

**COYOTE CANYON CHAPTER
FIRST EMERGENCY RESPONSE TEAM
(C.C.E.R.T.) POLICIES AND PROCEDURES**

I. ESTABLISHMENT

The Authorized Local Emergency Response Team (A.L.E.R.T.) concept for the Coyote Canyon Chapter is hereby established as an Emergency response unit within the local chapter government. The formulation of such establishment shall be identified as "COYOTE CANYON EMERGENCY RESPONSE TEAM".

II. PURPOSE

To coordinate available resources for effective response to emergency disaster; to save lives, avoid injuries and minimize economic loss by implementing comprehensive emergency management plan at the local level.

III. OBEJECTIVE

1. To develop an organized, comprehensive emergency management system capable of efficient and effective treatment of potential and actual emergency situations.
2. To become and be recognized as a local first responder.

IV. MEMBERSHIP

A. Coyote Canyon Emergency Response Team (C.C.E.R.T.) may consist of the following:

1. Chapter official and or delegated representative
2. Chapter Administration
3. Community Health Representative (C.H.R.)
4. Professional members of the community; Senior Citizen staff, Head Start staff, Health Board, Coyote Canyon Rehabilitation Center (C.C.R.C.) staff and Navajo Nation Emergency Management staff.
5. Police, Registered Nurse (R.N.), Emergency Medical Technician (E.M.T.), Fire Fighter
6. Volunteers

B. Recommendations for selection of a Response Team will be made through a duly called chapter meeting resolution.

- C. Coyote Canyon Emergency Response Team (C.C.E.R.T.) may consist of five (5) or more members.
- D. Membership will be on four (4) year term.
- E. Members of Coyote Canyon Response Team (C.C.E.R.T.) SHALL BE CERTIFIED IN Cardiopulmonary Resuscitation (CPR) and First Aid. May attend additional mandated trainings that will be made available to them.
- F. Active members can consist of members and non-members of Coyote Canyon Chapter.
- G. Members shall be in compliance in National Incident Management System (NIMS) and knowledgeable in Incident Command System (ICS).
- H. Stipends may be available at the Chapter's discretion, if monies are available with an understanding that is a "Voluntary" Organization.
- I. Elected Officers (Incident Commander, Vice Incident Commander and Secretary will be paid \$120.00 at only a regular duly called meeting).
- J. Coyote Canyon Chapter Emergency Response Team will follow Public Employment Program guidelines for hiring policy for any and all emergencies. (See attachment A).
- K. Coyote Canyon Emergency Response Team (C.C.E.R.T.) is a voluntary organization and shall not be liable for any accidents, injuries, loss of lives or any incidences that is/was beyond their control.

V. DUTIES AND RESPONSIBILITIES OF C.C.E.R.T.

It will be the duties and responsibility of Coyote Canyon Emergency Response Team (C.C.E.R.T.) to ensure the local emergency response plan will be in place at the Coyote Canyon Chapter, which consists of Local Emergency Plan of Action.

A. Prevention

1. Conduct community assessment; establish coordination of resources for prevention programs and develop policies to govern local response procedures.
2. Determine the community's vulnerability to disasters. (See attachment B).
3. Identify facilities, agencies, personnel and resources to support C.C.E.R.T (Coyote Canyon Emergency Response Team) activities.
4. Survey communications and auxiliary power needs; identify and provide facilities and

equipment to meet these needs.

5. Analyze Emergency Operations Center (EOC) location in relations to potential hazards condition, if not feasible, select equip alternate E.O.C.
6. Develop a public information program.
7. Develop a basic plan to implement in case of emergency.
8. Review Navajo Nation and County ordinances and regulations. Review funding usage for emergency.

B. Protection

1. Planning to ensure the most effective and efficient response efforts are in place to minimize damages and prevent crisis.
2. Prepare plans and standard operating procedures for any and all emergencies.
3. Arrange training programs for team members and support staff.
4. Stockpile, wood, coal and livestock feed.
5. Stock food and water supplies.
6. Stockpile emergency response kits (i.e. emergency equipment).
7. Stock administrative supplies and equipment.
8. Develop and maintain schedule of testing, maintenance and repair of equipment.
9. Establish media and rumor control program.
10. Develop a set of guidelines for activities for E.O.C. (Emergency Operations Center).

C. Response

1. Response to any types of emergencies, natural and human-case disasters by implementing emergency operations as applicable to the type of incident.
2. Activate E.O.C. (Emergency Operations Center) as required of dictate by disaster condition. Coordinate all operations.

3. Establish contact with higher levels of government.
4. Implement mutual aid agreements.
5. Inform resources and emergency services.

D. Recovery

1. Return all operations back to near or normal through an active recovery program.
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.

VI. ORDER OF BUSINESS

A. The designed chairperson shall chair all C.C.E.R.T. (Coyote Canyon Emergency Response Team) or special meetings. Meetings will be held once a month, special meetings will be at the discretion of C.C.E.R.T. (Coyote Canyon Emergency Response Team).

B. Quorum of Membership

C. Standard Meeting Agenda

1. Call meeting to order.
2. Invocation.
3. Review and approve Agenda.
4. Minutes provide by Secretary.
5. Recognize Guest or Visiting Official.
6. Reports on emergency related activities.
7. Consideration of all business/new business.
8. Announcement.

9. Next Meeting Date.

10. Adjournment.

VII. COMPENSATION

The C.C.E.R.T. Officers shall receive a stipend in the amount of \$100.00 per regular scheduled meeting from Emergency Funds received externally; this shall be based upon availability of funds. Meeting minutes, sign-in sheets, Agenda, Claim Form shall be turned into Central Administration for compensation. C.C.E.R.T. Officers shall be provided with funds for traveling purposes to attend meetings, training, conference and workshops.

VIII. TRAINING AND TECHNICAL ASSISTANCE

Training will be made available to C.C.E.R.T. (Coyote Canyon Emergency Response Team) through applicable Navajo Nation programs and other training agencies when necessary ones requested by team members. "No C.C.E.R.T. (Coyote Canyon Emergency Response Team) shall be left out."

VIII. AMENDMENT AND REVISION

This Plan of Operation may as deemed necessary, be amended by C.C.E.R.T. (Coyote Canyon Emergency Response Team) and recommended to Coyote Canyon Chapter at a duly called regular chapter meeting.