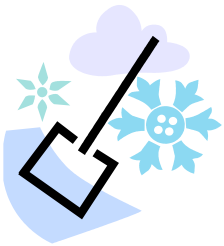
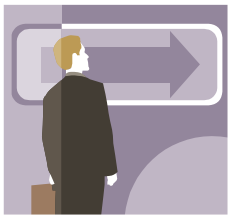
CERT Battalions:

- NOT part of the Fire Department's (FD) Battalion system.
- Based on the GEOGRAPHIC organization of the FD's Battalions.
- Within each **CERT Battalion** there are CERT teams.
- ONLY when a team overlaps between CERT Battalions, will the team be permitted to choose the Battalion.

Continuing Education:

- Classes, seminars, exercises/drills that cover topics BEYOND
- THOSE IN THE CERT ACADEMY. These do NOT have to be
- taught/conducted by San Diego Firefighters.
- They MUST at least provide two hours of instruction (they can be longer). These can be conducted by fellow team members, guest speakers, etc.
    - They must have a specific topic that covers information that applies to our community (for instance, attending how to plan for a blizzard would not count).
    - Team Leaders have to get CERT office approval for any event to be a CE if it is not already approved.
    - Team Leaders are responsible for tracking member attendance at such items, verifying non-CERT events, and passing the information (electronically) to their appropriate CERT Battalion Liaison. The accepted method of tracking is to have team members inform team leaders of their participation.





- Individuals cannot use classes/seminars that are paid for by work or are mandatory for one's employment.
- PLEASE NOTE THAT CERTSD DOES NOT HAVE ANY ONGOING CONTINUING EDUCATION. IT IS THE TEAM'S RESPONSIBLITIES TO PLAN AND CARRY OUT THIS TYPE OF TRAINING. The CERT office can provide some resources and a list of individuals who have volunteered their time and expertise in various topics, but it is the responsibility of the individual teams (or Battalions) to look for, identify, secure approval for, and schedule such training.
    - Update! SDFD has approved some Con Ed training. This is called "Battalion Training" and can be found under the Continuing Education link on our website (www.certsandiego.org). Registration for SDFD-sponsored training is done on line.

Refresher:

- This is a class/drill/exercise that covers the topics FROM THE CERT ACADEMY.
- If attending a refresher with another CERT organization, it MUST be approved by CERT SD before participation. To get approval, use the chain of command to send up the request. Proof of participation is also required, like a certificate or a letter from the sponsoring agency. It is the participant's responsibility to provide this; otherwise credit will not be given.
- Each refresher will be at least four hours and involve classroom work and manipulative drills. This is meant to review and practice the skills taught in the academies.
- TO SIGN UP FOR A CERT San Diego REFRESHER, TEAM MEMBERS MUST GO ONLINE AND REGISTER. The CERT office will email out the list of participants to Battalion Liaisons and Team Leaders once the training is completed.
- Team Leaders are responsible for tracking member attendance at such events and recording this information in their own records for their team's tracking. Unless otherwise identified by the CERT

office, all volunteer training and meeting hours are to be compiled and turned in each month with the monthly hour sheet.

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

DSW Qualifications

- IF YOU ARE A NEW GRADUATE: You will need to attend TWO TEAM MEETINGS and TWO CONTINUING EDUCATION events before you will qualify to receive your DSW card. (I will have your DSW form and your digital photo on file. Be sure to tell your team leader that you are a new graduate, that way they will know that they do not need to collect a form or a digital photo from you.)

  - 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. After that, you may renew your card on any date.
  - IF YOU ARE RENEWING YOUR CARD: 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.
  - Of special note: 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.

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.

On the next page is a simple flow chart to show you the Chain of Communication for the CERT program.

CERT Program Manager
↓ ↑
Lead Liaison
↓ ↑
CERT Battalion Liaisons (Civilians)
↓ ↑
CERT Team Leaders
↓ ↑
CERT Team Members

If you have a question about anything related to CERT, contact the person directly ABOVE you 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 who communication flows within the Fire Department. And it will be the communication pattern you will be learning about in the Academy. It may look easy to do on paper, but actually working within this structure can be a struggle. Therefore, the more chances you have to utilize this, the more it will become second nature. Further, questions and information should not skip around to different levels, otherwise it creates confusion.

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

<u>Your Liaisons & Team Leaders</u>:

Lead Liaison
    Gloria Applegate
        Battalion 1: Liaison, Team, and Team Leaders
            Malcolm Gettmann
            Downtown (Steve Holman)

        Battalion 2: Liaison, Team, and Team Leaders
            Julia MacPete
            North City (Cynthia Imai)
            Mid City (Julia MacPete)

        Battalion 3: Liaison, Team, and Team Leaders
            David Hayes
            Beach (Lynette Hall)

        Battalion 4: Liaison, Team, and Team Leaders
            Larry Goemann
            Tierrasanta (Mike George, Dave Steinman, Ed Langmaid)
            Navajo (Adam Saks)

Battalion 5: Liaison, Team, and Team Leaders
Gloria Applegate (Interim Liaison)
North Coastal (Greg Hom)
Mira Mesa (Steve Glass)
Carmel Valley (Preston Drake; Gail Hodder)

Battalion 6: Liaison, Team, and Team Leaders
Jim Eblen
Southeast San Diego (Rita Roberson)
Southbay

Battalion 7: Liaison, Team, and Team Leaders
Julie Claasen
Scripps Ranch (Jim Treglio)
Rancho Bernardo (Roger Fraumann/Robin Kaufman)
Santa Luz (Karen Boyle)
Rancho Penasquitos (Kevin Henry)

Battalion 8: Liaison, Team, and Team Leaders
David Hayes
Qualcomm (Katie Wiest)
Amylin (Jane Lenz)

Specialty Liaisons

HAM Team
Mike Brown

Training Resources/Team Leader Mentor
Kelly Witt

BID Council
Jennifer Pesqueira

Volunteer Hours Manager
Cynthia Imai