



Starting a CERT Program - Step 4: Acquiring Training Materials

Overview

The basic CERT Student Manual is provided in English and Spanish on the CERT website. There is, however, a broad range of support materials that you will need to conduct the CERT training. This step provides information about what you'll need.

Contents

This step includes the following resources:

- Building a Fire Pan
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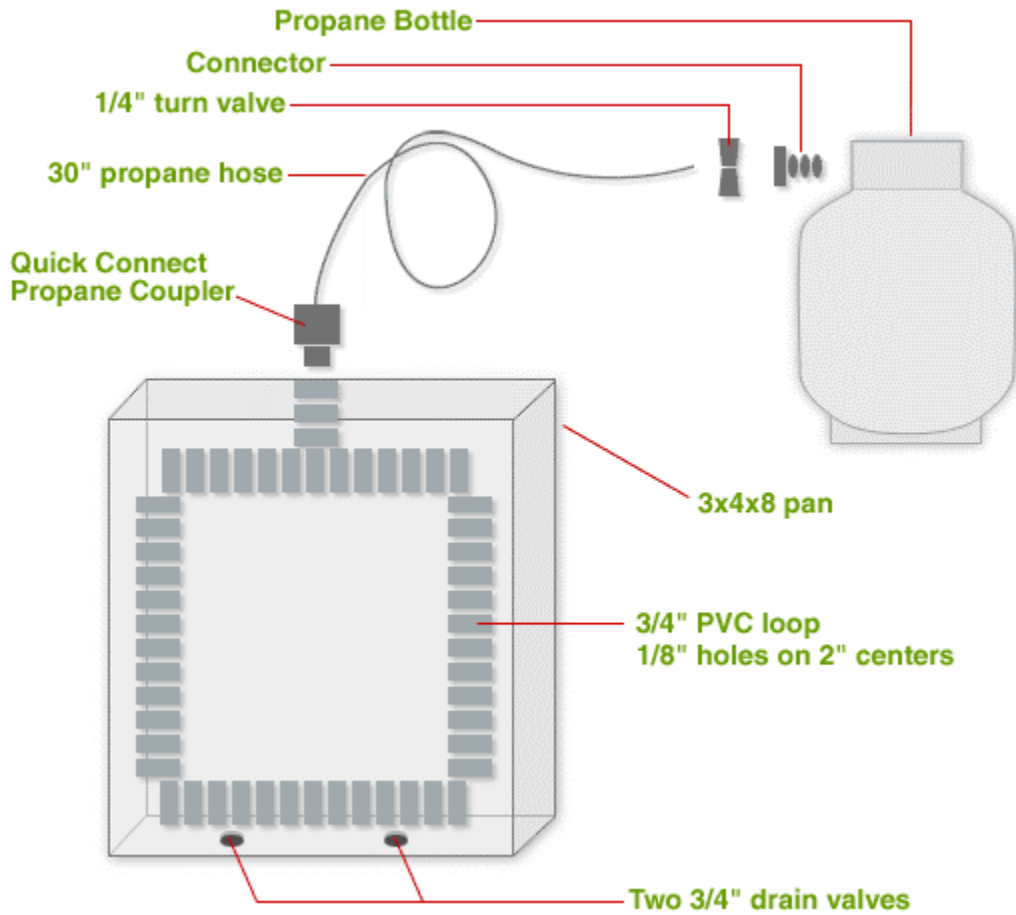
Web Resources

- CERT Training Materials
Web Address: <http://training.fema.gov/emiweb/cert/mtrls.htm>
 - Supplemental Video Materials
Web Address: <http://training.fema.gov/emiweb/cert/certvidmat.htm>
 - NFPA Hazard Signage Set (704 Diamond)
Web Address: <http://www.nfpa.org/catalog/product.asp?category%5Fname=Hazardous+Materials&pid=SET128&src=catalog>
 - Supplemental Video Materials
Web Address: <http://training.fema.gov/emiweb/cert/certvidmat.htm>
 - Photographs of CERT Training
Web Address: <http://training.fema.gov/emiweb/cert/photos.htm>
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How To: Building a Fire Pan

This diagram illustrates how to construct a fire pan for use in training CERT volunteers.



Caption: The graphic shows a propane bottle, connector, one-quarter-inch valve, 30 –inch propane hose, a quick connect propane coupler to a 3 by 4 by 8 pan. Inside the pan is a three-fourth-inch PVC loop with one-eighth hole on the 2-inch centers. At the bottom of the pan is two third-fourth drain valves.



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How To: Ideas for Obtaining CERT Resources

This job aid presents some sources of funding or in-kind contributions, in addition to agency support, that have been successful for CERT Program Coordinators. As you review the list, consider your community. You may identify other sources for the resources you need.

As you arrange for funding, remember that most communities will not establish a separate account for CERT funds. Be sure to check with the appropriate personnel locally to determine the process required to receive funding for the CERT program.

- **Request a line item in the community budget.** Communities that are committed to emergency preparedness and response may be able to support at least part of your program costs on a continuing basis.
- **Charge a fee.** Some communities charge a fee to cover the costs of their materials and equipment. While this is not the preferred method for funding CERT programs, it is a viable alternative in some communities. Be careful if you plan to develop CERTs in low-income areas. Many residents in low-income areas cannot afford to pay for a CERT program and will not be able to attend if there are out-of-pocket costs involved.

Businesses may be more willing to pay for CERT training because they can show a direct benefit to their operations. One community charged businesses for the training, explaining that this money would be used to support neighborhood training.

- **Solicit donations.** Some corporations, businesses, and service clubs have a history of supporting community programs and include it in their donations plan. Try to determine how CERT can benefit them and can fit into their donations plan before you approach them. The worst thing that can happen is that they will say no. When soliciting donations, ensure that you recognize business contributions on your website or in your newsletter.
- **Solicit in-kind contributions.** Corporations may be more willing to donate materials or supplies for CERTs, rather than money. If this is the case, try to gain donations for items that are critical to the program. You will need hardhats, flashlights, batteries, rope, printing services, recharging of fire extinguishers, and a lot more. Offer attribution as a sponsor of CERT programs in exchange for the donation, and follow up with a formal thank you.

Also, utility companies have a track record for providing the mockups you'll need to demonstrate how to turn off gas and electrical utilities. Approach your local utilities to explain your program. You might be surprised at what they'll offer. (They may also have supplemental training programs to offer your CERT graduates.)

- **Apply for a grant.** FEMA is making grant funding available to States for local CERT training. If you are beginning a CERT in a school district, grant money may be available under the Federal "Safe Schools" program. Additionally, some corporations also offer grants for specific causes, including emergency preparedness. Remember, though, that grant funding is temporary. Even if you get a grant to get your program started, you will have to find a permanent source of funding for program maintenance.



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How To: Ideas for Obtaining CERT Resources (Continued)

- **Establish a Not-For-Profit Organization.** Some CERTs have established themselves as not-for-profit organizations, which are also called 501c(3) organizations. Organizations need to complete and submit an application for 501c(3) status and, typically, CERTs that have done so, are well established rather than startup groups. However, if CERTs can be organized as 501c(3) organizations, they are able to raise funds through tax-deductible contributions from donors.



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Words of Advice: Tips for Acquiring Training Materials

Frank Lucier - San Francisco, California **Be Creative**

When we first started we borrowed almost everything from the local firehouse. We would pick it up before class and return it immediately after. Either that or the instructors brought things from home. For cribbing materials we used wood from an old deck that I had replaced in my back yard. Bottom line: it's nice to have new things but be creative when you start out.

Stew Anderson - Natrona County, Wyoming **Identify Your Resource Needs**

Begin by identifying the resources you'll need. Typical CERT resources include:

- A comfortable training room.
 - An outdoor training facility.
 - A computer with PowerPoint and a projector.
 - FEMA student manuals.
 - Hands-on equipment such as first-aid equipment, cribbing supplies, blocks of concrete, etc.
 - Safety equipment for the students such as helmets, goggles, masks, vests, etc.
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Joe Lowry - Memphis, Tennessee **Develop Handouts**

The FEMA training material covers all the essential skills a CERT needs. With a bit of tailoring to address local hazards and communities, the materials work well.

In addition to the training materials, we use handouts covering everything that we want the people to know something about.



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Resource Requirements Worksheet

Listed below are resources you will need to start your CERT program. You may identify others, especially if you speak with one of the CERT Program Coordinators, but this information will get you started.

Category	Items
Administrative Equipment & Supplies	<input type="checkbox"/> Classroom and Exercise Facilities
Course Materials	<input type="checkbox"/> Instructor Guides <input type="checkbox"/> Student Manuals (1 per student)
Classroom Supplies	<input type="checkbox"/> Chart Paper <input type="checkbox"/> Masking Tape <input type="checkbox"/> Pencils/Pens <input type="checkbox"/> Certificates of Completion <input type="checkbox"/> Wallet Cards
Audio/Visual Equipment	<input type="checkbox"/> Computer (with PowerPoint 2000 software) <input type="checkbox"/> Computer Projector <input type="checkbox"/> VHS Player <input type="checkbox"/> TV Monitor(s) <input type="checkbox"/> Easel Stands
Fire Suppression Equipment	<input type="checkbox"/> Class A:B:C Fire Extinguishers (1 for every 5 students) <input type="checkbox"/> Dry Chemical Fire Extinguisher (1) <input type="checkbox"/> Fire Pan & Propane Tank <input type="checkbox"/> Fire Suppression Supplies: <input type="checkbox"/> Pyrex® Jar w/Lid (optional) <input type="checkbox"/> Cotton Swabbing (optional) <input type="checkbox"/> Wooden Matches <input type="checkbox"/> Fire Pan <input type="checkbox"/> Road Flares and Pole <input type="checkbox"/> Propane Fuel
Medical Equipment	<input type="checkbox"/> Mannequin <input type="checkbox"/> Blanket
Medical Supplies	<input type="checkbox"/> Examination Gloves <input type="checkbox"/> Triangular Bandages <input type="checkbox"/> 4" x 4" Bandages <input type="checkbox"/> Towels <input type="checkbox"/> Splints
Search and Rescue Supplies	<input type="checkbox"/> Blanket <input type="checkbox"/> Pry Bar or Long 2 x 4 <input type="checkbox"/> Jackets <input type="checkbox"/> Wood (for leveraging and cribbing)



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Resource Requirements Worksheet (Continued)

Category	Items
Miscellaneous Supplies	<input type="checkbox"/> Hard Hats <input type="checkbox"/> Vests <input type="checkbox"/> Flashlights <input type="checkbox"/> Work Gloves <input type="checkbox"/> Goggles <input type="checkbox"/> Other (List):
Training Props	<input type="checkbox"/> Mockups of utility (gas and propane) valves, breaker boxes, fuse boxes, etc. <input type="checkbox"/> Other (List):
Personnel	<input type="checkbox"/> Firefighters <input type="checkbox"/> EMTs or Paramedics <input type="checkbox"/> Other (List):
Advertising Materials	<input type="checkbox"/> Registration Forms <input type="checkbox"/> Flyers <input type="checkbox"/> Other (List):
Information Management Tools	<input type="checkbox"/> Tools to track: <input type="checkbox"/> Who takes the course <input type="checkbox"/> When they graduate <input type="checkbox"/> Refresher training and exercises <input type="checkbox"/> How often CERTs are deployed