

Missouri Expectations for CERTs

Expectations of Community Emergency Response Team (CERT) Programs

All CERT programs must:

- Be sponsored by a single official state, regional or local government-operated public safety agency sponsor that has a primary responsibility for life safety, emergency management or disaster response as a part of their governmental authority. Examples include: Fire, Law Enforcement, Emergency Management, Emergency Medical Service or Health Departments.
- Register online through the CERT Web Portal - <https://www.ready.gov/cert>
- Review and update as needed their CERT's information at least annually at <https://www.ready.gov/cert>.
- Each CERT must have established protocols and procedures in place that are approved by their sponsor and restrict their activities to operate solely within their organization's jurisdictional boundaries (unless deployed by their sponsor in support of an outside request for emergency support).
- Provide a full CERT Basic Training course and host or participate in a drill or exercise at least once a year. Exercise examples include:
 - Tabletop - A tabletop exercise involves key personnel discussing simulated scenarios in an informal setting. TTXs can be used to assess plans, policies, and procedures.
 - Drill - A drill is a coordinated, supervised activity usually employed to test a single, specific operation or function within a single entity (e.g., a fire department conducts a decontamination drill).
 - Functional - A functional exercise examines and/or validates the coordination, command, and control between various multi-agency coordination centers (e.g., emergency operation center, joint field office, etc.). A functional exercise does not involve any "boots on the ground" (i.e., first responders or emergency officials responding to an incident in real time).
 - Full-Scale - A full-scale exercise is a multi-agency, multi-jurisdictional, multi-discipline exercise involving functional (e.g., joint field office, emergency operation centers, etc.) and "boots on the ground" response (e.g., firefighters decontaminating mock victims).
- Send the State CERT Program Manager a monthly report of CERT Basic classes held to include:
 - Dates, times, and location of classes
 - Instructor(s) names
 - List of participants successfully completing training

- Maintain historical records for all classes held.
- Ensure that individuals teaching CERT Basic (those who have successfully completed CERT Train the Trainer) are registered with SEMA Training Division, teach a minimum of 1 class per year and have a minimum of 40 hours experience in the subject matter being instructed.
- Not charge participants for the instructional portion of the CERT Basic Class. However, actual costs for items such as backpacks, food provided and background checks may be collected.

In addition, the CERT Basic Training curriculum and educational material is universal for Workplace, Teen, Campus, and Community CERT. Registered Teen, Campus, and Workplace CERTs must also give a full CERT Basic Training course and host or participate in a drill or exercise at least once a year.

All Teen, Campus, and Workplace CERT programs must limit their activities -- particularly response activities - to campus/workplace property. However, Teen, Campus, and Workplace CERT programs may be able to support CERT activities elsewhere in the community at the invitation of the local government, or by the terms of a formal agreement between the Teen, Campus, or Workplace CERT program's sponsoring agency.

Expectations of CERT Sponsor Organizations:

(Sponsor Organizations must be aware of the expectations identified below. As is the case with CERTs, sponsors are subject to approval as well.)

- Establish needs & expectations of the CERT program.
- Provide guidance in the development of program goals and objectives. And at least annually, evaluate progress toward achieving objectives and appropriateness of future objectives.
- Ensure that the program's training and exercise objectives are in sync with the sponsor organization's activities and are consistent with its expectations of the CERT program.
- Determine the activation, staging, deployment, operational activities and personnel make-up of their teams. Sponsors must develop or review and approve policies, procedures, and documentation practices to support these activities.
- Take an active role in the credentialing of instructors and volunteers by addressing recruitment, screening, training, background checks, acceptance, supervision and termination of members, and by ensuring that personnel information is kept confidential.

- Verify that all members and instructors meet established training standards.
- Ensure that CERT members take part in drills and exercises, such as those which allow volunteers to train with the sponsoring agency. It is recommended that CERT sponsors help develop supplemental training course materials to address local hazards, potential volunteer personnel needs, and unique events.

Sponsors are also encouraged to assist CERT teams and clearly communicate their expectations in these areas:

- Determine expectations for social media & press contacts
- Identifying program partners
- Assessing the community's needs as they relate to CERT
- Documentation: application of member acceptance, background checks, releases, etc.
- Minimum activity requirements
- Funding
- Risk Management Assessment - https://www.ready.gov/sites/default/files/2021-04/CERT_Liability_Guide%20v2.pdf
- Joining the National CERT Association to remain informed new opportunities, training resources and emerging best practices - www.nationalcert.org