

## **Job Description**

**Job Title:** Campus Community and Emergency Response Team (C-C.E.R.T.) Member

**Service Area:** NOVA Campuses, Centers, and Off-Site Locations

### **Goal or Purpose of the C-CERT Team Member:**

- Learn about and assist in the five phases of emergency management; prevention, mitigation, preparedness, response, and recovery
- Assist with special needs issues as related with the five phases of emergency management
- Assist building and floor wardens with general evacuation and shelter-in-place processes
- Provide assistance at State Shelter and State Transfer Point activations, drills, and planning
- Assist with community relations/ distribution of emergency information to the visitors, faculty, staff, and students
- Participate in drills and exercises
- Participate in training and preparedness activities
- Support for emergency management at College planned and unplanned events
- Emergency preparedness

**Time Commitment:** One year (minimum) after completion of a three session training series

### **Qualifications:**

- Excellent listening skills
- Reliable individual with the ability to remain calm during a crisis
- Successful completion of mandatory training
- Successful demonstration in use of assigned equipment

**Training and/or Preparation Required:** All other training that is not marked mandatory will be offered to volunteers when available.

- C-C.E.R.T. Volunteer Training Curriculum – mandatory

### **Benefits to Volunteer:**

- Gain emergency management skills/experience
- Achieve a great sense of personal accomplishment