



STANDARD OPERATING GUIDELINES

SPONSORED BY THE



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Lealman Special Fire Control District



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Dear CERT Member,

It is my pleasure to welcome you to the Lealman Community Emergency Response Team. CERT has become a valuable resource within the community by providing assistance to the Lealman Fire District during times of disaster and by helping the community at special events.

The CERT training you have just received will not only help the community but will better prepare you and your family to deal with the consequences of a disaster. The Lealman Fire District practices safety first. Our #1 goal is that everyone goes home; that includes CERT members, fire department personnel and our residents.

While helping the community is the purpose of the CERT program, your #1 obligation is to your family and self. The best way to help the community is by having a basic family disaster plan and survival kit. I would encourage you to start planning today!

I wish to take this opportunity to thank you for your commitment to the Lealman Community. If I can ever be of any assistance, please feel free to contact me.

Respectfully,

Richard E. Graham
Fire Chief



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1. Mission Statement:

- 1.1. The mission of the National Citizen Corps is to harness the power of every individual through education, training, and volunteer service to make communities safer, stronger, and better prepared to respond to the threats of terrorism, crime, public health issues, and disasters of all kinds.
- 1.2. Community Emergency Response Teams (CERT), a Citizens Corp Partner, is about readiness, people helping people, rescuer safety, and doing the greatest good for the greatest number. CERT is a positive and realistic approach to emergency and disaster situations where citizens will be initially on their own and their actions can make a difference.
- 1.3. Our local mission is to become the "Premier CERT Team" in the State of Florida. We dedicate ourselves to integrity, growth, professionalism, value, leadership, and to provide quality service to those citizens we are charged to assist in the time of need.
- 1.4. CERT members are trained to assist in each of the Four Pillars of Emergency Management: Preparedness, Response, Recovery, and Mitigation.

2. Mission Objectives:

2.1. Preparedness/Mitigation:

- 2.1.1. The CERT Program affords citizens the opportunity to prepare for natural and man-made disasters by attending a 24 hour Basic CERT Course. The key element of the course is personal, family, and community preparedness.
- 2.1.2. The CERT Program allows members to assist in preparing the community for disasters by staffing informational booths, installing smoke alarms, and speaking to community groups and organizations.
- 2.1.3. CERT members assist in community events to raise awareness of the CERT program and to encourage participation in the program.

2.2. Response:

- 2.2.1. CERT members assist the fire district during the response mode of disasters in the areas of: sheltering, evacuations, points of distribution, damage assessments, and emergency operations center (EOC) staffing.
- 2.2.2. CERT members assist their community following an unexpected disaster by self-activating and utilizing the skills learned in the basic CERT course such as search & rescue, medical triage



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100: MISSION STATEMENT & OBJECTIVES

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and treatment, extinguishing small fires, and instituting the Incident Command System while awaiting the arrival of first responders.

2.3. Recovery:

- 2.3.1. Following a disaster of any magnitude, CERT members will assist in the recovery process. Tier I members are encouraged to attend advanced training in the role of a Community Relations Officer. Community Relations Officers assess the needs of the community and provide vital information not only to the community about assistance programs available, but also provide information to the EOC about the status of the community and the immediate and projected needs of the community.



LEALMAN FIRE DISTRICT CERT STANDARD OPERATING GUIDELINES



1. LEALMAN OVERVIEW

The Lealman Fire District's Community Emergency Response Team was organized in 2004 to prepare, equip and train individuals residing in, or employed in the Lealman Special Fire District to provide immediate assistance to our neighbors in times of catastrophic emergencies.

Currently more than 150 volunteers are prepared to help in times of crisis and that number is growing. We know that in a major disaster, professional assistance could be hours, even days away. During such times, neighbors will help neighbors and if they don't know what they are doing, no matter how well intentioned, they are putting themselves and the people they are trying to help at greater risk. By having and practicing basic skills, CERT members are able to help organize the chaos and provide assistance until professional help can arrive.

If a CERT does not exist in a neighborhood, CERT graduates wishing to maintain their involvement are encouraged to participate as part of the nearest established team until such time as a new team is formed in their immediate area. When a new CERT program is eventually formed in their neighborhood, these graduates can provide crucial support and direction to its development.

The Lealman Fire District CERT program is designed to support and integrate into the disaster plans of the fire district, county, state and federal governments. The CERT program is designed to be a "partnership" between the county and local neighborhoods that will ultimately reduce the death, injury, and property loss caused by major disasters.

2. BACKGROUND

The Community Emergency Response Team (CERT) program is an official emergency preparedness program of the Federal Emergency Management Agency (FEMA). The CERT concept was originally developed and implemented by the Los Angeles Fire Department in 1985. The need for civilian training was recognized following a series of earthquakes in both the U.S. and Mexico that left hundreds dead, injured, and without emergency services. By 1993, thousands of residents had been trained in the United States and Canada. The CERT program nationwide is supported and assisted by the U.S. Department of Homeland Security and locally by the Florida Division of Emergency Management.

The CERT basic course benefits anyone who takes it. Graduates are better prepared to respond to and cope with the aftermath of natural or manmade disasters. Neighborhood groups receiving CERT training become closer-knit and develop plans to help each other when disaster strikes. CERT training provides a person with information and experience that is unavailable anywhere else in most communities. Topics



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such as introduction to disasters, disaster medical care, fire suppression, search & rescue, and disaster planning have been shown to be highly beneficial to all that attend.

The United States Government publishes the Federal Response Plan (FRP) as its official plan of action in response to disasters. Under the FRP each specialty area such as fire, police, communications, animal control, public works, and urban search & rescue that may require emergency support are designated by number as Emergency Support Functions (ESFs). For example, Urban Search & Rescue is designated ESF-9.

In support of the Federal Response Plan, the State Of Florida has published the Comprehensive Emergency Management Plan (CEMP) that details the response from the State Of Florida to disaster or major emergencies. Similarly, Pinellas County has published the Pinellas County Comprehensive Emergency Management Plan. This type of planning results in uniform terminology and consistency from the federal government down to the local level.

No aspect of the CERT program will grant any citizen member of a CERT special authority to act as a law enforcement officer, firefighter or emergency medical technician. CERT members are encouraged, however, to use the level of their training and skills in disaster situations or whenever emergency service personnel are absent or unavailable.

CERT personnel may be authorized to enter into restricted areas during a disaster upon presenting their Lealman Fire District CERT identification card. Entry into such an area will be for official reasons and will be with the approval of the Sheriffs Department or the Fire District. A CERT identification card is not intended to be used as an automatic pass to enter into restricted zones if there are not requirements indicated for the services of the CERT members.



LEALMAN FIRE DISTRICT CERT STANDARD OPERATING GUIDELINES



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1. Membership in the Lealman Fire District's Community Emergency Response Team is open to any individual age 18 and older or ages 14 to 18 if accompanied by a parent or legal guardian.
2. The Lealman Fire District will not discriminate CERT membership on the basis of race, age, sexual orientation, gender, religion, ethnicity, physical disability, or marital status.
3. Lealman CERT consists of 3 tier levels depending upon the level of involvement an individual chooses. Individuals may choose to change their level of involvement at any time by notifying the CERT coordinator and meeting the listed requirements.
 - 3.1. **Non-Member:** Comprised of individuals who only desire to take the course so they can better understand, prepare for, and respond to disasters in their own surroundings. These individuals are not interested in on-going training or in being a part of any CERT related community service projects. These individuals benefit the community by being better able to respond should an emergency arise. These individuals receive no ongoing communications from the CERT program. Many individual's take the CERT Basic Training Course to fulfill a requirement of another volunteer in disaster organization. A certificate of training is provided to the individual upon successful completion of the course.(Required: Basic CERT 317)
 - 3.2. **Member:** Comprised of individuals who want to take part in on-going training and CERT activities. These individuals are issued basic CERT personal protective equipment upon successful completion of the requirements of membership. These individuals receive communications from the Fire District concerning CERT activities and training opportunities.
 - 3.3. **Leadership Team:** This is an individual for whom CERT is a passion. They have completed the basic member requirements and wish to continue receiving advanced level training. This cadre of individuals provides leadership and direction for the CERT Program.
4. **Membership Requirements:**
 - 4.1. **Required Training:** Members are required to successfully complete the Basic CERT Course and within twelve months of application, certification of completion in IS7: A Citizen's Guide to Disaster Assistance, IS100: Introduction to Incident Command System and IS700: Introduction to the National Incident Management System. In addition to the basic membership requirements, members requesting to serve on the Leadership Team are required to complete IS200: ICS for Single Resources and Initial Action Incidents and IS800: An Introduction to the National Response Plan.
 - 4.2. **Required Participation:** Members are required to participate in at least 24 hours of documented community service annually. Community service includes hours spent at CERT sponsored events, CERT training sessions, and CERT drills. Leadership Team Members are required to participate annually in at least 40 hours of community service.



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5. Membership Application Process

- 5.1. Applicants must submit to the Fire District: 1) A completed membership application and Hold Harmless Agreement, 2) A copy of their current Driver License or State Identification Card, and 3) A copy of the each of the required certifications.
 - 5.2. Applicants will be screened utilizing a basic background check as established by the Fire District. A review of the applicant's application and background check will be conducted and approved by the CERT Coordinator.
 - 5.3. Any applicant that is denied membership can request a review by the Leadership Team. The Leadership Team will make a recommendation to the District's Fire Chief who will review all available information and can either approve or reject the application. The Fire Chief's decision is final.
6. Persons participating in the Lealman CERT program agree to and will abide by the Standard Operating Guidelines. A copy will be provided by the Lealman Fire District CERT coordinator.



LEALMAN FIRE DISTRICT CERT STANDARD OPERATING GUIDELINES



200: CODE OF CONDUCT

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1. YOU ARE NOT A POLICE OFFICER, FIREFIGHTER OR PARAMEDIC.
 - 1.1. You are trained to function as a civilian extension of the fire-rescue response to catastrophic disasters when such circumstances exist or when directed by emergency services officials.
2. YOU ARE FORBIDDEN TO CARRY FIREARMS OR OTHER WEAPONS.
 - 2.1. You have been trained for immediate disaster response and there is no need, place or legal authorization for you to carry or use any of the above. To do so will jeopardize your own safety and the continued existence of the CERT program in Lealman Fire District.
3. YOUR FIRST RESPONSIBILITY IS TO YOURSELF AND YOUR FAMILY.
 - 3.1. When disaster occurs your first responsibility is to ensure your own safety and the safety of your family. You should not venture out on your own to start search & rescue operations without your team members.
4. BRING ALL OF YOUR ISSUED CERT GEAR.
 - 4.1. When functioning as a member of a Lealman Fire District CERT team you should always have your issued CERT equipment with you and display your CERT identification card on the outside of your clothing.
 - 4.2. Personal Protective Equipment (PPE) shall be worn when functioning at a scene of an emergency.
5. STAY WITHIN THE SCOPE OF YOUR TRAINING.
 - 5.1. You have been trained under the curriculum of FEMA's Community Emergency Response Team program. Please confine your actions to those guidelines and stay within the scope of your training and certification.
6. STAY WITHIN YOUR LIMITATIONS.
 - 6.1. You must confine your actions to your physical and resource limitations when responding as a member of a CERT. Such limitations may be determined by, but not limited to, equipment available, physical abilities, knowledge, authority, hazards, etc.
7. STAY AWARE OF YOUR PHYSICAL AND MENTAL CONDITION AT ALL TIMES.
 - 7.1. Responding to a disaster is extremely taxing on your physical and mental condition. The stresses will eventually impair your ability to respond effectively and safely. When significantly impaired you are risking your safety and the safety of others. Continuously assess your condition and the condition of your team members. When necessary, take the required measures to rest, hydrate, nourish, etc.



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200: CODE OF CONDUCT

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8. GENERAL CODE OF CONDUCT

- 8.1. Inappropriate, foul, or profane language is not permitted
- 8.2. Consumption of alcoholic beverages while functioning as a CERT member is prohibited.
- 8.3. The use of any illegal drug or abuse of any prescription medication at any time while functioning as a CERT member is strictly prohibited.
- 8.4. Any article written by a CERT member for publication or any personal news release regarding an official activation or the activities of a Team must be approved by the Lealman Fire District.
- 8.5. Discussion with any media source during activation is prohibited unless authorized by the Lealman Fire District.
- 8.6. Entering into authorized contracts for goods or services in the name of the CERT Team, or Lealman Fire District is strictly prohibited.
- 8.7. The chain of command will be adhered to. Criticisms, complaints, concerns, and grievances shall be channeled up the chain of command.
- 8.8. Team uniforms shall not be worn into bars, taverns or other establishments in which a bad reflection would be made on the Team.
- 8.9. During activation periods, members shall utilize the "buddy system" and shall not leave the area unless accompanied by another Team Member.
- 8.10. Sexual harassment will not be tolerated.
- 8.11. Members should perform their duties in accordance with the highest moral principles, and observe the precepts of truth, accuracy, and prudence, without allowing personal feelings, prejudices, animosities or friendships to influence their judgments.
- 8.12. Members shall recognize and protect the confidential and privileged information they are charged with during any activation.
- 8.13. Violations of this code may result in removal from the disaster site and temporary or permanent suspension from the team. Each case of misconduct will be handled by the Lealman Fire District.



LEALMAN FIRE DISTRICT CERT STANDARD OPERATING GUIDELINES



201: **DRESS CODE**

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1. General Guidelines

- 1.1. While participating in CERT activities, it is important to remember that you are not only representing yourself, but representing the Lealman CERT program, the Lealman Fire District, and the Lealman Community. It is a proven fact that people make assumptions based on first impressions. Many times these assumptions are based on a person's dress. Keeping that in mind, CERT members should properly dress for the occasion or task.
- 1.2. In response to activation, proper clothing should be worn including long-sleeve shirt, durable pants (jeans), and tough shoes or boots. As the mission assignment changes, common sense will dictate the appropriate clothing.
- 1.3. When possible and practical, CERT labeled clothing should be worn during meetings, events, drills and activations.
- 1.4. While participating in any CERT activity, members shall wear the CERT identification card.
- 1.5. Perfumes and colognes should be limited as allergies of other CERT members may be affected by these fragrances.

2. Personal Protective Equipment (PPE)

- 2.1. Basic PPE includes: hard hat, safety vest, goggles, work gloves, sturdy footwear, dust mask, flashlight, medical gloves, and whistle.
- 2.2. Additional CERT gear may include: basic first aid kit, adjustable wrench, screwdriver, duct tape, marking paint or grease marker, FRS radio, batteries, scissors, knife (no longer than a 2" blade), triage ribbon or tape, and bug spray.
- 2.3. Members should have: food and water, raingear, and extra undergarments.
- 2.4. CERT members should maintain the PPE that was issued by the District to ensure its readiness at all times.



LEALMAN FIRE DISTRICT CERT STANDARD OPERATING GUIDELINES



1. “EVERYBODY GOES HOME”

- 1.1. The Fire District’s motto is “Everybody goes home”. Your safety is very important and should be your guiding principle when responding to activations!
- 1.2. When tasked with an assignment, evaluate your physical and mental status in relationship to the assignment. If you believe the assignment would risk your health in any way, speak-up and request another assignment.
- 1.3. If a member becomes injured or ill, seek medical attention immediately!

2. Different types of stress:

- 2.1. Critical Incident Stress occurs when an individual experiences unusual or extreme emotional reactions after an event. Critical incidents are: sudden and unexpected, disrupt our sense of control, disrupt our basic assumptions about our world, are perceived as a life damaging threat and may involve emotional or physical loss.
- 2.2. Delayed Stress reactions to a critical incident or a combination of several incidents may occur weeks, months, or even years after the events have taken place.
- 2.3. Cumulative Stress (burn out) is the exhaustion of a person’s normal coping strategies after being exposed to physical and emotional stressors over a period of time.

3. Symptoms of stress:

Appetite Changes	Headache	Tension	Fatigue
Weight Change	Isolation	Intolerance	Lonely
Withdrawal	Forgetful	Confusion	Anxiety
Frustration	Apathy	Mood Swings	Nightmares
Crying Spells	Irritability	Depression	Resentful
Poor Concentration	Negative Attitude	Easily Startled	Short Temper
Increased alcohol, drug or tobacco use.		Increased frequency of illness.	

4. Helping yourself, things to try:

- ⇒ Don’t label yourself crazy. You are normal and are having normal reactions to abnormal events.
- ⇒ Use relaxation techniques that have worked for you in the past.
- ⇒ Talk to people. Talk is the most healing medicine. Reach out, spend time with others.
- ⇒ Realize that those around you are also under stress.
- ⇒ Give yourself permission to feel rotten and share those feelings with others.



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300: **MEMBER HEALTH AND WELFARE**

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- ⇒ Keep a journal; write your way through those sleepless hours.
- ⇒ Email, text, or call - maintain outside contacts if possible.
- ⇒ LAUGH! Learn to appreciate disaster humor and use it!
- ⇒ Do things that feel good to you.
- ⇒ Do make as many daily decisions as possible which will give you a feeling of control over your life. For example, if some one asks you what you want to eat, answer them even if you aren't sure.
- ⇒ Get plenty of rest.
- ⇒ Eat well balanced and regular meals even if you don't feel like it.
- ⇒ Drink plenty of fluids (water) even if you don't feel like it.
- ⇒ Continue taking regular medications and supplements.

5. Helping others, things to try:

- ⇒ Listen – learn how to listen. Listen to what is being said. Don't give advice. Just listen and acknowledge what the person is saying or feeling. Do not tell them you know exactly how they feel. Do NOT tell them they are lucky it wasn't worse.
- ⇒ Don't try to FIX IT! (As volunteers we are often action oriented and feel we must DO something.)
- ⇒ Know your local resources.
- ⇒ Offer your assistance and a listening ear even if they have not asked for help.
- ⇒ Reassure them that they are safe.
- ⇒ Help them with everyday tasks. (cleaning, cooking, caring for family, minding children)
- ⇒ Give them some private time.
- ⇒ Don't take their anger or other feelings personally.



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301: TRAINING

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1. Lealman Fire District Training Courses

- *Basic CERT Training Course (G-317)*: The Lealman Fire District believes that the Basic CERT Training Course should be made available to anyone desiring to obtain more knowledge about disaster preparedness regardless of location of residency or affiliation.
- *Monthly CERT Meetings*: The Lealman CERT program offers a monthly program on the second Tuesday of each month at 6:30pm. The meeting is normally held at the Lealman Fire District Training Room located at 4360 55th Avenue North.
- *Drills and Exercises*: Several times each year, the Pinellas County CERT Programs coordinate a countywide training and/or exercises.

2. FEMA Independent Study Courses: FEMA offers several courses for independent study. These courses are available at <http://training.fema.gov/IS/crslist.asp>.

- *IS-7 A Citizen's Guide to Disaster Assistance*: This independent study course provides a basic understanding of the roles and responsibilities of the local community, State, and the federal government in providing disaster assistance. It is appropriate for both the general public and those involved in emergency management who need a general introduction to disaster assistance.
- *IS-22 Are You Ready? An In-depth Guide to Citizen Preparedness*: The "Are You Ready? An In-Depth Guide to Citizen Preparedness" has been designed to help the citizens of this nation learn how to protect themselves and their families against all types of hazards. It can be used as a reference source or as a step-by-step manual. The focus of the content is on how to develop, practice, and maintain emergency plans that reflect what must be done before, during, and after a disaster to protect people and their property. Also included is information on how to assemble a disaster supplies kit that contains the food, water, and other supplies in sufficient quantity for individuals and their families to survive.
- *IS-100 Introduction to Incident Command System, I-100*: ICS 100, Introduction to the Incident Command System, introduces the Incident Command System (ICS) and provides the foundation for higher level ICS training. This course describes the history, features and principles, and organizational structure of the Incident Command System. It also explains the relationship between ICS and the National Incident Management System (NIMS).
- *IS-200 ICS for Single Resources and Initial Action Incidents*: ICS 200 is designed to enable personnel to operate efficiently during an incident or event within the Incident Command System (ICS). ICS-200 provides training on and resources for personnel who are likely to assume a supervisory position within the ICS.



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301: TRAINING

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- *IS-700 National Incident Management System (NIMS), An Introduction:* NIMS provides a consistent nationwide template to enable all government, private-sector, and nongovernmental organizations to work together during domestic incidents. You can also find information about NIMS at <http://www.fema.gov/nims/>. This course introduces NIMS and takes approximately three hours to complete. It explains the purpose, principles, key components and benefits of NIMS. The course also contains "Planning Activity" screens giving you an opportunity to complete some planning tasks during this course.
 - *IS-800.A National Response Plan (NRP), An Introduction:* The [National Response Plan](#), or NRP, describes how the Federal Government will work in concert with State, local, and tribal governments and the private sector to respond to disasters.
3. State of Florida Delivered Courses: Florida provides several classroom delivered courses. For more information on these courses, go to: www.floridadisaster.org.
- *G-288 Donations Management Workshop:* This workshop addresses planning & operational considerations for donations of undesignated donations and spontaneous volunteers during and immediately following disaster. Topics include roles and responsibility in a coordinated program; public and media education; the donations management annex and documentation.
 - *G-300 Intermediate Incident Command System for Expanding Incidents:* This course is intended for non-first response personnel who could fill supervisory-level positions in ICS organizations. Topics include organizing for events and incidents, planning for events and incidents and incident resource management. Participants will use ICS forms.
 - *G-317 Community Emergency Response Team (CERT) Train the Trainer Course:* This three day course will prepare emergency services instructors to deliver CERT training to citizens within their community. Topics include hazard awareness, disaster fire suppression, disaster medical operations, light search & rescue and team operations.
 - *G-400 Advanced Incident Command System Command & General Staff: Complex Incidents:* This course is intended to train personnel who may be assigned to large incidents in the critical aspects of major incident management and area command. Topics include unified command, major incident management, area command and multi-agency coordination.
 - *G-628 Human Services Training:* This one day course is designed to acquaint and train individuals at State and local level on the many facets of Human Services Programs that would be implemented during a major disaster. This course will focus on encouraging participants to volunteer for the Human Services Programs when a disaster is declared. Training will include how to conduct a human needs assessment immediately after a disaster; how to perform Community Relation field activities after a presidential declaration; and the management of a Disaster Recovery Center. This training will give the participants a comprehensive knowledge of how the disaster recovery process works including federal, state and local government involvement.



LEALMAN FIRE DISTRICT STANDARD OPERATING PROCEDURES



600: ACTIVATIONS

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1. General Guidelines for Activations
 - 1.1. CERT members should only activate after assuring the safety of their family.
 - 1.2. CERT members should only work as a team (minimum of two persons). When only one CERT member is present, spontaneous volunteers should be recruited to assist.
 - 1.3. At ALL times, CERT members should follow Incident Command procedures in compliance with the National Incident Management System.
 - 1.4. The main objective is that “everyone goes home”! Your safety and the safety of your team is the highest priority.
2. CERT volunteers “self-mobilize” when serious incidents and disasters occur to assist family, neighbors and the surrounding community until the arrival of local emergency services.
 - 2.1. CERT trained individuals and Teams may provide first aid to injured persons, suppress small fires and conduct light search and rescue operations as conditions warrant within the limitations of their training. CERT trained individuals must never endanger themselves nor others.
 - 2.2. The CERT Incident Commander will conduct an initial damage assessment and communicate details of that assessment to the responding public safety organization through the first arriving public safety officer and to the local Emergency Management Agency at the earliest opportunity.
 - 2.3. The CERT Incident Commander will transfer command to the first arriving public safety officer, and standby for instructions. The information provided during the transfer of command should include: events leading up to the incident, actions taken or currently being taken to mitigate the incident, current conditions, and expected outcome.
 - 2.4. When given no further instructions or when instructed to “stand down” the (CERT) Team will demobilize and return to their homes or place of origin.
3. CERT volunteers may be activated at the “district” level through the Lealman Fire District.
 - 3.1. Occasionally situations may arise that require CERT members to be activated by the Lealman Fire District. Activation of CERT members will be accomplished utilizing the CERT Communication SOG.
 - 3.2. In the event of a catastrophic disaster where communications are not available, CERT members should report to one of the three assembly points listed below, when safe to do so. The Lealman Fire



LEALMAN FIRE DISTRICT STANDARD OPERATING PROCEDURES



600: ACTIVATIONS

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District will make every effort to provide a channel of communications and a representative to provide direction to CERT members upon their arrival.

3.3. The following locations serve as the points of assembly:

- 3.3.1. Holy Cross Catholic Church - 7851 54 Avenue North
- 3.3.2. Kenneth City Community Center – 4600 58th St. North
- 3.3.3. Lealman Intermediate School – 4900 28th St. North



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700: COMMUNICATIONS

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1. Communications Overview

- 1.1. History has shown that communications plays a vital role in any organization. History has also shown that following a disaster normal communications outlets, i.e.- land-based and cellular phones, email, etc. are not reliable.
- 1.2. Recent history has validated three forms of communications that are reliable following a significant disaster. They are: person to person, amateur radio, and text messaging.
- 1.3. During normal day-to-day operations, CERT utilizes many forms of communications to keep members up-to-date on CERT activities and training opportunities. These forms of communications include: website (www.lealmancert.org), email, hotline (727-526-5650, ext 518), monthly CERT meetings (2nd Tuesday of each month), and occasionally printed matter mailed directly to members.

2. Member Responsibilities

- 2.1. CERT members are responsible to notify/update the Fire District CERT Coordinator on any changes to the members: address, email address, phone numbers and emergency contact information.
- 2.2. Members who own a cellular phone that is capable of receiving text messages should notify the CERT Coordinator of changes in your cellular provider. Text messaging will only be utilized during actual activations. The Fire District reserves the right to annually test the text messaging system. Members are responsible for any and all text messaging charges by their service provider.
- 2.3. Members are responsible to review all email sent from the fire district. Members who do not have email access are responsible to check the CERT hotline at least weekly, before scheduled events and training sessions, and during severe weather or expected severe weather.
- 2.4. Members who are licensed amateur radio operators should provide the CERT Coordinator with a copy of the license and the capability of the operator.

3. District Responsibilities

- 3.1. The Lealman Fire District will staff a CERT Coordinator position.
 - K. Larry Thompson, Captain; (727) 526-5650, Ext. 548; klt@lealmanfire.com.
- 3.2. The District will provide a regular update on CERT activities by email and hotline.
- 3.3. During activation, the District will provide a communications link between CERT members and the Fire District Emergency Operations Center (LEEOC). CERT will have a presence in the LEEOC.



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4. Emergency Communications

4.1. During an activation, CERT members will receive activation information through many means of communications; email, hotline, website, person-to-person, etc.

4.2. Upon being notified of a pending or actual activation, the activation order will include a communications plan. This plan will provide members with the contact information needed to communicate within teams as well as with the LEEOC.

4.3. Amateur radio operators should monitor:

- ⇒ Primary Repeater: Alphanpa Repeater Group – N4AAC 145.310 – PL 103.5
- ⇒ Secondary Repeater: Metropolitan Repeater Group–W4MRA 147.360+PL 127.3
- ⇒ VHF Simplex: 146.580 MHz; 146.58 MHz
- ⇒ UHF Simplex: 445.975 MHz; 446.025 MHz