

## MEMORANDUM

TO: Prospective Community Emergency Response Team (CERT) Volunteers

FROM: Leo P. Rogers, County Attorney (253-6614)  
Kathleen C. Hale, Director of Emergency Services (564-2141)

SUBJECT: Participation in the James City County CERT Program

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Thank you for considering participation in the James City County CERT Program. This Program includes significant initial and ongoing training by the participants. As a James City County CERT volunteer, you may be called upon to perform a variety of services on behalf of the County and your community.

Attached is a Memorandum of Understanding for Participation (MOU). This MOU will serve as your registration with the County as a CERT volunteer. In addition, the MOU establishes the relationship between you, as a CERT volunteer, and the James City County Fire Department Division of Emergency Services, the governmental agency under whose direction you would be serving. The MOU makes clear that you are serving as a volunteer. It informs you about inherent risks of engaging in activities as a CERT volunteer. It is important that you understand these risks and agree to assume them before you engage in CERT activities. If you do not sign the MOU, you will not be a James City County CERT volunteer. If you have any questions, please contact one of us at the phone numbers provided above. There is a process for resolving any issues which may arise. The process is to submit your issue in writing to the CERT program manager. You can expect a response within five (5) working days.

The Standard Operating Guidelines are designed to provide guidance and structure for CERT volunteers. A copy of the Standard Operating Guidelines (SOG's) will be provided to you and are also available on the County website. These guidelines are vital to ensuring that CERT volunteers can work safely and effectively.

A FAQ sheet will also be provided to you.

Attachment