

Appendix A-1

ESCA CERT Policies and Procedures

1. Scope

- 1.1. The following policies apply to all Emergency Services Coordinating Agency (ESCA) Community Emergency Response Team (CERT) volunteers holding a current State Emergency Worker Card issued through ESCA.
- 1.2. These policies govern the ESCA CERT volunteers during both activated and non-activated events such as meetings and drills. When CERT personnel are activated, the ESCA Employee Policies also apply.
- 1.3. The area of operation shall be the ESCA jurisdiction or any area assigned to the CERT volunteers by ESCA.
- 1.4. To be covered by State government insurance during an incident responded to by ESCA, the volunteer must possess a valid State Emergency Worker Card issued by ESCA and be working on an incident that has been issued a mission number by the state (3.3).

2. Mission

- 2.1. The ESCA CERT volunteers shall provide trained, prepared volunteer assistance in response to local and regional disasters affecting the ESCA jurisdiction.

3. Definitions

- 3.1. Local event is one that occurs in a limited area within the ESCA jurisdiction.
- 3.2. Regional event is one that occurs in a large area within the ESCA jurisdiction such as an incident that crosses multiple city boundaries.
- 3.3. Mission Number is issued by the State EOC for an incident when they become aware of the incident. Therefore, a mission number will automatically be assigned in a large-scale regional event such as an earthquake, but mission numbers must be requested by ESCA for drills and local events,
- 3.4. Default Site is an assigned reporting site if unable to contact ESCA for an assignment.
- 3.5. Field Expedient Issued Document describes any document created by an ESCA staff member (or designee) during emergency response operations, such as a temporary substitute for the State Emergency Worker Card.
- 3.6. CERT Task is a task that is included in the CERT course.

- 3.7. Support Task is a task that is not included in the CERT course but can be reasonably accomplished without special training. An example would be taking notes in an Emergency Operations Center.
- 3.8. CERT Scenario is the final CERT class that places the CERT trainees in a simulated disaster.
- 3.9. Active Status any CERT volunteer meeting the stated membership requirements and available for deployment is on Active Status.
- 3.10. Reserve Status any volunteer not meeting the stated membership requirements or unavailable for deployment is on Reserve Status.

4. CERT Organization Structure

- 4.1. A CERT Steering Committee shall be elected to support ESCA CERT efforts under the direction of ESCA personnel. The steering committee will consist of five volunteers, including three coordinators. Elected members will serve on the steering committee for two years. Consecutive terms may be served as long as an election is held.
- 4.2. Within the steering committee, three coordinator positions are defined:
- a. Program Coordinator - Responsibilities shall include:
 - Set meeting agendas
 - Run the CERT monthly meetings
 - Oversee ongoing projects
 - Act as liaison between CERT volunteers and ESCA staff, including handling member issues, concerns and suggestions.
 - b. Training Coordinator - Responsibilities shall include:
 - Identify training needs and goals for the team
 - Assist the ESCA Emergency Operations Manager to create and/or organize training programs and opportunities
 - Gather documentation of attendance at training exercises
 - Recruit members to assist in the creation or execution of training exercises
 - Coordinate exercises and the evaluation of exercises
 - Under the direction of the ESCA staff, interface with other CERT organizations to review training methods and tools, organize integrated CERT drills and foster good working relations
 - c. Administrative Coordinator - Responsibilities shall include:
 - Record and distribute meeting minutes
 - Maintain CERT policies and procedures
 - Maintain the CERT roster and training records
 - Assist in CERT correspondence
 - Organize the election of steering committee members
- 4.3. Upon approval of ESCA staff, the committee structure and coordinator roles may be modified as necessary.

4.4. If a steering committee member resigns, an acting steering committee member shall be elected to complete the term.

5. Membership

5.1. New members will be recruited from the ESCA CERT classes. Graduates of the classes will be invited to attend a New Member meeting. These meetings will be held twice a year.

5.2. New recruits must meet the following qualifications:

- a. Successful completion of a CERT class.
- b. Pass a background check.
- c. Be willing to comply with CERT policies.
- d. Be willing to comply with training requirements to maintain active membership.

5.3. Training required in the first year after becoming a member:

- a. Complete an Incident Command (IC) course and a practical IC exercise (such as assisting in the Command Post during a CERT scenario or CERT drill).
- b. Complete an Emergency Operations Center (EOC) course given by ESCA or other approved agency.
- c. One CERT drill.

5.4. Training required to maintain active status after the first year:

- a. Attendance at two approved CERT drills. To be considered adequate to maintain active status, two of the three following subjects must have been included in the drills attended during the year: triage, medical treatment and USAR. For example, a sandbagging or Red Cross Shelter Operations class may count as one drill when the other drill attended included triage and medical treatment. Or, one triage drill and one medical treatment drill would be sufficient.
- b. ESCA staff will determine which exercises are considered approved drills.
- c. Those volunteers not satisfying the minimum requirements to retain active status shall be placed on reserve status.

5.5. Attendance at meetings and other training opportunities that support the CERT role is encouraged. ESCA staff will determine whether training offered by other jurisdictions can be included in the member's training record.

5.6. CERT training records will be maintained for each volunteer. After attending training offered by another jurisdiction, volunteers are responsible for informing the Administrative Coordinator of their participation and provide a copy of any certificate issued.

5.7. Required training will be evaluated on a calendar year basis. Members who join the team mid-year will have a year and a half to complete their first year requirements.

6. Activation

6.1. The decision to activate CERT volunteers can only be made by an ESCA staff member. However, CERT members may self-activate following an obvious large-scale regional incident, such as a major earthquake.

6.2. Readiness levels are defined based upon the likelihood of an incident and the anticipated level of the incident.

a. Readiness level A (Alpha): Normal status - no imminent incident has been identified.

b. Readiness level B (Bravo): Potential for an incident has been identified. When CERT volunteers are notified of a potential incident they will verify that their gear is in proper condition for full activation. An example of this type of incident is a major storm warning.

c. Readiness level C (Charlie): Full activation of CERT volunteers.

6.3. CERT volunteers may be notified of the activation status in several ways, depending on the incident and the activation level.

a. ESCA may call CERT volunteers directly to inform them of an incident, provide instructions and give assignments.

b. ESCA may use the CERT Call-Up procedure.

c. After an unexpected large-scale incident, ESCA will likely be too busy to activate the phone procedures. CERT volunteers should attempt to contact ESCA via the telephone for assignments. If phone service is not available, CERT volunteers may listen to the radio (KIRO 710 news radio) or contact the ESCA/ RACES amateur radio network.

6.4. When activated, available CERT volunteers will go to the location designated in the notification.

a. If ESCA notifies the CERT volunteers of an incident via telephone or public radio, the message will include general assignments and meeting places.

b. After a large-scale regional incident, if CERT volunteers are unable to contact ESCA by any of the methods defined in 6.3 they may self-activate and go to their default site for assignment. In general, default sites are city EOC's.

7. Responding to Incidents

7.1. Volunteers will NOT respond to local incidents without direction from an ESCA staff member.

7.2. When activated, the volunteer will bring appropriate safety gear, equipment and proper attire as feasible. Examples of safety gear include the following:

a. Safety hat

- b. Goggles
- c. Gloves
- d. Protective mask
- e. Long pants and long sleeved shirt
- f. Boots or sturdy shoes

7.3. When activated, volunteers will wear their State Emergency Worker Card (SEWC) in an easily visible location. Only ESCA-issued SEWC and identification may be used. If a volunteer is unable to respond with their official SEWC, ESCA staff can issue a temporary Field Expedient Issued Card.

7.4. If a volunteer responds to an incident other than that described in Section 6, they are acting as a private citizen and will not be covered by the State Emergency Worker Card or ESCA. The volunteer will not display any decal, identification badge, or other adornment that would have a reasonable person believe that they are acting in an official capacity of ESCA or any other government agency.

7.5. A CERT volunteer will NOT direct traffic at the scene of an incident. If a volunteer comes upon an accident or other incident and no emergency response personnel are present, directing traffic will be at their own risk as a private citizen and will not be covered by the State Emergency Worker Card or endorsed by ESCA.

7.6. Volunteers may refuse any assignment they do not feel comfortable attempting (including CERT tasks or support tasks). The volunteer should refuse an assignment if any of the following conditions is true:

- a. The volunteer feels insufficiently trained to do the assignment.
- b. The volunteer feels the assignment is not safe.
- c. The volunteer feels he/she does not have sufficient physical abilities to accomplish the assignment.

8. Code of Conduct

8.1. All CERT Volunteers will abide by the Emergency Services Coordinating Agency's General Volunteer Policies.