

CERT PLANNING SECTION – SPECIAL EVENTS & APPEARANCES

PURPOSE: The purpose of this section, is to assist the CERT Volunteer Manager in tracking and following up on requests for CERT participation in requests such as, but not limited to events, parades, organizations and public appearances, etc. This document is not intended for scheduled drills, exercises, or training classes.

PROCEDURES: Requests for CERT participation in any non-training event must be approved by the SFD Program Manager, Capt. White prior to CERT's participation. All requests must be directed to the Planning Division. The term Planning Division is making reference to the Planning Chiefs (both individuals as identified in the organization chart). The Planning Co-Chiefs will be the **primary** contacts for all special and/or non scheduled events. All requests for CERT participation must be referred to both of them via email with a cc to the Volunteer Manager. One of them will contact the requesting party or organization if more information is needed.

The First Page of the Request for Special Event Participation Form must be completed by the CERT member who is or was contacted by the person requesting participation of CERT. **It must follow the chain of command for approval. If a CERT member wishes to submit the form they must submit it to their Battalion Captain who will forward it to the Planning Chiefs with a cc to the Volunteer Manager.** You must provide a 15-30 day notice if possible. This form will be available on our website with the other forms and must be downloaded to a computer and then forwarded by email through the proper chain to the Planning Chiefs and a cc to the Volunteer Manager. The reason for this is that which ever chief is available will handle it and if they are not available the Volunteer Manager can send it on so it doesn't sit in somebody's inbox waiting for approval.

The **completed information** will be forwarded to the Volunteer Manager who will contact the CERT Program Manager, Captain White for approval. **After approval by Captain White** it will be put on the CERT calendar and listed under special events on our website. **The CERT Volunteer manager will email the approved form to the Planning Chiefs, with a copy to the Operation Chiefs and any other section Chief affected by the request, with a copy to the Battalion Captain.** It will be the responsibility of the Battalion Captain to obtain volunteers for the smaller events within their jurisdiction. The CERT Volunteer Manager will send emails to the other battalions should the need arise for more help or volunteers.

The Battalion Captain, or (for larger events the lead individual), must prepare a written After Action Report and email to the Operations Chief, with a copy to the volunteer manager, when the special event is completed including the names of the participants and the number of hours worked; the success of the event; and any other significant details including status of equipment that may have been used, any damage to, or missing equipment. The Volunteer Manager will forward this report to the Program Manager and it will be included in the official report to the City of Sacramento.

NOTE: Special events do not have priority over our scheduled training classes and the volunteers for the event must be CERT members who will not be instructing that day or members who do not want to attend the scheduled training. Grant funds are paid based on our training and we do not desire to cancel scheduled training or deprive anyone from attending training unless it can be rescheduled to another date.

With the exceptions of Operations River Safe and River Guardian program, there will be no special events or general training in the month of July unless absolutely necessary.