

Community Emergency Response Team (CERT) Registration Site

CERT Team User Guide VOLUME 1, APRIL 2021





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SECTION 1: Welcome to the CERT Community



What is the CERT Community?

The Community Emergency Response Team (CERT) Registration Site is now part of the Preparedness Community!

The Preparedness Community is FEMA's online webspace for connecting individuals to preparedness programs, including CERT.

You can now register, join, or login to update information about your CERT program. You may also find and connect with a local CERT program using the newly designed CERT Community site.

Additional new features include:

- Register A New CERT
- Manage Your CERTs
- Access to CERT Trainings
- Browse Recent News
- Find Events Near You

How to Access the CERT Registration Site

If you already have an account, you can login and access the CERT Registration site here: <u>https://community.fema.gov/Preparedness</u> <u>Community/s/welcome-to-cert</u>

 It is recommended that you bookmark your CERT Dashboard page once you have logged in for easy access.

If you do not have an account yet, register to access the site here: <u>https://community.fema.gov/Preparedness</u> <u>Community/s/welcome-to-cert</u>



Welcome to the Preparedness Community!

Hi Amanda,

Thank you for signing up for the Preparedness Community, our new, webbased experience where you can explore preparedness-related content, find resources, and connect with local and national FEMA preparedness programs.

What's new?

Everything. And nothing. For those familiar with FEMA's preparedness programs, the Preparedness Community is now home to the applications for the Youth Preparedness Council (YPC) and Community Emergency Response Team (CERT) registration, as well as local preparedness event listings, learning materials, trainings, and more.

Get started.

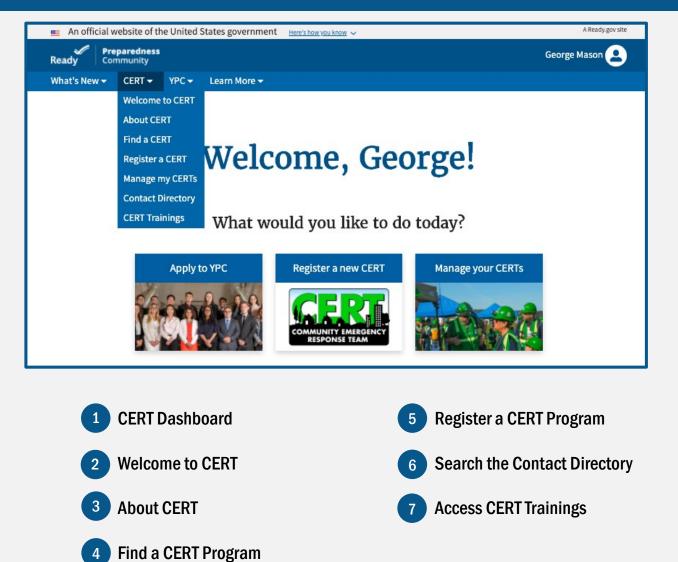
Create your password and login by clicking Get Started Now.



If you encounter any trouble accessing your Preparedness Community account, please contact us at <u>FEMA-Prepare@fema.dhs.gov</u> for assistance.



CERT Community Site Highlights





Reset Your Password

Follow these instructions to reset or change your password:

1 Click **Login** in the top righthand corner of your homepage to access the Password registration form.



2 Click Change Password next to "Forgot your password?".



Type in your email address and click Enter.

4 If your account is located, you will receive an email with instructions on how to change your password.

If you do not receive an email, please check your spam folder or contact us at: FEMA-Prepare@fema.dhs.gov.

Reset your password, we'll need your email. If we locate your account, we'll send you an email with instructions on how to change your password.	3
Back to login	
	To reset your password, we'll need your email. If we locate your account, we'll send you an email with instructions on how to change your password. Email Reset my password

Need Help?

If you run into any issues, such as problems while logging in, resetting your password, changing your user email address, or recovering your account, please reach out to us at: <u>FEMA-prepare@dhs.fema.gov</u>.

SECTION 2: **CERT Registration Process**



How to Register a CERT

1

- To begin CERT Registration, you can access the Registration page by clicking the CERT tab in the navigation toolbar and selecting Register a CERT.
- 2 You will then be redirected to the Registering a CERT Objectives, Requirements And Expectations page where you will find CERT objectives, requirements and expectations, as well as common CERT roles explained.
- 3

Once you are ready to register, click Register a CERT at the bottom of the page.



Registering a CERT

Before You Register **CERT Requirements & Expectations** teady to register? The CERT Program is critical repared, and more resilient when incidents or CERT Objectives r training program is designed to educate vo em in basic disaster response skills. At the en Take steps to prepare then Describe the function and s. Necognize life-threatening conditions ar employ basic treatment for injuries, and 4. Describe the post-disaster emotional en of disaster survivore of disaster survivors Identify and reduce poten strategies, resources, and safety measu Describe the most common techniques

to the overall course o

Common CERT Roles ERT Program incorp heck out the CERT Basic Tra

Take part in a drill or exercise at least once per year

Deliver CERT Basic Training once per year, including the co Must be approved by State Coordinator
 Must have a Sponsoring Organization
 Complete an annual questionnaire on your CERT once per yee
 Verlify Program Manager and Sponsor information once per ye
 Update team registration information once per year in the por

Other ways to get involved



CERT Registration Request Form

Are you ready to register a new CERT program?

Registration Criteria

-ou must be sponsored by a local emergency res nse organization (if one exists in your co You must be willing to conduct at least one CERT Basic Training Course and one formal CERT exercise per year You must establish a primary Contact

Drills and Exercises

CERT Basic Training

Paperwork Burden Disclosure Notice | FEMA Form 008-0-25

4

Public reporting burden for this data collection is estimated to average 1 how per response. The burden estimate includes the time for reviewing instructions, reaching estimates data courtes, gatering and maintaining the data needed, and completing and submitting this form. This collection of information is required to obtain or retain benefits: You are not required to respond to this collection of information users a valid OMB estimation. The second on the second on the second of the tubent estimate and any suggestions for reducing the burden true information collections Management, Department of Homeland Security, Frederal Emergency Management Agency, S00 C Street, SW, Washington, DC 20472-3100, Paperwork Reduction Project (1660-0038) NOTE: Do not send your completed form to this address.

Privacy Act Statement

Authority: 5 U.S.C 301, Executive Order 13254, "Establishing the USA Freedom Corps" (January 29, 2002) urpoze: FEMA is requesting this information to provide state and local contact information for Citizen Corps Councils and Community mergency, Response Team (EERT) Programs to members of the public who are interested in becoming more prepared and/or for getting worked in community achites. This information also showcases the capabilities of each local Council and CERT Program as well as cognizes them as an approved entity within the state.

Reading lasts: This are imported unity another than a structure use" to other federal agencies, state/local partners, international partners, and non-governmental entities to assist the Department or Homeland Security in development opportunities for citizens to get involved and help build capacity for first reporting. The Managenetic and the structures available to states and local communities. Many partner organizations offer public dictacion, outreach and training for free. A complete list of the conditie users can be found in the system for records noise associated with this form, "PMSULL—006 Citizen Pergame." The Department's full list of system records notices can be found on the Department's website at https://www.dhs.gov/system-records-notices



4

Read through the CERT Registration Request form message and scroll to the bottom of the page and click Next to continue.



The next step is completing the CERT Registration Request form with the following information:

1

2

3

4

5

Program Information:

Tell us about your program. Upon your acceptance, the information provided will be searchable by the public. All fields are required to proceed.

Sponsor Information: Tell us about your sponsoring organization, including name and organization type.

Meeting or Training location: Provide the location of where you plan to meet or train. This will be used to update your CERT in the CERT program search upon your acceptance. If you do not have an address, please provide the address of your sponsoring organization.

Contact Information:

Enter a contact email and phone number for your CERT. This information will be visible to the public when they find your CERT in their search results.

CERT Registration Request Form

T	proceed.
	*What is the name of your CERT program?
	*Select your CERT type.
	None
	*What is the name of the community you serve? This information will help us understand who you plan to support.
	*What is the type of community you serve?
	None
	*What is the mission of your program? — Train and retain (program delivers regular trainings to community and program members and retains them, forming one or more teams for response paredness, or other community activities to the core members that administer the program and deliver regular training — Training only (program delivers regular training to community members, but does not retain them to maintain teams for response, preparedness, o activities)
	My program is a registered 501(c)(3) non-profit.
Г	Sponsor Information
L	
	*What type of organization is your Sponsor?
E	None
[-None- Meeting or Training Location heet or train. This will be used to locate your CERT in the CERT program search your acceptance. If you do not have an address, please provide the address of your sponsoring organization. *Street
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)C	None- Meeting or Training Location heet or train. This will be used to locate your CERT in the CERT program search your acceptance. If you do not have an address, please provide the address of your sponsoring organization. *Street City StateNone *Zip Code Contact Information Please enter a contact email and phone number for your CERT. This information will be used to populate the CERT program server upon your acceptance.
C	None- Meeting or Training Location heet or train. This will be used to locate your CERT in the CERT program search your acceptance. If you do not have an address, please provide the address of your sponsoring organization. *Street City StateNone *Zip Code Contact Information Please enter a contact email and phone number for your CERT. This information will be used to populate the CERT program server upon your acceptance.
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, C	None- Meeting or Training Location your acceptance. If you do not have an address, please provide the address of your Sponsoring organization. *Street *Cty *StateNone- *Ztp Code Contact Information Please enter a contact email and phone number for your CERT. This information will be used to populate the CERT program see your acceptance. *Email

Once you have filled out the required fields you can click **Next** to continue or **Previous** to go back and change any information.



Next

The next screen will ask you for Your Information. Please fill out the requested fields.



If you serve as the **Program Manager** of this CERT, check the corresponding box.

The **Program Manager** is responsible for the day-to-day operations of the CERT including orientation, managing members, ensuring effective training, and supervising program resources.



If you are the **Sponsoring Organization Contact** for this CERT, check the corresponding box.

• The **Sponsor Point of Contact** is responsible for managing the relationship between your CERT and the Sponsoring Organization. This person should be affiliated with the Sponsor in a professional capacity.



Click Next to continue.

CERT Registration Request Form

Your Information

Tell us about yourself. A CERT Regional or State Coordinator will reach out to you when reviewing your application. Once accepted, your information will populate the CERT contact directory. All fields are required to proceed.

1	
_	2

I will serve as the Sponsoring Organization Contact for this CERT.

I will serve as the Program Manager for this CERT.

Your phone number (ex. 1234567890)

* Phone

8

0

Previous

SECTION 2: CERT Registration Process



If you are the Sponsor, or the PM is the sponsor, you do not need to complete the following:

If you have not selected yourself as the Sponsor, you will be prompted to fill out the following required Sponsor Information: First and Last name, Email, Phone, and Sponsor Contact title

- 2 Click **Next** to continue.
- 3 The following screen will provide you a chance to Review and Submit all your responses for final submissions.
 - To make any changes click **Previous**.
- 5 Once you have reviewed your submissions you can click **Submit**.
- 6 Now that you have successfully submitted the Community Emergency Response Team registration form, you will be contacted by your regional or state coordinator during the review process to validate that you understand program requirements and responsibilities and confirm your sponsoring organization point of contact's sponsorship of your team.

d the Sponsoring Organization. This per	ract. The Sponsor Contact is responsible for managing the relationship between your son should be affiliated with the Sponsor in a professional capacity. Upon submission, or Regional Coordinator. All fields are required to proceed.
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ne	
your sponsor Contact's title?	
DUS	Next
	-
	2
	3
	3
	3
	3
Review and Submit	
Please review your responses below	3
Please review your responses below any changes, click Previous.	
Please review your responses below any changes, click Previous. Program Information	
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- Once confirmed, you may manage your CERT programs and connect to other programs in your area. Share valuable data demonstrating growth and impact by completing the **Annual Certification**.
- At this time, your CERT program will appear on your homepage for quick access.



Use the Find a CERT Feature to Find CERTs Near You

CERT program search results are returned by distance from your search location, with the closest programs appearing first.



- 1 Access the Find a CERT feature by clicking on the **CERT tab** in the navigation toolbar and select **Find a CERT**
- 2 You will be redirected to the default Find a CERT page.
- 3 Enter your **neighborhood**, **city**, **or address** in the Enter Location field.
- 4 Select one of the auto-filled options.
- 5 A list of up-to 20 closest CERTs within 100 miles of your selected location will populate.



How to Access the Contact Directory

You can now search the CERT Contact Directory for CERT Regional and State Coordinators, Program Managers, Program Sponsors, or other CERT Contacts.

1

Access the Contact Directory by clicking on the **CERT** tab in the navigation toolbar and selecting **Contact Directory.**

- 2 You may filter your Contact Directory by using the **Search this List** feature. This allows you to search for contacts by name.
- 3 Click on the **Contact name** to view that individual's contact information.



	RT Contact Dire		Managers, Program Sponsors, or other CERT staff.	2
	CERT Contacts 🔻		9. Search this list	
50+ items	• Sorted by Name • Filtered by all contacts - CERT Contact	Phone 🗸	Email	\$ 4 *
1	Adam Crowley	(555) 555-5555	dad@dad.com	
2	Alexander Jader	(925) 337-1194	ajader@deloitte.com	
3	Alfred Nobel	(571) 851-0199	ypctester+alfrednobel@gmail.com	V
4	Amanda Womack Coordinator	(555) 555-5555	amwomack@deloitte.com	
5	antonio paoletti			
б	Apple Bottomjeans	(555) 555-5555	apple@bottom.com	
7	Arthur Shelby	(555) 555-5555	artha@shelby.com	
8	Atlas Cat	(555) 555-5555	atlas@cat.com	•
9	Augustus Gloop		gloop@gloop.com	
10	Betsy Miller	(555) 555-5555	digitalpreparedness+betsymiller@gmail.com	
11	Bill Nye	(703) 526-0200	ypctester+bill@gmail.com	
12	Birch Tree	(555) 555-5555	b@tree.com	
13	Blake Brown	(560) 556-7768	bbrowm@gmail.com	
14	Blanket Jackson	(571) 581-5018	jackson@jackson.com	
15	Bo Flex	(555) 555-5555	bo@flex.com	
16	Bob Scott	(540)-550-1234	bscott@deloitte.com	•
17	Boston Bruins		ypctester+bruins@gmail.com	
18	Cary Washington	(555) 555-5555	cary@wash.com	

SECTION 4: CERT Program Management



To access your CERT Dashboard from the Preparedness Community homepage, click the **CERT** tab in the navigation toolbar and choose **Manage My CERT(s)** from the dropdown menu.

• The newly designed CERT Management page allows you to manage all of your CERTs, Related Contacts, Teams, Deployments, Preparedness Activities and Annual Certifications from one location.

					-
Welcome to CERT	rd		My CERTs Account Name	Type	Billing State/Province
About CERT			Boy Scouts of Tex	Community CERT	Connecticut
ind a CERT			CERT of Applecroft	Teen CERT	Connecticut
Pegister a CERT	TTTele		CERT of Scotty	Community CERT	Connecticut
Manage my CERTs	weic		View All		
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How to Edit CERT Accounts



3

Click on the **Account Name** for the CERT you want to edit.

Boy Scouts of Tex		1	Edit	/ dd CERT Team	Add Contact 🚽
Туре	Community Served			-	
Community CERT	Austin				

Edit Boy Scouts of Tex

2 Click **Edit** to update or change any of the Account information such as *Name*, *Phone Number*, *Email*, *Meeting or Training Location*, *and other additional information*.

Boy Scouts of Tex	
Type	
Community CERT	-
Phone 4125478484	
Email	
jim@yahoo.com	
Description	
	ß
Community Served	
Austin	
Community Served Type	Other Community Served Type
City	•
Billing Address	
Billing Address Billing Country United States	*
Billing Country	•
Billing Country United States	•
Billing Country United States Billing Street	• Billing State/Province
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3

Click **Save** when you are finished.



How to Add CERT Team

Larger CERTs may now register their component teams. Teams appear in the CERT Search feature and will be available to the public. Registering teams make it easier for members of your community to get in touch with the part of your team nearest or of most interest to them. You may also manage your teams by visiting your CERT profile.

You can Add a CERT Team directly from your CERT profile by:



Clicking Add CERT Team to add a team to a CERT program

Account Boy Scouts of	Гex	Add CERT Team	Add Contact 💂
Type Community CERT	Community Served Austin		

2 Fill out the required fields: Name, Type, Community, Email, Phone Number

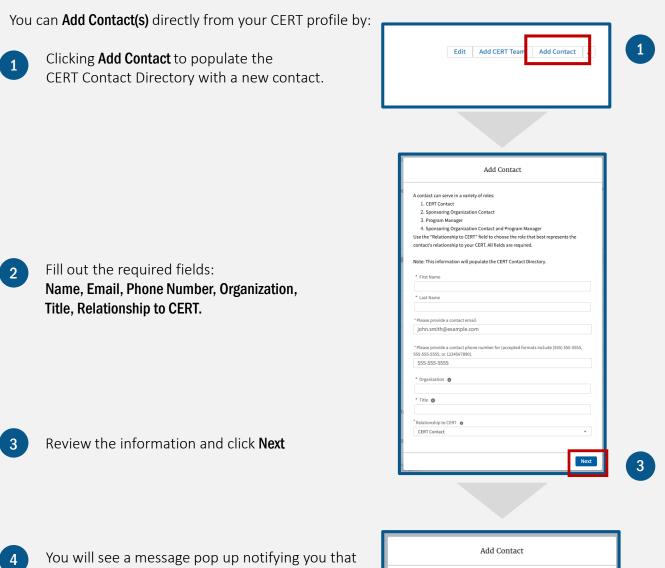
Add CERT Team	* Please provide a contact phone number for this team (accepted formats include (555) 555-5555, 555-5555, or 1234567890).
Many CERT programs use a "team" hierarchy in which smaller individual teams make up the larger CERT program. This can be the result of a program encompassing a large geographic area or an area with a large population, such as New York City. In the NVC example, the CERT of NYC could have a Chinatown team, a Midtown team, or an Upper East Side team.	Please provide an address for this team. This can be the meeting or training location or any other valid address. Country United States Address
To add a team to this program, fill out the form. Click Next to submit the form.	City State/Province
* Type of team Community * Please provide the name of the community that this team serves.	Zip/Postal Code
• Please provide a contact email for this team. you@example.com	Next
Click Next,	Add CERT Team
You will see a message pop up notifying that you successfully added a CERT team.	You've successfully added a CERT team to this CERT program. Click Finish to return to the CERT program profile page.
Click Finish to return to the CERT profile page.	

SECTION 4: CERT Program Management



How to Add Contact

CERT programs are required to keep an accurate and up-to-date list of contacts. You can add a contact directly to the program and define their role in the organization. A contact may serve in a variety of roles including CERT Contact, Sponsoring Organization Contact, Program Manager, or both.



you successfully added a contact.

5

Click **Finish** to return to the CERT profile page.

Add Contact	
You've successfully added a contact to this CERT. Click Finish to return to the CERT profile page.	
	Finish

SECTION 4: CERT Program Management



How to Log a Deployment

CERT programs and teams can be deployed by their Sponsoring Organization to assist in a variety of emergency situations.

Edit	Add CERT Team	Add Contact	•
			Log Deployment
			Log Preparedness Activity
			Delete

You can log and track your CERT's deployment activity directly from your CERT profile by:

- 1 Clicking on Log a Deployment. Depending on your device or screen size, some of the actions may be collapsed in the "Show more actions" dropdown.
- 2 Fill out the required fields: Name, Nature of the Event, Start and End dates, number of volunteer hours, and activities conducted.
 - Click **Next** once you are finished.

3

Log Deployment	
CERT programs and teams can be deployed by their Sponsoring Organiz n a variety of emergency situations. Use this feature to log these deploy rack your CERT's deployment activity.	
Click Next to log the deployment.	
* Name of Deployment 🕤	
Nature of Event o	
Hurricane	•
* Start Date 🚯	
	ä
* End Date 👩	
Number of Volunteer Hours	ä
Activities Conducted 🛛 💿	
Sheltering/Mass Care	•

2	Log Deployment
L L	've successfully logged this deployment. ck Finish to return to the CERT profile page.
т а n	Finish

- You will see a message pop up notifying you that you successfully logged this deployment.
 - Click **Finish** to return to the CERT profile page.



How to Log a Preparedness Activity

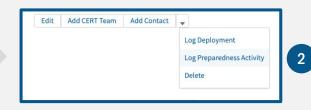
CERT leaders are now able to log preparedness activities and deployments at any time on their CERT profile. We ask that you review and log these activities for your CERT at least once per year as part of the Annual Certification.

1

Click on the Account Name for the CERT you want to edit.

2 Click **Log Preparedness Activity**. Depending on your device or screen size, some of the actions may be collapsed in the "Show more actions" dropdown.

	Welcome,	George	
My CERTs			
Account Name	Туре	Billing State/Province	
Boy Scouts of Tex	Community CERT	Connecticut	
CERT of Applecroft	Teen CERT	Connecticut	
CERT of Scotty	Community CERT	Connecticut	
View All			
	Register a New C	FRT	
	integrated when e		



3 Fill out the required fields: Name of Activity, Nature of Activity, Start and End dates, number of volunteers deployed and number of volunteer hours, and frequency of activity.

- 4 Click **Next** once you are finished.
- 5 You will see a message pop up notifying you that you successfully logged this activity.
- 6 Click **Finish** to return to the CERT profile page.

Log Preparedness Activity	
Preparedness Activity is any engagement by the CERT that is not a deployment or therwise formally requested by the Sponsoring Organization. This can include curring events like a monthly preparedness meeting, or singular events like a anvassing campaign. To track these activities, fill out the form.	
lick Next to log the Preparedness Activity.	
* Name of Activity 🕐	.
Nature of Activity	- 1
Canvassing	0
* Start Date 🚯	.
* End Date	i I
Number of Volunteers Deployed 🛛 💿	
Number of Volunteer Hours	
What is the frequency of this activity?	
Once	
	ext



Annual Certification Management

The Annual Certification must be completed by all CERT Programs by July 31, 2021. Once submitted, you will not able to edit your responses.

How to Complete the CERT Annual Certification

All Annual Certification forms will be posted at the beginning of the calendar year. Once the Annual Certification form has been posted, it will appear in the Certifications list on your CERT Dashboard.



Click the **CERT tab** in the navigation toolbar.



Choose Manage My CERT(s) from the dropdown menu.

	paredness		3	Welcome, G	eorge
wł 1 👻	CERT - YPC -	Learn More 🔫		weiconne, e	eerge
Return to My Pr	weicome to CERT	rd	My CERTs	_	
	About CERT		Account Name	Туре	Billing State/Province
	Find a CERT		Boy Scouts of Tex	Community CERT	Connecticut
	Register a CERT		CERT of Applecroft	Teen CERT	Connecticut
2	Manage my CERTs	Welc	CERT of Scotty View All	Community CERT	Connecticut
My CERTs	CERT Trainings			Register a New CER	
Account Name		Type			



Click on the Account Name you want to view.

Scroll down the page to view the My Open Certifications tile.

	My Open Certificatio	ons		
	Certification Name	Status	Annual Certification Complete?	Created Date
	Certification 2019	Open	Yes	8/6/2020 5:12 PM
5	Certification 2020	Open	No	8/6/2020 3:13 PM
	Certification 2021	Open	No	1/6/2021 5:17 PM



Review the information on the Annual Certification Disclaimer page.

Annual Certification

About the Annual Certification

The Community Emergency Response Team (CERT) Annual Certification helps FEMA collect and maintain data used to measure the CERT program's nationwide impact and informs investment decisions for future program trainings and updates. We ask that each CERT complete the Annual Certification once per year. Any verified point of contact for a CERT can complete the certification on behalf of their team

What's new?

- While we ask that you verify your CERT profile in the Annual Certification, you can now update your CERT profile at any time from your
 program dashboard.
- Larger CERTs can now register their component teams with the site. Teams appear in the CERT Search feature available to the public. Registering teams makes it easier for members of your community to get in touch with the part of your team nearest or of most interest to them. You can also manage your teams outside the Annual Certification by visiting your CERT profile.
- CERT leaders can now log preparedness activities and deployment at any time on their CERT profile. We ask that you review and log
 these activities for your CERT at least once per year as part of the Annual Certification.
- The Annual Certification must be completed by all CERT Programs by July 31st. After submission, you are not allowed to edit your
 responses.



7

8

6

Click Begin Annual Certification.

You will now be asked to review your CERT profile information. If the information provided is accurate, click **Continue**.

	ogram Profil le information. If the information	Provided is accurate, click Continue.	
rogram Inform	nation		
Boy Scouts of Tex	ĸ		🖌 Edit
Program Name Boy Scouts of Tex			
Program Type	Community Served	Community Served Type	
Community CERT	Austin	City	
Trainings Available			
CERT Animal Response I;Amat	eur Radio Operation		
Program Mission			
Training only Meeting or Train	ing Location		
Meeting or Train Street Address 310 E Rivulon Blvd		Tin Code	
Meeting or Train	ing Location State Connecticut	Zip Code 94588	
Meeting or Train Street Address 330 E Rivulon Blvd City Austin	State Connecticut nization Information	94588	
Meeting or Train Street Address 310 E Bivoton Bivd City Austin Sponsoring Organization N Syonsoring Organization N Boy Scouls of california	State Connecticut nization Information	94588	

Contacts					er Up	date in profile	
Name	~	Roles \sim	Phone	~	Email	~	
Hannah Epstein		CERT Contact	(555) 555-5555		■ example@gm	ail.com	
Tester One		CERT Contact	(555) 555-5555		🔤 test1@gmail.e	tom	
Emerald West		Sponsoring Organization Cont	(570) 581-5018		ypctester+em	erald@gmail	
Augustus Gloop		Program Manager			🕿 gloop@gloop	.com	
Blanket Jackson		Sponsoring Organization Cont	(571) 581-5018				
Jerk Chicken		CERT Contact	(555) 555-5555		⊠ jerk@jerk.com		
Jordan Mike		Sponsoring Organization Cont	(555) 555-5555		🕿 mike@j.com		
Mary Custus		Program Manager	(555) 555-5555		🛯 custus@deloi	tte.com	
Ronnie test		Sponsoring Organization Cont	(925) 337-1194		🛛 jo@jo.com		
test2		Sponsoring Organization Cont	(123) 451-2345		🕿 testmail@test	.com	
Previous						Continue	



You will now be asked to Log Activities or Deployments related to the selected Annual Certification.

- FEMA asks that you provide this information to help us measure the impact of your CERT programs at a local, regional and national level.
- 1 If you need to add an activity, click Add Activity and fill out the required fields. The Activities table will only show activities and deployments for the current year.
- 2 You can edit existing activity by clicking the **Pencil Icon** in the Preparedness Activities table on the CERT profile.
- 3 You can delete existing activity by clicking the **Trash Icon** in the Preparedness Activities table on the CERT profile.

Click **Save** once you are done.

Activity N 🗸	Nature of Ac 🗸	Start 🗸	End D 🗸	Plan	2
Activity 1	Distributing preparedness infor	May 4, 2020	May 5, 2020	 a 	
Activision	General emergency outreach	May 31, 2020	May 31, 2020		3
Humza test 5-19	Tabling/booth events	Apr 30, 2020	May 20, 2020	2 B	
Example	Canvassing	Jul 22, 2020	Jul 23, 2020	/ 8	
Activia	General emergency outreach	May 31, 2020	May 31, 2020	2 û	
Activitaaaa	Cooling Center	May 31, 2020	May 31, 2020	/ 8	

A Preparedness Activity is any engagement by the CERT that is not a deployment or otherwise formally requested by the Sponsoring Organization. This can nclude recurring events like a monthly preparedness meeting, or singular events ike a canvassing campaign. To track these activities, fill out the form. Click Save to log the Preparedness Activity.
*Name
*Nature of Activity
None
* Start Date

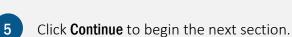
*End Date
曲
*Number of Volunteers Deployed
*No. Volunteer Hours
*Frequency
None
Save



- 1 If you need to add a new deployment, click **Add Deployment** and fill out the required fields.
- 2 You can edit existing activity by clicking the **Pencil Icon** in the Preparedness Activities table on the CERT profile.
- 3 You can delete existing activity by clicking the **Trash Icon** in the Preparedness Activities table on the CERT profile.

Deploymen 🗸	Nature of \sim	Start 🗸	End 🗸			2
Test	Hurricane	Jul 22, 2020	Jul 23, 2020		8	
Deployment 1	Hurricane	May 31, 2020	May 31, 2020			
Test3	Hurricane	May 31, 2020	May 31, 2020	1	8	3
Test5	Hurricane	May 31, 2020	May 31, 2020	1	8	
Test2	Hurricane	May 31, 2020	May 31, 2020	1	8	
Humza test 5-19-dep	Earthquake	Apr 30, 2020	May 20, 2020	1	÷	

Add Deployment
CERT programs and teams can be deployed by their Sponsoring Organization to assist in a variety of emergency situations. Use this feature to log these deployments and track your CERT's deployment activity. Click Save to log the deployment.
*Name
*Nature of Event
None
*Start Date
* End Date
iii iii iii iii iii iii iii iii iii ii
* No. Volunteer Hours
* Frequency
None
*Activities Conducted
None
Other Activities Conducted
Save
Earthquaka Apr 20, 2020 May 20, 2020
4
Add Deployment
Continue



Click Save once you are done.

Previous



1

You will now be asked to complete information about Community Impact, CERT Training, and Funding.

Community Impact Tell us how your team made an impact this year.	
During the past year, how many volunteers did your program have?	
What is the estimated population of the area your program serves?	
During the past year, how During the past year, how During the past year, how	
How many CERT instructors were part of y Please identify the professional experienc Available Chos	e of your CERT instructor(s) this year. Select all that apply.
Fire Department EMS Law Enforcement Voluntaria How many times did your program condu How many CERT Basic Training certificate Approximately how many CERT Basic Training To which community audience did your Cl Available General public Neighborhood groups Businesses <i>Businesses</i>	State Funding Tribal Funding Local Government Funding
	Previous

2 Fill out the required fields and click **Submit** or previous to edit any of your responses.

3 Once submitted, you be presented with the 'Thank You' screen. If you have any questions about your submission, please contact <u>FEMA-Prepare@fema.dhs.gov</u>.

Thank you for completing the Annual Certification! Thank you for taking the time for complete your certification. Your data is an Invaluable tool for this program's success.	
What's Next? Your responses will be reviewed and accounted for this performance year. If you have any questions about your submission, please contact us at <u>FEMA-Prepare@fema.dhs.gov</u> .	
Stay Involved Discover other ways to help your community prepare <u>here</u> .	
Return to Dashboard	