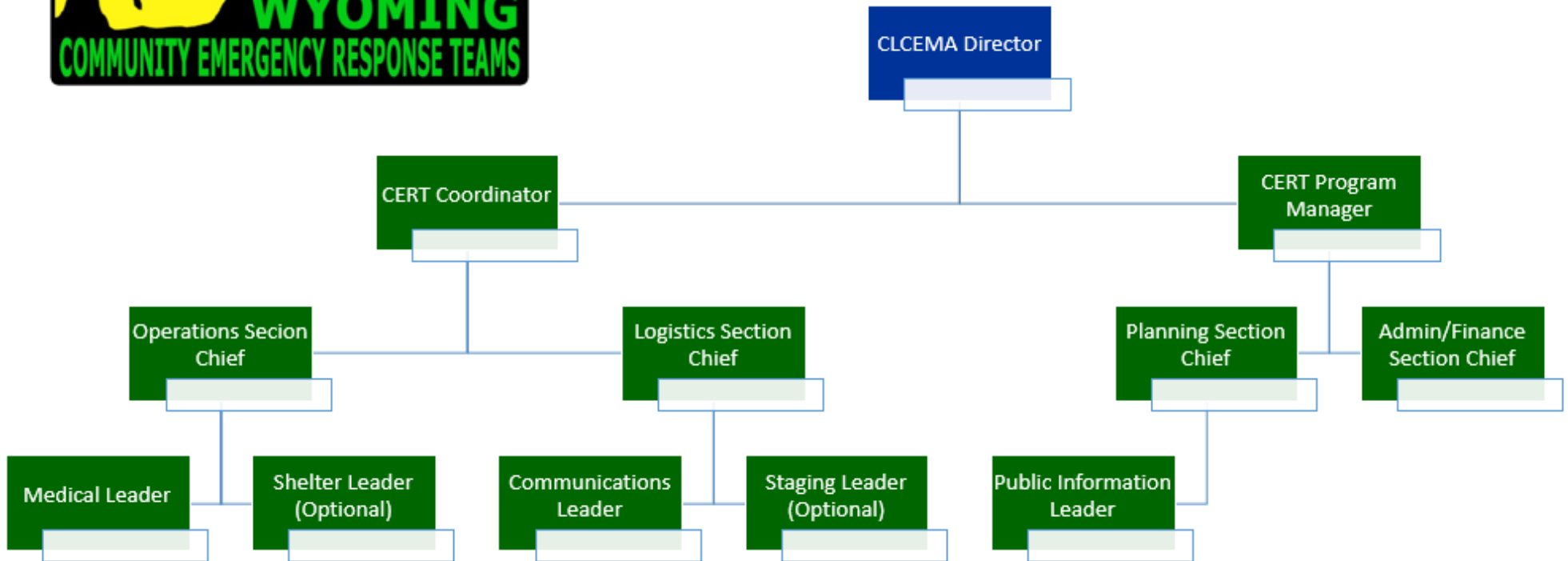
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REFERENCES

1. FEMA, National Qualification System (NQS) Position Task Book for Community Emergency Response Team Volunteer
2. FEMA, National Incident Management System (NIMS), October 2017
3. FEMA, NIMS Guideline for the NQS, November 2017
4. FEMA, National Response Framework, October 2019
5. FEMA, CERT Basic Training Participant Manual, latest edition adopted

Attachment 10 – CERT Organizational Chart



Per ICS standard for span of control, some positions may or may not be assigned to a member of the team. Any responsibilities of unassigned positions will fall to the direct supervisor for that position or the Incident Commander for CERT. Depending on the incident, this chart allows flexibility to meet the objectives of the incident. Volunteers who are not in a leadership position will be assigned to one of the groups during an event/incident.