CERT Battalions:

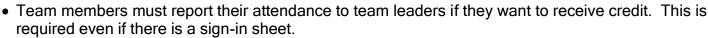
- We are <u>NOT</u> part of the Fire Department's (FD) Battalion system.
- CERT San Diego Battalions are loosely based on the GEOGRAPHIC organization of the FD's Battalions.
- Within each CERT Battalion is at least one CERT team.

Continuing Education:

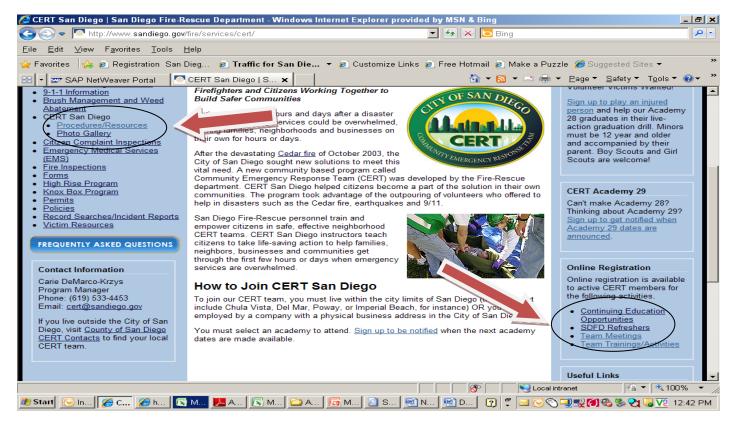
- Classes, seminars, exercises/drills that cover topics BEYOND THOSE IN THE CERT ACADEMY (remedial level classes will not count)...
- They must be a minimum of two hours.
 - They must cover information that is within the scope of CERT's capabilities and will be realistically used by CERT members during a disaster.
 - If the Con Ed is conducted by someone other than San Diego Fire-Rescue, approval for credit is needed before attendance.
 - Con Eds are reported EACH MONTH to Team Leaders. If you do not report your participation to your Team Leader in the Month that the training took place, you will NOT receive credit.
- Individuals cannot use classes/seminars that are paid for by work or are mandatory for one's employment to cover these requirements.

Refresher:

- This is a specific type of drill or exercise.
- Topics and training is based strictly on the CERT Student Manual.
- Each refresher will be at least four hours and may involve classroom work and manipulative drills. This is meant to review and practice the skills taught in the academies.



• All available training is posted on our Website (www.certsandiego.org).

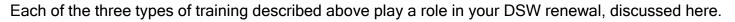






Team Training/Meeting Sessions:

- This can be any team-building activity or gathering where members are given a chance to interact with each other and get to know their fellow team members and their communities.
- These are opportunities when veteran team members can welcome new academy graduates and bring them into the fold of the group.
- Team Leaders are responsible for tracking member attendance at such items and passing the information (electronically) to the CERT Battalion Liaison.



DSW Qualifications

• <u>IF YOU ARE A NEW GRADUATE</u>: You will need to attend TWO TEAM MEETINGS and TWO CONTINUING EDUCATION events to qualify for your DSW card.



- Of special note: Due to OES regulations on the card, the first time you get your card, you MUST use the date that you take your oath. This means that if you graduate in March and wait six months to get your card, the expiration date on your card will be two years from the March date. You are encouraged to renew your card no sooner than two months before your expiration date.
- <u>IF YOU ARE RENEWING YOUR CARD</u>: Once you receive your DSW card, you will have TWO YEARS to fulfill the following requirements: attend four team meetings, four continuing education events, and one refresher.
- <u>Of special note</u>: If you allow your card to expire before completing these requirements, you will be asked to retake the academy before the DSW card will be reinstated.

CERT Flow of Communication

 $\begin{array}{c} \text{CERT Program Manager} \\ \downarrow \uparrow \\ \text{Lead Liaison} \\ \downarrow \uparrow \\ \text{CERT Battalion Liaisons (Civilians)} \\ \downarrow \uparrow \\ \text{CERT Team Leaders} \\ \downarrow \uparrow \\ \text{CERT Team Members} \end{array}$

If you have a question about anything related to CERT, <u>contact the person directly ABOVE you</u> on this list. For example, if a Team Member has a question, he or she should contact their Team Leader. If a Team Leader has a question, he or she should contact their Battalion Liaison. If the Battalion Liaison is not able to resolve the problem or cannot take action, the Battalion Liaison will contact the Program Manager.

We use this system because it mirrors how communication flows within the Fire Department. And it will be the communication pattern you learned about in your Academy. We practice the way we play and the more chances you have to practice, the easier it will become.

Team Leader Responsibilities (The Short List)

Below is a short list of what you can expect from your team leaders. While they have several responsibilities, you too have a many responsibilities, in particular keeping track of your volunteer and training hours. Even if you turn them in to your team leader, we recommend that you keep your own in case there's a need to back-up something.

- · Communicate with all team members through phone, email, team meetings
- Maintain an updated roster with all accurate address and information
- Organize monthly team meetings/trainings/gatherings
- Track your member's participation in abovementioned activities
- Maintain a log of all activities/email information provided by the CERT office or Battalion Liaisons (Using a spreadsheet in excel is an easy way to do this; it just takes consistency)
- Collaborate with CERT office and Battalion Liaisons on different tasks as they come up
- Research outside learning opportunities/speakers/resources, gather necessary information, and seek approval through CERT office for use as continuing education
- · Share best-practices with fellow team members
- · Coach and recruit new team leaders
- Consider term limits to keep leadership fresh and team members engaged

Your Liaisons & Team Leaders:

Lead Liaison

Gloria Applegate

Battalion 1

Team: Downtown Battalion Liaison: Malcolm Gettmann Team Leader: Steve Holman

Battalion 2

Teams: Mid City and North City Battalion Liaison: Melissa Studds Team Leader (Mid City): Gloria Applegate Team Leaders (North City: Missy Studds and Kelly Witt

Battalion 3

Team: Beach Battalion Liaison: Carie DeMarco Team Leader: Mary Stiffler

Battalion 4:

Teams: Navajo and Tierrasanta Battalion Liaison: Larry Goemann Team Leader (Navajo): Kyle Thorstenson Team Leader (Tierrasanta): Ed Langmaid

Battalion 5:

Teams: Carmel Valley, Mira Mesa, and North Coastal Battalion Liaison: Gloria Applegate Team Leader (Carmel Valley): Preston Drake Team Leader (Mira Mesa): Steve Glass Team Leader (North Coastal): David Hruska

Battalion 6:

Teams: Southbay and Southeast San Diego Battalion Liaison: Chris Kwast Team Leader (Southbay): Chris Kwast Team Leader (Southeast SD): Rita Roberson

Battalion 7:

Teams: Rancho Bernardo, Rancho Penasquitos, and Scripps Ranch Battalion Liaison: Carie DeMarco Team Leaders (Rancho Bernardo): Roger Fraumann and Robin Kaufman Team Leaders (Rancho Penasquitos): Bob Basinger and Mark Hill Team Leader (Scripps Ranch): Dan Thompson

Administrative Liaisons

<u>HAM Team</u> Mike Brown Volunteer Hours Manager (Position Unfilled)

Training Resources/Team Leader Mentor (Position Unfilled)