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## **CITY OF FOSTER CITY**

### **Community Emergency Response Teams (CERT)**

#### ***Trainer Requirements***

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##### **Core Curriculum Trainer Requirements:**

- Basic CERT training
- Train the Trainer (T3)
- ICS 100
- Disaster Service Worker (DSW)
- Have knowledge of, and applies, basic safety principals and procedures
- CERT Member in good standing

##### **Additional and Continuing Education Trainer Requirements:**

- If an individual has training and education in a specific area and can demonstrate a level of proficiency about this topic, this person is not required to complete the Train the Trainer program in order to teach classes that are part of the Additional and Continuing Education Program.

##### **Trainer Qualifications:**

- Trainers must present the module they wish to teach to the CERT Coordinator prior to teaching to citizens
- Trainers must have the ability to competently deliver technical and manipulative training
- Trainers will consistently be evaluated by FCFD staff to assure training is in accordance with the Foster City CERT SOP's and this document

##### **CERT Trainer Attire:**

- All trainers must wear a green polo shirt with the words "Foster City CERT" embroidered in yellow on the left side of the chest area. This shirt will be supplied by FCFD
- All trainers must wear their Foster City CERT issued ID card
- All trainers must dress in a professional manner appropriate for the topic they are teaching

## **CERT Training Material:**

- All CERT Training Materials shall be in accordance with the latest version of FEMA and Citizen Corp Guidelines
- Training topics, subject matter or activities not covered by the Foster City CERT Standard Operating Procedures or the CERT Citizen Corp Program, must be approved by the Foster City Fire Department CERT Coordinator prior to undertaking.
- New training material must be presented to the CERT Coordinator for approval not less than two weeks prior to the date it is scheduled for presentation

## **Equipment Needs for Classes:**

- All Trainers must secure, reserve, obtain, request etc. all equipment needed at least one week prior to teaching, including, but not limited to:
  - Computer
  - Flash drive/CD/DVD of training material
  - Projector
  - Sign in sheet, clipboard and pen
  - Speaker evaluations
  - Photocopy of handouts
  - Other Supplies:
    - FRS Radios
    - ICS Forms
    - Equipment Resource Check-out Form
    - Bandaging Equipment (cling, triangles, bandages, etc.)
    - Medical Bags
    - Cribbing Supplies
    - Mannequins

## **CERT Trainer Rules of Conduct:**

- Trainers must conduct themselves in a professional manner at all times
- Trainers shall adhere to Article 7, Section G of the Foster City CERT SOP's regarding harassment or discrimination
- Trainers shall refrain from referring to any specific religious, ethnic, etc. group during training classes

## **Attending a Training that is being Presented by Someone Else:**

- If you're available to "help" the other trainer, let them know ***before*** class begins; the trainer will let you know if they need help and what you can do to help
- Have ***patience*** and ***respect*** for the other trainers, everybody has their own style and pace!
- DO NOT interrupt to throw in your opinions, thoughts, suggestions, comments, etc

- DO NOT walk up to the front of the classroom, stay in your seat!!
- DO NOT "Take over" the other trainers presentation
- If you need to "share" something not related to the subject material with the students (future classes or trainings, available resources, etc.), meet with the primary instructor before class to discuss how & when this information will be presented. Note – the primary instructor makes this decision!
- If you're attending a training and the trainer gives out information that **you believe** is wrong or incomplete:
  - During the break share your perspective with the trainer
  - If the break has already passed, *discretely* motion the instructor to meet in the hall, at a time convenient to the instructor, to discuss the information

### **Basic Rules of Training:**

- Teach only what you know!!!
- Teach only what is in the manual
- If you don't know the answer, don't guess!!
- *Be kind*, not everyone knows what you know!!
- Stay on time!!!
- Give a break if class is longer than 1.5 hours
- It is **your** responsibility to clean up after class and return equipment/supplies to the appropriate owners
- Most important, Safety, Safety, Safety...

*Thank you for being a part of the Foster City CERT Teaching Team!*