

Mid-Ohio Valley Regional CERT Basic Training Course Plan

Chapter: _____

Facility Name(s): _____

Physical Address(es): _____

Primary Contact Person Name & Title: _____

Phone: (____) ____ - _____ Email: _____

Secondary Contact Person Name & Title: _____

Phone: (____) ____ - _____ Email: _____

Lead Instructor: _____

Additional Instructor(s): _____

Facility can seat ____ students. Number of students enrolled: _____

FACILITY EQUIPMENT AVAILABLE

- Tables and chairs sufficient for anticipated attendees
- Overhead projector or large monitor
- Computer interface cable (USB to Display)
- Speakers or sound system with computer interface
- _____
- _____

Mid-Ohio Valley Regional CERT Basic Training Course Plan

Course Schedule

Unit	Date	Duration	Time		Instructor(s)
			From	To	
1: Disaster Preparedness		2 hrs, 30 min			
2: Fire Safety and Utility Controls		2 hrs, 30 min			
3: Disaster Medical Operations, Part 1		2 hrs, 30 min			
4: Disaster Medical Operations, Part 2		3 hours			
5: Light Search and Rescue Operations		2 hrs, 30 min			
6: CERT Organization		1 hr, 45 min			
7: Disaster Psychology		1 hr, 30 min			
8: Terrorism and CERT		3 hours			
9: Course Review, Final Exam, and Disaster Simulation		2 hrs, 30 min			

Instructions: The entire course plan is to be completed no later than two weeks prior to the date of the first scheduled class, and a copy of the entire plan is to be provided to each instructor who is participating in the course no later than 10 days before date of the class the instructor is scheduled to teach. Because each unit includes a review of the previous unit and homework assignments for the following unit, for proper course continuity the units should be presented in the correct order whenever possible.

Mid-Ohio Valley Regional CERT Basic Training Course Plan

Unit 1: Disaster Preparedness

Date: _____ Time: (2hrs, 30 min) From ____:____ to ____:____

Facility Name: _____

Physical Address: _____

Contact Person's Name and Title: _____

Instructor(s): _____

Facility can seat ____ students. Number of students enrolled: ____ Number Present: ____

RESOURCES REQUIRED

- CERT Sign-in Sheets
- CERT Application and Waiver Forms
- MOV Health Department Volunteer Forms
- Community Emergency Response Team Instructor Guide for each instructor
- Community Emergency Response Team Participant Manual for each student
- PowerPoint Slides 1-0 through 1-35 *with*
- PowerPoint Slides from hazard modules selected for this area merged in
- Pencils/pens for each student
- Highlighters for each student

EQUIPMENT REQUIRED

The following additional equipment is required for this unit:

- A computer with PowerPoint software
- A computer projector and screen
- Speakers
- Extension cord(s)
- Power Strip

EXERCISE SUPPLIES (Optional)

- Scissors (1 for every 5 participants)
- Tape (1 roll for every 5 participants)
- Two pieces of cardboard, approximately 8 by 10 inches (1 set for every 5 participants)
- Forty pieces of construction paper, 8.5 by 11 inches (1 set for every 5 participants)

Mid-Ohio Valley Regional CERT Basic Training Course Plan

Unit 1: Disaster Preparedness

TIME PLAN

A suggested time plan for this unit is as follows:

- Introductions & Overview ~ 20 Minutes
- Community Preparedness: Roles & Responsibilities ~ 10 Minutes
- Hazards & Their Potential Impact ~ 10 Minutes
- Impact on the Infrastructure ~ 30 Minutes
- Home & Workplace Preparedness ~ 30 Minutes
- Reducing the Impact of Hazards Through Mitigation ~ 15 Minutes
- CERT Disaster Response ~ 15 Minutes
- Protection for Disaster Workers ~ 10 Minutes
- Additional Training for CERT ~ 5 Minutes
- Unit Summary ~ 5 Minutes

Total Time: 2 hours 30 minutes

Mid-Ohio Valley Regional CERT Basic Training Course Plan

Unit 2: Fire Safety and Utility Controls

Date: _____ Time: (2hrs, 30 min) From _____:_____ to _____:_____

Facility Name: _____

Physical Address: _____

Contact Person's Name and Title: _____

Instructor(s): _____

Facility can seat ____ students. Number of students enrolled: ____ Number Present: ____

RESOURCES REQUIRED

- CERT Sign-in Sheets
- CERT Application and Waiver Forms
- Community Emergency Response Team Instructor Guide for each instructor
- Community Emergency Response Team Participant Manual for each student
- PowerPoint Slides 2-0 through 2-32
- Video: *Fire Safety: The CERT Member's Role*
- Pencils/pens for each student
- Highlighters for each student

EQUIPMENT REQUIRED

The following additional equipment is required for this unit:

- A computer with PowerPoint software
- A computer projector and screen
- Speakers
- Extension cord(s)
- Power Strip
- Samples of NFPA 704 Diamond and other hazardous materials placards, if possible
- Natural gas shut-off valve, if possible
- Natural gas shut-off valve wrench
- One roll of cotton swabbing
- One Pyrex® jar with lid
- One box of wooden kitchen matches
- One water fire extinguisher
- One dry chemical fire extinguisher
- Portable Class A:B:C fire extinguishers (1 for every 5 participants)
- Fire Pan (see page 2-5 of Instructor Guide)
- Road flares and a long pole

Mid-Ohio Valley Regional CERT Basic Training Course Plan

Unit 2: Fire Safety and Utility Controls

TIME PLAN

A suggested time plan for this unit is as follows:

- Introduction & Unit Overview ~ 10 Minutes
- Fire Chemistry ~ 10 Minutes
- Fire & Utility Hazards ~ 15 Minutes
- CERT Size-up ~ 5 Minutes
- Fire Size-up Considerations ~ 5 Minutes
- Firefighting Resources ~ 20 Minutes
- Fire Suppression Safety ~ 10 Minutes
- Hazardous Materials ~ 10 Minutes
- Exercise: Suppressing Small Fires ~ 60 Minutes
- Unit Summary ~ 10 Minutes

Total Time: 2 hours 30 minutes

Mid-Ohio Valley Regional CERT Basic Training Course Plan

Unit 3: Disaster Medical Operations ~ Part 1

Date: _____ Time: (2hrs, 30 min) From _____:_____ to _____:_____

Facility Name: _____

Physical Address: _____

Contact Person's Name and Title: _____

Instructor(s): _____

Facility can seat _____ students. Number of students enrolled: _____ Number Present: _____

RESOURCES REQUIRED

- CERT Sign-in Sheets
- CERT Application and Waiver Forms
- Community Emergency Response Team Instructor Guide for each instructor
- Community Emergency Response Team Participant Manual for each student
- PowerPoint Slides 3-0 through 3-27
- Video: *CERT Triage: Handling Mass Causality Situations*
- Pencils/pens for each student
- Highlighters for each student

EQUIPMENT REQUIRED

The following additional equipment is required for this unit:

- A computer with PowerPoint software
- A computer projector and screen
- Speakers
- Extension cord(s)
- Power Strip
- One mannequin
- Non-latex examination gloves (1 pair for each participant)
- One can of shaving cream
- 4- by 4-inch dressings (1 dressing for every 2 students)
- Note cards, markers, and masking tape
- Set of triage tape (Green, Yellow, Red, Black)

Mid-Ohio Valley Regional CERT Basic Training Course Plan

Unit 3: Disaster Medical Operations ~ Part 1

TRIAGE EXERCISE

The triage exercise near the end of this session requires materials prepared in advance of the activity. Before the session, prepare victim status cards, each documenting the status of one disaster victim. Create at least 1 victim description for every 3 participants in the group (e.g., 7 different descriptions for a group of 21 participants). Make three sets of the victim status cards. Refer to page 3-3 of Instructor Guide for details.

TIME PLAN

A suggested time plan for this unit is as follows:

- Introduction & Unit Overview ~ 10 Minutes
- Treating Life-Threatening Conditions ~ 90 Minutes
- Triage ~ 45 Minutes
- Unit Summary ~ 5 Minutes

Total Time: 2 hours 30 minutes

Mid-Ohio Valley Regional CERT Basic Training Course Plan

Unit 4: Disaster Medical Operations ~ Part 2

Date: _____ Time: (3 hours) From ____:____ to ____:____

Facility Name: _____

Physical Address: _____

Contact Person's Name and Title: _____

Instructor(s): _____

Facility can seat ____ students. Number of students enrolled: ____ Number Present: ____

RESOURCES REQUIRED

- CERT Sign-in Sheets
- CERT Application and Waiver Forms
- Community Emergency Response Team Instructor Guide for each instructor
- Community Emergency Response Team Participant Manual for each student
- PowerPoint Slides 4-0 through 4-57
- Pencils/pens for each student
- Highlighters for each student

EQUIPMENT REQUIRED

The following additional equipment is required for this unit:

- One stretcher
- Non-latex examination gloves (1 pair per participant)
- 4- by 4-inch dressings (1 for each participant)
- One triangular bandage per participant
- Splinting material (cardboard, magazines, pieces of lath, pillows, towels, etc.)
- Note cards
- Duct tape

Mid-Ohio Valley Regional CERT Basic Training Course Plan

Unit 4: Disaster Medical Operations ~ Part 2

TIME PLAN

A suggested time plan for this unit is as follows:

- Introduction & Unit Overview ~ 15 Minutes
- Public Health Considerations ~ 5 Minutes
- Functions of Disaster Medical Operations ~ 5 Minutes
- Establishing Medical Treatment Areas ~ 15 Minutes
- Conducting Head-to-Toe Assessments ~ 25 Minutes
- Treating Burns ~ 20 Minutes
- Wound Care ~ 20 Minutes
- Treating Fractures, Dislocations, Sprains, & Strains ~ 40 Minutes
- Nasal Injuries ~ 10 Minutes
- Treating Cold-Related Injuries ~ 5 Minutes
- Treating Heat-Related Injuries ~ 5 Minutes
- Insect Bites & Stings ~ 5 Minutes
- Unit Summary ~ 5 Minutes

Total Time: 3 hours

Mid-Ohio Valley Regional CERT Basic Training Course Plan

Unit 5: Light Search and Rescue Operations

Date: _____ Time: (2 hrs, 30 min) From _____:_____ to _____:_____

Facility Name: _____

Physical Address: _____

Contact Person's Name and Title: _____

Instructor(s): _____

Facility can seat _____ students. Number of students enrolled: _____ Number Present: _____

RESOURCES REQUIRED

- CERT Sign-in Sheets
- CERT Application and Waiver Forms
- Community Emergency Response Team Instructor Guide for each instructor
- Community Emergency Response Team Participant Manual for each student
- PowerPoint Slides 5-0 through 5-48
- Video: *CERT Training: Safety in the Post-Disaster Environment*
- Pencils/pens for each student
- Highlighters for each student

EQUIPMENT REQUIRED

The following additional equipment is required for this unit:

- Mannequin(s) or rescue dummy(ies) for extrication
- Blankets for victim carries
- Appropriate chairs for victim carries
- Large, flat objects (e.g., table) and pieces of wood for leveraging and cribbing
- Pry bars or long 2" x 4" pieces of lumber

Mid-Ohio Valley Regional CERT Basic Training Course Plan

Unit 5: Light Search and Rescue Operations

EXERCISES

For the exercise titled *Gathering Facts*, a scenario has already been developed. The scenario appears in the Participant Manual and on page 5-18 in this Instructor Guide. You should feel free to alter the scenario to reflect the community's needs.

The exercise titled *Search and Rescue Size-up* requires the preparation of scenarios that are realistic for your community. This exercise appears in the Participant Manual and on page 5-35 in this Instructor Guide. Be sure to prepare the scenarios in advance of the session and have copies for each participant.

TIME PLAN

A suggested time plan for this unit is as follows:

- Introduction and Unit Overview ~ 5 minutes
- Safety During Search and Rescue Operations ~ 45 minutes
- Conducting Interior and Exterior Search Operations ~ 35 minutes
- Conducting Rescue Operations ~ 60 minutes
- Unit Summary ~ 5 minutes

Total Time: 2 hours 30 minutes

Mid-Ohio Valley Regional CERT Basic Training Course Plan

Unit 6: CERT Organization

Date: _____ Time: (1 hr, 45 min) From ____:____ to ____:____

Facility Name: _____

Physical Address: _____

Contact Person's Name and Title: _____

Instructor(s): _____

Facility can seat ____ students. Number of students enrolled: _____ Number Present: _____

RESOURCES REQUIRED

- CERT Sign-in Sheets
- CERT Application and Waiver Forms
- Community Emergency Response Team Instructor Guide for each instructor
- Community Emergency Response Team Participant Manual for each student
- PowerPoint Slides 6-0 through 6-21
- PowerPoint Slides for MOVER CERT Organization
- Video: *CERT in Action*
- Complete set of MOVR CERT forms for each student
- Set of local maps for the Tabletop Exercise
- Pencils/pens for each student
- Highlighters for each student

Mid-Ohio Valley Regional CERT Basic Training Course Plan

Unit 6: CERT Organization

TABLETOP EXERCISE

For the tabletop exercise at the end of this unit, choose a situation that might occur in your community and to which your CERT would be deployed. Select and integrate into the exercise the hazards that your CERT members would face in the event. Select an actual location in your community and create maps of the scene to make the scenario more realistic. Develop a list of potential situations that could occur in your community and ask the participants to prioritize their responses based on the goal of doing the greatest good for the greatest number.

TIME PLAN

A suggested time plan for this unit is as follows:

- Introduction and Unit Overview ~ 5 minutes
- CERT Organization ~ 20 minutes
- CERT Mobilization ~ 10 minutes
- Documentation ~ 10 minutes
- Activity: ICS Functions ~ 10 minutes
- Activity: Tabletop Exercise ~ 45 minutes
- Unit Summary ~ 5 minutes

Total Time: 1 hour 45 minutes

Note: Explain that NIMS was established so that first responders, including CERT members, from different jurisdictions and disciplines can work together better to respond to disasters and emergencies. Emphasize that in order to comply with federal NIMS standards, CERT members *must* complete both the IS-100.a (Introduction to Incident Command System) and IS-700.b (Introduction to National Incident Management System [NIMS]) courses.

Mid-Ohio Valley Regional CERT

Basic Training Course Plan

Unit 7: Disaster Psychology

Date: _____ Time: (1 hr, 30 min) From _____:_____ to _____:_____

Facility Name: _____

Physical Address: _____

Contact Person's Name and Title: _____

Instructor(s): _____

Facility can seat _____ students. Number of students enrolled: _____ Number Present: _____

RESOURCES REQUIRED

- CERT Sign-in Sheets
- CERT Application and Waiver Forms
- Community Emergency Response Team Instructor Guide for each instructor
- Community Emergency Response Team Participant Manual for each student
- PowerPoint Slides 7-0 through 7-21
- Video: *CERT Training: Disaster Psychology*
- Disaster Psychology Symptoms handout
- Pencils/pens for each student
- Highlighters for each student

TIME PLAN

A suggested time plan for this unit is as follows:

- Introduction and Unit Overview ~ 5 minutes
- Disaster Trauma ~ 5 minutes
- Team Well-Being ~ 10 minutes
- Working with Survivors' Trauma ~ 20 minutes
- Video: CERT Training: Disaster Psychology ~ 45 minutes
- Unit Summary ~ 5 minutes

Total Time: 1 hour, 30 minutes

Mid-Ohio Valley Regional CERT Basic Training Course Plan

Unit 8: Terrorism and CERT

Date: _____ Time: (2 hr, 30 min) From ____:____ to ____:____

Facility Name: _____

Physical Address: _____

Contact Person's Name and Title: _____

Instructor(s): _____

Facility can seat ____ students. Number of students enrolled: ____ Number Present: ____

RESOURCES REQUIRED

- CERT Sign-in Sheets
- CERT Application and Waiver Forms
- Community Emergency Response Team Instructor Guide for each instructor
- Community Emergency Response Team Participant Manual for each student
- PowerPoint Slides 8-1 through 8-28
- West Virginia Fusion Center Video
- Pencils/pens for each student
- Highlighters for each student

TIME PLAN

A suggested time plan for this unit is as follows:

- Introduction and Unit Overview ~ 10 minutes
- What Is Terrorism? ~ 10 minutes
- Terrorist Targets ~ 10 minutes
- Terrorist Weapons ~ 30 minutes
- CBRNE Indicators ~ 20 minutes
- Preparing at Home, Work, and in Your Neighborhood ~ 20 minutes
- CERTs and Terrorist Incidents ~ 20 minutes
- West Virginia Fusion Center video ~ 30 minutes
- Activity: Applying CERT Principles to a Suspected Terrorist Incident ~ 25 minutes
- Unit Summary ~ 5 minutes

Total Time: 3 hours

Mid-Ohio Valley Regional CERT Basic Training Course Plan

Unit 9: Course Review, Final Exam, and Disaster Simulation

Date: _____ Time: (2 hr, 30 min) From _____:_____ to _____:_____

Facility Name: _____

Physical Address: _____

Contact Person's Name and Title: _____

Instructor(s): _____

Facility can seat _____ students. Number of students enrolled: _____ Number Present: _____

RESOURCES REQUIRED

- CERT Sign-in Sheets
- CERT Application and Waiver Forms
- MOVR CERT Training and Skills Inventory Forms
- MOV Health Department Volunteer Forms
- Community Emergency Response Team Instructor Guide for each instructor
- Community Emergency Response Team Participant Manual for each student
- Certificate of Completion for each student
- CERT Backpack or Rucksack for each student
- Multiple sets of CERT/ICS forms
- One FRS radio for each 5 students
- One clipboard for each 5 students
- MOVR CERT Manual for each student
- MOVR CERT Field Operations Guide for each student

Note: It is suggested that to demonstrate that CERT is all about teamwork, the Final Examination should be presented as a “team project.”

Mid-Ohio Valley Regional CERT Basic Training Course Plan

Unit 9: Course Review, Final Exam, and Disaster Simulation

TIME PLAN

A suggested time plan for this unit is as follows:

- Introduction and Overview ~ 5 minutes
- Course Review ~ 15 minutes
- Final Exam ~ 15 minutes
- Disaster Simulation ~ 90 minutes
- Exercise Critique, Summary, and Graduation ~ 25 minutes

Total Time: 2 hours 30 minutes