

## **Sudbury Community Emergency Response Team**

Fire Station Headquarters

77 Hudson Road · Sudbury, MA 01776

### **Executive Overview**

Revision 8/15/07

The Sudbury Community Emergency Response Team is a component of the Town of Sudbury's Emergency Response capabilities. Our CERT team was initiated by Sudbury Fire Chief and Emergency Management Director, Kenneth MacLean. This Executive Overview presents our Mission, Goals, Strategies and progress to date in fulfilling our role in helping to make Sudbury more prepared in the event of a major emergency.

The Sudbury CERT Mission Statement:

“The Sudbury Community Emergency Response Team (CERT) volunteer program educates and trains citizens to be better prepared to respond to emergency situations in the community. When emergencies happen, CERT members can be deployed at the direction of the Fire Chief to provide critical support to first responders, provide immediate assistance to victims, and organize spontaneous volunteers at a disaster site. CERT members can also help with non-emergency projects that help improve the safety of the community.”

Organizationally, the Sudbury CERT is a sub-committee of the Local Emergency Planning Committee and sits under the Citizen Corps umbrella of community volunteer organizations. The Sudbury CERT cooperates with the Sudbury Medical Reserve Corps in areas of common interest.

The first Sudbury CERT class of ten volunteers completed its training and became fully certified on April 14, 2007, in a joint training class with the Wayland CERT. We have an additional fifteen CERT volunteers who can take part in ongoing training and the full certification course as we proceed.

The Sudbury CERT meets monthly and is making progress in fulfilling its mission. We are in the process of planning and forming several teams including: General Support, Sheltering, Medical, Vulnerable In-Town Populations (re: coordination with LEPC VIP Sub-committee), Search and Rescue and Pets in Emergency. Four teams are expected to be operational by the end of calendar 2008.

### **Sudbury CERT Goals and Strategic Plan**

Our mission is divided into four major goals:

1. Through education & outreach increase community awareness about emergency preparedness and provide training opportunities.

2. Build certified CERT teams deployable by Sudbury's Emergency Management Director, Kenneth MacLean, for use in the event of a major emergency.
3. Attract, recruit, train and & maintain membership including both certified and in-training members.
4. Manage the process and fund through gift donations.

For each goal, several key strategies are defined. We work on tactics that support each strategy/goal. In this manner, our Steering Committee keeps CERT on track and deploys our resources in the most resource-effective and efficient manner. In other words, "We accomplish the greatest emergency-preparedness good for the community with what we have." The Appendix describes our Mission Goals and Strategic Plan in more detail.

### **Emergency Preparedness - Education and Community Outreach**

The goal of Education and Community Outreach is helping Sudbury residents to become more prepared for emergencies at the individual, family and community levels. Preparing for emergency-in-place and evacuation are important objectives. The following are completed and some planned events. The Sudbury CERT:

- ◆ Operated a "Emergency Preparedness Information Booth" at Heritage Park on July 4, 2007. We talked with many Sudbury residents about community, family, and personal preparedness; handed out FEMA pamphlets; and recruited members.
- ◆ Will operate a "Emergency Preparedness Information Booth" at Sudbury Day on September 15, 2007.
- ◆ Is offering a series of four "Workshops on Emergency Preparedness" through Lincoln Sudbury Adult Education starting on October 9, 2007, and continuing for four weeks. These workshops include: Family and Community Preparedness, CPR Adult Training, Sudbury CERT Night; and Sudbury MRC Night.
- ◆ Is completing final planning for a talk on "New England Earthquakes" and "Community Preparedness" at the Goodnow Library in January 2008. This event is aimed at increasing awareness of natural disasters.

### **Operations and Training**

Our goal is to recruit and grow Sudbury CERT membership to 40 "Certified Members" by the end of 2008, so that for planning purposes, an estimate of 50%, or 20 members, are deployable in an extreme emergency comprising four individual teams. Certified Members must complete a 20-hour CERT Training course. We will recruit and grow 30 "Members in Training" by the end of 2008 to support Certified CERT teams and other non-deployable functions, activities and events. The total Sudbury CERT membership goal is 70 members by the end of Calendar 2008.

The Sheltering Team, comprising six members, is our first team in formation and training. The goal of this team is to open and operate Sudbury shelters and work in coordination with the town, MRC, Red Cross and other state/federal agencies. Any decision to open a shelter is made by the Town and Emergency Management Director, Kenneth MacLean.

The Sheltering Team, including other interested members from CERT and the Sudbury MRC, will take a Red Cross Sheltering Course on Saturday, September 11, 2008.

Continuing training is a high priority and we strive to include training in each monthly meeting and on other dates.

- ◆ At our July, 2007 meeting we included a video on “CERT and Terrorism”.
- ◆ On August 1, 2007 nine CERT members were trained in CPR/AED
- ◆ Our September 2007 meeting will include a CERT training video.
- ◆ Our October 2007 meeting will include a ICS-100 and NIMS training class provided by the Fire Department.
- ◆ Later this year we plan to conduct a second CERT Training course to certify additional members.

We have established a number of partnerships with other area CERT organizations such as Wayland and Concord. We are working with Emerson Hospital and will participate in a decontamination exercise later this year.

Fire Chief Kenneth MacLean and the Town have set up an Emergency Supplies storage area and shelving in the basement of the Fairbank Community Center.

## **Fund-Raising**

In the spirit of volunteerism and self-reliance, qualities essential in community preparedness and response, the Sudbury CERT is funded by gift donations. This self-funding is used to purchase equipment, supplies and services for:

- ◆ Community Preparedness Initiatives
- ◆ Education and Outreach Activities and Events
- ◆ CERT Member Certification and Continuing Training
- ◆ Deployable CERT Operational Teams such as: General Support, Sheltering, Medical, Vulnerable In-Town Populations (in coordination with LEPC VIP Sub-committee), Search and Rescue, and Pets in Emergency.
- ◆ Other equipment, supplies and services

Our funding strategies focus on local, regional and national businesses and organizations and local, state and federal grants.

Examples of our fund raising efforts to date include:

- ◆ A gift from the Sudbury Villagers in June 2007.
- ◆ Giving a presentation on Community Preparedness & Partnering and Funding to the Sudbury Rotary on June 14, 2007.
- ◆ A September 11, 2007, presentation on Community Preparedness & Partnering and Funding to the Sudbury Chamber of Commerce.
- ◆ Meeting with Bank of America on August 23, 2007, to present the Sudbury CERT and discuss a possible gift.
- ◆ Follow up with Home Depot Corporation in Atlanta and its Northeast Division about a gift. Home Depot is an example of large corporations with a record of funding CERT-like groups across the country.
- ◆ Continuing to make contacts with other businesses and organizations.

Organizations wishing to donate monetary gifts should make out a check to: the Town of Sudbury Massachusetts and include in the check's memo filed: CERT Gift Account. All gifts are recognized by the Town with an acknowledgement letter including gift tax free status information.

## Leadership and Membership Roster

The Sudbury CERT reports to Sudbury Fire Chief/Emergency Management Director Kenneth MacLean and is a subcommittee of the Sudbury LEPC chaired by Town Manager Maureen Valente and Vice Chairperson, Kenneth MacLean. Additional leadership and membership include:

<b>Name</b>	<b>Position</b>	<b>Status</b>
Richard Simon	CERT Subcommittee Chairperson & Team Leader, Steering Group & LEPC Coordinator	Certified
Barbara Bahlkow	CERT Subcommittee Co-Chairperson, Shelter Operations Team Leader & Steering Group	Certified
Carole Flynn	CERT Subcommittee Secretary, Education & Outreach Group Leader, & Steering Group	Certified
Sally Sack	CERT Subcommittee Funding Leader & Steering Group	Certified
Gerry Aronson	Member	Certified
Patricia Henaghan	Member	Certified
Steven Monteiro	Member	Certified
Ruth Mori	Member	Certified
Karla Rose	Member	Certified
John Seeger	Member, Equipment Group Leader	Certified
Donna Appel	Member	In-Training
Arnold Barnes	Member	In-Training
Sally Barnes	Member	In-Training
Lynn Carlson	Member	In-Training
Jerry Cicciu	Member	In-Training
Philip Connors	Member	In-Training
Chery Finley	Member	In-Training
Lynne Geitz	Member	In-Training
Bob Haarde	Member	In-Training
Wayne Hall	Member	In-Training
James Idelson	Member	In-Training
Mary Katherine Jacob	Member	In-Training
Marie Rock	Member	In-Training
John Stevens	Member	In-Training
Beth Whitlock	Member	In-Training

## **For More Information About Sudbury CERT Contact**

Kenneth J. MacLean  
Fire Chief  
Sudbury Fire Station Headquarters  
77 Hudson Road  
Sudbury, MA 01776  
978-443-2239  
[macleank@town.sudbury.ma.us](mailto:macleank@town.sudbury.ma.us)

Richard L. Simon  
Chairperson/Team Leader Sudbury CERT & LEPC Coordinator  
33 Fox Run Road  
Sudbury, MA 01776  
978-443-6446/978-835-4432 cell  
[rlsimon@comcast.net](mailto:rlsimon@comcast.net)

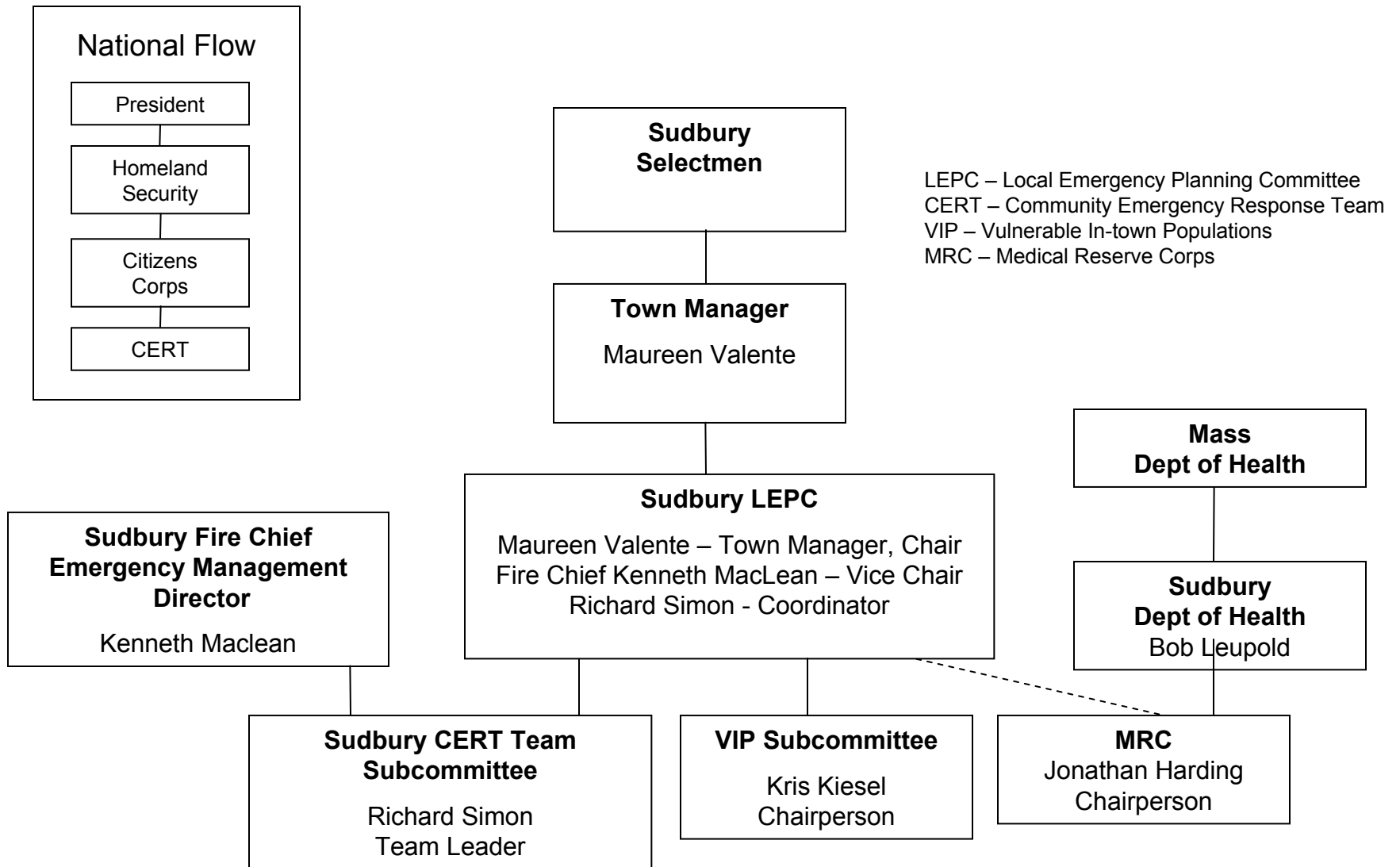
Visit us on the Web at:

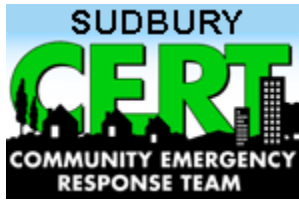
[http://www.town.sudbury.ma.us/committees/committee\\_home.asp?dept=CERT](http://www.town.sudbury.ma.us/committees/committee_home.asp?dept=CERT)

## **Appendix**

1. Sudbury CERT Brochure
2. Sudbury Emergency Related Planning Committees
3. Sudbury CERT Goals and Strategies
4. About CERT Training
5. National Registration for Sudbury CERT
6. Sudbury CERT FY08 Draft Budget

# Sudbury Emergency Planning and Related Committees





# Mission, Goals, Strategies and Tactics

Richard Simon

Update: 071607

## Purpose

Every organization must have a purpose of existence. This purpose is succinctly described in its Mission Statement. Who are we? What is our purpose? And What do we do? This broad statement of purpose gives life to a limited number of organizational goals designed to achieve the organization's mission. Mission and Goals provide guidance to the organization's leadership and helps members and new members understand their role in the organization and if and what they might contribute to its success.

“Getting the job done in an organization” is planning and executing activities or tasks that achieve its Mission and Goals. Strategies and Tactics move each Goal, or combinations of Goals, into action and ultimate completion.

Strategies (one or more) dissect each goal into a “manageable chunk of desired accomplishment.” A Strategy speaks to this manageable chunk and considers a “doneness criteria” describing what it means to be accomplished. For example, “Educating the Community in Emergency Preparedness, so that the community is better prepared to survive in a major emergency” A Strategy should be broad, but not too broad, and give rise to “Plans of Action” or “Tactics” leading to the accomplishment of the Strategy and fulfill some part of the overlying Goal, therefore supporting the Mission.

Strategy supporting Tactics are manageable and delegate-able. It lets a person or a group of persons independently complete something that moves the Sudbury CERT closer to achievement of its Mission and Goals. It is the job of the Steering Group to review progress in Tactic completion and keep them on their intended path.

Therefore, as we work our Mission, we give careful thought to our Goals and design Strategies and supporting Tactics that keep us focused on our purpose of existence. Tactics, then, become the major work of our Sudbury CERT. The discussion of supporting Goals, Strategies and Tactics is mostly a role of the Steering Group with inputs from any member, but it is the responsibility to pick only those Strategies and Tactics that are “doable” given the Sudbury's CERT's resources in time, effort, and financial ability.

This clear sense of the Sudbury CERT's purpose of existence, plan and method of execution is also important to communicate to the Town of Sudbury, Membership, and outside organizations that wish to work with us and or fund us through gifts and grants.

The following pages graphically describe Sudbury CERT's Mission-Goals-Strategy-Tactics process and expand our Purpose of Existence in this format.



## **Goals**

**1.1** Perform Education and Outreach to help make individuals, families, organizations and businesses better able to meet the onset of an emergency.

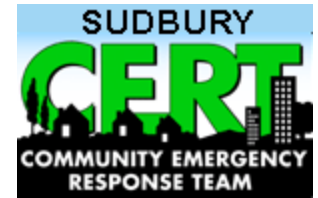
**1.2** Create Deployable CERT Teams, one or more of which, may be called up for deployment by the Sudbury Emergency Management Director in the event of a major emergency.

**1.3** Attract, Recruit, Train and Maintain a CERT Membership composed of certified and non-certified volunteers who are able to support CERT activities and to respond to a deployment order by the Sudbury Emergency Management Director.

**1.4** Manage the Process of organizing, planning, executing, funding and reporting with administrative functions as needed.

# Sudbury CERT

## Mission → Goals → Strategies



### 1.0 Mission

The Sudbury Community Emergency Response Team (CERT) volunteer program educates and trains citizens to be better prepared to respond to emergency situations in the community...

#### Goal 2.1

Perform  
Education & Outreach

#### Goal 2.2

Create Deployable  
CERT Teams

#### Goal 2.3

Attract, Recruit, Train,  
Maintain Membership

#### Goal 2.4

Manage Process With  
Adm./Finance

#### Strategy 2.1.1

Identify, prioritize &  
target constituencies

#### Strategy 2.2.1

Develop Org.  
process

#### Strategy 2.3.1

Create clear: why,  
what & benefits to join

#### Strategy 2.4.1

Document CERT  
meetings & activities

#### Strategy 2.1.2

Develop CERT  
informational materials

#### Strategy 2.2.2

Recruit, Train,  
Exercise Shelter Team

#### Strategy 2.3.2

Make recruiting part of  
all outward messages

#### Strategy 2.4.2

Develop and manage  
to budget

#### Strategy 2.1.3

Spread CERT-EO  
message via events

#### Strategy 2.2.3

Recruit, Train,  
Exercise Medical  
Team

#### Strategy 2.3.3

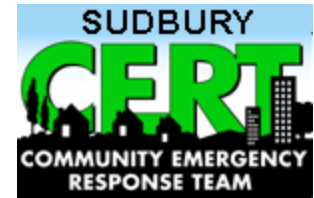
Plan & Deliver  
Certified Training  
Series

#### Strategy 2.4.3

Attract funding from  
local business/orgs.

#### Strategy 2.1.4

Spread CERT-EO  
message via the press



# Sudbury CERT

## Mission → Goals → Strategies

### Continued, Page 2

**1.0 Mission**  
 The Sudbury Community Emergency Response Team (CERT) volunteer program educates and trains citizens to be better prepared to respond to emergency situations in the community...

**Goal 2.1**  
 Perform  
 Education & Outreach

**Goal 2.2**  
 Create Deployable  
 CERT Teams

**Goal 2.3**  
 Attract, Recruit, Train,  
 Maintain Membership

**Goal 2.4**  
 Manage Process With  
 Adm./Finance

**Strategy 2.1.5**  
 Plan & Deliver  
 Continuing Education  
 for Community

**Strategy 2.1.6**  
 Plan & Deliver  
 Continuing Education  
 for Members

**Strategy 2.1.7**  
 Increase capabilities  
 and efficiency by  
 partnering with other  
 entities: business,  
 towns and CERTS, etc

**Strategy 2.2.4**  
 Recruit, Train, &  
 Exercise In town  
 Vulnerable Populations  
 Team

**Strategy 2.2.5**  
 Recruit, Train, &  
 Exercise General  
 Team

**Strategy 2.2.6**  
 Develop, Train &  
 Exercise Team  
 Communications

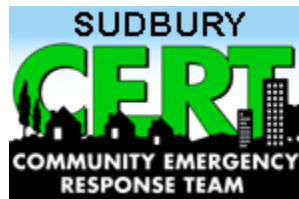
**Strategy 2.4.4**  
 Retain by striving to  
 make each meeting a  
 training opportunity, in  
 addition to Training  
 only events and  
 Exercises.

**Strategy 2.4.4**  
 Attract funding from  
 large corporations

**Strategy 2.4.5**  
 Attract funding from  
 grant opportunities

**Strategy 2.4.6**  
 Attract support from  
 Town, MEMA/FEMA

# INFORMATION PACKET



## ABOUT COMMUNITY EMERGENCY RESPONSE TEAM (CERT) TRAINING

Sudbury Community Emergency Response Team (CERT)  
[www.sudbury.ma.us](http://www.sudbury.ma.us)

*May 2007*

## **About Community Emergency Response Team (CERT) Training**

If available, emergency services personnel are the best trained and equipped to handle emergencies, and you should use them. However, following a catastrophic disaster, you and the community may be on your own for a period of time because of the size of the area affected, lost communications, and impassable roads.

CERT training is designed to prepare you to help yourself, your family, and your neighbors in the event of a catastrophic disaster. Because emergency services personnel will not be able to help everyone immediately, you can make a difference by using the training in the CERT course to save lives and protect property.

This training covers basic skills that are important to know in a disaster, when emergency services are not available. With training and practice and by working as a team, you will be able to do the greatest good for the greatest number of victims after a disaster, while protecting yourself from becoming a victim.

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### **When Disaster Strikes**

The damage caused by natural disasters and man-made events such as earthquakes, hurricanes, tornadoes, flooding, and terrorism can affect all elements of society and government. These events:

- Severely restrict or overwhelm our response resources, communications, transportation, and utilities.
- Leave many individuals and neighborhoods cut off from outside support.

It takes time for emergency response agencies to set up and prepare for an organized response, and damaged roads and disrupted communications systems may restrict their access into critically affected areas. Thus, for the initial period immediately following a disaster—often up to 3 days or longer—individuals, households, and neighborhoods may need to rely on their own resources for:

Food

Water

First Aid

Shelter

Individual preparedness, planning, survival skills, and mutual aid within neighborhoods and worksites during this initial period are essential measures in coping with the aftermath of a disaster.

## **Community Preparedness**

Community-based preparedness planning allows us to prepare for and respond to anticipated disruptions and potential hazards following a disaster. As individuals, we can prepare our homes and families to cope during that critical period. Through pre-event planning, neighborhoods and worksites can also work together to help reduce injuries, loss of lives, and property damage. Neighborhood preparedness will enhance the ability of individuals and neighborhoods to reduce their emergency needs and to manage their existing resources until professional assistance becomes available.

Studies of behavior following disasters have shown that groups working together in the disaster period perform more effectively if there has been prior planning for disaster response. These studies show that organized grassroots efforts may be more successful if they are woven into the social and political fabric of the community—neighborhood associations, schools, workplaces, places of worship, and other existing organizations.

Effective response therefore requires comprehensive planning and coordination of all who will be involved—government, volunteer groups, private businesses, schools, and community organizations. With training and information, individuals and community groups can be prepared to serve as a crucial resource capable of performing many of the emergency functions needed in the immediate post-disaster period. The Community Emergency Response Team (CERT) program is designed to help communities prepare for effective disaster response through training and planning.

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## **How CERTs Operate**

As each CERT is organized and trained and in accordance with standard operating procedures developed by the sponsoring agency, its members select a team leader and an alternate and identify a meeting location or *staging area*, to be used in the event of a disaster.

The staging area is where the fire department and other services will interact with CERTs. Having a centralized contact point makes it possible to communicate damage assessments and allocate volunteer resources more effectively.

Damage from disasters may vary considerably from one location to another. In an actual disaster, CERTs are deployed progressively and as needs dictate. Members are taught to assess their own needs and those in their immediate environment first.

CERT members who encounter no need in their immediate area then report to their staging area, where they take on assigned roles based on overall area needs. Members who find themselves in a heavily affected location send runners to staging areas to get help from available resources. Ham and CB radio links also may be used to increase communication capabilities and coordination.

The CERT program can provide an effective first-response capability. Acting as individuals first, then later as members of teams, trained CERT volunteers can fan out within their assigned areas, extinguishing small fires, turning off natural gas inlets to damaged homes, performing light search and rescue, and rendering basic medical treatment. Trained volunteers also offer an important potential workforce to service organizations in non-hazardous functions, such as shelter support, crowd control, and evacuation.

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## The CERT Training Program

In these sessions, you are trained in such basic self-help and mutual-aid emergency functions as:

1. **Disaster Preparedness for your**
  - Self
  - Home
  - Neighborhood
  - Community
  
2. **Fire Safety**
  - Fire chemistry
  - Reducing fire hazards in the home and workplace
  - CERT Sizeup
  - Firefighting resources
  - Fire suppression safety
  - Hazardous materials
  
3. **Disaster Medical Operations—Parts 1 & 2**
  - Treating life-threatening conditions
  - Triage
  - Public health considerations
  - Functions of disaster medical operations
  - Establishing treatment areas
  - Conducting head-to-toe assessments
  - Treating burns
  - Wound care
  - Treating fractures, dislocations, sprains, and strains
  - Splinting
  - Nasal injuries
  - Treating hypothermia
  
4. **Light Search and Rescue Operations**
  - Search and rescue sizeup
  - Conducting search operations
  - Conducting Rescue operations
  - Also: Tracking
  
5. **CERT Organization**
  - Organization
  - Decision making
  - Documentation
  
6. **Disaster Psychology**
  - Team well-being
  - Working with survivors' trauma



7. **Terrorism and CERT**  
What is Terrorism  
Terrorist targets  
Terrorist weapons  
B-NICE indicators  
Preparing at home and work  
CERTs and terrorist incidents

Classes are taught by trained emergency personnel, including firefighters and Emergency Medical Services (EMS) personnel. The program consists of 20 hours of training and emphasizes hands-on practice.

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### **Some Frequently Asked Questions**

**Q: What is CERT?**

A: The Community Emergency Response Team (CERT) Program educates people about disaster preparedness for hazards that may impact their area and trains them in basic disaster response skills, such as fire safety, light search and rescue, team organization, and disaster medical operations. Using the training learned in the classroom and during exercises, CERT members can assist others in their neighborhood or workplace following an event when professional responders are not immediately available to help. CERT members also are encouraged to support emergency response agencies by taking a more active role in emergency preparedness projects in their community.

**Q: How does CERT benefit the community?**

A: People who go through CERT training have a better understanding of the potential threats to their home, workplace and community and can take the right steps to lessen the effects of these hazards on themselves, their homes or workplace. If a disaster happens that overwhelms local response capability, CERT members can apply the training learned in the classroom and during exercises to give critical support to their family, loved ones, neighbors or associates in their immediate area until help arrives. When help does arrive, CERTs provide useful information to responders and support their efforts, as directed, at the disaster site. CERT members can also assist with non-emergency projects that improve the safety of the community. CERTs have been used to distribute and/or install smoke alarms, replace smoke alarm batteries in the home of elderly, distribute disaster education material, provide services at special events, such as parades, sporting events, concerts and more.

**Q: Why take the CERT training?**

A: Local government prepares for everyday emergencies. However, there can be an emergency or disaster that can overwhelm the community's immediate response capability. While adjacent jurisdictions, State and Federal resources can activate to help, there may be a delay for them getting to those who need them. The primary reason for CERT training is to give people the decision-making, organizational, and practical skills to offer immediate assistance to family

members, neighbors, and associates while waiting for help. While people will respond to others in need without the training, the goal of the CERT program is to help people do so effectively and efficiently without placing themselves in unnecessary danger.

A success story about CERTs comes from events during the wildfires in Florida. The Edgewater CERT helped emergency management and fire department personnel by assisting with evacuation; handling donations; preparing food for firefighters; and answering the phone while the professionals were fighting the fire. This is a great example of CERT members and response personnel working together for the benefit of the community.

**Q: What if I want to do more than just the basic training?**

A: CERT members can increase their knowledge and capability by attending classes provided by other community agencies on animal care, special needs concerns, donation management, community relations, shelter management, debris removal, utilities control, advanced first aid, Automatic External Defibrillator use, CPR skills, and others. The sponsoring agency should maintain records of this training and call upon CERT members when these additional skills are needed in the community.

CERT members also can use their skills to help the program flourish by volunteering to schedule events, produce a newsletter, perform administrative work, and take leadership positions.

**Q: What if I have concerns about my age or physical ability?**

A: There are many jobs within a CERT for someone who wants to be involved and help. Following a disaster, CERT members are needed for documentation, comforting others, logistics, etc. Non-disaster related team activities may include keeping databases, developing a website, writing a newsletter, planning activities, helping with special events, and organizing exercises and activities.

**Q: How is the CERT funded?**

A: Congress has provided funds through the Citizen Corps program to the States and Territories. Grants from these funds may be available to local communities to start CERT programs.

Also, there are a variety of local approaches to funding. Some communities build costs into their local budget while others charge participants to attend training to cover costs for instructors and course materials. In a few communities, CERT organizations have formed 591C3 for non-profit status to allow them to do fundraising and seek corporate donations.

**Contact Chief Kenneth Maclean, Sudbury Fire Department Headquarters  
978-443-2239 for information on CERT Training classes.  
Direct link is [www.fire.sudbury.ma.us](http://www.fire.sudbury.ma.us).**



## Sudbury Community Emergency Response Team

Sudbury's Community Emergency Response Team (CERT) program helps train people to respond to emergency situations in their communities. Should a major emergency occur, such as a pandemic flu, earthquake, tornado, hurricane, etc., CERT members can provide critical support to our first responders and provide assistance to victims. CERT members can also help with non-emergency projects that help improve the safety of the community and increase our overall readiness to meet future emergencies.

Following a major disaster, first responders who provide fire and medical services may not be able to immediately respond to all of the demands for their services. Factors as number of victims, utility communication failures, and road blockages can prevent people from accessing emergency services, such as 911. People will have to rely on each other for help in order to meet their immediate life-saving and life- sustaining needs.

The CERT concept was developed by the federal government in response to the 1987 Whittier Narrows earthquake in California which confirmed the need for training civilian volunteers to meet the needs of a major disaster.

Sudbury's CERT operates as part of our Local Emergency Planning Committee and also under the umbrella of Citizen's Corp. CERT coordinates its activities with Sudbury's Medical Reserve Corps and its Vulnerable In-town Population (VIP) subcommittee. The CERT is only deployed upon request by Sudbury's Emergency Management Director, Fire Chief Kenneth MacLean.

CERT volunteers are provided training by a team of Fire and Police personnel who have the requisite knowledge and skills to instruct the sessions. Sudbury's first CERT class, leading to full certification, took place in the spring of 2007, and we are planning another training class in the near future.

**We need volunteers to join the Sudbury CERT, first in a non-certified status, followed by certification training.** This is an opportunity to help yourself and Sudbury in the event of a major emergency.

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For more information, contact Richard Simon at [rlsimon@comcast.net](mailto:rlsimon@comcast.net)



- About CERT
- Start a CERT Program
- Register for CERT
- State Directory
- Frequently Asked Questions
- Training Materials
- Video Material

# Community Emergency Response Team (CERT)

## Massachusetts CERT's

The Sudbury's listing on the national CERT website  
<https://www.citizen corps.gov/cc/CertIndex.do?reportsForState&cert=&state=MA>

**Name of Program:** [Sudbury Massachusetts CERT](#)

**Geographic Area:** Town of Sudbury

**Point of Contact:** Kenneth MacLean

**Title:** Fire Chief

**Phone Number:** (978) 443-2239

**E-mail address:** [MacleanK@town.sudbury.ma.us](mailto:MacleanK@town.sudbury.ma.us)

**Brief Description:** The Sudbury Community Emergency Response Team (CERT) volunteer program educates and trains citizens to be better prepared to respond to emergency situations in the community. When emergencies happen, CERT members can be deployed at the direction of the Fire Chief to provide critical support to first responders, provide immediate assistance to victims, and organize spontaneous volunteers at a disaster site. CERT members can also help with non-emergency projects that help improve the safety of the community.

Item	Number	Cost	Total Cost	FY08 Goal %	FY08 Budget
<b>Explanatory Notes are included in some line items using the form (Nbr.), For example (1) which further explains MRE calculations. These notes are included in the "Notes" worksheet in this overall Excel workbook (bottom lower left). Click on the "Notes" tab.</b>					
<b>Emergency Preparedness Education &amp; Outreach</b>					
Family emergency information cards mailed/distributed to town residents. This project is modeled after a similar project completed in Wayland.	1	\$12,000.00	12,000	100%	\$12,000
Seminars/classes in town at schools, library, businesses, organizations, houses of worship, at special events and other locations on Family Preparedness including Persons with Disabilities Go-Bag assembly; Family Foodstocks; Pets; Shelter in Place; Evacuation; First-Aid; etc. Costs include copying and refreshments	12	\$200.00	2,400	100%	\$2,400
CPR course training supplies (3)	3	\$400.00	1,200	100%	\$1,200
Information Booth equipment	1	\$200.00	200	100%	\$200
CERT Brochures - 1000	1	\$1,000.00	1,000	100%	\$1,000
Printing and copying	1	\$500.00	500	100%	\$500
General supplies for events such as CERT information booths, trainings, etc.	1	\$1,000.00	1,000	100%	\$1,000
<b>Total</b>			<b>18,300</b>		<b>\$18,300</b>
<b>CERT Training</b>					
Certification Training/Fire personnel overtime (assume 2 trainings)	2	\$3,800.00	7,600	100%	\$7,600
Course materials (assume 2 trainings at 30 students)	2	\$300.00	600	100%	\$600
<b>Total</b>			<b>8,200</b>		<b>\$8,200</b>
<b>CERT Operational Teams</b>					
Drills	6	\$50.00	300	75%	\$225
<b>Shelter Operations (9)</b>					
Fairbank Shelter -150 people ; 7 day stay (10)					
Shelter Managers Kit - Red Cross	1	\$400.00	400	100%	\$400
Blankets purchased from Red Cross (10)	127	\$1.00	127	100%	\$127
Fold-up cots (10)	75	\$50.00	3,750	100%	\$3,750
MRE's (1)	1,960	\$4.00	7,840	100%	\$7,840

Item	Number	Cost	Total Cost	FY08 Goal %	FY08 Budget
First Aid Supplies (11)	1	\$1,000.00	1,000	100%	\$1,000
Canned foodstuffs (6)	250	\$18.00	4,500	100%	\$4,500
Baby supplies (7)	22	\$20.00	440	100%	\$440
Toiletries (8)	250	\$10.00	2,500	100%	\$2,500
Bottled Water, liter bottle (5)	5,600	\$0.20	1,120	100%	\$1,120
Paper goods	150	\$7.00	1,050	100%	\$1,050
Other supplies TBD	1	\$1,000.00	1,000	100%	\$1,000
<b>Total Fairbank Center Shelter</b>			<b>23,327</b>		<b>\$23,727</b>
LSRH Shelter -800 people, 7 day stay (10)					
Shelter Managers Kit - Red Cross	1	\$400.00	400	100%	\$400
Blankets purchased from Red Cross	800	\$1.00	800	15%	\$120
MRE's (1)	11,200	\$4.00	44,800	15%	\$6,720
Fold up cots	800	\$50.00	40,000	15%	\$6,000
First Aid Supplies (11)	1	\$5,300.00	5,300	15%	\$795
Canned foodstuffs (6)	800	\$18.00	14,400	15%	\$2,160
Baby supplies (7)	120	\$20.00	2,400	15%	\$360
Toiletries (8)	800	\$10.00	8,000	15%	\$1,200
Bottled Water, liter bottle (5)	22,400	\$0.20	4,480	15%	\$672
Other supplies TBD					
<b>Total LSRH Shelter</b>			<b>120,180</b>		<b>\$18,427</b>
Portable generator for one overflow shelter site or other emergency use (13)	1	\$800.00	800	100%	\$800
<b>Total Shelter Operations</b>			<b>\$144,307</b>		<b>\$42,954</b>
<b>General CERT Team Equipment &amp; Supplies for Training and Possible Deployment</b>					
CERT Caps	30	\$15.00	450	100%	\$450
CERT Safety Vest (2)	30	\$14.00	420	100%	\$420
CERT Shirts	30	\$12.00	360	100%	\$360
MREs (2)	60	\$4.00	240	100%	\$240
Emergency Mylar Blankets (2)	50	\$1.00	50	100%	\$50
Tarps	4	\$20.00	80	100%	\$80
Fire Extinguisher ABC	4	\$40.00	160	100%	\$160

Item	Number	Cost	Total Cost	FY08 Goal %	FY08 Budget
Communications - FRS/GMRS radios	7	\$84.00	588	100%	\$588
FCC License for FRS/GMRS radios	4	\$75.00	300	100%	\$300
Communications - Ham Base Stations at EOC (4)	1	\$1,175.00	1,175	100%	\$1,175
Other Supplies/Equipment	1	\$1,000.00	1,000	100%	\$1,000
<b>Total</b>			<b>4,823</b>		<b>\$4,823</b>
<b>Medical Team for Training and Possible Deployment. (Beyond, but supportive of, MRC objectives for Pandemic mobilization)</b>					
CPR Faceshields	25	\$3.50	88	100%	\$88
First Aid Kit 520-R (2)	3	\$180.00	540	100%	\$540
Life Oxygen Pac 6&12 LPM (2)	1	\$396.00	396	100%	\$396
Philips Heart Start FRx Debrillator	1	\$1,500.00	1,500	100%	\$1,500
Blood Pressure Cuff	3	\$22.00	66	100%	\$66
Dual Head Stethoscope	3	\$12.00	36	100%	\$36
Other supplies and materials	1	\$1,000.00	1,000	100%	\$1,000
<b>Total</b>			<b>3,626</b>		<b>\$3,626</b>
<b>Special Needs Preparedness</b>					
72 Hour Bags for needy residents	30	\$40.00	1,200	100%	\$1,200
<b>Administrative</b>					
Postage, printing, copying, supplies	1	\$500.00	500	100%	\$500
<b>Total FY08 Budget</b>			<b>\$181,256</b>		<b>\$79,828</b>

Note	Description
	<p><b>Note: This budget is intended for only for planning purposes by the Sudbury CERT Sub-Committee of the LEPC. It is not proposed as a complete list of emergency items, but rather what the CERT Team feels is a reasonable plan considering available volunteer time, effort and resources. This budget is not, at this time, an official town document. It is recognized the some gift sources may provide "In-Kind" products/services, however, for planning purposes the estimated costs are used. The 7 day sheltering planning period assumes a major emergency where the town is on its own until help arrives in 7 days. The help may be the Red Cross, State, and Federal agencies.</b></p>
1	MRE=Meal Ready To Eat; Assume 7 days till help arrives;2 meals per day (high calorie count per MRE); 14 meals per sheltered person.
2	Prices from CPR-Savers.com and only used for planning. Vendors have not been selected.
3	Each course is for 12 students and cost includes only \$25 material charge per student and \$100 for instructor
4	Ham Base Station: Vertex Std. FT-857D portable base station - \$680; Astron power supply \$105; CF-706A Duplexer; Antenna, vertical HF/50/144/440 \$269; 100 feet cable \$120. Total \$1175. Prices from HamCity.com. Prices used only for planning purposes. Vendors have not been selected.
5	Bottled Water: 4 liters per person per day and 7 days; or 28 liters per person per 7 day period; assume quantity price of \$.2 per liter. This is a worst case scenario assuming a disruption in the public water supply.
6	Canned foodstuffs: 5 cans per person per day X 7 days - 35 cans per 7 days per person @ \$0.50 per can or \$18 per person for 7 days.
7	Baby supplies: Assume 15% babies. TBD (To Be Determined) in more detail.
8	Toiletries: TBD in more detail.
9	Capacities of Town shelters are estimated from Red Cross estimates. These estimates are for the Fairbank Center and the LSRH. The Fairbank Center estimate used for budgetary purposes is the average capacity of the low and high density models using all available space (gyms, classrooms, hallways). Low density model assumes 40sq per person and High density model assumes 20sq per person. Therefore, the planning number of sheltered persons at the Fairbank Shelter is about 150. For the LSRH, a different approach was taken. Using only Gyms, the average of the high and low density models is about 800 people. The average of the high and low density models for all usable space is 3940 people. The 800 number is used considering a possible decision by the Town to put the high school into operation for class room activities to speed up continuity of operations, while using the gyms for sheltering needs. This assumption is only presented by the CERT and is not the policy of the Town or LSRH.
10	Fairbank Center: 35 army cots and 40 aluminum cots available; or 75 cots. Balance needed is 75 cots; 23 wool blankets available, so 127 blankets needed. Available cots and blankets stored in basement storeroom.
11	First Aid supplies: TBD in more detail. Single budget number is used as first pass estimate. LSRH is proportional to Fairbank Center based on person estimate.
12	Papergoods: disposable plates, cups, tissue paper, etc. Assume \$1 per person per day or \$7 per 7 day stay.
13	Portable approx 6K wattage generator 115V/250V to activate oil/gas furnace; minimal lights, refrigerator, etc. This is planned for minimal power needs and would only be used in a major emergency. Temporary field connects are needed to these important electrical appliances. This is not intended to power the entire facility. Extension cords and possible electrical cabinet breaker replacements needed on the site for individual circuit activation.