

# **CHECKLIST FOR HOSTING THE CAMPUS COMMUNITY EMERGENCY RESPONSE TEAM (C-CERT) TRAIN-THE-TRAINER PROGRAM**

**Funded and approved by:  
U.S. Department of Homeland Security, Federal Emergency Management Agency  
(DHS Course # AWR-189-1)**

**Administered and delivered by:  
Michigan State University School of Criminal Justice (MSU-SCJ)**

Thank you for agreeing to host the C-CERT Train-the-Trainer program in your venue. We look forward to working with you in making this class a great success.

There are a number of requirements for effective delivery of this course in terms of the site or facility, logistics support and equipment. We will very much need and appreciate your help and coordination with our staff in planning the class and making arrangements ahead of time, during delivery of the class, and in wrapping up the program.

## **MSU-SCJ Responsibilities:**

MSU-SCJ will provide or pay for the following items and services through this grant:

- The MSU Instructor cadre, including salaries, transportation, meals, and lodging.
- Classroom and AV equipment rental (if required). We also have our own AV/IT equipment including laptop computer, projector and speakers.
- Up to six wooden crates containing Bullex fire extinguisher training simulator equipment and other training supplies or equipment, to be delivered on pallets the week before the class and stored on site until conclusion of the class.
- Two manuals per trainee, including a standard CERT Instructor Guide and a Campus Annex manual, to be delivered by Fedex in boxes.
- Folders and other classroom materials, including various handouts, CD ROMs, pens, markers, name tags, and tent cards, to be delivered by Fedex in a single box.
- C-CERT backpack kits for each trainee containing selected personal protective equipment (PPE), delivered in cardboard boxes, packed four kits per box.

The grant does not allow us to reimburse trainees for any other costs to attend this class, including overtime, lodging, per diem, mileage, air fare, parking or other travel expenses. Typically, trainees seek reimbursement through their local or state emergency management or Citizen Corps programs, or through their own agencies or institutions.

### **Host Site Responsibilities:**

MSU-SCJ will need a designated point of contact (POC) or liaison person at the host site who is familiar with the facility and available services to coordinate arrangements with the MSU-SCJ project coordinator (Chuck Bouth) and administrative assistant (Stacie Peltomaa). Following are the specific issues or items we will need help with arranging:

- Chuck will contact the host site POC two weeks in advance regarding the agenda and facility needs, including the delivery and storage of our equipment crates and boxes of supplies, and moving those containers from the loading dock to the classroom area. Chuck and his wife, Anita Bouth, will also serve as an advance team and meet with the POC the day before the program (Monday) to finalize arrangements, inspect the facility, and begin classroom set-up if possible. Chuck and Anita will work with the POC at the end of class, possibly Friday morning, to arrange for palletizing, pick-up and shipping of our crates back to MSU.
- Recommendations regarding on-site or nearby lodging at government-approved rates, best airports, maps and directions to the facility, and parking arrangements, including parking passes if needed.
- FEMA no longer provides funding in this grant for catering, but due to the full agenda in this course, there is not enough time to send students off-campus or to a cafeteria for lunch on their own. The schedule requires a 30-minute working lunch, so catering services are essential. Thus, the host institution, or sponsoring state agency, program or other organization, must agree to arrange and pay from other funding sources for catering for morning coffee service/continental breakfasts, working lunches, and afternoon refreshments for all three days.
- Reserving the primary classroom, breakout rooms, and disaster simulation exercise areas as described below.
- Use of a standard 20 lb. propane tank and garden hose to be used with the fire extinguisher training simulator on Wednesday and Thursday.

### **Specific Facility Needs:**

#### **Primary Classroom:**

We will need a primary classroom for all three consecutive days (Tuesday-Thursday) with adequate space (estimated minimum of 1200 sq. ft.) for up to 50 students seated in small groups/pods, and a back table with seats for up to 10 instructors/observers.

For optimal facilitation of small-group classroom exercises and discussions, we need moveable banquet-style tables and comfortable chairs arranged in five pods with ten seats each, as shown in the diagram below. Tiered auditoriums with fixed tables and chairs are not suitable for our needs for the primary classroom.

The following items or arrangements are also needed for the primary classroom:

- Adequate signage on site to direct trainees to the proper building/classroom.
- AV/IT needs in the primary classroom include an LCD projector; a laptop or PC or hookup for our own laptop; a large fixed or portable screen or screens viewable by the entire class; a dry-erase board or chalkboard; at least two flip charts with easels; microphone(s); and Internet access, either wireless or Ethernet.
- Adequate restroom facilities nearby for up to 60 persons of both genders.
- The primary classroom must be ADA-compliant for handicapper accessibility.
- Adequate parking facilities nearby for trainees and for the instructor cadre.
- The catering service must have access to set up coffee service/continental breakfast before 7:30 every morning.

### **Breakout Rooms:**

For Thursday morning only (8:00 am-noon), we will need several additional, smaller breakout rooms or spaces for five small groups to do teach-backs (i.e., lecture demonstrations). We can use the primary classroom for at least one group, so four other rooms are needed. The other rooms or spaces should be nearby, each with a table and chairs for up to 12 persons. No AV equipment is needed in those rooms.

### **Disaster Simulation Exercise Stations:**

On Wednesday afternoon from about 1:00-4:30 p.m., and again on Thursday from about 10:00 a.m. – 3:00 p.m., we will also need suitable spaces or areas available to conduct five separate disaster simulation exercises. These should be in reasonably close proximity to the primary classroom.

Some of the exercise stations can be located inside rooms, sheds or smaller structures, but the fire safety exercise must be outside on a driveway, parking area, lawn or other open space for a live burn exercise.

Following is information on the logistics and needs for each specific exercise and station:

- **First aid:** May be an interior room or other open space indoors or outdoors (depending on weather) for the instructor and up to ten trainees to simulate injured victims and practice first aid skills.
- **Triage:** May be an interior room or other open space indoors or outdoors (depending on weather) for the instructor and up to ten trainees to simulate injured victims and practice triage skills.

- **Search:** May be an interior room, shed or other space which can be darkened with tables, chairs, boxes or other debris tipped over for the instructor and up to ten trainees to practice search techniques to find a simulated victim. If available from the host site or local Fire/EMS agency, a mannequin or rescue dummy would be very helpful.
- **Collapsed structure/rescue:** May be an interior room or other open space indoors or outdoors (depending on weather) for the instructor and up to ten trainees to simulate injured victims and practice cribbing and rescue skills. Debris such as pallets, boards, boxes, etc. would be helpful for simulating a collapsed structure and for leveraging and cribbing. If available from the host site or local Fire/EMS agency, a mannequin or rescue dummy would also be very helpful.
- **Fire safety/suppression:** This area must be outdoors for setting up and using our Bullex Fire Extinguisher Training Simulator, which involves a small “burn pan” filled with water and hooked up to a standard-size propane tank for ignition. The extinguishers use only water and compressed air, so there is no fuel, smoke, or extinguisher residue or contamination. To operate this system, we need access to running water and a hose, a standard, barbecue-size propane tank, and a standard 110v electric outlet near the fire safety exercise station.

#### **Space for setting out/serving meals, refreshments and catering services:**

We will need suitable space and tables for the catering service to set out and/or serve continental breakfasts with morning coffee service, lunches, and afternoon snacks or refreshments all three days. The space may be in the back of the primary classroom, in an adjacent room, or other suitable area nearby. The caterer will need access to be able to set out breakfast no later than 7:30 a.m. each day.

#### **Shipping, receiving and storing freight:**

We will need an exact address with a loading dock for crates, backpacks, and manuals to be delivered by Fedex and other freight carriers no later than two weeks prior to the class. This includes two pallets containing five large wooden crates, cardboard boxes containing the C-CERT backpack kits, boxes of manuals, and another box with classroom supplies. If no loading dock is available, Chuck must be notified in advance so that he can arrange for a “lift-gate” truck for delivery and pick-up.

These items must be stored until Monday, the day before class, at which time they must be moved or transferred to the actual classroom area. The crates must be re-palletized with shipping papers and returned to the loading dock for shipping back to MSU by Friday morning after the class ends. Chuck will work with the POC to facilitate this process.

In addition, Chuck will need:

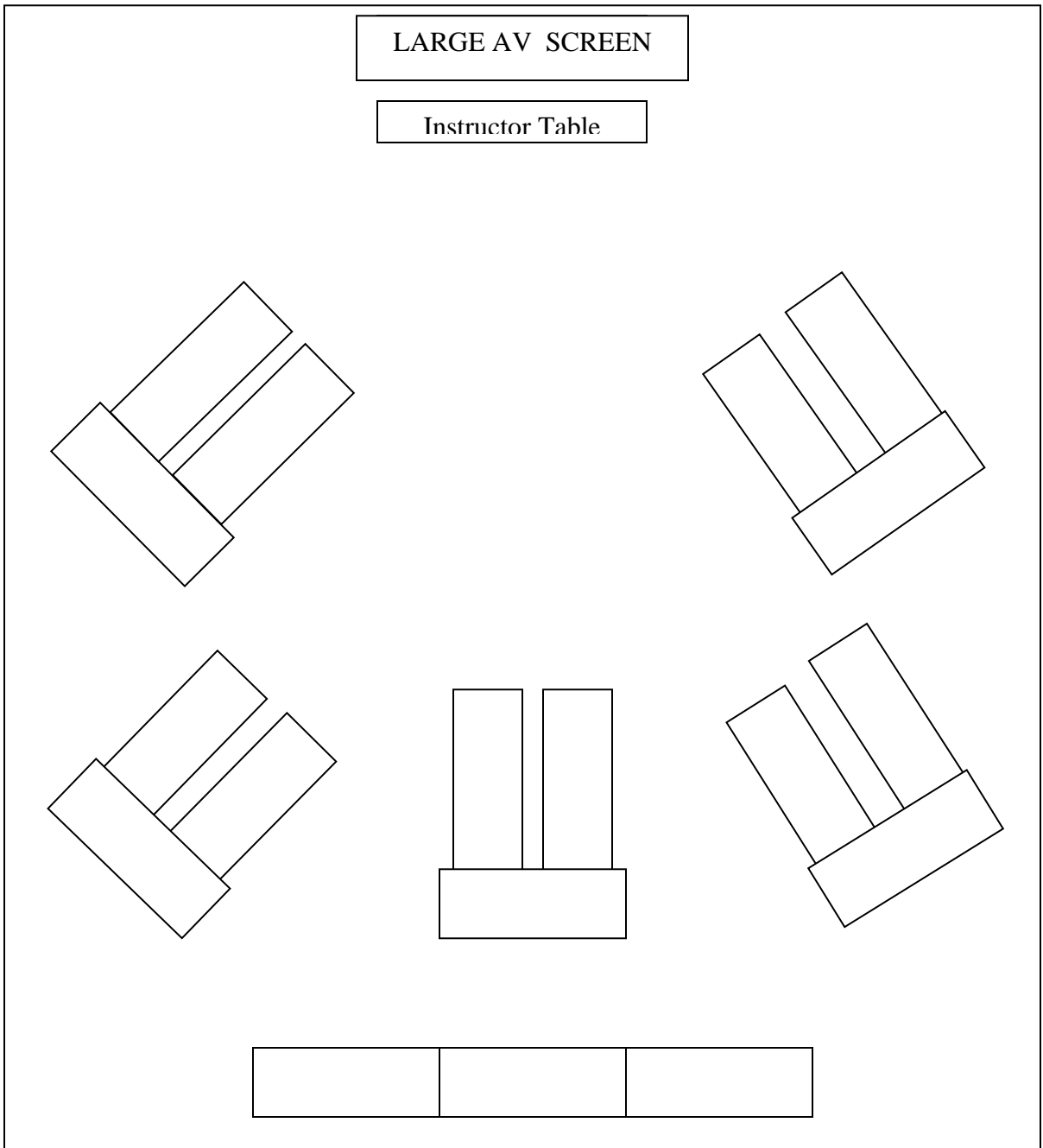
- The name and phone number of a supervisor in Shipping and Receiving for the host site.
- Assistance from the host institution in moving the crates and boxes from the receiving/storage area to the classroom on Monday before the class and back to the loading dock after class. If the primary classroom is not on the ground floor, elevators must be available for moving the crates to upper floors.
- Access to Shipping and Receiving on Monday before the class from 10:00 a.m. – 4:00 p.m., and again on Friday morning after the class, for freight pickup.

We will remain flexible and adapt to the extent possible to local issues, regulations, environment and unique circumstances at each host site. However, some sites may not be suitable for this training if we cannot ensure the facilities will allow safe and effective delivery of the class.

The diagrams, illustrations and pictures on the following attachments should help clarify our needs in terms of the primary classroom and disaster simulation exercise stations. Also attached is a checklist that Chuck will review with the POC by phone two weeks prior to the class, and again during the site visit on Monday morning, the day before class starts.

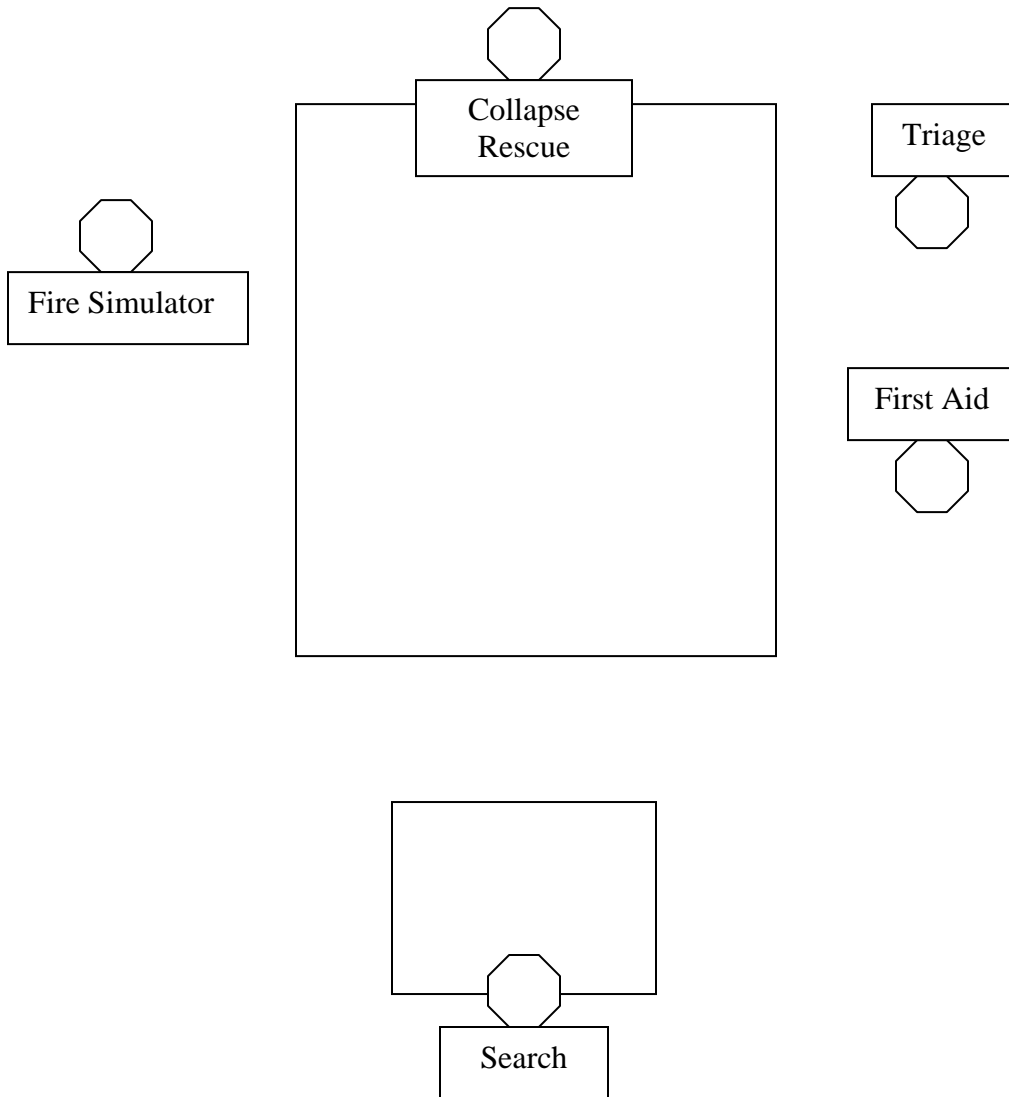
**OPTIMAL LAYOUT OF PRIMARY CLASSROOM**

(Not drawn to scale—may vary based on room size or configuration and table styles)



**SAMPLE LAYOUT OF DISASTER SIMULATION EXERCISE STATIONS**  
(Not drawn to scale—may vary based on actual facility configuration)

**Drill Ground**



## C-CERT DISASTER SIMULATION EXERCISE PICTURES



**PREPARATION:** The students are in the assigned classroom at the end of the first day preparing their C-CERT backpacks and personal protective equipment for use during the second and third days.



**TRIAGE** is taught in one of the 4 breakout rooms. With several “victims” on the floor or lying in various trauma positions, the lead **TRIAGE** officer will determine who will receive treatment and be transported first.



**SEARCH** being taught near a structure, such as a building or shipping container. Students walk the perimeter looking for signs of collapse then enter the structure to do a search in the dark using only their C-CERT equipment. **NEEDS:** Structure with darkened interior space, including debris and obstacles.



**FIRE SUPPRESSION:** The computer-controlled Bullex simulator uses a barbecue propane tank to fire the unit, and special fire extinguishers filled only with water and pressurized air, to put the fire out. (The red fire extinguishers to the left of the students belong to the Fire Department.) The unit is environmentally friendly, does not damage the asphalt or create excessive smoke, uses only tap water, and does not provide residue to clean up. **NEEDS:** Outside area or outside area under an overhang, a propane cylinder, access to electricity and tap water.



**FIRST AID** is being reviewed by the instructor in one of the four break-out rooms. This can be inside or outside.



**RESCUE** is being taught using only a fence, two ladders lashed to it and a tarp placed over the ladders with a pile of debris all around. In this case, cribbing from the local fire department and a mannequin is very useful, however, we can improvise. **NEEDS:** Outside area, 2 ladders, large tarp, debris.

# MONDAY MORNING CHECKLIST

## ( ) CLASSROOM:

- ADA-Compliant
- Away from airports, trains, construction, other distracting areas or noise.
- Environmentally controlled (i.e., heating, air conditioning).
- Adequate size.
- Adequate restroom facilities.
- Other specifications:
  - o Movable tables.
  - o Comfortable seats (hard folding chairs should not be used).
  - o No auditorium seating.
  - o Reserved for the full 3-day period day and night plus classroom set-up Monday afternoon before class, classroom secured at night.
  - o Keys to classroom available or arrangements to unlock at 7:00 each morning and lockup at 5:00 each evening, Tuesday - Thursday.

## ( ) DRILL GROUND

- Adequate size for 5 scenarios.
- Away from people who may stumble into the props.
- For the Fire Simulator.
  - o Access to working 110V electricity within 50' of the area.
  - o Access to outdoor water faucet within 50' of the area.
  - o 20# propane cylinder (typical barbecue cylinder) provided by host.

## ( ) EQUIPMENT

- 5 large wooden boxes of equipment arrived on Friday.
- 1 pallet of backpacks arrived from ProPac.
- 4-6 boxes of manuals (FedEx).
- 1-2 boxes of materials from MSU.
- Transportation around campus.
- Arrangements made with campus facilities to move all equipment from campus Shipping and Receiving to the classroom site by 12:00 noon on Monday.
- Arrangements made with campus facilities to move all equipment from classroom site back to campus Shipping and Receiving, late Thursday afternoon, or early Friday morning for pickup by freight company.

## ( ) PUBLIC SERVICES NOTIFICATIONS:

- Police
- Fire
- EMS
- PIO/Public relations
- 911 Communications facility
- Local news media
- Facilities supervisors
- Administration – Introductory speakers?
- Other: \_\_\_\_\_

( ) CATERING SERVICES:

- Catering services arranged.
- Access to area by food services or caterer, for continental breakfast, working lunches, and afternoon refreshments.
- A convenient place to pick up food and eat in close proximity to the classroom.

( ) SHIPPING AND RECEIVING (**TWO WEEKS BEFORE CLASS**):

- Shipping and Receiving freight – Locations - Contact Numbers:
  - Need an exact address with a loading dock for crates, backpacks, and manuals to be delivered on the Friday prior to class. Equipment to be delivered to training site prior to 1:00 p.m. on Monday before class.
  - If no loading dock, please advise.
  - Loading Dock Location: \_\_\_\_\_
  - Class Location: \_\_\_\_\_
  - Need a contact person and for a supervisor in Shipping and Receiving.
  - Person/Phone: \_\_\_\_\_
  - Need to be able to access Shipping and Receiving on Friday from 10:00 a.m. – 4:00 p.m. for freight pickup.