

Isles of Sarasota Homeowners Association

Community Emergency Response Team (CERT) Charter

Purpose:

The Board of Directors (BOD) has authorized the establishment of the “**CERT Committee**”. The purpose of this Committee is to serve at the will of the BOD on matters that pertain to disaster preparedness for hazards in the Isles of Sarasota Homeowners Association.

From FEMA: Federal Emergency Management Agency

The Community Emergency Response Team (CERT) program educates volunteers about disaster preparedness for the hazards that may impact their area and trains them in basic disaster response skills, such as fire safety, light search and rescue, team organization, and disaster medical operations. CERT offers a consistent, nationwide approach to volunteer training and organization that professional responders can rely on during disaster situations, allowing them to focus on more complex tasks.

CERT in Sarasota County

Emergencies and disasters can happen anytime and anywhere. Each emergency and disaster has its own lasting effects on individuals, families, and communities. The Sarasota County CERTs are led by the CERT leadership within each community. Similar to personal preparedness for all types of hazards, CERTs within Sarasota County consist of a group of citizens that provide basic preparedness functions and increase resiliency within their community. This ensures that CERT can provide an overall status update when first responders arrive on scene to perform complex tasks.

Committee Structure and Terms

The CERT Committee will be chaired by the Incident Commander. The Committee shall be composed of all CERT certified members and all volunteers.

Incident Command System (ICS) for The Isles CERT Organization

Overview of Command System Structure and Lead Roles: The following roles are established to organize and formalize processes for operationalizing a community's response to various emergency situations.

Incident Commander—Assumes overall leadership and coordination for the CERT organization with delegation of key functions to three “chiefs” (a fourth area, Finance & Administration is usually not required for local CERTs). Full descriptions for each role are defined in the CERT Manual.

- Operations Chief
- Logistics Chief
- Planning Chief

With an actual incident response, the first person, CERT trained on scene, becomes the Incident Commander/Team Lead (IC/TL) and takes responsibility for coordinating the response effort, establishing chain of command and assigning responders to the functional areas.

Criteria for Incident Commander Selection:

1—CERT Certified with participation in prior disaster drills, prior CERT meeting skills training and prior desk top drills all to be considered.

2—Completed (or agreement to complete) the following online courses provided through FEMA—IS-317 Intro to Community Response Team; ICS-100—Intro to Incident Command System; and IS-120 An Orientation to Community Disaster Exercises and How to Conduct an Incident Command Exercise (FEMA online document).

3—Demonstrated experience/skills in leadership positions, coordination, delegation, and/or emergency response, mass casualty, etc.

4—Full time Isles Resident

5—Commitment to serve as IC for a minimum of 2 years, with option to re-apply.

Process of Selection for Incident Commander:

- 1—Announcement of open position made to all CERT certified members and CERT volunteers with timeline for application and selection process
- 2—Applications to contain information to support the outlined criteria
- 3—Applications reviewed by subgroup (3 members) of CERT certified members. Review is to be blinded and based only on above criteria.
- 4—Applicants accepted by subgroup are presented to the entire CERT certified members and CERT volunteers for selection. A simple majority of eligible members (CERT certified & CERT volunteers) selects the new IC.

The positions of Operations, Logistics and Planning Chiefs are to be identified by the new IC, in collaboration with the CERT members.

Specific Responsibilities:

- 1—Recruit Isles residents to become CERT certified members or volunteers.
- 2—To coordinate with Sarasota County Emergency Operations Center (EOM) facilitation of training for CERT Basic Training at sites approved by Sarasota County including the Isles on Palmer Ranch for residents of the Isles.
- 3—To complete and update annually a list of all CERT certified members and volunteers with address, phone and email contact information.
- 4—To update annually the CERT Team Disaster Plan and the Isles Neighborhood Disaster Plan.
- 5—To hold at least four or more CERT meetings annually for all CERT members and volunteers for continued training and exercises to maintain skills pertinent to prepare for an Isles disaster.
- 6—To maintain a Bike Patrol as a first step for a Search & Rescue Operation.
- 7—To allow personal cars/vans/trucks to be used to transport disaster victims located on Isles property to a central medical unit in the Town Center.

8—To keep needed medical supplies and equipment according to an inventory list of material and maintenance. This includes actual medical supplies as well as digital radios, generators, HAM radio equipment, lights, fans, etc.

9—To purchase and prepare CERT backpacks with appropriate medical supplies and equipment needed by an individual CERT member.

10—To assist Isles HOA Management and Isles BOD with recommendations to prepare for any natural disaster.

11—Prepare and present to Finance Committee an annual budget for the CERT Committee.

12—Committee chairperson or designate to attend each BOD business meeting and deliver an updated report of the CERT Committee.

Authorities:

All Committee members shall serve at the will of the BOD. The BOD has the right and authority to disband and discontinue any committee or subcommittee

Compliance:

The CERT Committee is not authorized to financially or legally obligate the HOA in any manner (i.e. contract for services, hire contractors, borrow money, purchase equipment or supplies, or approve such a request on behalf of the BOD) unless it has been specifically approved in the Annual Plan and Budget for the Committee or separately approved by the BOD.

Board Approved 11.22.2022