



Novi Police Department

Director of Public Safety
Chief of Police

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Subject		Directive	Number of Pages	
Novi Community Emergency Response Team (CERT)		515	5	
<i>*This Directive Supersedes All Previously Issued Correspondence Relative To This Topic*</i>				
CALEA Standards:			Effective Date	Revised Date
			05/22/2007	03/22/2015

I. Purpose

To establish policies and procedures for the members and their training, activation, activities and coordination as part of the Novi Community Emergency Response Team (CERT).

II. Policy

The volunteers of CERT will be trained and certified to first help themselves, their family and then their community during times of emergencies or disasters. CERT is an integrated part of the City of Novi Emergency Management system and serves at the direction of the City Emergency Manager during a declared disaster or community emergency. CERT volunteers are not sworn police officers and have no legal authority other than that of a private citizen.

III. Program Volunteers

A. Qualifications

1. CERT volunteers must reside in the City of Novi the majority of the year (seven months or more) or work in the City of Novi. Team volunteers must be at least eighteen (18) years of age or older, have a valid driver's license and access to a vehicle. Team volunteers must pass a background check completed by the Novi Police Department. Team volunteers must attend no less than twelve (12) hours of CERT training and receive a certificate of completion of the training.
2. To become a member of the CERT Team, the individual must register with the Police Department liaison and complete a "Hold Harmless/Permission Request" and other required paperwork.

B. Commitment

1. Once a member of CERT, the individual must agree to be an active member for at least one year and may be asked to assist at two (2) or more community events each calendar year (January 1 to December 31). The team member must keep their Medical First Aid/CPR certification current and up-to-date.
2. Team members should attend quarterly meetings and training/in-service events. Team members must maintain contact with CERT Team Leaders about any extended absences from the city (more than a week).

C. Equipment and Supplies

1. Upon completion of the CERT course and registration as a CERT team member, the new team member will be issued a back pack including but not limited to the following equipment and supplies
 - a. One (1) all purpose tool
 - b. One (1) hard hat with lamp
 - c. One (1) flashlight with batteries
 - d. One (1) first aid kit with bandages, first aid tape, gauze, scissors
2. Should a team member be dismissed or withdraws from the program, the back pack, equipment and unused supplies must be returned to the CERT program or reimburse the program the cost (\$75.00). If the back pack and equipment is not returned, the individual will be billed the cost.

D. Leave of Absence - If an active CERT member is leaving the city for an extended amount of time (more than 3 weeks) or if family / life commitments require the individual to withdraw from CERT, the team member may be granted a leave of absence upon request. Equipment and supplies will not normally be required to be returned during the leave of absence. Once the reason for the absence is no longer, the team member may upon request, be reactivated.

E. Inactive - A team member may be declared inactive upon two (2) unexcused absences at meetings or scheduled events. Any inactive team member who has kept their First Aid/CPR updated and has taken a refresher course in CERT, may be reactivated.

F. Dismissal - A team member may be dismissed immediately for failure or refusal to fulfill basic assignment expectations, for misconduct because of professional, civil or criminal violations, a demonstrated physically or verbally that the individual is unable to work within the guidelines of emergency management and CERT, or at the complete discretion, with or without cause, of Novi Emergency Management at any time. Equipment and unused supplies upon dismissal must be returned or the individual will be billed the cost (\$75.00).

IV. Program Management

A. Training

1. All potential CERT members should have a current Medical First Aid/CPR certificate of completion. The CERT course is a minimum of twelve (12) hours of group class work. Individuals interested in completing the FEMA CERT on-line course are encouraged to do so but this course will not be accepted in place of the group class work.
2. Two (2) in-service/training opportunities will be offered and one (1) practice exercise will be conducted during the calendar year. Refresher medical first aid/CPR courses may be offered annually for all team members.
3. Charges for all classes/courses are dependent upon receiving support funding. If no

funding is available, the cost is assumed by the team member taking the class/course.

B. Meetings

1. Meetings will be held quarterly, time and location dependent upon the agenda. Team members should attend 80% of the meetings. A member may be declared inactive upon two (2) unexcused absences to meetings.
2. Meetings will be conducted by the designated CERT Team Leader. The position of CERT Team Leader and Assistant CERT Team Leader will be selected by the Emergency Management Coordinator.

C. Reports and Record Keeping

1. Reports and records will be kept by the Emergency Management Coordinator and will include the following:
 - a. Current list of active members with twenty four (24) hour contact information.
 - b. List of all individuals trained in CERT, both active and inactive
 - c. All certifications, completion of course work, independent study and in-service attendance.
 - d. Tracking of hours of service, including all special events and meetings attended.
 - e. Equipment and supplies issued. Usage and replacement of supplies.
 - f. Expenditures and income received, including donations and fundraising.

V. CERT Regulations

A. CERT Capabilities - CERT members are trained to perform the following operations and duties:

1. Light Search and Rescue
2. Fire extinguishment in the incipient phases only
3. Triage of trauma victims
4. Set up and staff rest and relaxation areas
5. Crowd control on major incidents
6. Provide basic first aid for public events
7. Set up and staff emergency shelters
8. Set up and staff a spontaneous volunteer intake center
9. Provide support at an incident site and at Emergency Operations Center

B. CERT Activation

1. Activation may only be by request of the Director of Public Safety / Chief of Police or the Emergency Management Coordinator. At no time, may any CERT member self-activate.

2. The incident commander at any scene may request the service of CERT. The incident commander will contact the Novi Regional Communication Center and request activation of CERT. At this time, the incident commander will inform the dispatcher the purpose of the request.
3. The Novi Regional Communication Center will contact, in this order, the Emergency Management Coordinator, Director of Public Safety / Chief of Police or the CERT Team Leader with the activation request. CERT members will be activated by telephone using the call out procedure.
4. The minimum for a team will be two. The team will meet at the designated CERT Command Post (separate from the Emergency Operations Center and Incident Command Post), where they will be given their assignment(s).
5. Team members are required to respond with full equipment, supplies and appropriate clothing for the weather conditions and the activity. The team should be prepared for an 8-10 hour shift, although it could be as brief as two (2) hours.
6. CERT members will go to the scene in as few vehicles as possible. Upon arrival, vehicle(s) will be parked in a location so as not to interfere with scene operations. The CERT Team Leader will advise the scene Incident Commander of their arrival and verify their assignment. The team remains on site until released by the Incident Commander or relieved by another CERT team member.
7. Call Out
 - a. When CERT is activated, members will be contacted by telephone. Once the number of team members is determined, calls will be made to active members starting with those who have the skills/training required. Calls are made until the team is filled. If not enough members have the required skills/training, the next tier (those with related but not exact skills/training) is contacted until the team is filled.
8. Debriefing
 - a. At the conclusion of the incident or when relieved by another team, CERT members will meet at the designated CERT Command Post to review their involvement in the incident. If further counseling is required, arrangements will be made with Emergency Services to provide that counseling.

VI. Policy Review

This directive will be reviewed annually by the Emergency Management Coordinator. The directive may be added to as needed or circumstances demand. This directive serves as a guideline for the NOVI-CERT program and is not to supersede or replace any local, State or Federal Procedures for Emergency Management.



Novi Community Emergency Response Team
Hold Harmless/Permission Request

I, _____, hereby request permission to participate in the Novi Community Emergency Response Team (NOVI-CERT) program. I understand that participation as a CERT team member will involve active physical activity, which includes a potential risk of personal injury and/or personal property damage. I make this request with full knowledge of the possibility of personal injury and/or personal property damage. Further, I have read and understand and received a copy of the CERT Directives and procedures and will promise to follow said procedures and protocols.

I agree to hold Novi Emergency Management and member Novi Emergency Services Agencies and their agents and personnel, harmless from any and all claims, actions, suits and/or injury that I may suffer and which may arise as a result of my participation as a CERT team member.

I agree to follow the laws established by the State of Michigan and rules established by Novi Emergency Services and to exercise reasonable care while participating in the CERT program. I understand that if I fail to follow the instructor's rules and regulations or if I fail to exercise reasonable care, I can be administratively removed from the program.

Be executing this release I certify that I have read this release in its entirety, understand all of its terms and have had any questions regarding the release or its effect satisfactorily answered. I sign this release freely and voluntarily.

Signature

Date

Witness

Date
