

SAMPLE ONLY

CERT Volunteer Job Description

DEPARTMENT: Name & Phone number of Local Sponsor Agency (i.e. Fire Dept., Health Dept., Office of Emergency Services, or the like)

JOB TITLE: Community Emergency Response Team Member

GOAL: To provide the community with trained volunteer responders in the event of a natural or man-made disaster where emergency first responders are delayed or unable to respond to the scene; . They are able to identify the scope of the problem, determine an overall strategy and deploy resources to help themselves and their neighbors, until first responders can arrive on the scene. Otherwise, CERT members will **ONLY** respond when deployed by their SPONSOR AGENCY. In addition, members will support assist with non-emergency events promote emergency preparedness within community

DUTIES: Members will

- Perform light search and rescue in damaged buildings.
- Identify potentially dangerous materials in storage or in transit and respond to any hazardous materials situation in a safe manner.
- Identify possible terrorism targets within the community and identify actions to take following a suspected terrorism event.
- Evaluate fires, assess firefighting resources and determine the course of action. They will extinguish small fires, and shut off natural gas supplies.
- Triage a disaster scene by performing a basic head to toe evaluation and basic first aid on victims (recognizing and controlling life-threatening conditions) and will establish medical treatment areas.
- Assist fellow team members and victims of a disaster by utilizing information learned about the psychological impact of a disaster on rescuers and the victims.
- Be knowledgeable about safety precautions for “before and during” a disaster and will assist the community in being prepared for such a disaster by disseminating information to the public.
- Organize and deploy volunteer resources according to CERT organizational principles.

QUALIFICATIONS:

- Must be at least 18 years of age.
- Have a desire to assist the community.
- Have a commitment to continuing education.
- Agree to a criminal records check that may disqualify the potential member.
- Attend all mandatory classes.

TIME COMMITMENT:

- 20 hours of mandatory training
- Continuing education (at least ___ hours a year).
- Participate in one drill or exercise annually
- Volunteer to assist with local events.
- Respond in the event of a disaster.

TRAINING AND BENEFITS: The ____ agency provides the 20 hour CERT training class and student materials. Those who complete the course will receive a graduate certificate and CERT Kit. The member will gain valuable life-saving skills that can be used in various situations.

SUPERVISION: Name and contact information of the CERT Program Coordinator

GOAL: To provide the community with trained volunteers in the event of a natural or man-made disaster where emergency first responders are delayed or unable to respond to the scene;** that can assist in traffic/crowd control during local non-emergency events such as parades, festivals, or sporting events; and will promote emergency preparedness in their community.

****Important Note:** CERT Members are able to identify the scope of the problem, determine an overall strategy and deploy resources to help themselves and their neighbors, until first responders can arrive on the scene. Otherwise, CERT members will ONLY respond when deployed by their SPONSOR AGENCY.