

Encinitas CERT Organization

The structure of the Encinitas CERT program and the supporting 501(c)(3) organization follows. The CERT Coordinator and his subordinates are paid staff positions of the Encinitas Fire Department. The CERT organization is a volunteer group that supports the CERT mission.

- CERT Program: supported by staff of the Encinitas Fire Department
 - Coordinator
 - Assistant Coordinator
 - Program Manager
- CERT Organization: a volunteer group that supports the CERT mission
 - Board of Directors – Includes the President, Vice President, Secretary and Treasurer
 - Training Program Mgr.
 - Communications System Mgr.
 - Phone Tree Coordinator
 - Website Admin.
 - Newsletter System Manager
 - Social Media
 - Operations Committee
 - Community Events Coordinator
 - Division Supervisors – 7 Divisions

Responsibilities

Training Program Manager

The training program manager shall design and implement local training events that reinforce the skills and knowledge obtained during the CERT Academy. These events are primarily targeted to *Encinitas DSW CERT Members*. All training is under the auspices of the Encinitas Fire Department

Communications System Manager

The communications system manager shall develop and maintain a communications plan to be used by *Encinitas DSW CERT Members*.

Phone Tree Coordinator

The phone tree coordinator shall recruit and maintain a list of *Encinitas DSW CERT Members* who are willing to contact:

- Residents or workers in Encinitas that have expressed an interest in attending the CERT Academy
- *Encinitas DSW CERT Members* in the event of a deployment
- *Encinitas CERT Members* to inform them of upcoming CERT events

Website Administrator

The website administrator shall be responsible for the maintenance and operation of the Encinitas CERT Organization's website (<http://www.enccert.org/>). Responsibilities include (but are not limited to):

1. Entering announcements on behalf of others in the organization
2. Periodically backing up the website and associated database contents, saving the backups to a location accessible by the Board of Directors
3. Paying invoices from the hosting provider in a timely manner (will be reimbursed from our operating account)
4. Maintaining the point of contact information for all domains registered to the CERT organization
5. Add email aliases or accounts for CERT Members as directed by the Board of Directors, removing aliases or accounts that are no longer required.

Newsletter System Manager

The newsletter system manager shall be responsible for the maintenance and operation of the newsletter system and its associated database. Responsibilities include:

1. Composing emails to be distributed via the newsletter system
2. Maintaining the contact information for clients (email recipients) of the system, especially the fields that are not accessible to non-administrators (e.g. list assignment, blacklisting of an email address, etc.)
3. Assign the division letter (A-G) to records belonging to CERT Members where the division assignment is missing
4. Updating the CERT Member roster maintained on the website as changes are received (may be as often as once per day, however this person is not expected to update the document more than once per day).

Social Media Manager

The Social Media Manager is responsible for the CERT Organization's presence on social media websites (e.g. Facebook, Google+, and Twitter). Participation of our organization on a specific social media website shall be determined by the Board of Directors. All accounts on a social media website (and participation on the same) in the name of Encinitas CERT shall be approved by the Board of Directors. The Board of Directors shall maintain a policy of what is appropriate for the Social Media Manager to post/write. One use of these mediums is to advertise upcoming events, like CERT academies.

Operations Committee

The Operations Committee shall develop and maintain the standard operating procedures (SOP) used by the Encinitas CERT Organization. The procedures shall be posted in a public area of the organizations website. The SOP procedure shall not conflict with the "Bylaws of Encinitas CERT, A California nonprofit public benefit corporation" (adopted June 19, 2008). In the event of a conflict, the Bylaws shall prevail.

Community Event Coordinator

The community event coordinator is responsible for organizing the participation of *Encinitas DSW CERT Members* in public outreach events. Responsibilities include:

1. Contacting event organizers and completing the registration process for our organization to participate in the event.
2. Working with the *Phone Tree Coordinator* and/or *Newsletter System Manager* to recruit *Encinitas DSW CERT Members* for participation in the outreach event.
3. Maintaining a record of previous event involvement (e.g. the organizer's contact information, dates of the event, *Encinitas DSW CERT Member* participation, etc.) to simplify participation in future events of the same type.

Division Supervisors

The incorporated City of Encinitas has been divided into 7 distinct divisions. Each division shall have a division supervisor. In the absence of a division supervisor, *Encinitas DSW CERT Members* shall contact the current president of the organization.

Division supervisor responsibilities include:

1. Establish and maintain the residency and Membership status of every CERT Member within their assigned division.
2. Establish and maintain the Division Assembly Point.
3. Develop and maintain a Divisional Response Plan.
4. Develop and maintain a Succession Plan for Division Supervisor, Assistant Supervisor and Phone Tree Coordinator.
5. Develop and maintain a Divisional Communication Plan that includes a Phone Tree plan.
6. Conduct training exercises and drills to enhance the Response Plan
7. Hold periodic meetings with Division CERT Members to develop, communicate and maintain the Divisional Response Plan.
8. Solicit new CERT members
9. Promote emergency preparedness throughout the Division's neighborhoods, making full use of the "Are You Ready" Program

CERT Membership Levels

There are two defined levels of participation for an Encinitas CERT team member, along with the Communications Team member.

Encinitas CERT Member (minimal participation)

An *Encinitas CERT Member* is an individual who completes the CERT Training Program for self-enrichment purposes. These members assist their family, friends, neighbors, and the public as a Good Samaritan. This level of participation does not require a current San Diego County Disaster Council DSW (Disaster Service Worker) status.

Encinitas DSW CERT Member (active participation)

An *Encinitas DSW CERT Member* is an *Encinitas CERT Member* with the following additional requirements.

Mandatory:

1. 18 years of age or older
2. Living or Working in Encinitas
3. Valid (current) DSW Card
 - a. Completed San Diego County DSW application form
 - b. Completed the "Live Scan" process and the results were acceptable
4. Signed the San Diego County Code of Conduct Form
5. Signed the Encinitas CERT Policy Acknowledgement Form
6. Attend one (1) CERT DSW qualified training event per year (e.g. participate in the final Academy Drill, participate in an San Diego County OES drill)
7. Participate in public outreach events for at least 2 hours per year.
8. Failure to maintain mandatory requirements could be grounds for loss of DSW privileges.

Recommended:

1. Completion of FEMA's online NIMS training courses:
 - a. IS 100.B "Introduction to Incident Command"
 - b. IS-200.B "ICS for Single Resources and Initial Action Incidents"
 - c. IS 700.A "National Incident Management System"
 - d. IS 800 "National Response Framework, An Introduction"
2. Attend the Annual Divisional Training meeting

Encinitas CERT Communications Team Member

An *Encinitas CERT Communications Team Member* is an *Encinitas DSW CERT Member* who has a current Amateur Radio license, a functional amateur radio capable of transmitting on both the 144 MHz and 440 MHz amateur bands, and who expects to serve, as needed, in a communications role in case of CERT deployment. These members are expected to participate on a regular basis in the twice-monthly Coastal CERT NET, to exercise both their equipment and operating skills, so that both are available when needed.