

# **COMMUNITY EMERGENCY RESPONSE TEAM**

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## **COURSE OVERVIEW**

Michigan Version  
Revised by: Michigan Citizen Corps Council  
May 2003

**EMERGENCY MANAGEMENT INSTITUTE**  
**NATIONAL EMERGENCY TRAINING CENTER**

# COURSE OVERVIEW

## COURSE OVERVIEW AND OBJECTIVES

The purpose of this Community Emergency Response Team (CERT) Course is to provide the private citizens who complete this course with the basic skills that they will need to respond to their community's immediate needs in the aftermath of a major disaster, when emergency services are not immediately available. By working together, CERTs can assist in saving lives and protecting property using the basic techniques in this course.

### Course Objectives

Upon completing this course, the participants will be able to:

1. Describe the types of hazards that are most likely to affect their homes and community.
2. Describe the functions of CERTs and their role in immediate response.
3. Take steps to prepare themselves for a disaster.
4. Identify and reduce potential fire hazards in their home or workplace.
5. While working as a team, apply basic fire suppression strategies, resources, and safety measures to extinguish a burning liquid.
6. Apply techniques for opening airways, controlling bleeding, and treating for shock.
7. Conduct triage under simulated disaster conditions.
8. Perform head-to-toe patient assessments.
9. Select and set up a treatment area.
10. Employ basic treatments for various wounds, and apply splints to suspected fractures and sprains.
11. Identify planning and size-up requirements for potential search and rescue situations.
12. Describe the most common techniques for searching a structure.
13. While working as a team, use safe techniques for debris removal and victim extrication.
14. Describe ways to protect rescuers during search and rescue.

# COURSE OVERVIEW

## **Course Objectives (Continued)**

15. Describe the post-disaster emotional environment and the steps that rescuers can take to relieve their own stressors and those of disaster survivors.
16. Describe CERT organization and documentation requirements.

## **Target Audience**

The target audience for this course will be private citizens who desire the skills and knowledge required to prepare for and respond to a disaster.

# COURSE OVERVIEW

## COURSE AGENDA

The agenda for this course is shown below and on the following page. Please note that some adjustments to the agenda may be required to allow discussion of hazards specific to a community and—depending on class size—to allow all participants to take part in the exercise portions of this course.

<i>Session</i>	<i>Topics</i>
I	<i>Disaster Preparedness</i> <ul style="list-style-type: none"><li>• Introductions.</li><li>• Introduction to disasters.</li><li>• Impact of disasters on infrastructures.</li><li>• Hazards posed by building structures and nonstructural items.</li><li>• The role of CERTs in disaster response.</li><li>• Individual and Family Preparedness</li></ul>
II	<i>Disaster Fire Suppression</i> <ul style="list-style-type: none"><li>• Fire chemistry.</li><li>• Identifying and reducing potential fire hazards.</li><li>• Basic fire suppression strategy.</li><li>• Firefighting resources.</li><li>• Firefighting techniques.</li></ul>
III	<i>Disaster Medical Operations—Part 1</i> <ul style="list-style-type: none"><li>• Treatment strategies for life-threatening conditions.</li><li>• Principles of triage.</li></ul>
IV	<i>Disaster Medical Operations—Part 2</i> <ul style="list-style-type: none"><li>• Head-to-toe patient assessments.</li><li>• Establishing treatment areas.</li><li>• Treatments for burns, lacerations, fractures, sprains, and other injuries.</li></ul>

# COURSE OVERVIEW

## COURSE AGENDA (Continued)

<i>Session</i>	<i>Topics</i>
V	<i>Light Search And Rescue Operations</i> <ul style="list-style-type: none"><li>• Search and rescue priorities and resources.</li><li>• Techniques for situation size-up.</li><li>• Lifting, cribbing, and victim removal.</li><li>• Rescuer safety, including recognizing:<ul style="list-style-type: none"><li>- Rescuer limitations.</li><li>- Construction-related hazards.</li></ul></li></ul>
VI	<i>Disaster Psychology And Team Organization</i> <ul style="list-style-type: none"><li>• The post-disaster emotional environment.</li><li>• CERT organization.</li><li>• CERT decision making and documentation.</li></ul>

## ABOUT THE COURSE MATERIALS

Support materials required to facilitate conducting this course include:

- *Community Emergency Response Team* Instructor Guide.
- *Community Emergency Response Team* Participant Handbook.
- Course visuals and handouts.

**Please note that the Session I course visuals that describe natural and manmade hazards are generic in nature. The instructor may use these materials or substitute other visuals that are specific to the locale in which this course is delivered.**

# COURSE OVERVIEW

## ABOUT THE COURSE MATERIALS (Continued)

Before conducting the training, take time to become familiar with all course materials. A brief description of each type of course material is included on the following pages.

### *Community Emergency Response Team Instructor Guide*

With the exception of selected visuals, descriptions, and activities that need to be specific to a given community's potential disaster events, the Instructor Guide provides all of the materials needed to conduct this course, including:

- Instructions for using the Instructor Guide.
- A course agenda.
- Notes to the instructor to facilitate training each session, including suggested timeframes and required materials.
- Content outlines for lectures and group activities.
- Course exercises, including directions and a description of possible discussion items resulting from the exercises.
- The Final Exam.

The section entitled "Instructor Responsibilities," which begins on page IG 1 of this Instructor Guide, provides guidance for preparing to teach this course. Beginning with Session I: Disaster Preparedness all information is provided using the following format:

- Introductory information on the unit is provided first. This information includes learning objectives, the scope of the session, training methods, references, and a time plan for the unit. Some units also contain information on advance preparation that needs to be completed before the session begins.

# COURSE OVERVIEW

## *Community Emergency Response Team Instructor Guide* (Continued)

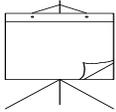
- The course content is presented in a two-column format.
  - Instructor Notes, which are presented in the left-hand column, provide information for the instructor, including which type of training aid (e.g., visuals or pages from the Participant Handbook) should be used and guidelines for time allowances.
  - Lesson Content, which is presented in the right-hand column, provides the lesson plan and instructions for facilitating the exercises.
- To provide for easy use of the Instructor Guide, 11 icons are used throughout the Guide.



1. indicates the amount of time to be allotted.



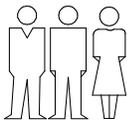
2. indicates a discussion question.



3. indicates a flipchart, whiteboard, or chalkboard



4. indicates that participants are grouped in pairs.



5. indicates that participants are divided into small groups.



6. indicates that participants will work in table groups.

# COURSE OVERVIEW

## *Community Emergency Response Team Instructor Guide* (Continued)



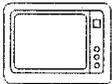
7. indicates key points.



8. references a page or pages in the Participant Handbook.



9. indicates a handout.



10. indicates a video.



11. indicates a slide.

Be sure to follow the Instructor Guide carefully when conducting this course.

## ***Community Emergency Response Team Participant Handbook***

The Participant Handbook is an easy-to-use reference to the primary information that will be presented in this course. The Handbook contains text with supplementary graphics that illustrate key points in the text. It also includes charts and tables that present very important information in summary form that the participants can refer to easily after completing the course. At the end of each chapter, there is a summary of key points, an assignment for the participants to complete before the next session, additional references about the topic, and in some chapters, additional materials that supplement the information in the chapter.

Emphasize to the participants that the Participant Handbook is theirs to keep after the training, and encourage the participants to take notes in their Handbooks.

# COURSE OVERVIEW

## Course Visual Materials

This course includes one type of visual materials:

- Power Point Slides. Master hard copies of the visuals that have been developed for this course are included separately on a CD ROM. Use these files to make overhead transparencies for the course if desired.

## Obtaining CERT Certificates

The Emergency Management Institute (EMI) will support the delivery of a local CERT course by providing CERT-specific certificates of completion for those who complete the training.

The course manager should mail or fax the following information to EMI:

- 1) A list of graduates showing their names as they would like them to appear on the certificates.
- 2) Your name as course manager.
- 3) The name of the organization that sponsored the training.
- 4) A daytime phone number where EMI can reach the course manager.

The certificates will be mailed to the course manager for distribution.

Note: If the CERT training is over a 7-week period, you can forward the names of potential graduates immediately after the second session. EMI will mail out your certificates 3 weeks after receiving your request. This will allow you to receive them before Session VII and graduation.

To obtain the certificates send or fax the requested information to:

Emergency Management Institute  
Office of the Superintendent  
ATTN: CERT Certificates  
16825 South Seton Avenue  
Emmitsburg, Maryland 21727

The fax number for obtaining certificates is (301) 447-1081.

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## **INSTRUCTOR RESPONSIBILITIES**

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# INSTRUCTOR RESPONSIBILITIES

## INSTRUCTOR QUALIFICATIONS

Instructors will be recruited and selected to conduct this course based on their in-depth knowledge of the content and skills required for each session. It is recommended that at least two instructors jointly conduct each session. Because Sessions III and IV address disaster medical operations, it is recommended that these sessions be conducted by licensed or certified personnel from the following job categories:

- Paramedic or Emergency Medical Technician.
- Nurse.

It is recommended that *all other sessions be conducted by highly skilled fire and rescue personnel.*

Instructors should also be knowledgeable in:

- The types of hazards (natural and manmade) that present the greatest risk to the community.
- Local building structures that present the greatest hazard in the event of a disaster.
- How the community is sectored for immediate response purposes.
- The main evacuation routes from areas expected to incur the greatest damage in a disaster.
- Primary shelter locations within each sector of the community.

## PREPARING TO TRAIN

The preparation and conduct of the instructor has a definite impact on the effectiveness of the training. This introductory section provides guidelines for preparing for this course. Use the following steps when you prepare for training:

- Thoroughly read both the Instructor Guide and the Participant Handbook.
- Conduct a walk-through of all exercises and be prepared to answer the many questions that the participants will ask while completing the exercise themselves.

# INSTRUCTOR RESPONSIBILITIES

## PREPARING TO TRAIN (Continued)

- Tailor each session to your local community. Wherever possible, use local slides of common fire hazards, local buildings, etc. Slides are inexpensive to produce, add a personal meaning to the participants, and will help them to “buy into” the CERT concept.
- Draft your own notes in the white space around the margins of this book. Include information that is specific to the community. Indicate points where you want to include additional local photographs or slides. Adding personal experiences and community-specific examples gives relevance to the course.
- Identify sessions that require you to prepare information or materials that relate specifically to your community (see “Preparation” at the beginning of the session). Prepare these items in advance of the session.
- Draft or copy any supplemental materials from which you feel the participants will benefit. Many supplemental materials may be available from local emergency management personnel or from such Federal agencies as the National Fire Academy, Emergency Management Institute, or National Severe Weather Center. If you use copyrighted materials, be sure to obtain copyright releases.

## PREPARING THE CLASSROOM

As an instructor, you are responsible for:

- The equipment you need for the course. For each session, you will need:
  - A multimedia projector or overhead projector and screen.
  - Flipchart, stand, and markers.
  - Masking tape.
  - Pens and pencils.

Session-specific equipment and materials are listed at the beginning of the instructor notes for each session.

- The room arrangement. This is your choice and, depending on the number of participants, you may opt for different arrangements. Regardless of the room arrangement you select, the training room must be large enough to accommodate the exercises for each session.