

OC-CERT PLANNING MEETING AGENDA

THURSDAY 5 JUNE 2014

- Creating a Two-Year Strategic Training Plan/Goals/Objectives discussion
 - What is the vision for OC-CERT through 1 January 2016?
- Regional CERT Training to be conducted quarterly.
 - Tentative months are January, April, July and October
 - Group discussion, thoughts and/or ideas
- The Planning Section will be open to all members and they can volunteer to assist with any sub-committee they wish to work on. The original members that volunteered to assist with a sub-committee will be the leads for that sub-committee.

Planning Sub-Committee 1: Training and Exercises (including HAM Radio/RACES)

Members that have volunteered to work with this sub-committee are Frank Hunt, Bill Lubeck

1. Example – Team Building Exercises
2. List Training Topics
 - a. Prioritize
3. Survey interest in topics
 - a. Post feedback
4. Keep track of deadlines for certifications/record keeping (i.e. CPR)
5. CPR/AED/1st Aid semi-annual
6. Skills Bank
 - a. Skills Assessment
 - b. List of Members capabilities/qualifications
7. Exercises – continue utilizing Town exercises

Planning Sub-Committee 2: Emergency Operations/Recovery Operations

Members that have volunteered to work with this sub-committee are Sally Crawford, Gary Masten, Bill Lubeck, and Joe Lieb

1. Revise Incident Command Forms pertinent to CERT
 - a. Revise if needed
 - b. KISS
2. Create CERT position check list/duty descriptions
3. EOC Training Exercise
4. Skills based training based on position
5. Assess requirements to work in EOC
6. Consider a Public Information Officer PIO for OC-CERT

Planning Sub-Committee 3: Membership Retention and Recruitment

Members that have volunteered to work with this sub-committee Cheryll Bissell, Sally Crawford

1. Evaluate/survey participants about interests/satisfaction/ideas
2. Establish/document minimum membership requirements
3. Complete CERT Course
4. Background check
5. Annual attendance – 1 each Training/Meeting/Event
6. Create marketing plan for recruitment and awareness
 - a. Create recognition plan (i.e. pins, clothing, certificate)
 - b. Increase awareness about CERT
7. Create/manage collateral material
 - a. Flyer
 - b. Video
 - c. Press Release

8. Identify target groups for recruitment
 - a. Lions Club, other Community Groups, AARP, Nursing homes, Wor-Wic, Church Groups, Homeowners Associations, Family and Friends
 - b. Teen CERT (age14-15 years with parent involvement/participation)

Planning Sub-Committee 4: Special Events/Preparedness Display Information

Members that have volunteered to work with this sub-committee are Joan Nardiello, Pam Sanders, and Cheryl Bissell

1. Create an “eye candy” video
 - a. SDHS
 - b. Salisbury University
2. Create Public Service Announcement
3. Positions specific checklist
4. Identify upcoming community events
5. Create “eye popping” displays
6. Look at 911/211 preparedness
7. Props
8. Create a public and/or CERT survey
9. Conduct topic specific
10. Committee Mission Statement/Goal

- Open Forum

Next Planning Meeting on Thursday 4 September 2014 at 1830 hours in the Public Safety Building 2nd floor training EOC room.