



Memorandum

TO: EMERGENCY SERVICES
COUNCIL

FROM: Raymond Riordan

SUBJECT: COMMUNITY EMERGENCY
RESPONSE TEAM (CERT)
TRAINING SCHEDULE

DATE: March 26, 2024

Approved

Date

4/9/2024

RECOMMENDATION

Approve the Community Emergency Response Team Training Schedule for Fiscal Year 2023-24 and Fiscal Year 2024-25.

OUTCOME

Approval of the Fiscal Year 2023-24 and 2024-2025 Community Emergency Response Team (CERT) Training Schedule is required by the City of San Jose Emergency Services Council, according to the California Office of Emergency Services Disaster Service Worker Volunteer (DSW-V) Program Guidance. This action meets that requirement.

See Attachment A for the Fiscal Year 2023-24 and 2024-25 schedule for approval.

BACKGROUND

In 1947 the City of San José Disaster Council was accredited through certification by the California Office of Emergency Services (CalOES) under Sections 8585.7 or 8612, Government Code. With an update to the Municipal Code, Chapter 8.08, the Disaster Council became the Emergency Services Council. In 2004 the council was again renamed the Citizen Corps Council. In either form the council has been identified by the CalOES as a public agency to register and direct the activities of Disaster Service Worker Volunteer participants within the City's jurisdiction.

ANALYSIS

The Disaster Service Worker Volunteer Guidance, managed by the California Office of Emergency Services, was revised effective October 2016. Under the section “Program Administration,” the Emergency Services Council must pre-authorize the training schedule. Written pre-authorization to conduct training may occur on a one-time, monthly, quarterly, or annual basis, provided it is before the activity. It may be documented in different formats, including meeting minutes, letterhead, or e-mail. Training pre-authorization includes:

- date(s); if unknown, provide month, quarter, etc.
- location
- name of training/exercise
- objective(s)
- supervisor’s name and title; if unknown, indicate training to be supervised
- optional information as may be required by registering agency

To manage changes to the schedule and other components of administering the program, the Emergency Services Council may identify a Disaster Service Worker Volunteer (DSW-V) Program Administrator to ensure compliance with the guidance and facilitate refinement of the pre-authorized training requirements. The Office of Emergency Management (OEM), which is responsible for managing the Community Emergency Response Team program, the Radio Amateur Civil Emergency Services program, and other volunteer groups, is a logical choice for administering the program. Approval of this action allows OEM to adjust the schedule as needed due to budget, scheduling conflicts, and other interruptions. Administration of the training schedule includes:

1. Registration
2. Supervision
3. Training
4. Activation

In December 2018, the Emergency Services Council identified the Director of the City Manager’s Office of Emergency Management as the DSW-V Program Administrator.

EVALUATION AND FOLLOW-UP

The Office of Emergency Management will conduct an evaluation of the training schedule and program on an ongoing basis and will consider several key data points, including the number of participants that complete the program compared to the number that initially started (drop-off rate) and comparing the number of participants that attend the traditional in-person format versus the hybrid format. OEM will also look to implement a formal evaluation tool for graduates to complete at the end of the training. This tool will focus on receiving participant feedback on their overall program satisfaction, highlight any positive experiences, and note any challenges they may face, including schedule, logistics, instruction, or program content.

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At the next Emergency Services Council meeting, updates to the schedule and considerations for the delivery of additional courses will be discussed and alternatives identified, if needed.

COORDINATION

This memo has been coordinated with the City Manager's Office and City Attorney's Office.

CEQA

According to CEQA Guideline PP17-009 this report is a Staff Report or Informational Memo that involves no approvals of any City action.



RAYMOND RIORDAN

Director, City Manager's Office of Emergency
Management

For questions, please contact Alvin Galang, Assistant to the City Manager, at (408) 794-7055 or alvin.galang@sanjoseca.gov

ATTACHMENT

Attachment A: Fiscal Year 2023-24 CERT Training Schedule and Fiscal Year 2024 – 25
CERT Training Schedule

ATTACHMENT A
Fiscal Year 2023-24 CERT Training Schedule and
Fiscal Year 2024-25 CERT Training Schedule

Month/Year	Location	Council District	Course and Objectives	Supervisor
August 2023	Tully Branch Library	7	National CERT Curriculum Units 1-9 and objectives	2 CERT Qualified Instructors
September 2023	Tully Branch Library	7	National CERT Curriculum Units 1-9 and objectives	2 CERT Qualified Instructors
October 2023	Roosevelt Community Center	3	National CERT Curriculum Units 1-9 and objectives	2 CERT Qualified Instructors
November 2023	Mayfair Community Center	5	National CERT Curriculum Units 1-9 and objectives	2 CERT Qualified Instructors
December 2023	Evergreen Community Center	8	National CERT Curriculum Units 1-9 and objectives	2 CERT Qualified Instructors
January 2024	Edenvale Community Center	2	National CERT Curriculum Units 1-9 and objectives	2 CERT Qualified Instructors
February 2024	Berryessa Community Center	4	National CERT Curriculum Units 1-9 and objectives	2 CERT Qualified Instructors
March 2024	Almaden Community Center	10	National CERT Curriculum Units 1-9 and objectives	2 CERT Qualified Instructors
April 2024	Cypress Community Center	1	National CERT Curriculum Units 1-9 and objectives	2 CERT Qualified Instructors
May 2024	Camden Community Center	9	National CERT Curriculum Units 1-9 and objectives	2 CERT Qualified Instructors
June 2024	Willow Glen Community Center	6	National CERT Curriculum Units 1-9 and objectives	2 CERT Qualified Instructors
<i>July 2024</i>	<i>Vietnamese American Cultural Center</i>	7	<i>National CERT Curriculum Units 1-9 and objectives</i>	<i>2 CERT Qualified Instructors</i>
<i>August 2024</i>	<i>Biblioteca Latinoamericana Branch Library</i>	3	<i>National CERT Curriculum Units 1-9 and objectives</i>	<i>2 CERT Qualified Instructors</i>

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Month/Year	Location	Council District	Course and Objectives	Supervisor
<i>September 2024</i>	<i>Hank Lopez Community Center</i>	<i>5</i>	<i>National CERT Curriculum Units 1-9 and objectives</i>	<i>2 CERT Qualified Instructors</i>
<i>October 2024</i>	<i>Evergreen Community Center</i>	<i>8</i>	<i>National CERT Curriculum Units 1-9 and objectives</i>	<i>2 CERT Qualified Instructors</i>
<i>November 2024</i>	<i>Southside Community Center</i>	<i>2</i>	<i>National CERT Curriculum Units 1-9 and objectives</i>	<i>2 CERT Qualified Instructors</i>
<i>December 2024</i>	<i>Alviso Youth Center</i>	<i>4</i>	<i>National CERT Curriculum Units 1-9 and objectives</i>	<i>2 CERT Qualified Instructors</i>
<i>January 2025</i>	<i>Almaden Winery</i>	<i>10</i>	<i>National CERT Curriculum Units 1-9 and objectives</i>	<i>2 CERT Qualified Instructors</i>
<i>February 2025</i>	<i>Cypress Community Center</i>	<i>1</i>	<i>National CERT Curriculum Units 1-9 and objectives</i>	<i>2 CERT Qualified Instructors</i>
<i>March 2025</i>	<i>Kirk Community Center</i>	<i>9</i>	<i>National CERT Curriculum Units 1-9 and objectives</i>	<i>2 CERT Qualified Instructors</i>
<i>April 2025</i>	<i>Bascom Community Center</i>	<i>6</i>	<i>National CERT Curriculum Units 1-9 and objectives</i>	<i>2 CERT Qualified Instructors</i>
<i>May 2025</i>	<i>Seven Trees Community Center</i>	<i>7</i>	<i>National CERT Curriculum Units 1-9 and objectives</i>	<i>2 CERT Qualified Instructors</i>
<i>June 2025</i>	<i>Roosevelt Community Center</i>	<i>3</i>	<i>National CERT Curriculum Units 1-9 and objectives</i>	<i>2 CERT Qualified Instructors</i>

Month and date may be adjusted based on availability of facility, instructor and materials.

Location specifics will be identified by working with the Department of Parks, Recreation and Neighborhood Services, Library Department, City Council District staff, and local organized volunteer groups.

The 20-hour national CERT Curriculum will be delivered in the in-person and hybrid formats.

Supervision will be at least two qualified instructors providing course delivery.