

LOW MOUNTAIN CHAPTER COMMUNITY EMERGENCY RESPONSE TEAM

(CERT)



POLICY AND PROCEDURE

LOW MOUNTAIN CHAPTER

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ATTACHMENT I

LOW MOUNTAIN CHAPTER COMMUNITY EMERGENCY RESPONSE TEAM POLICY AND PROCEDURE

I. ESTABLISHMENT:

The Low Mountain Chapter Community Emergency Response Team (CERT) is hereby established as an emergency response unit within the Low Mountain Chapter.

II. PURPOSE:

The purpose of the Low Mountain Chapter CERT is to coordinate with all available resources from the Chapter, Tribal, County, State, and the Federal level for an effective and efficient response to any declared emergency situation to avoid loss of lives, injuries, and to minimize economic losses.

III. OBJECTIVES:

- A. Organize a local chapter response unit.
- B. Define roles/responsibilities of team members.
- C. Establish a preparation, response, and exit plan.

IV. MEMBERSHIP:

- A. The Low Mountain Chapter CERT shall consist of the following individuals:
 - 1. Chapter President - "Incident Commander"
 - 2. Chapter Vice President/Liaison - "Safety Officer/Traffic Control Officer"
 - 3. Chapter Secretary/Treasurer/AMS - "Administration/Finance"
 - 4. Chapter Grazing Committee Representative - "Planning/Livestock"
 - 5. Community Services Coordinator - "Senior Advisor"
 - 6. Community Health Representative (CHR) - "Logistic"
 - 7. Community Land Use Plan Members - "Media/Public Information Officer."
 - 8. Public Health Nursing Department - "Medical"

V. COMMAND CENTER

- A. Low Mountain Chapter - Command Center
- B. Low Mountain Chapter CHR Office - Medical
- C. Jeehdeez'a Elementary School - Shelter Center
- D. Low Mountain Senior Center - Food and Shelter Center
- E. Low Mountain Headstart - Storage Center

B. Team of membership for all Chapter Officials and the Grazing Committee Representative shall be for four (4) years coinciding with their term of office.

C. Term of membership for the Community Services Coordinator, Account Maintenance Specialist (AMS), Community Health Representative and Certified CERT Community Members shall be during their time of employment.

D. The Low Mountain Chapter CERT team shall be certified in

1. Cardiopulmonary Resuscitation (CPR) & First Aid,
2. Fire Safety
3. Community Emergency Response Trainings Certification
4. Food Handler's Permit

E. Trainings will be made available to CERT team members.

F. The following resources will be utilized:

1. Navajo Nation Emergency Management Rescue and other departments and resources
2. Navajo/Apache County
3. Arizona Department of Emergency Management
4. Navajo Department of Transportation
5. BIA Roads Department
6. Hopi Department of Transportation

VI. DUTIES AND RESPONSIBILITIES:

The primary duties and responsibilities of the CERT team are to ensure that the following emergency response plan is in place at the Chapter level.

A. Prevention

1. Conduct community assessment, establish coordination of resources, develop plan of actions for preventative programs, and develop policies to govern local response procedures.
2. Determine the community's vulnerability to disasters.
3. Identify facilities, agencies, personnel, and resources to support CERT activities.
4. Survey communications and auxiliary power needs. Identify and provide facilities and equipment to meet these needs.
5. Analyze command post location in relations to potential hazards and disaster conditions select and equip alternate command post.
6. Develop a public information program.
7. Develop a basic plan to implement in case of emergency.
8. Review the Navajo Nation and County ordinances and regulations.
9. Review funding sources and recommend funding usage for emergency management activities and ensure accountability of all funds.

B. Preparedness

1. Planning to ensure that most effective, efficient response efforts are in place to minimize damages and prevent crisis.
2. Prepare plans and standard operating procedures for emergencies.
3. Arrange training programs for crisis management personnel and support staff,
4. Stock water supplies.

5. Stock administrative supplies and equipment.
6. Develop and maintain schedule of testing, maintenance, and repair of equipment.
7. Establish media and rumor control program.
8. Develop a set of general guidelines for activities at the I.S.C.
9. Account for all Emergency positions at time of declaration.

C. Response

1. Response to any type of emergencies, human-caused and natural disasters by implementing emergency operations as applicable to the type of incident.
2. Activate I.C.P as required or dictated by disaster condition.
3. Coordinate all operations.
4. Establish contact with higher levels of government.
5. Implement mutual aid agreements.
6. Inform resources and emergency services.

D. Debrief

1. Return all operations back to normal through an active debriefing.
2. Prepare necessary damage assessment report.
3. Consult appropriate agencies for information about disaster assistance.
4. Seek all necessary medical care at the nearest hospital/clinic.
5. Initiate cleanup activities.
6. At end of each day before debriefing, roll call shall be done to account for Emergency positions and volunteers by the Incident Commander.

VII. ORDER OF BUSINESS:

The Chapter President shall preside all regular or special meetings. The standard meeting agenda shall be utilized for all CERT meetings.

- A. Roll call and call meeting to order.
- B. Invocation
- C. Minutes read by secretary treasurer.
- D. Review and approval of agenda.
- E. Reports on emergency related activities.
- F. Consideration of old and new businesses.
- G. Adjournment of meeting.

VIII. AMENDMENT:

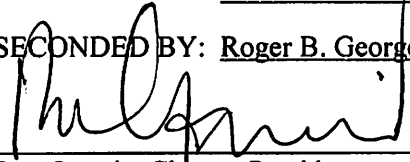
The Low Mountain Chapter shall strictly abide and comply with set Policies and Procedures unless otherwise changes or amendments have been made to the Chapter Community Emergency Response Team Policy. The process to amend the Policy and Procedure shall be recommended in writing by any registered community members at a duly called chapter planning meeting.

C-E-R-T-I-F-I-C-A-T-I-O-N

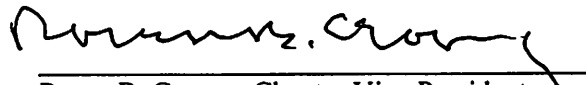
We, hereby certify that the foregoing Community Emergency Response Team Policy and Procedure was duly considered at a duly called Low Mountain Chapter Meeting in Low Mountain, Arizona, Navajo Nation, at which a quorum was present and that same was passed by a vote of 04 in favor, 00 opposed, and 01 abstained, on this 16th day of October, 2020.

MOTIONED BY: Rose Ann Charley


SECONDED BY: Roger B. George



Ben Gonnig, Chapter President



Roger B. George, Chapter Vice-President



Rose Ann Charley, Chapter Secretary/Treasurer