Disaster Preparedness
CERT Organization and Communication
Disasters that can effect our area.

- Disasters are relatively unexpected, emergency personnel may be overwhelmed, lives, health, and the environment are endangered.
- Disasters consist of Natural, Manmade, Technological.

**Natural:** Earthquakes, winter storms, landslides, Seiche, tsunamis, volcanoes, flooding, (pandemics), power outages.

**Manmade:** Terrorist attacks, hazardous material spills, large scale accidents, etc.

**Technological**
Issues to be aware of.....

• No hospital on the Island, medical clinics only.
• No airport, only way off the Island if boats are compromised is helicopter, kayaks, rafts.
• After business hours 3 police officers and 8 fire fighters are the only public safety employees on duty.
• 6 City staff live on the Island.
• Interruption to the flow of needed supplies due to bridge closure
• Victims unable to call for help due to lack of phone service / power.
• Loss of utilities
• Increased risk of fire or electrical shock
• Loss of contact between victims and service providers
• Currently one shelter site at Community Center at Mercer View
  – Animal shelter located in Annex A of CCMV

• Most preschools do not have generators or supplies for 7 days.
• We do not have the resources for reunification of individuals that want to leave the Island or individuals that want to get back on the Island.
BE PREPARED TO TAKE CARE OF YOURSELF, YOUR FAMILY FOR 7 DAYS

Prepare before a disaster: 7 days (House Kit, Car Kit, Work Kit)

Know where your water shut off is, how to turn off your gas, circuit box and most of all – **Know your neighbors!**

**Mercer Island**  [www.mercergov.org/emergencyprep](http://www.mercergov.org/emergencyprep)

**Take safety precautions during a disaster.**

**Drop/Cover/Hold**

**Take care of yourself, family, home and Pets.**

Dress for safety: Heavy soled shoes, leather gloves, hard hat, flashlight.
If you smell gas shut off gas. (make sure you have a wrench, know how and where the meter is at)
Turn off electrical at circuit box
Shut off water at main house valve or at main valve at street
Call out of state contact to check on family members if phone systems are disrupted locally.
Tune into KIRO radio station (KIRO 710AM) or MIHS Radio station 88.9FM and 94.5 FM with battery operated radio for info.
Check on neighbors to see if OK
If willing, volunteer at your city to assist those in need. (206-275-7600)
    if you are off Island, have you planned for someone to take care of your kids/family if you can’t get back on the Island?
    Kit in your house, car, workplace?
Wrench on gas meter? Know how to turn off your utilities, water?
Fire Extinguishers in house? Smoke detectors working?

**Currently One shelter site, the community center at Mercer View 8236 SE 24th**

Faith community may assist with additional warming/cooling areas – signs will be posted at intersections for further information.
Get Involved

• Preparedness requires active participation from all
  – Talk to friends and family about hazards
  – Ask about emergency planning outside the home
  – Make sure those in charge have a plan

• Training provides skills needed to help others and keep skills current
  – CERT program provides training, practice, and connection to others
  – Participate in drills and exercises
  – Talk to friends and family about volunteering
CERT Disaster Response

• Respond in period immediately after a disaster
• Assist emergency response personnel when requested
• CERT members’ first responsibility is personal and family safety

• Respond after a disaster:
  – Locate and turn off utilities, if safe
  – Extinguish small fires
  – Treat injuries
  – Conduct light search and rescue
  – Help to relieve survivor stress
Personal Protective Equipment

- Helmet
- Goggles
- N95 Mask
- Gloves (work and non-latex)
- Sturdy shoes or work boots
Your Homework Assignment!
Before you can help others you need to make sure you have taken care of yourself and your family...

GET A KIT FOR YOUR HOUSE, CAR AND WORK, (personalize it with needed medicines, cash in small denominations, etc.)

MAKE A PLAN FOR YOUR FAMILY (who is going to watch your kids if you can’t get home)
Unit Objectives

• Describe the CERT structure
• Identify how CERTs interrelate with ICS (incident Command System)
• Explain documentation requirements
Unit Topics

- CERT Organization
- Mobilization
- Documentation
Principles of On Scene Management

• Maintain the safety of disaster workers
• Provide clear leadership and organizational structure
• Improve effectiveness of rescue efforts
CERT on scene management.....

- Well-defined management structure
- Manageable span of control (3-7 people)
- Common terminology
- Effective communication
- Consolidated action plans
- Comprehensive resource management
- Accountability
Objectives of on scene management.....

1. Identify scope of incident
2. Determine overall strategy
3. Deploy resources
4. Document actions and results
CERT Operations

• Command structure
• CERT Incident Commander/Team Leader (IC/TL)
• Command Post
• Expanded structure as needed
CERT Organization

Government Agency Liaison

CERT Incident Commander/Team Leader

- Operation Section Chief
  - Fire Suppression
  - Search & Rescue
  - Medical

- Planning Section Chief
  - Documentation
  - Incident Status

- Logistics Section Chief

- Administration Section Chief
15 Volunteer Teams

- Medical
- Search & Rescue
- Child Care
- Animal Shelter
- Damage Assessment
- Transportation
- Administration
- Faith Community
- Sheltering
- Mental Health
- Senior Care
- Well Operations
- Ham Radio/Communications
- Resources
- Business Liaison
CITY OF MERCER ISLAND

EMERGENCY OPERATIONS ORGANIZATIONAL CHART

Duties Chart

Incident Commander

Emergency Preparedness Officer

Public Info. Officer

Vol. Liaison

Safety Officer / Legal

Operations (Do Stuff)

Police
Protect lives
Warning
Communications
Traffic Control

Fire
ER Medical Services
Search and Rescue
HazMat
Mortuary

Maintenance
Transportation Systems
Utilities
Facilities

Planning (Plan Stuff)

DSG
Hazard Mitigation
Damage Assessment
Windshield Survey

Info Analysis / Planning
Situation Reports
Charts Weather
Significant Events

Recovery OPS
Demobilization

Logistics (Get Stuff)

Finance
Payroll
Timesheets
Supply Procurement
Resources Unit/Inventory
Claims/ Comp
Recovery Ops
EOC food support

Parks and Rec
Mass Care Shelter
Transportation Support

Youth and Family
Mass Care/Shelter Support
Food support for shelter
Donation & Distribution

Administration (Track Stuff)

HR
Personnel /EW tracking
Employee Notification
Registration
EOC food support

City Clerk / DSG / Finance
Phone bank/ data entry

IT
Computer data tracking

Elected Officials
Appropriate funds/ assists PIO
with visiting officials/ provides
staff assistance when requested

Vest Color Codes

Command Staff
White
PIO
Royal Blue
Liaison
Light Blue
Section Chiefs
Yellow
Section Staff
Tan
Volunteer
Neon Green
Outside Reps
Orange
Evaluators
Black

CERT Basic Training Unit 1: Disaster Preparedness
CERT Mobilization

- CERTs take care of themselves, their families, their homes, their neighbors
- Proceed to predestinated staging area
- **IC/TL** (Incident Commander / Task Leader) is established, organizes the group
- IC/TL prioritizes actions
- Organization is flexible and evolves based on new information
Dealing with Media

- Refer media inquiries to CERT Incident Commander/Task Leader
- Do not let media inhibit CERT goals
- Be careful about information released
NIMS Compliance

Print and keep a copy of your certificate when you complete the test. FEMA does not keep records of who takes these classes.

Links to Online Classes:

IS-700.a NIMs Introduction
http://www.training.fema.gov/EMIWeb/IS/is700a.asp

IS-100.b
http://www.training.fema.gov/EMIWeb/IS/IS100b.asp
Rescuer Safety

- Rescuer safety is first priority
- Heavy damage = No rescue
- Moderate damage = Locate, triage, evacuate
- Light damage = Locate, triage, continue size-up, and document
Incident Essentials

- Priorities in any disaster
  - Life Safety
  - Property
  - Environment

Medical Tagging
- Black / white tape: Dead
- Red tape: critical
- Yellow tape: injured
- Green tape: OK

Building Operational Status
- Red: No Entrance to Structure - Critical
- Yellow: Limited Entrance - Critical Functional
- Green: Normal Operations – Structure OK
Documentation

• Section Chiefs
  – Provide Command Post with information

• Command Post
  – Documents situation status
    – Incident locations
    – Access routes
    – Identified hazards
    – Support locations
Write it down!
Documentation

• Damage Assessment
• Personnel Resources Sign-In
• Incident/Assignment Tracking Log
• Briefing Assignment
• Victim Treatment Area Record
• Communications Log
• Equipment Inventory
• General Message
Documentation

Command Post

Incident/Assignment Tracking Log
<table>
<thead>
<tr>
<th>CHECK IN TIME</th>
<th>CHECK OUT TIME</th>
<th>NAME</th>
<th>ID # (CERT badge or other)</th>
<th>CONTACT (cell # or radio)</th>
<th>PREFERRED ASSIGNMENT</th>
<th>SKILLS</th>
<th>TEAM ASSIGNMENT</th>
<th>TIME ASSIGNED</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:20 AM</td>
<td>12:45 PM</td>
<td>MARIANNE SHAW</td>
<td>756</td>
<td>(212) 522-2222</td>
<td>FIRE, MEDICAL, SAR</td>
<td>RADIO OPS</td>
<td>SAR.1</td>
<td>9:37 AM</td>
</tr>
</tbody>
</table>

SCRIBE(S): JOHN TAYLOR, SHEILA EVANS

PAGE 1 OF 2

CERT FORM #2
<table>
<thead>
<tr>
<th>ASSIGNMENT TRACKING LOG</th>
<th>CERT</th>
<th>WILSONVILLE</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASSIGNMENT</td>
<td>ASSIGNMENT</td>
<td>ASSIGNMENT</td>
<td>ASSIGNMENT</td>
</tr>
<tr>
<td>Structural damage-Tornado</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LOCATION</td>
<td>LOCATION</td>
<td>LOCATION</td>
<td></td>
</tr>
<tr>
<td>SE Corner 16th and Oak</td>
<td></td>
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<tr>
<td>TEAM</td>
<td>TEAM</td>
<td>TEAM</td>
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<tr>
<td>SAR I</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>TEAM LEADER/CONTACT #</td>
<td>TEAM LEADER/CONTACT #</td>
<td>TEAM LEADER/CONTACT #</td>
<td></td>
</tr>
<tr>
<td>Marianne Shaw (212) 522-2222</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>START TIME</td>
<td>END TIME</td>
<td>START TIME</td>
<td>END TIME</td>
</tr>
<tr>
<td>9:37 AM</td>
<td>10:22 AM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Tae Jin Kim</td>
<td>1</td>
<td></td>
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<tr>
<td>2</td>
<td>Rina Jahn</td>
<td>2</td>
<td></td>
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<tr>
<td>3</td>
<td>Burt Manning</td>
<td>3</td>
<td></td>
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<td>4</td>
<td>Allison McKittredge</td>
<td>4</td>
<td></td>
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<tr>
<td>5</td>
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<td>5</td>
<td></td>
</tr>
<tr>
<td>OBJECTIVES</td>
<td>OBJECTIVES</td>
<td>OBJECTIVES</td>
<td></td>
</tr>
<tr>
<td>To conduct a search and rescue of damaged high school gym</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>RESULTS</td>
<td>RESULTS</td>
<td>RESULTS</td>
<td></td>
</tr>
<tr>
<td>No victims located. Gym lightly damaged. Saw heavy damage to west wing of school</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CERT LEADER/ INCIDENT COMMANDER</td>
<td>Elizabeth King</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SCRIBE(S)</td>
<td>Billy Rogers, Jorge Garcia</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

CERT FORM #3
<table>
<thead>
<tr>
<th>Time</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>10:52</td>
<td>Team arrived at the restaurant. Made our way through the debris to victim #1, Bill Baker. Conscious and in pain. Ankle was trapped under a heavy bookcase. Extricated him. Two team members carried him to treatment area.</td>
</tr>
<tr>
<td>10:54</td>
<td>Victim #2, Carol Loughney. Bleeding on head from falling ceiling. Walked her to treatment area.</td>
</tr>
<tr>
<td>10:55</td>
<td>Victim #3. Found in kitchen. Unconscious but breathing. May have broken leg. Splinted leg. Moved by stretcher to treatment area.</td>
</tr>
</tbody>
</table>

SCRIBE

Sam Ariton
Documentation

Arriving CERT volunteers

Command Post

Staging/Logistics

- Damage Assessments
- Incident/Assignment Tracking Log
- Personnel Resources Sign-In
### DAMAGE ASSESSMENT FORM

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>CERT</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>SE CORNER 16TH AND OAK</td>
<td>WILSONVILLE</td>
<td>## / ## / ##</td>
</tr>
</tbody>
</table>

#### SIZE UP

(check if applicable)

<table>
<thead>
<tr>
<th>FIRES</th>
<th>HAZARDS</th>
<th>STRUCTURE</th>
<th>PEOPLE</th>
<th>ROADS</th>
<th>ANIMALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>BURNING</td>
<td>GAS LEAK</td>
<td>ELECTRIC</td>
<td>CHEMICAL</td>
<td>DAMAGED</td>
<td>COLLAPSED</td>
</tr>
<tr>
<td>OUT</td>
<td></td>
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</tr>
</tbody>
</table>

#### OBSERVATIONS

HIGH SCHOOL GYM DAMAGED BY TORNADO, PARTICULARLY WEST END.

MAY BE PEOPLE TRAPPED INSIDE.

ROAD UP TO THE SCHOOL IS CLEAR.
Documentation
### INSTRUCTIONS TO TEAM

**TEAM NAME**
- Medical 2

**LOCATION**
- Delmonico's Italian Restaurant, 810 King Street

**OBJECTIVES**
- To conduct medical sizeup of any victims found.

### REPORT FROM RESPONSE TEAM

<table>
<thead>
<tr>
<th>FIRES</th>
<th>HAZARDS</th>
<th>STRUCTURE</th>
<th>PEOPLE</th>
<th>ROADS</th>
<th>ANIMALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>BURNING</td>
<td>OUT</td>
<td>GAS LEAK</td>
<td>H2O LEAK</td>
<td>ELECTRIC</td>
<td>CHEMICAL</td>
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</tbody>
</table>

CERT FORM #4.a
<table>
<thead>
<tr>
<th>TIME IN</th>
<th>NAME OR DESCRIPTION</th>
<th>TRIAGE TAG (circle)</th>
<th>CONDITION/TREATMENT (update as needed)</th>
<th>MOVED TO</th>
<th>TIME OUT</th>
</tr>
</thead>
<tbody>
<tr>
<td>10:24 AM</td>
<td>Stephen Edmondson, 35 yo. very tall</td>
<td>IMMED</td>
<td>10:30 Heavy bleeding from cut at right temple—bandaged</td>
<td>Sibley Hospital</td>
<td>12:15 PM</td>
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<tr>
<td></td>
<td></td>
<td>DELAY MINOR</td>
<td>10:45 Complained of dizziness and nausea</td>
<td></td>
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</tbody>
</table>

**Scribe(s):** REGGIE OSBORN

**PAGE:** 2 OF 2
<table>
<thead>
<tr>
<th>ASSET #</th>
<th>ITEM DESCRIPTION</th>
<th>OWNER</th>
<th>ISSUED TO</th>
<th>QTY</th>
<th>TIME</th>
<th>INITIALS</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>727880</td>
<td>STRETCHER</td>
<td>FD</td>
<td>MED 2</td>
<td></td>
<td></td>
<td>1</td>
<td>10:45 AM</td>
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<td></td>
<td>1</td>
<td>3:10 PM</td>
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</tbody>
</table>

SCRIBE(S)

SYLVIE D’ANJOU

PAGE 1 OF 1

CERT Form #7 (Based on ICS 303)
<table>
<thead>
<tr>
<th>TIME</th>
<th>FROM</th>
<th>TO</th>
<th>MESSAGE</th>
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<tbody>
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<tr>
<td>GENERAL MESSAGE TO</td>
<td>POSITION</td>
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<td></td>
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<tr>
<td>FROM</td>
<td>POSITION</td>
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</tr>
<tr>
<td>SUBJECT</td>
<td>DATE</td>
<td>TIME</td>
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<tr>
<td>MESSAGE</td>
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</tr>
<tr>
<td>SIGNATURE</td>
<td>POSITION</td>
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<tr>
<td>REPLY</td>
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<tr>
<td>DATE</td>
<td>TIME</td>
<td>SIGNATURE/POSITION</td>
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<tr>
<td>TIME</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>SIGNATURE/POSITION</td>
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</tr>
</tbody>
</table>

CERT FORM #8 (ICS 213)
Unit Summary

• ICS provides flexible means of organization
• “Is it safe to attempt the rescue?”
• Document and communicate information to all CERT levels
• Provide Command Post with ongoing information about damage assessment, group status, and needs
• Command Post documents and tracks situation status
RADIO PROCEDURES

Channel 1  Maintenance
Channel 2  Emergency Operations (channel designated for volunteers)
Channel 3  MI Schools
Channel 4  Direct in EOC

The aim of the operator should be to get the message through with complete accuracy and minimum delay, so that the least possible time is spent occupying the frequency.

- Radio traffic is restricted to official messages and emergency traffic only.
- Radio traffic (conversation) should be kept as brief as possible (4 to 5 words – 2-3 seconds). Break up long conversations with the word “break” so that people know you are continuing but allows for emergency traffic to interrupt.
- Call signs/names – It is essential that everyone know who is talking to whom on the air. The call sign of the person transmitting is always used BEFORE that of the person you are trying to contact. “EOC to Inspector Cole” “SAR 1 to EOC”
- Wait for the person you are calling to respond “EOC to SAR 1 go ahead”
- “SAR 1 to EOC I am at Islander Middle School with 2 trapped students minor injuries” Give location first, than incident.
- EOC will respond with either further questions for you or a “received” which means she has received your message. Update EOC if situation changes. You may have someone interrupt your transmission with “Break Emergency” if they have emergency traffic that needs to get through – when two people are attempting to talk at the same time it comes across garbled and fuzzy on the air, so let the emergency traffic have the air.

- Listen before you call – Someone else may be using the air.
- Speak Clearly – Use your normal voice and do not speak fast – you will just have to repeat yourself. Hold the microphone close to your mouth but at right angles and talk across the face of the microphone. This reduces distortion and wind noise.
- Think before you speak – Know what you are going to say before you press the microphone button. Divide your message into natural phrases instead of individual words so that it flows smoothly.
- Prompt replies – When called, reply immediately – to not do so causes the transmitter to have to resend the message wasting valuable time and space on the air.
CERT Organization & Communications Exercise

- Assign people to Teams
- Provide each team with a scenario
- Each person within the team will have an opportunity to radio in their scenario and respond to the information the dispatcher/net control provides them
- Track actions on appropriate forms.
HAM RADIO INFORMATION

• What is “ham radio”?
• How does amateur radio help in emergencies?
• What is MIRO and what is its role in the Mercer Island emergency plan?
• How can you become a ham?

To answer these questions and more go to the following link

• http://mirohams.org/mirohams/files/miro%20overview.pdf
# Mercer Island Volunteer Training

**Community Emergency Response Teams**

**CERT Training**

with Mercer Island Additions

206-275-7905 or jennifer.franklin@mercergov.org

www.mercergov.org/emergencyprep

## 2012 Volunteer Training Schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Saturday March 17, 2012</td>
<td>0900-1200</td>
<td>Council Chambers</td>
</tr>
<tr>
<td>Saturday April 14, 2012</td>
<td>0900-1200</td>
<td>Well site 4320 88th</td>
</tr>
<tr>
<td>Saturday May 19, 2012</td>
<td>0900-1200</td>
<td>Council Chambers</td>
</tr>
<tr>
<td>Saturday June 16, 2012</td>
<td>0900-1200</td>
<td>Council Chambers</td>
</tr>
<tr>
<td>Saturday July 21, 2012</td>
<td>0900-1200</td>
<td>Council Chambers</td>
</tr>
<tr>
<td>Saturday August 18, 2012</td>
<td>0900-1200</td>
<td>North Fire Station</td>
</tr>
<tr>
<td>Saturday October 20, 2012</td>
<td>0900-1200</td>
<td>Council Chambers</td>
</tr>
<tr>
<td>Saturday November 17, 2012</td>
<td>0900-1200</td>
<td>Council Chambers</td>
</tr>
<tr>
<td>Saturday December 15, 2012</td>
<td>0900-1200</td>
<td>Council Chambers</td>
</tr>
<tr>
<td>Saturday January 19, 2013</td>
<td>0900-1200</td>
<td>Council Chambers</td>
</tr>
<tr>
<td>February 2013</td>
<td>0900-1200</td>
<td>Council Chambers</td>
</tr>
</tbody>
</table>

* Denotes Class needed for CERT Certification, other classes are optional and specific to MI.