

## **New Member Information Guide**

To become a member of Scotts Bluff County CERT, you will need to complete the following. This information is created as a guide for you to use to get through the process of becoming a member of the team.

### **Take and complete the Initial CERT Training course**

The first step to becoming a member of Scotts Bluff County CERT is to take and complete the Initial CERT training course. This course is offered at least once per year, and sometimes more depending on the interest in the course. For more information about when classes are scheduled, please see the calendar on the Scotts Bluff County CERT website, [www.scottsbluffcountycert.org](http://www.scottsbluffcountycert.org). The training is 20 hours long, and takes place over a Friday night, and all day Saturday.

### **Complete and submit Membership application**

The membership application can be obtained by going to [www.scottsbluffcountycert.org](http://www.scottsbluffcountycert.org), or can be picked up following the completion of the Initial CERT Training when offered by Scotts Bluff County CERT.

### **Complete the background check**

The information that you fill out on the Membership Application will be used to process your background check. You do not need to complete anything, just submit your application. Once your background has been checked, we will notify you as to your status with Scotts Bluff County CERT.

### **Complete Incident Command System 100 Course**

You were taught a basic introduction to the Incident Command System in your CERT Training. Members are required to complete the Incident Command IS-100 Course. This course can be taken online at the FEMA Independent Study website. <http://training.fema.gov/EMIWeb/IS/IS100b.asp> The course takes approximately 3 hours to go through and complete the final exam. Once you have completed the exam and have received your certificate, you will need to submit a copy of your certificate to the team either in a printed copy, or by emailing it to [scottsbluffcountycert@gmail.com](mailto:scottsbluffcountycert@gmail.com).

### **Sign a copy of the Standard Operating Guidelines and Concept of Operations Plan (SOG)**

This plan lays out the concept of Scotts Bluff County CERT and how the team will operate during missions. These guidelines will need to be followed at all times when on assignment. A copy of the SOG can be found by going to <http://www.scottsbluffcountycert.org/index.php/about-cert>.

### **Pay your dues**

Members are required to pay yearly dues to the team. Dues are used help pay for equipment, equipment maintenance and registration, and training activities.

Yearly dues are \$15 for a single member. Family memberships are \$15 for the first member and \$5 for each additional member. Please make checks to Scotts Bluff County CERT.

### Check out your equipment

You will not be issued your equipment until you have completed all of the above information. You will be issued:

- 1 – CERT Backpack
- 1 – CERT Hardhat
- 1 – CERT Reflective Vest
- 1 – Vehicle Identification Card
- 1 – CERT Field Guide

These items are property of Scotts Bluff County CERT. They are yours to use in the field and at home. **These items are to be with you during CERT events and callouts.** Upon ending your involvement with Scotts Bluff County CERT, you will need to return these items to the team.

### CERT Identification Card

Your CERT identification card (ID) is issued through Region 22 Emergency Manager Jerry Bretthour. Once your background has been verified, your name will be submitted to Jerry to be put on the roster, and to have your ID issued. **Your ID card is required for you to be able to go into the field during a call out.** You will need to make arrangements with Jerry to have your ID card processed. You can contact Jerry through his office by calling 308 436-6689 to set up an appointment. The process takes about 30 min, so please plan accordingly. ID cards are the property of Region 22, and will need to be returned at the termination of your membership with Scotts Bluff County CERT.

### Register for [www.scottsbluffcountycert.org](http://www.scottsbluffcountycert.org)

You will need to go to <http://www.scottsbluffcountycert.org> and register for your account. This account will give you access to member only information that is posted on the website. To register, please click on the link on the left side of the page. Once you register, you will receive a confirmation email. Please follow all of those instructions in the email. It will take about one day to process your website registration, please be patient.

### CERT Member Database Information

You will need to submit information for team use about yourself. This information will be address, phone numbers, email address, emergency contact information, etc. The form for this information can be found under the Resources tab on our website after you have created an account with [www.scottsbluffcountycert.org](http://www.scottsbluffcountycert.org) and logged in. Your information will be added into our existing database, and into the Mission Manager program we use in the field.

### Attend Training

Members are required to maintain training hours throughout the year. The requirement is **6 monthly trainings per year.** Trainings are held on the third Tuesday of every month, unless scheduled otherwise. Calendar notifications will be sent out before the scheduled training to remind you of the event. If you are unable to attend training, a notification must be submitted to the Training Coordinator **prior** to the absence. Notification after trainings will not be accepted. If you do not meet the required trainings for the year, your membership will be subject to termination with Scotts Bluff County CERT.