



GRAND ISLE COUNTY

COMMUNITY EMERGENCY RESPONSE TEAM

BY-LAWS

Approved

Joseph C. Flynn
Chairman, LEPC 13

September 21, 2005
Date:

Last revised: June 11, 2007

Grand Isle Community Emergency Response Team (CERT)

BY-LAWS

MISSION STATEMENT:

To educate citizens to be prepared to take care of themselves, family, friends and neighbors in the event of a disaster of any type until trained emergency responders can arrive. To establish Community Emergency Response Teams as emergency management resources, volunteer pools to help during an emergency, and to perform projects that improve a community's preparedness. Individual team members may only perform to the level that they have been trained under the direction of the Team Leader. Such assistance may include light search & rescue, damage assessment, documentation, communications, shelter management, traffic control, security /comfort in time of need, as well as staffing Emergency Operation Centers. CERT is structured to be activated by any Incident Command Structure and will operate within ICS during any disaster or event. CERT members understand that they are not first responders and that their safety is of primary importance.

GOALS:

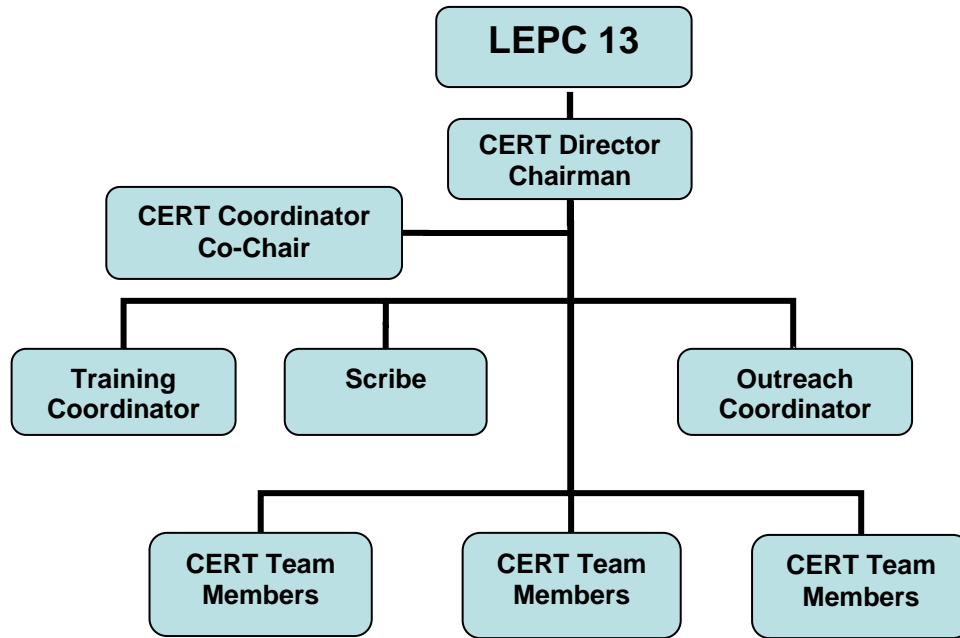
- Organize and conduct CERT training classes within Grand Isle County to further the ranks of community members.
- Promote the establishment and maintenance of effective lines of communication between CERT and the appropriate Incident Command Systems within Grand Isle County.
- Equip and supply CERT Team members to achieve their maximum potential to save lives and property when called upon.
- Publicize CERT activities and programs to, and promote awareness of (and support for) the CERT programs among government entities, businesses, communities, and individuals of Grand Isle County.
- Be a trained resource to any Vermont Incident Command System if called upon.
- Strive to increase the level of disaster preparedness in all communities in Grand Isle County and foster relationships with other CERT organizations.

CERT OPERATION:

The District #13 Local Emergency Planning Committee (LEPC #13) Grand Isle County, will oversee, give direction and monitor this program. All activities of CERT will be recorded and reviewed by the LEPC with any decision making to be done at normal meetings of the group. If decisions must be made earlier than normal meetings, the LEPC Executive Committee shall be called to hear the issue.

Grand Isle Community Emergency Response Team (CERT)

Chain of Command



LEPC 13 shall govern and manage the affairs of the Grand Isle CERT.

CERT Director shall be responsible for the day to day activities and responsibilities of the CERT and be the Primary Point of Contact for the organization. CERT Director shall organize and chair all meetings of the CERT.

CERT Coordinator shall assume the above responsibilities in the absence of the CERT Director and assist in accomplishing duties assigned.

Training Coordinator shall pursue and organize ongoing training for the CERT.

Outreach Coordinator shall pursue and coordinate outreach to the community and emergency response agencies on the mission and goals of the CERT. In doing so, it is hoped that all will have a complete understanding of the CERTs, and that others will join the ranks of the Team through ongoing training.

Scribe shall prepare and submit minutes of the CERT meetings to its members and the LEPC Chair. The Scribe shall take attendance at any meeting of the organization, and maintain a roster.

Members must complete a CERT Training Course which is offered at no cost. Members must be available to the Team for activation, and show an effort to attend meetings and training.

Grand Isle Community Emergency Response Team (CERT)

Protocol for activation of CERT

- A. Any Vermont Incident Commander or Town Emergency Management Coordinator may activate CERT to the level of its training. If so activated by other than an Incident Commander or Town Emergency Management Coordinator in the LEPC 13, the CERT Director will notify the LEPC 13 of such activation.
- B. Point of Contact (POC) will be:
 - CERT Director
 - CERT Coordinator
 - CERT Training Coordinator
 - Scribe
- C. Information needed for Team Assignment.
 - Determine what is needed for Team Assignment and is the Team qualified.
 - How many people are needed?
 - Where is the location of the staging area where the Team reports to?
 - Who the Team will report to?
 - Call back number if more information is needed, and who you talked with.
- D. Call out will be by telephone with member being contacted, contacting the next person on the list until the goals of the activation are reached.

CERT Activation Guidelines

- A CERT Team will consist of five members trained to the level of their activation.
- The first Team Member to arrive at the assigned Incident Command Location will assume Command of the Team and become Team Leader as well as record the names and times of arrival of his/her Team members. Once the Team has assembled, the Team Leader will report to the On-Scene Incident Commander to receive an assignment.
- Team Leaders are responsible for the mission and safety of their units, and will record all appropriate information needed (or designate appropriate personnel to do so). The Team Leader is the Safety Officer for his Team unless/until he assigns the position to another team member.
- The Team Leader will assign a designation to the unit for use in the Incident Command System. Designation of the Team will be CERT-1 for the first Team, etc.
- Team Leader will brief the Team on their assignment and assign roles. Team Leader will record all assignments, and any information that may go along with it. Team Leader is responsible for the Team at all times.
- Team Leaders will be POC to the On-Scene Incident Commander for the Team.
- Team Members will report to Team Leader for any problems or decisions that cannot be made in field with agency they are assigned to.
- On termination of assignment through On-Scene Incident Command, the Team will report to Incident Staging Area for further assignment or release.
- Each Team Leader on termination of assignments will account for his/her Team Members and collect any information that has been gathered.
- All Teams will debrief as a complete unit before release.
- Teams will not be self-activated.

Grand Isle Community Emergency Response Team (CERT)

Membership and Meetings

- A. Any individual who has completed basis CERT training shall be eligible for membership. Individuals under the age of eighteen, who are accompanied by and have a signed release from their parent or guardian, shall also be eligible for membership.
- B. An annual meeting of the Grand Isle CERT shall be held during the month of June for the purpose of nominating the CERT Director and the CERT Coordinator for submission to and approval by the LEPC 13. The positions of Training Coordinator, Scribe, and Outreach Coordinator shall be elected at the annual meeting.
- C. The names of the CERT Director and the CERT Coordinator shall be presented to the LEPC 13 for their approval prior to July 1 of each year.
- D. Members shall be notified of all regular meetings by mail, email, fax, or telephone at least 48 hours prior the meeting, and two weeks prior to the annual meeting.
- E. The Scribe shall prepare minutes of each meeting.
- F. Each member of the Grand Isle CERT shall have one vote.
- G. Any individual terminating membership shall return all LEPC 13 issued equipment and all CERT vests and hard hats. Individual CERT bags and clothing do not have to be returned

Operational Guidelines

The current *Community Emergency Response Team Guidebook*, prepared by the Department of Public Safety, Vermont Emergency Management, shall be adopted as Operational Guidelines by the Grand Isle CERT.

Financial

The designated fiscal agent for the Grand Isle CERT is the LEPC 13. All expenditures shall receive prior approval of the LEPC 13 and receipts shall be provided for items that are approved and purchased.

Amendments

June 11, 2007 – Name changed from North Champlain CERT to Grand Isle CERT.
Approved by LEPC 13 on same date.