



Burnet County
Office of Emergency Management
Policy and Procedure

Directive Number
C 306

Status of Burnet County Community Emergency Response Team (CERT) Volunteers

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I. PURPOSE

The purpose of this policy is to define the status of Burnet County CERT volunteers as being either "Active Member" or "Emergency Activation Member", and the process needed to become and maintain status.

II. Definitions

Active Member of CERT: has completed the Basic CERT classroom training and not agreed to become an Emergency Activation Member (EAM).

Emergency Activation Member (EAM) of CERT: has graduated from Basic CERT classroom training, signed the Volunteer Acknowledgement form, and fulfilled a required number of training and volunteer assignments.

III. Procedure to Become an Active Member

Graduate of the Basic CERT classroom training who choose not to join EAM list are considered active CERT volunteers.

Active volunteers may still attend CERT meetings and volunteer for activities.

Active members may become an EAM if they state their intention to become an EAM to the Membership Officer, sign the Volunteer Acknowledgement form, and complete all requirements for being an EAM.

IV. Procedure to Become an Emergency Activation Member

- A. Trainees must complete the Basic CERT classroom training given through BCOEM.
- B. Read, sign, and agree to the guidelines set forth in the CERT Volunteer Acknowledgement Form (see Appendix 1). A signed copy of the form will be placed in each member's file.
- C. Attend membership meetings and/or be involved in Burnet County CERT activities or advanced training opportunities offered each year.

D. Emergency Activations: Only EAM may be requested to respond to an emergency,

sheltering operation or disaster scene by BCOEM staff. A directed activation is initiated by a formal request made to BCOEM's Duty Officer or through the Burnet County Emergency Operation Center (EOC), if it has been activated. The BCOEM Duty Officer or designated EOC representative will contact the authorized BCOEM program staff who will initiate the Burnet County CERT team call-out procedure.

V. Transfer of CERT Members from Other CERT Programs

Burnet County CERT will consider accepting graduates from other CERT Programs if the individual submits an application to become a CERT member and provides a copy of their CERT certificate of completion to the Membership Officer. If they meet the criteria for being an *EAM*, they will receive a CBI, and if successful, a Burnet County CERT ID, tee shirt, and hat.