

# Berkeley Fire Department



## COMMUNITY EMERGENCY RESPONSE TEAM Volunteer Program Operations Guide

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# 1 Program Overview

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The City of Berkeley's Community Emergency Response Team aims to provide education in disaster preparedness and training in basic emergency skills. By training neighborhoods and community groups to perform basic emergency response techniques we prepare community volunteers to rely on each other and to take an active role in supporting professional responders in a disaster.

## 2 Purpose

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The purpose of the Berkeley CERT Volunteer Program Operations Guide is to provide policy and procedural guidance with respect to the Berkeley Community Emergency Response Team (CERT) program. This includes guidance for program implementation and community response before, during and after an emergency incident or disaster.

# 3 Program Administration and Organizational Structure

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## Membership Requirements

Any member of the Berkeley community may participate in CERT trainings, events, and disaster preparedness classes.

In order for a community member to serve as a CERT member on the Berkeley CERT Call-out Roster, on the Berkeley CERT Advisory Task Force, as a District Coordinator, as a Section Chief, as a Unit Leader, or as a Volunteer Instructor he or she:

- Must be at least eighteen (18) years of age
- Must be able to pass a background investigation which may include a Livescan, the cost of which will be paid by the volunteer (~\$35).
- Must complete and sign all necessary forms, releases and agreements.
- May be required to have a valid California Drivers license.
- Must complete training requirements as outlined in Chapter 5: Training Requirements

There are no barriers in the Berkeley CERT program on the basis of gender, sexual orientation, ethnic group, race, disability or religion.

## Chain of Command

Chain of command is a critical function that maintains the continuity of operation and ensures that there is a structured conduit for operational communications and decisions. It also establishes a line of succession for leadership of the organization.

The Chain of Command will be as follows:

Berkeley Fire Department  
CERT Program Manager  
CERT Section Chiefs  
CERT Branch Directors/Unit Leaders  
CERT District Coordinators  
CERT Team Captains  
CERT Team Members

The CERT program is administered by the Berkeley Fire Department, Office of Emergency Services.

CERT Section Chiefs, Branch Directors, Unit Leaders and District Coordinators will be appointed by the CERT Program Manager. All assignments are volunteer positions and can be terminated by the CERT Program Manager or by the volunteer at any time.

## Public Information Officer

The Public Information Officer for Berkeley CERT is the Deputy Fire Chief of Operations. Only the Public Information Officer is authorized (or authorized to delegate)

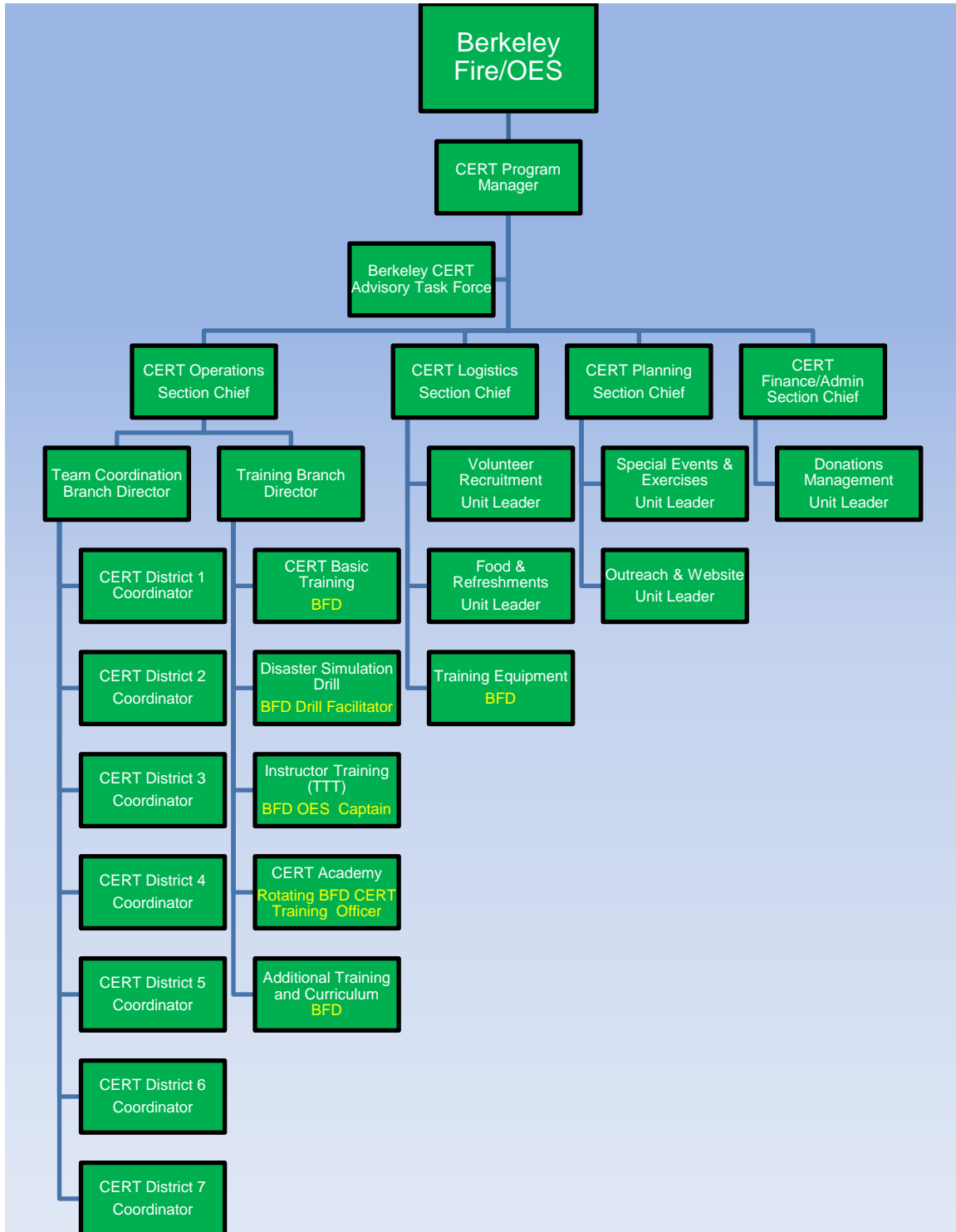
to represent the Berkeley CERT Program and speak with the media or in any other public representations.

### **CERT Advisory Task Force**

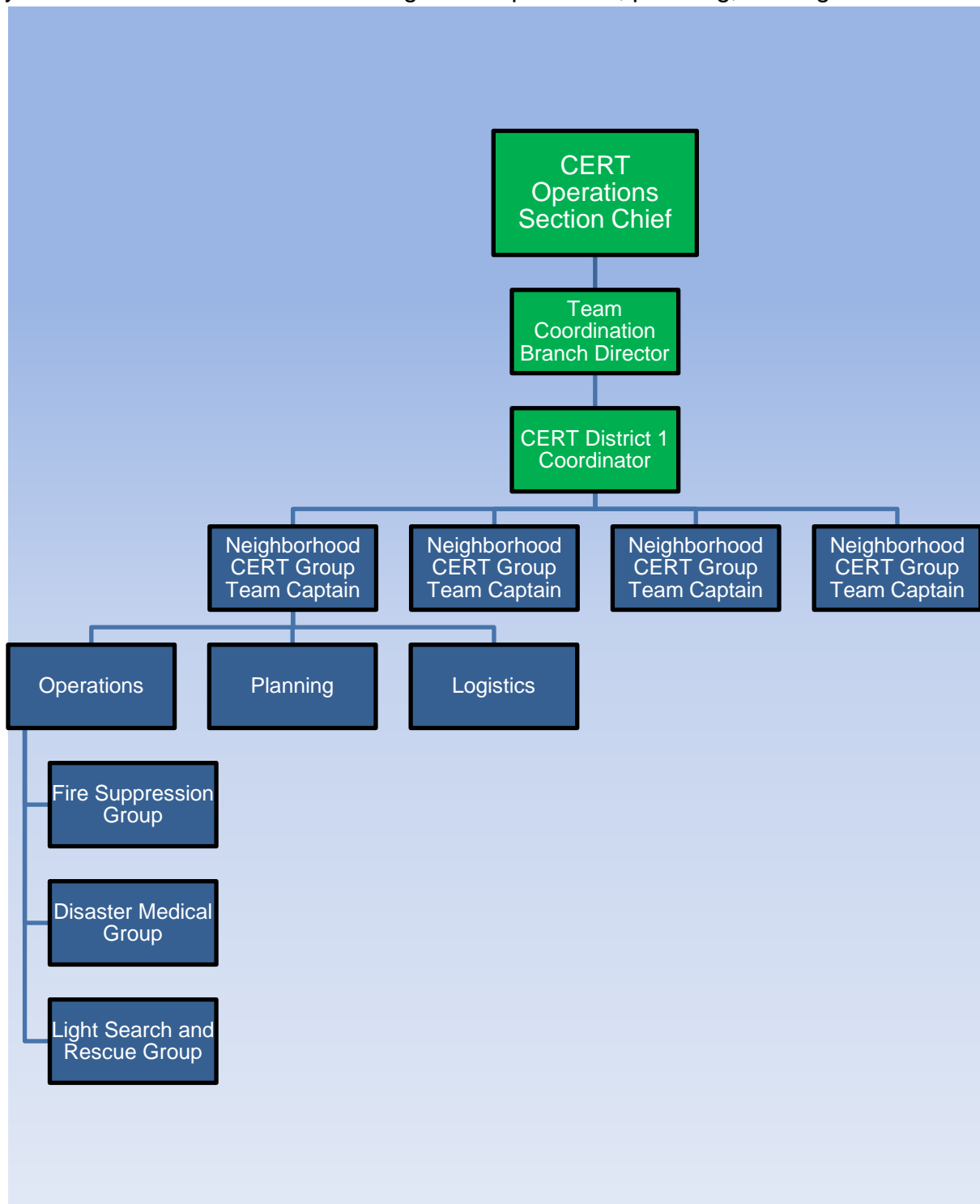
The CERT Advisory Task Force is a collective group of community members who provide leadership, guidance, and community feedback to the CERT Program Manager for the purposes of improving the CERT program and in advancing disaster preparedness in Berkeley. In order to serve on the CERT Advisory Task Force, a CERT member must be assigned as CERT Section Chief, Branch Director, Unit Leader or District Coordinator or by special invitation from the CERT Program Manager.

## 4 Organizational Chart

Berkeley CERT Program Coordination Organization Chart provides an illustration for the chain of command for the program administration and implementation of the Berkeley's CERT program. This chain of command and process flow does not supersede any other Fire Department chain of command or departmental order for any operation outside of the CERT program.



Below is further detail of the Team Coordination Branch for Fire District 1. District Coordinators interface and serve as a resource to Neighborhood CERT Teams in their assigned Fire District. Each Neighborhood CERT Team has its own Incident Command System structure with members assigned to operations, planning, and logistics.



## 5 Training Requirements

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Below are the training requirements for membership with Berkeley CERT. Training outside of the Berkeley CERT program in recognized CERT program or experience in the capacity of a professional emergency responder may be substituted for requirements listed below at the discretion of the CERT Program Manager. These are minimum requirements; all position appointments are at the discretion of the CERT Program Manager.

CERT Section Chiefs must:

- Complete the CERT Academy
- Complete IS-317 Introduction to CERT - <http://www.citizencorps.gov/cert/IS317>
- Complete [IS-315: CERT Supplemental Training: The Incident Command System](#)
- Complete Berkeley CERT Command Post Set Up
- Complete FRS Radio Communications

CERT Unit Leaders/Branch Directors must:

- Complete 4 Modules of CERT, one of which must be CERT Organization; or complete the CERT Academy
- Complete IS-317 Introduction to CERT - <http://www.citizencorps.gov/cert/IS317>
- Complete [IS-315: CERT Supplemental Training: The Incident Command System](#)
- Complete FRS Radio Communications

CERT District Coordinators must:

- Complete 4 Modules of CERT, one of which must be CERT Organization; or complete the CERT Academy
- Complete IS-317 Introduction to CERT - <http://www.citizencorps.gov/cert/IS317>
- Complete [IS-315: CERT Supplemental Training: The Incident Command System](#)
- Complete Neighborhood Team Captain training.

CERT Team Captains must:

- Complete 4 Modules of CERT, one of which must be CERT Organization; or complete the CERT Academy
- Complete IS-317 Introduction to CERT - <http://www.citizencorps.gov/cert/IS317>
- Complete Neighborhood Team Captain training.

CERT Team Members must:

- Complete 4 Modules of CERT, one of which must be CERT Organization; or complete the CERT Academy
- Complete IS-317 Introduction to CERT - <http://www.citizencorps.gov/cert/IS317>



## 6 Equipment & Resources

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### **Training Equipment**

An assigned Berkeley Fire Department staff, the CERT Equipment Manager, oversee logistical maintenance and operational readiness of CERT training equipment. The CERT Equipment Manager is the point of contact for all training equipment and CERT deployment equipment needs. Requests for equipment purchase or restock will be submitted through the chain of command to the CERT Program Manager for coordination with the CERT Equipment Manager.

Training equipment is a valuable resource for the CERT program and must be treated with respect and care. To ensure that each instructor has appropriate access to the necessary training resources for each subsequent class, after use, equipment should be replaced in the location and the condition it was found. Report any maintenance needs through the chain of command to the CERT Program Manager.

### **Access to City Buildings and IT Infrastructure**

Volunteers would be provided with access procedures for City Buildings and Fire Stations on an as needed basis as determined by the Fire Department.

Access to the City's computer network and systems will be provided on an as needed basis as determined by the Fire Department.

## 7 Code of Conduct

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As a volunteer with the Berkeley Fire Department CERT program, you are expected to comply with the following:

1. Dial 911 for all emergencies, first.
2. CERT members are trained to function as a resource in catastrophic disasters, when such circumstances exist, or when directed by emergency services officials. Do not self-deploy to local emergencies or events (fires, accidents, etc). Only the CERT Call-Out Roster Teams that are specifically requested by Berkeley Fire Department may respond. City of Berkeley or Fire Department alert messages (BENS, email, Twitter, radio etc.) are not official instructions or authorization to take action.
3. Always 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.
4. Closed toed shoes are mandatory for all real life incidents, trainings (as a trainer or a class participant) and emergency exercises. Bring or wear your personal safety equipment as appropriate.
5. Conduct yourself with professionalism, dignity and pride, and act appropriately and responsibly at all times while assisting others.
6. Treat fellow team members, visitors, other volunteer program participants, guests, and property with respect and courtesy.
7. Direct anyone who is looking for official statements from Berkeley Fire Department CERT to the Public Information Officer.
8. Respect the privacy of persons served by BFD CERT and hold, in confidence, all sensitive, private, and personal information.
9. No person with any authority within the CERT Volunteer Program shall make any decision for his or her financial or other direct benefit. If any such person has a decision to make which may result in personal financial, or other direct, benefit, he or she shall notify his or her superior and recuse himself or herself from making that decision.
10. Reasons for termination by the City of an individual CERT member's participation may include, but are not limited to, the following:
  - A. Fraud in securing appointment;
  - B. Dishonesty;
  - C. Drunkenness on duty or addiction to the use of controlled substances;
  - D. Conviction of a felony or conviction of a misdemeanor involving moral turpitude. A plea or verdict of guilty, or a conviction following a plea of nolo contendere, to a charge of a felony or any offense involving moral turpitude is deemed a conviction within the meaning of this section;
  - E. Discourteous treatment of the public, City employees or volunteers;

- F. Willful disobedience;
  - G. Misuse of City property, including any identification cards issued;
  - H. Other failure of good behavior either during or outside of duty hours, which is of such a nature that it causes discredit to the City of Berkeley.
  - I. Unlawful discrimination, including harassment, on the basis of race, religion, creed, color, national origin, physical handicap, sex, or age against the public, City employees, or volunteers while acting in the capacity of a CERT member or committing any act, or any failure to act, that is discriminatory or harassing on any of the above grounds, regardless of its not being specifically prohibited by law with respect to volunteers.
11. The Fire Department shall conduct a review of any CERT Volunteer's possible violation of the Code of Conduct if it receives a complaint from any person or if any Fire Department employee or other City employee perceives any action by a CERT volunteer that may be a violation of the Code. The initial determination whether a CERT Volunteer has failed to comply with the Code of Conduct shall be made by the CERT Program Manager. This determination shall be subject to appeal to the Deputy Fire Chief of Special Operations. The decision of the Deputy Fire Chief of Special Operations shall be final.

### **Injuries or Incidents Involving CERT Members**

Any CERT Member who suffers an injury, accident or illness while performing an assigned task must immediately report it to the CERT Program Manager or Berkeley Fire Department official. Volunteers are not covered by the City's Workers Compensation Plan and no volunteer is covered under the California Disaster Service Worker Program unless he or she is performing a qualified task in accordance with the requirements of the DSW Program as administered by the City of Berkeley. No person may participate as a CERT Volunteer unless he or she has signed a waiver accepting the above, and authorizing the City of Berkeley to seek emergency medical treatment for him or her in case of injury, accident or illness and acknowledging that the volunteer will be responsible for all damages the volunteer sustains as a result of such injury, accident or illness.

***Appendix A Forms***



**Berkeley Fire Department  
Office of Emergency Services  
Volunteer Supplemental Form**

**Contact Information**

Name	
Street Address	
City ST ZIP Code	
Contact Phone Number (Required)	
E-Mail Address	
Indicate best way to contact:	

**Availability**

During which hours are you available for volunteer assignments? (Assignment will be offered to you during the indicated times. You may choose to decline assignments at your discretion.)

- Weekday mornings       Weekend mornings  
 Weekday afternoons       Weekend afternoons  
 Weekday evenings       Weekend evenings

**Interests**

Tell us in which areas you are interested in volunteering

- CERT District Coordinator  
 CERT Volunteer Instructor  
 CERT Program Leadership (CERT Section Chief, CERT Unit Leader, Advisory Task Force)  
 Project based assignments (Special Events, Marketing, Recruitment, Publicity, Website)  
 Other/Specific Position (Explain): \_\_\_\_\_

**Appropriate Attire**

As a volunteer for the Fire Department's Office of Emergency Services, please maintain appropriate dress for all events in which you participate as a representative of the CERT/OES programs. A volunteer shirt may be provided to you prior to your first assignment. Please wear this shirt during your role as a volunteer. Tell us what size shirt you will need:

- S                       L  
 M                       XL

### Previous CERT Experience/Other

Indicate which CERT Classes you have attended and the dates when attended (Approximate dates ok.). List any other languages spoken or additional skills or professional experience.

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### Person to Notify in Case of Emergency

Name	
Street Address	
City ST ZIP Code	
Home Phone	
Work Phone	
E-Mail Address	

### Agreement and Signature

I hereby agree to work for the City of Berkeley as a volunteer. I understand that if I am accepted as a volunteer, Fire Department staff does not have an obligation to offer assignment to any specific event or training and that all assignments to volunteer roles are made at the discretion of the Fire Department.

Name (printed)	
Signature	
Date	

### Our Policy

It is the policy of the City of Berkeley to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability.

Thank you for completing this application form and for your interest in volunteering with us and for your service to the Berkeley community.

**CITY OF BERKELEY**  
**Volunteer Registration Form**

**Volunteer:**

Please read and complete the items below. If no answer is required, indicate "N/A" for not applicable. Return the completed form to the Department Representative.

**Department:**

Required licenses must be confirmed by the volunteer's supervisor. This form must be approved by the requesting official and the Department Head. Forward a copy of the completed form to the Human Resources Department for retention.

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Phone

1. If a California State license is required for the volunteer work you will be performing, please indicate the number and the expiration date, i.e., drivers license, nursing registration, etc.

\_\_\_\_\_

2. If specialized experience is required for the volunteer work you will be performing, please briefly indicate previous experience and approximate dates.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I hereby agree to work for the City of Berkeley as a Volunteer for:

the \_\_\_\_\_ Fire \_\_\_\_\_ Department

from \_\_\_\_\_ to \_\_\_\_\_

as a \_\_\_\_\_ CERT Program Volunteer \_\_\_\_\_

\_\_\_\_\_  
Signature of Volunteer

\_\_\_\_\_  
Requesting Official

\_\_\_\_\_  
Department Approval

cc: Human Resources Dept.  
\_\_\_\_\_

\_\_\_\_\_  
Date



Department of Fire and Emergency Services  
Office of the Fire Chief  
Gilbert Dong, Fire Chief

## Live Scan Fingerprinting Form

To: Community Emergency Response Team Program Volunteer Applicant

As part of the application process and background check, you are required to be fingerprinted. Live Scan fingerprinting is done by appointment only by the Berkeley Police Department. Pending results of the background investigation and if you are selected to move forward in the application process, you will be scheduled for an appointment to be live scanned.

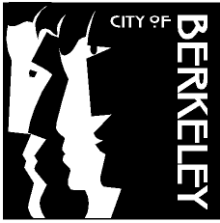
I, \_\_\_\_\_, understand that as part of the condition to be a CERT  
(Print Name)

Volunteer, a live scan fingerprint will be conducted by the Berkeley Police Department.

\_\_\_\_\_  
Sign

\_\_\_\_\_  
Date





Department of Fire and Emergency Services  
Office of Emergency Services

## Community Emergency Response Training (CERT) Volunteer Agreement and Release from Liability

I \_\_\_\_\_ want to be a volunteer for the City of Berkeley Fire Department.

I am aware that as a volunteer for Berkeley Fire Department, I must be over 18 years of age and volunteer activities may require riding in City owned and operated vehicles, staffing outdoor and indoor community events with large crowds, crossing streets, standing near automobile traffic and walking on uneven surfaces, as well as my close proximity to firefighting equipment and related emergency activities. I am voluntarily participating in these activities with knowledge of the dangers involved, including but not limited to being (1) involved in hands-on emergency training and exercises, (2) injured in a vehicular accident, (3) injured through the use of equipment including but not limited to equipment for firefighting or emergency training, (4) similar risks arising out of my volunteer duties. I agree to accept any and all of these risks of personal injury.

In exchange for my for participating as a volunteer, I agree for myself, my heirs, guardians, and legal representatives, that I will not make claim against or sue the City of Berkeley or its employees, agents or contractors for any injury or damage I sustain resulting from the negligence, whether active or passive, or other acts, however caused, by any employee, agent, or contractor of the City of Berkeley as a result of my participation in these volunteer activities.

I HEREBY RELEASE AND DISCHARGE THE CITY OF BERKELEY AND ITS EMPLOYEES, AGENTS, AND CONTRACTORS, FROM ALL ACTIONS AND CLAIMS THAT I, MY HEIRS, GUARDIANS, AND/OR LEGAL REPRESENTATIVES MAY MAKE FOR INJURY OR DAMAGE RESULTING FROM MY PARTICIPATION IN VOLUNTEER ACTIVITIES FOR THE CITY.

I understand that if I am injured in the course of this volunteer activity, that I am not covered by the City of Berkeley Worker's Compensation Program.

I authorize the City of Berkeley to seek emergency medical treatment in case of injury, accident or illness. I understand that I will be responsible for medical costs incurred by such injury, accident or illness.

I agree to abide by volunteer policies and procedures provided to me by the Berkeley Fire Department volunteer orientation and trainings and to abide by additional policies and procedures as they are provided to me.

I understand that the City of Berkeley Fire Department records are to be kept confidential. I understand that access to these records will be allowed only with the prior approval of a City of Berkeley Fire Department employee.

The City of Berkeley has my permission to use any photos or videos taken during my volunteer activities in order to promote the City of Berkeley Fire Department organization, its programs, or events.

I understand that I may terminate my volunteer activities at any time for any reason. I understand that my volunteer activities may be terminated by the City of Berkeley at any time for any reason. If my volunteer activities are terminated, I will promptly return the City-issued identification badge and the City-issued Volunteer shirt.

I understand that I am not authorized to represent the City of Berkeley in any official capacity (in the media or to the general public) without prior permission of the management of the City of Berkeley.

I agree to wear proper attire while acting as a volunteer for the City of Berkeley Fire Department. Proper attire includes closed-toe shoes, dark slacks, the City-issued identification badge and the City-issued CERT Volunteer shirt.

I agree that the City of Berkeley Fire Department staff does not have an obligation to offer assignments to me for any specific event or training and that all assignments to volunteer roles are made at the discretion of the Fire Department.

I HAVE CAREFULLY READ THIS AGREEMENT AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT THIS INCLUDES A RELEASE OF LIABILITY AND AM SIGNING OF MY OWN FREE WILL.

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Participant signature

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Date



## Photo Consent Form

I hereby grant the City of Berkeley ("City") permission to use my photograph in City publications, including brochures, newsletters, Internet websites, and other media. I authorize the City to edit, alter, copy, exhibit, publish, and distribute the photograph, in whole or in part without restriction, for purposes of publicizing the City's programs or for any other lawful purpose. I waive any right to inspect or approve the finished photograph, or any written or electronic matter that may be used in conjunction with it. I understand that I will not receive any compensation for such uses.

I agree to release and hold harmless the City and its agents, employees and designees from and against any claims, damages or liability arising from or related to the use of the photograph, including but not limited to any claims for appropriation or invasion of privacy.

Accepted and Agreed:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Address

If the person signing is under 18 years of age, his/her parent or guardian must provide consent by completing the form below:

I hereby certify that I am the parent or guardian of \_\_\_\_\_, named above, and do hereby give my consent without reservation to the foregoing on behalf of this person.

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian's Name (please print)

\_\_\_\_\_  
Address



***Appendix B Position Descriptions***

**Position Title:** Berkeley CERT Advisory Task Force Member

**Reports to:** CERT Program Manager

**Overview of Position:**

Provide leadership, guidance and community feedback to the CERT Program Manager in planning volunteer activities and contribute skills, expertise and perspective to help Berkeley CERT expand and adapt to the disaster readiness needs of the Berkeley community.

**Specific Duties and Responsibilities:**

1. Attend CERT Advisory Task Force Meetings to coordinate efforts.
2. Provide leadership, guidance, and suggestions to CERT Program Manager to help steer community preparedness efforts through the CERT Program.
3. Contribute skills, expertise and perspective towards developing the capacities of the CERT Program in Berkeley.

**Time Required:** One year commitment (*Maximum of 4*)

**Qualifications:**

**Physical/Age Requirements:** No Special Physical Requirements; Minimum Age 18

**Skills/Education:**

- Desire to contribute to community preparedness and safety.

**Experience:**

- Advisory Task Force members must hold a position as CERT Section Chief, Branch Director, Unit Leader or District Coordinator or may be appointed by special invitation from the CERT Program Manager.

**Training Required:**

- Advisory Task Force members must be serving as CERT Section Chief, Branch Director, Unit Leader or District Coordinator and will attain required training levels of these respective assignments. See position descriptions
- An exception to the training requirements may be granted for special circumstances at the discretion of the CERT Program Manager.

**Other:**

- Advisory Task Force members working on topics that require access to personal or otherwise sensitive information or that have direct interaction with neighborhood/community members as determined by the CERT Program Manager will require Livescan Fingerprinting.

**Benefits to the Volunteer:**

- Opportunity to contribute to the expansion and professionalism of Berkeley CERT.
- Opportunity for personal development and growth in management and planning..
- Opportunity to work with professional emergency management personnel and organizations.

**Position Title:** CERT District Coordinator

**Reports to:** Team Coordination Branch Director

**Overview of Position:**

Support, coordinate and lead the efforts of your assigned Fire District

**Specific Duties and Responsibilities:**

1. Meet with Team Captains to coordinate efforts.
2. Work with Team Captains to expand CERT Teams to provide adequate personnel for the ongoing recruitment of additional CERT Members within each neighborhood.
3. Inform Team Captains of the development and delivery of new/additional CERT Training Courses; e.g. Family Radio Service (FRS), CERT Animal Response, Emergent Volunteer Center (EVC) training.
4. Coordinate quarterly or semi-annual meetings, trainings or exercises as required by CERT Program Manager to keep Team Captains informed of developing protocol and information.
5. Become familiar with Fire Department personnel at the station in your assigned Fire District.
6. Attend CERT Volunteer Meetings to coordinate efforts.
7. Recruits and develops qualified District Coordinators and CERT Team Captains.

**Time Required:** Two year commitment

**Qualifications:**

**Physical/Age Requirements:** No Special Physical Requirements; Minimum Age 18

**Skills/Education:**

- Good communications, coaching, mentoring, and motivational skills.
- Good planning and organizational skills with an attention to details.

**Experience:**

- Benefit to have some experience in management and supervision of personnel.

**Training Required:**

- Complete 4 Modules of CERT, one of which must be CERT Organization; or complete the CERT Academy
- Complete IS-317 Introduction to CERT - <http://www.citizencorps.gov/cert/IS317>
- Complete [IS-315: CERT Supplemental Training: The Incident Command System](#)
- Complete Neighborhood Team Captain training.

**Other:**

- Livescan Fingerprinting (~\$35 cost to be paid by volunteer)

**Benefits to the Volunteer:**

- Opportunity for personal development and growth in management and planning..
- Opportunity to work with professional emergency management personnel and organizations.
- Opportunity to improve disaster readiness and resilience in your community.
- Volunteer will receive a CERT Volunteer polo shirt.

**Position Title:** CERT Donations Management Unit Leader

**Reports to:** CERT Finance Section Chief

**Overview of Position:**

Coordinate functions of the Donations Management Unit.

**Specific Duties and Responsibilities:**

1. Meet with Finance Section Chief to coordinate efforts.
2. Work with Finance Section Chief and CERT Program Manager to lead efforts to develop opportunities for community members and stakeholders to support disaster preparedness activities of CERT through donations.
3. Attend CERT Volunteer Meetings to coordinate efforts.
4. Recruits and develops qualified new CERT Donations Management Unit Leader.

**Time Required:** Two year commitment (*Maximum of 4*)

**Qualifications:**

**Physical/Age Requirements:** No Special Physical Requirements; Minimum Age 18

**Skills/Education:**

- Good oral and written communications skills.
- Good coaching, mentoring, and motivational skills.
- Good finance and organizational skills with an attention to details.

**Experience:**

- Benefit to have some experience in donations management or fundraising.

**Training Required:**

- Complete 4 Modules of CERT, one of which must be CERT Organization; or complete the CERT Academy
- Complete IS-317 Introduction to CERT - <http://www.citizencorps.gov/cert/IS317>
- Complete [IS-315: CERT Supplemental Training: The Incident Command System](#)

**Other:**

- Livescan Fingerprinting (~\$35 cost to be paid by volunteer)

**Benefits to the Volunteer:**

- Opportunity to contribute to the expansion and professionalism of Berkeley CERT.
- Opportunity for personal development and growth in management, Finance, and supervision.
- Opportunity to work with professional emergency management personnel and organizations.
- Opportunity to improve disaster readiness and resilience in your community.
- Volunteer will receive a CERT Volunteer polo shirt.



**Position Title:** CERT Finance Section Chief

**Reports to:** CERT Program Manager

**Overview of Position:**

Coordinate functions of the CERT Finance Section: Donations Management Unit.

**Specific Duties and Responsibilities:**

1. Meet with CERT Program Manager and Donations Management Unit Leader.
2. Work to develop a plan to maintain sufficient funding to implement CERT program operations and develop strategies to fund expansion.
3. Work with Donations Management Unit Leader to develop opportunities for community stakeholders to support disaster preparedness activities of CERT through donations.
4. Attend CERT Volunteer Meetings to coordinate efforts.
5. Recruits and develops qualified CERT Finance Section Chief.
6. Maintain the ability to oversee or implement a set up of a CERT Command Post per Fire Department standards.

**Time Required:** Two year commitment (*Maximum of 4*)

**Qualifications:**

**Physical/Age Requirements:** No Special Physical Requirements; Minimum Age 18

**Skills/Education:**

- Good communications, coaching, mentoring, and motivational skills.
- Good Finance and organizational skills with an attention to details.

**Experience:**

- Benefit to have some experience in management and supervision of personnel and fundraising.

**Training Required:**

- Complete the CERT Academy
- Complete IS-317 Introduction to CERT - <http://www.citizencorps.gov/cert/IS317>
- Complete [IS-315: CERT Supplemental Training: The Incident Command System](#)
- Complete Berkeley CERT Command Post Set Up
- Complete FRS Radio Communications

**Other:**

- Livescan Fingerprinting (~\$35 cost to be paid by volunteer)

**Benefits to the Volunteer:**

- Opportunity to contribute to the expansion and professionalism of Berkeley CERT.
- Opportunity for personal development and growth in management, Finance, and supervision.
- Opportunity to work with professional emergency management personnel and organizations.
- Opportunity to improve disaster readiness and resilience in your community.
- Volunteer will receive a CERT Volunteer polo shirt.

**Position Title:** CERT Food and Refreshments Unit Leader

**Reports to:** CERT Logistics Section Chief

**Overview of Position:**

Coordinate functions of the Food and Refreshments Unit.

**Specific Duties and Responsibilities:**

1. Meet with Logistics Section Chief to coordinate efforts.
2. Work with Logistics Section Chief and CERT Program Manager to coordinate procurement of food and refreshments necessary to support CERT Program operations, including food for special community events, refreshments for volunteers during preparedness activities, and during CERT Activations.
3. Attend CERT Volunteer Meetings to coordinate efforts.
4. Recruits and develops qualified CERT Food and Refreshments Leader.

**Time Required:** Two year commitment

**Qualifications:**

Physical/Age Requirements: No Special Physical Requirements; Minimum Age 18

Skills/Education:

- Good oral and written communications skills.
- Good coaching, mentoring, and motivational skills.
- Good finance and organizational skills with an attention to details.

Experience:

- Benefit to have some experience in procurement, event planning or fundraising.

Training Required:

- Complete 4 Modules of CERT, one of which must be CERT Organization; or complete the CERT Academy
- Complete IS-317 Introduction to CERT - <http://www.citizencorps.gov/cert/IS317>
- Complete [IS-315: CERT Supplemental Training: The Incident Command System](#)

Other:

- Livescan Fingerprinting (~\$35 cost to be paid by volunteer)

**Benefits to the Volunteer:**

- Opportunity to contribute to the expansion and professionalism of Berkeley CERT.
- Opportunity for personal development and growth in management, Finance, and supervision.
- Opportunity to work with professional emergency management personnel and organizations.
- Opportunity to improve disaster readiness and resilience in your community.
- Volunteer will receive a CERT Volunteer polo shirt.

**Position Title:** CERT Logistics Section Chief

**Reports to:** CERT Program Manager

**Overview of Position:**

Coordinate functions of the CERT Logistics Section: Volunteer Recruitment, Food and Refreshments, and Training Equipment.

**Specific Duties and Responsibilities:**

1. Meet with CERT Program Manager, Volunteer Recruitment Unit Leader, Food and Refreshments Unit Leader and Training Unit Leader to coordinate efforts.
2. Work with Unit Leaders to ensure CERT Program resources and equipment are operationally ready for deployment and to support other section activities.
3. Attend CERT Volunteer Meetings to coordinate efforts.
4. Recruits and develops qualified CERT Logistics Section Chief.
5. Maintain the ability to oversee or implement a set up of a CERT Command Post per Fire Department standards.

**Time Required:** Two year commitment (*Maximum of 4*)

**Qualifications:**

**Physical/Age Requirements:** No Special Physical Requirements; Minimum Age 18

**Skills/Education:**

- Good communications, coaching, mentoring, and motivational skills.
- Good Logistics and organizational skills with an attention to details.

**Experience:**

- Benefit to have some experience in management and supervision of personnel.

**Training Required:**

- Complete the CERT Academy
- Complete IS-317 Introduction to CERT - <http://www.citizencorps.gov/cert/IS317>
- Complete [IS-315: CERT Supplemental Training: The Incident Command System](#)
- Complete Berkeley CERT Command Post Set Up
- Complete FRS Radio Communications

**Other:**

- Livescan Fingerprinting (~\$35 cost to be paid by volunteer)

**Benefits to the Volunteer:**

- Opportunity to contribute to the expansion and professionalism of Berkeley CERT.
- Opportunity for personal development and growth in management, Logistics, and supervision.
- Opportunity to work with professional emergency management personnel and organizations.
- Opportunity to improve disaster readiness and resilience in your community.
- Volunteer will receive a CERT Volunteer polo shirt.

**Position Title:** CERT Member

**Reports to:** As Assigned in CERT Chain of Command

**Overview of Position:**

Participate as an proactive community member in supporting CERT Program goals and activities.

**Specific Duties and Responsibilities:**

1. Perform duties as assigned.
2. CERT Members, meeting the requirements of the desired position, may apply to join any branch or unit of the CERT Program to serve in leadership roles
3. CERT Members may apply to be assigned to a specific branch or unit in a support capacity without taking a leadership position.
4. Attend CERT Volunteer Meetings to coordinate efforts.
5. Recruit and develop qualified CERT Volunteer Coordination Unit Leader.

**Time Required:** Two year commitment

**Qualifications:**

**Physical/Age Requirements:** No Special Physical Requirements; Minimum Age 18

**Skills/Education:**

- Good oral and written communications skills.
- Good coaching, mentoring, and motivational skills.
- Good finance and organizational skills with an attention to details.

**Experience:**

- Benefit to have some experience in Outreach and Website or fundraising.

**Training Required:**

- Complete 4 Modules of CERT, one of which must be CERT Organization; or complete the CERT Academy
- Complete IS-317 Introduction to CERT - <http://www.citizencorps.gov/cert/IS317>

**Other:**

- Livescan Fingerprinting (~\$35 cost to be paid by volunteer)

**Benefits to the Volunteer:**

- Opportunity to contribute to the expansion and professionalism of Berkeley CERT.
- Opportunity to work with professional emergency management personnel and organizations.
- Opportunity to improve disaster readiness and resilience in your community.
- Volunteer will receive a CERT Volunteer polo shirt.

**Position Title:** CERT Operations Section Chief

**Reports to:** CERT Program Manager

**Overview of Position:**

Coordinate functions of the Operations Section: Team Coordination Branch and Training Branch.

**Specific Duties and Responsibilities:**

1. Meet with CERT Program Manager, Team Coordination Branch Director and Training Branch Director to coordinate efforts.
2. Work with Branch Directors to expand CERT Program capacities through coordination of training and team organization citywide.
3. Attend CERT Volunteer Meetings to coordinate efforts.
4. Recruits and develops qualified CERT Operations Section Chief.
5. Maintain the ability to oversee or implement a set up of a CERT Command Post per Fire Department standards.

**Time Required:** Two year commitment (*Maximum of 4*)

**Qualifications:**

**Physical/Age Requirements:** No Special Physical Requirements; Minimum Age 18

**Skills/Education:**

- Good communications, coaching, mentoring, and motivational skills.
- Good planning and organizational skills with an attention to details.

**Experience:**

- Benefit to have some experience in management and supervision of personnel.

**Training Required:**

- Complete the CERT Academy
- Complete IS-317 Introduction to CERT - <http://www.citizencorps.gov/cert/IS317>
- Complete [IS-315: CERT Supplemental Training: The Incident Command System](#)
- Complete Berkeley CERT Command Post Set Up
- Complete FRS Radio Communications

**Other:**

- Livescan Fingerprinting (~\$35 cost to be paid by volunteer)

**Benefits to the Volunteer:**

- Opportunity to contribute to the expansion and professionalism of Berkeley CERT.
- Opportunity for personal development and growth in management and planning..
- Opportunity to work with professional emergency management personnel and organizations.
- Opportunity to improve disaster readiness and resilience in your community.
- Volunteer will receive a CERT Volunteer polo shirt.

**Position Title:** CERT Outreach and Website Unit Leader

**Reports to:** CERT Planning Section Chief

**Overview of Position:**

Coordinate functions of the Outreach and Website Unit.

**Specific Duties and Responsibilities:**

1. Meet with Planning Section Chief to coordinate efforts.
2. Work with Planning Section Chief and CERT Program Manager to lead efforts in developing innovative outreach methods to attract community participation in CERT and community preparedness.
3. Coordinate with CERT Program Manager to support web and online presence for program visibility and marketing.
4. Work with other CERT Program Units and Branches to support marketing and outreach needs.
5. Attend CERT Volunteer Meetings to coordinate efforts.
6. Recruits and develops qualified Outreach and Website Unit Leader.

**Time Required:** Two year commitment

**Qualifications:**

**Physical/Age Requirements:** No Special Physical Requirements; Minimum Age 18

**Skills/Education:**

- Good communications, coaching, mentoring, and motivational skills.
- Good finance and organizational skills with an attention to details.

**Experience:**

- Benefit to have some experience in web design, website management outreach and promotion/online marketing.

**Training Required:**

- Complete 4 Modules of CERT, one of which must be CERT Organization; or complete the CERT Academy
- Complete IS-317 Introduction to CERT - <http://www.citizencorps.gov/cert/IS317>
- Complete [IS-315: CERT Supplemental Training: The Incident Command System](#)

**Other:**

- Livescan Fingerprinting (~\$35 cost to be paid by volunteer)

**Benefits to the Volunteer:**

- Opportunity to contribute to the expansion and professionalism of Berkeley CERT.
- Opportunity for personal development and growth in management, Finance, and supervision.
- Opportunity to work with professional emergency management personnel and organizations.
- Opportunity to improve disaster readiness and resilience in your community.
- Volunteer will receive a CERT Volunteer polo shirt.

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**Position Title:** CERT Planning Section Chief

**Reports to:** CERT Program Manager

**Overview of Position:**

Coordinate functions of the CERT Planning Section: Special Events and Exercises, Publicity and Demos, and Outreach and Website Units.

**Specific Duties and Responsibilities:**

1. Meet with CERT Program Manager, Special Events and Exercises Unit Leader, Publicity and Demos Unit Leader and Outreach and Website Unit Leader to coordinate efforts.
2. Work with Unit Leaders to expand CERT Program outreach and visibility through coordination of public trainings, development of marketing materials and delivery of the annual Citywide Exercise.
3. Attend CERT Volunteer Meetings to coordinate efforts.
4. Recruits and develops qualified CERT Planning Section Chief.
5. Maintain the ability to oversee or implement a set up of a CERT Command Post per Fire Department standards.

**Time Required:** Two year commitment (*Maximum of 4*)

**Qualifications:**

**Physical/Age Requirements:** No Special Physical Requirements; Minimum Age 18

**Skills/Education:**

- Good communications, coaching, mentoring, and motivational skills.
- Good planning and organizational skills with an attention to details.

**Experience:**

- Benefit to have some experience in management and supervision of personnel.

**Training Required:**

- Complete the CERT Academy
- Complete IS-317 Introduction to CERT - <http://www.citizencorps.gov/cert/IS317>
- Complete [IS-315: CERT Supplemental Training: The Incident Command System](#)
- Complete Berkeley CERT Command Post Set Up
- Complete FRS Radio Communications

**Other:**

- Livescan Fingerprinting (~\$35 cost to be paid by volunteer)

**Benefits to the Volunteer:**

- Opportunity to contribute to the expansion and professionalism of Berkeley CERT.
- Opportunity for personal development and growth in management and planning..
- Opportunity to work with professional emergency management personnel and organizations.
- Opportunity to improve disaster readiness and resilience in your community.
- Volunteer will receive a CERT Volunteer polo shirt.

**Position Title:** CERT Special Events and Exercises Unit Leader

**Reports to:** CERT Planning Section Chief

**Overview of Position:**

Coordinate functions of the Special Events and Exercises Unit.

**Specific Duties and Responsibilities:**

1. Meet with Planning Section Chief to coordinate efforts.
2. Work with Planning Section Chief and CERT Program Manager to lead efforts to design, plan and implement events and exercise activities citywide.
3. Attend CERT Volunteer Meetings to coordinate efforts.
4. Recruits and develops qualified CERT Special Events and Exercises Unit Leader.

**Time Required:** Two year commitment

**Qualifications:**

**Physical/Age Requirements:** No Special Physical Requirements; Minimum Age 18

**Skills/Education:**

- Good communications, coaching, mentoring, and motivational skills.
- Good planning and organizational skills with an attention to details.

**Experience:**

- Benefit to have some experience in event planning and delivery.

**Training Required:**

- Complete 4 Modules of CERT, one of which must be CERT Organization; or complete the CERT Academy
- Complete IS-317 Introduction to CERT - <http://www.citizencorps.gov/cert/IS317>
- Complete [IS-315: CERT Supplemental Training: The Incident Command System](#)

**Other:**

- Livescan Fingerprinting (~\$35 cost to be paid by volunteer)

**Benefits to the Volunteer:**

- Opportunity to contribute to the expansion and professionalism of Berkeley CERT.
- Opportunity for personal development and growth in management, Finance, and supervision.
- Opportunity to work with professional emergency management personnel and organizations.
- Opportunity to improve disaster readiness and resilience in your community.
- Volunteer will receive a CERT Volunteer polo shirt.



**Position Title:** CERT Team Coordination Branch Director

**Reports to:** CERT Operations Section Chief

**Overview of Position:**

Support, coordinate and lead the efforts of CERT District Coordinators.

**Specific Duties and Responsibilities:**

1. Meet with District Coordinators to coordinate efforts.
2. Work with District Coordinators to expand CERT Teams to provide adequate personnel for the ongoing recruitment of additional CERT Team Captains within each neighborhood.
3. Inform District Coordinators of the development of Citywide CERT and disaster preparedness activities.
4. Coordinate quarterly or semi-annual meetings, trainings or exercises as required by CERT Program Manager to support District Coordinators on a citywide level.
5. Attend CERT Volunteer Meetings to coordinate efforts.
6. Recruits and develops qualified Team Coordination Branch Directors.

**Time Required:** Two year commitment

**Qualifications:**

**Physical/Age Requirements:** No Special Physical Requirements; Minimum Age 18

**Skills/Education:**

- Good communications, coaching, mentoring, and motivational skills.
- Good planning and organizational skills with an attention to details.

**Experience:**

- Benefit to have some experience in management and supervision of personnel.

**Training Required:**

- Complete 4 Modules of CERT, one of which must be CERT Organization; or complete the CERT Academy
- Complete IS-317 Introduction to CERT - <http://www.citizencorps.gov/cert/IS317>
- Complete [IS-315: CERT Supplemental Training: The Incident Command System](#)
- Complete FRS Radio Communications

**Other:**

- Livescan Fingerprinting (~\$35 cost to be paid by volunteer)

**Benefits to the Volunteer:**

- Opportunity for personal development and growth in management and planning..
- Opportunity to work with professional emergency management personnel and organizations.
- Opportunity to improve disaster readiness and resilience in your community.
- Volunteer will receive a CERT Volunteer polo shirt.

**Position Title:** CERT Training Equipment Unit Leader

**Reports to:** CERT Logistics Section Chief

**Overview of Position:**

Coordinate functions of the Training Equipment Unit.

**Specific Duties and Responsibilities:**

1. Meet with Logistics Section Chief to coordinate efforts.
2. Work with Logistics Section Chief and CERT Program Manager to obtain and maintain supplies and equipment used in training for the CERT Program.
3. Design, develop and implement a plan to continue to maintain operational readiness of supplies, equipment and volunteers in support of community preparedness activities in CERT.
4. Attend CERT Volunteer Meetings to coordinate efforts.
5. Recruits and develops qualified CERT Training Equipment Unit Leader.

**Time Required:** Two year commitment

**Qualifications:**

**Physical/Age Requirements:** No Special Physical Requirements; Minimum Age 18

**Skills/Education:**

- Good oral and written communications skills.
- Good coaching, mentoring, and motivational skills.
- Good finance and organizational skills with an attention to details.

**Experience:**

- Benefit to have some experience in logistics, training and education, or event planning.

**Training Required:**

- Complete 4 Modules of CERT, one of which must be CERT Organization; or complete the CERT Academy
- Complete IS-317 Introduction to CERT - <http://www.citizencorps.gov/cert/IS317>
- Complete [IS-315: CERT Supplemental Training: The Incident Command System](#)

**Other:**

- Livescan Fingerprinting (~\$35 cost to be paid by volunteer)

**Benefits to the Volunteer:**

- Opportunity to contribute to the expansion and professionalism of Berkeley CERT.
- Opportunity for personal development and growth in management, Finance, and supervision.
- Opportunity to work with professional emergency management personnel and organizations.
- Opportunity to improve disaster readiness and resilience in your community.
- Volunteer will receive a CERT Volunteer polo shirt.

**Position Title: CERT Team Captain**

**Reports To: CERT District Coordinator**

**Overview of Position:**

Organize, coordinate and lead the emergency preparedness efforts of your neighborhood.

**Qualifications:**

- Must be age 18 or older.
- Complete "Map & Contact List" of your neighborhood.
- Desire to improve your community.

**Training Required:**

- Complete 4 Modules of CERT, one of which must be CERT Organization; or complete the CERT Academy
- Complete Neighborhood Team Captain training.

**Recommendations:**

- Hold regular meetings with your neighborhood or organization team.
- Coordinate with your CERT District Coordinator to
  1. Network with other neighborhoods
  2. Stay up to date on current activities and trainings in Berkeley CERT
- Continue recruiting in your neighborhood for additional CERT Members.

**Position Title:** CERT Volunteer Coordination Unit Leader

**Reports to:** CERT Logistics Section Chief

**Overview of Position:**

Coordinate functions of the Volunteer Coordination Unit.

**Specific Duties and Responsibilities:**

1. Meet with Logistics Section Chief to coordinate efforts.
2. Work with Logistics Section Chief and CERT Program Manager to recruit and maintain membership of CERT Volunteers.
3. Work with Planning Section Outreach and Website unit to develop outreach and recruitment materials and media.
4. Keep records of active volunteers.
5. Attend CERT Volunteer Meetings to coordinate efforts.
6. Recruits and develops qualified CERT Volunteer Coordination Unit Leader.

**Time Required:** Two year commitment

**Qualifications:**

**Physical/Age Requirements:** No Special Physical Requirements; Minimum Age 18

**Skills/Education:**

- Good oral and written communications skills.
- Good coaching, mentoring, and motivational skills.
- Good finance and organizational skills with an attention to details.

**Experience:**

- Benefit to have some experience in Outreach and Website or fundraising.

**Training Required:**

- Complete 4 Modules of CERT, one of which must be CERT Organization; or complete the CERT Academy
- Complete IS-317 Introduction to CERT - <http://www.citizencorps.gov/cert/IS317>
- Complete [IS-315: CERT Supplemental Training: The Incident Command System](#)

**Other:**

- Livescan Fingerprinting (~\$35 cost to be paid by volunteer)

**Benefits to the Volunteer:**

- Opportunity to contribute to the expansion and professionalism of Berkeley CERT.
- Opportunity for personal development and growth in management, Finance, and supervision.
- Opportunity to work with professional emergency management personnel and organizations.
- Opportunity to improve disaster readiness and resilience in your community.
- Volunteer will receive a CERT Volunteer polo shirt.

**Position Title:** CERT Volunteer Instructor

**Reports to:** CERT Training Branch Director

**Overview of Position:**

Deliver CERT and disaster preparedness training to community members.

**Specific Duties and Responsibilities:**

1. Provide quality classroom instruction of CERT curriculum to Berkeley community.
2. Coordinate class scheduling and logistics with CERT Training Branch Director.
3. Maintain awareness and stay abreast of training curriculum updates and changes.
4. Establish a welcoming and supportive classroom environment during class delivery.
5. Attend CERT Volunteer Meetings to coordinate efforts.
6. Recruit and develop CERT Volunteer instructors.

**Time Required:** Two year commitment

**Qualifications:**

**Physical/Age Requirements:** No Special Physical Requirements; Minimum Age 18

**Skills/Education:**

- Good oral and written communications skills.
- Good coaching, mentoring, and motivational skills.
- Good planning and organizational skills with an attention to details.

**Experience:**

- Benefit to have some experience in educational instruction and teaching.

**Training Required:**

- Berkeley CERT Training - mandatory prior to assignment
- Berkeley Fire Department CERT Train the Trainer
- State Recognized CERT Train the Trainer course (In order to teach at CERT Academy or for core modules)
- IS 317 Introduction to CERT - <http://www.citizencorps.gov/cert/IS317>
- IS-100.a Introduction to Incident Command System, ICS-100  
<http://training.fema.gov/EMIWeb/IS/is100a.asp>

**Other:**

- Livescan Fingerprinting (~\$35 cost to be paid by volunteer)

**Benefits to the Volunteer:**

- Opportunity to contribute to the expansion and professionalism of Berkeley CERT.
- Opportunity for personal development and growth in management and planning..
- Opportunity to work with professional emergency management personnel and organizations.
- Volunteer will receive a CERT Volunteer polo shirt.