

CERT Rodeo In A Box

A guide to planning and hosting your own
CERT Rodeo





CERT Rodeo In A box

Kansas City Metropolitan Emergency Manager's Committee
Community Emergency Response Team Subcommittee
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TABLE OF CONTENTS

CERT Rodeo Introduction	1
Incident Command	2
Incident Commander	2
Public Information Officer	3
Liaison Officer.....	3
Safety Officer.....	4
Planning	5
Core Planning Committee.....	5
Subcommittee.....	6
Key Decisions.....	11
Objectives.....	12
Date.....	12
Timeline.....	12
Opening Ceremony.....	15
Classes.....	15
Competition	21
Awards	28
Finance/Admin	30
Funding/Budget	30
Sponsorships.....	30
Donations	31
Registration	33
Logistics	38
Venue.....	38
Vendors.....	39
Volunteers	41
Classes.....	42
Final Competition/Awards.....	42
Operations	44
Pre-staging	44
Troubleshooting.....	44
Classes.....	45
Competition	45
Follow Up	46
Appendix A - Meeting Agendas	52
Appendix B - Registration Packet.....	70
Appendix C - Classroom Handouts	81
Appendix D - Competition Scripts.....	122



CERT Rodeo Introduction

A CERT Rodeo is an opportunity to bring a CERT Team or multiple CERT Teams together for additional training and/or hands on practice of new or existing skills. It is also an important opportunity for CERT members to network, test equipment, and remain active during non-disaster times. Also of importance is the chance for CERT teams to have fun and enjoy the camaraderie and friendship that comes from working alongside individuals that share a common interest and goal.

A CERT Rodeo can be as small and simple or as large and complex as you care to make it. You can offer advanced classes, work on the skills learned in the basic CERT course, meet for some friendly competition, or do a combination of all of the above.

Planning an event of this nature can be frustrating and time consuming. In the following manual we have laid out what we have learned from hosting our own CERT Rodeo for the past 2 years following the Incident Command System format.

Along with this manual you will find seven short training videos that you can use to facilitate your own CERT Rodeo or use individually as advanced training sessions for your CERT team.

The time and effort spent conducting a CERT Rodeo is well worth it. Your CERT team will be better prepared to respond in the event of a disaster and they will appreciate the opportunity to learn and practice.

From a team holding their first rodeo to the veterans that hold them annually, we believe that the CERT Rodeo in a Box has something for everyone. We wish you great success in your training endeavors and would be happy to answer any questions you may have. Feel free to send us an email.

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CERT Rodeo Co-Chair
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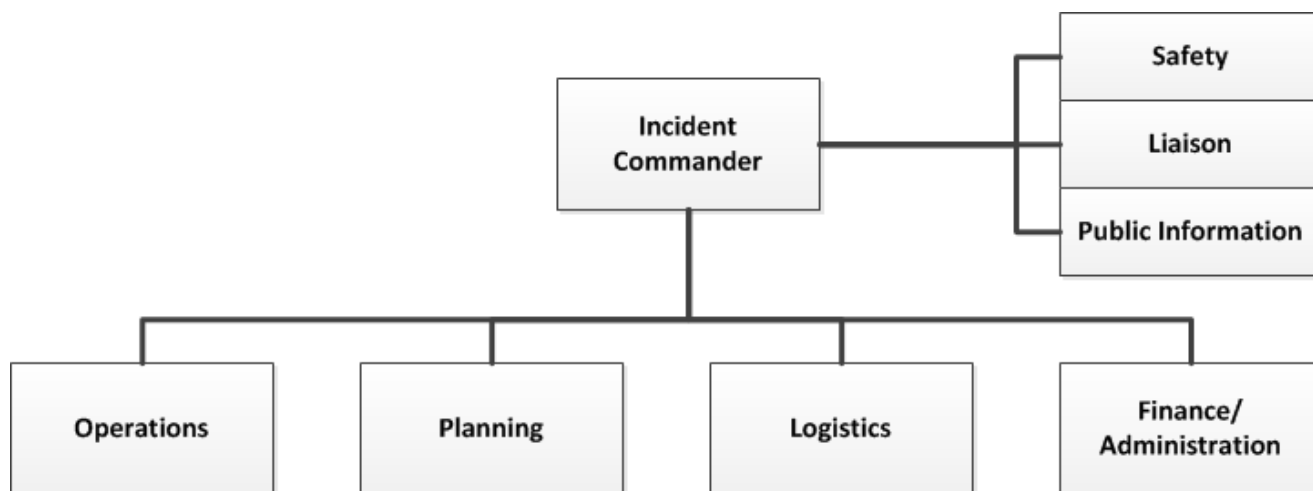
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Incident Command

Once you have decided to hold a CERT Rodeo you'll need to establish an organization structure for planning and managing the event. We have found it beneficial to use the Incident Command System (ICS). CERT members can fill most of the incident command positions with an assigned professional responder or emergency manager to serve as mentor to assist and guide them.

Using ICS for the Rodeo provides an excellent opportunity to practice the system prior to a real incident and ensures that the key elements of a planned event are not missed. If you have not had the NIMS/ICS training you can get free online classes here: <http://training.fema.gov/IS/NIMS.aspx>



The Incident Commander responsibilities:

- Attend Core Planning Committee Meetings
- Ensure timelines are met
- Provide leadership and accountability on scene at the CERT Rodeo

You may want to consider a single incident commander or a unified command comprised of representatives from key stakeholders. We chose a single incident commander because of the small scale of the event and the short time frame.



Policy direction and support for the incident commander is received from the CERT Coordinators represented on the Core Planning Committee.

Public Information Officer (PIO) responsibilities:

- Draft and distribute event press releases
- Handle media relations on scene at the CERT Rodeo

Because our local CERT members are not formally trained as public information officers we felt that it was prudent to use a professional PIO. Possible sources for trained PIOs include:

- Local emergency management agencies
- First responder agencies such as law enforcement and fire departments
- City /county communication offices
- The Red Cross, Salvation Army, United Way 211

The content of our press release follows if you would like to use it:

Regional community emergency response team volunteers receive advanced training during the CERT rodeo at Park University

Community Emergency Response Team (CERT) volunteers are members of the community that are trained to assist themselves and others in the immediate aftermath of a major emergency or disaster until first responders arrive.

CERT members complete a nationally recognized training curriculum in basic preparedness and response. The CERT Rodeo will provide advanced skills and an opportunity for friendly competition among regional teams.

When disaster strikes first responders may not be able to get to everyone that needs help right away. CERT members play an important role in helping the community prepare before disaster strikes and responding when they do.

To find your local CERT coordinator visit www.citizencorps.gov.

Media inquiries about the CERT Rodeo should be directed to _____ at _____.

Liaison Officer Responsibilities:

- Attend Core Planning Committee Meetings
- Develop VIP lists and send invitations
- Escort VIPs at the CERT rodeo
- Address routine questions and concerns of rodeo attendees
- Design and distribute a thank you letters for support personnel, venue, sponsors, etc.



In order to showcase the good work and skills of the CERT members we suggest inviting dignitaries from each participating jurisdiction, mutual aid partners, and related agencies. VIP invitees could include:

Emergency Managers, Fire and Police Chiefs, other agencies that your CERT frequently works with
Local public officials such as the City Manager, Councilmen, Aldermen, etc.
Representatives from the State and Federal Emergency Management Agencies
Regional UASI coordinating agencies
Red Cross, Salvation Army, United Way and Medical Reserve Corps
Sponsor agencies

We sent our invitation via email using the following:

We have pleasure of inviting you to be a guest and observe the 2013 Kansas City Regional CERT Rodeo on Saturday October 12, 2013 from 8:00am to 5:00pm at the historic Park University Parkville Campus, 8700 NW River Park Drive, Parkville MO 64152.

The CERT Rodeo is a full day of advanced learning and friendly competition between Community Emergency Response Team (CERT) volunteers from the Greater Kansas City Area and surrounding communities.

As our honored guest you will be able to attend the welcome and keynote speeches, observe classes, join us for lunch, and witness the team competition. You are welcome to spend the full day or just drop by and say hello for a few minutes. Please RSVP if you will be joining us for lunch by contacting either of the rodeo co-chairs listed below.

We would be happy to answer any questions you may have and hope to see you in October.

Name
Rodeo Co-Chair
[email](#)
Phone Number

Name
Rodeo Co-Chair
[email](#)
Phone Number

Safety Officer Responsibilities:

- Attend Core Committee Planning Meetings
- Review class room hands on activities for safety
- Review final competition design for safety
- Ensure rodeo participants wear appropriate personal protective equipment (PPE)

We did not require participants to wear personal protective equipment (PPE) during classroom sessions nor during hands on activities when PPE would not be worn during an actual event. However, we did require standard PPE when more physical activities were taking place.

The first year we had a transfer of command over the lunch period which allowed participants to attend a half day of classes. This year we kept the same staff for the whole day and found that it was easier to manage and provided a fuller experience for the CERT members who participated in incident command.



Planning

Planning a CERT rodeo can be a big job. By forming a planning team comprised of representatives from the participating teams you will enjoy a mix of skills and expertise, obtain buy-in for rodeo decisions, and have a pool of individuals to delegate tasks to. We suggest that you develop a small Core Planning Committee and multiple subcommittees.

Core Planning Committee Purpose

- Develop overall design and objectives of the rodeo (working with the incident commander)
- Address liability / legal issues
- Develop a planning timeline (we recommend at least 6 months up to 12 months)
- Hold regular Core Planning Committee meetings
- Assign members to chair subcommittees
- Provide Rodeo follow up

Core Planning Committee Composition

Rodeo Co-Chairs

We suggest that you select 2 individuals that have some authority to approve expenditures, enter into agreements, delegate tasks, etc. The co-chairs are responsible for the following:

- Solicit core planning team and subcommittee members
- Approve all rodeo design, documents, budgets, etc.
- Ensure that established timelines and objectives are met
- Facilitate Core Planning Team meetings
- Mentor the rodeo incident command team on the day of the event
- Oversee rodeo follow up including the development of an after action report

Core Planning Committee Members

We have found that keeping the core planning team small is more conducive to building consensus and remaining on topic during committee meetings. Committee members should be solicited from the CERT teams that will participate in the rodeo and can include coordinators or team members. We suggest no more than 10 to 12 members on the core committee including the co-chairs. We limited representation to no more than 1 coordinator and 1 member from each team.



Core Planning Committee Responsibilities:

- Designate a host jurisdiction
- Design the CERT Rodeo
- Set limits on attendees, hours of rodeo operation, etc.
- Decide on the Rodeo date
- Develop a timeline with key milestones
- Serve as chair for the subcommittees

Core Planning Committee Meetings

The core committee should meet at least once a month during the planning phase and weekly starting about 4 weeks before the rodeo. We schedule our meetings for no more than 2 hours and stuck with it. Having a time limit helped keep our discussion moving and minimized lengthy debates.

We had an agenda for every meeting and ensured that it was followed. Things that were not on the agenda were deferred to a “parking lot”. The parking lot concept is a method of capturing ideas and discussion topics that have value but are not currently on the agenda. These items were written on a marker board and reviewed at the end of each meeting to decide if they should be placed on a future agenda, referred to a subcommittee, discussed offline, etc.

A scribe should be designated that will take minutes of the meeting focusing on key decisions and milestones. The scribe also prepared agenda for subsequent meetings. Copies of our agendas are in Appendix A if you would like to use them.

We only allowed one person to talk at a time. The scribe cannot keep up with multiple conversations and it is rude to the person who currently has the floor. After the first few meetings we rarely had to remind people not to talk until it was their turn.

Subcommittees

Establishing subcommittees will ensure that the core planning committee does not get overwhelmed with too much work and allow additional individuals an opportunity to participate. It will also provide an opportunity to hold separate meetings to address specific topics that would otherwise monopolize Core Committee meeting time. The size and scope of the CERT Rodeo will determine complexity and subcommittee needs. We used the following:

Registration Subcommittee:

- Design and distribute a save the date Flyer
- Design and distribute the registration packet
- Receive rodeo registrations and make class assignments
- Set up and staff the Rodeo sign in tables



Logistics Subcommittee

- Identify and solicit venues to host the Rodeo
- Identify parking needs and spaces available
- Identify food/beverage needs and potential suppliers
- Identify ADA needs and potential suppliers; sign language interpreters, sighted guides, etc.
- Clean up of the facility post rodeo

Instructor / Class Support Subcommittee

- Identify and solicit instructors for identified class topics
- Develop instructor, syllabus, and course source forms
- Collect forms from instructors and ensure they meet expectations
- Identify class supplies needed and an estimated budget
- Develop class layout requirements (indoor vs. outdoor, etc.)
- Work with Registration Committee to develop class sign in sheets
- Design and place classroom signage
- Greet instructors on Rodeo day and ensure that they have everything they need
- Develop certificates of completion and distribute

Competition / Awards Subcommittee

- Design the final competition (if you choose to have one)
- Set guidelines for competition team composition
- Develop competition rules
- Oversee set up of the competition field on Rodeo day
- Develop competition judging forms and solicit judges
- Compile team scores and determine winners
- Identify awards to be given and potential suppliers
- Design an awards ceremony and solicit an MC

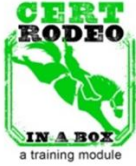
Sponsor / Vendor Subcommittee

- Determine if sponsorships are appropriate / draft sponsor request
- Determine if a vendor area will be established / identify potential vendors
- Draft a vendor letter and form / distribute
- Determine set up area for sponsors and vendors (tables, chairs, etc.)
- Provide sponsor / vendor support on site during the Rodeo

Follow Up Subcommittee

- Schedule and conduct an after action meeting
- Develop corrective action plan

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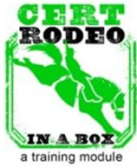


We suggest no more than 10 to 12 members on the core committee including the co-chairs. A rodeo assignment sheet follows to help track participants and their contact information.

CERT Rodeo Assignment List

Position	Name	Phone	E-Mail
Incident Commander			
Public Information Officer			
Liaison Officer			
Safety Officer			
Planning Section Chief			
Rodeo Co-Chair			
Rodeo Co-Chair			
Core Committee Member			
Core Committee Member			
Core Committee Member			
Core Committee Member			
Core Committee Member			
Core Committee Member			
Core Committee Member			
Core Committee Member			

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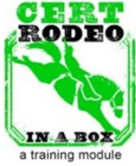


Position	Name	Phone	E-Mail
Core Committee Member			
Core Committee Member			
Core Committee Member			
Registration Subcommittee Chair			
Registration Member			
Registration Member			
Registration Member			
Registration Member			
Logistics Subcommittee Chair			
Logistics Member			
Logistics Member			
Logistics Member			
Logistics Member			
Instructor/Class Support Subcommittee Chair			
Instructor/Class Member			
Instructor/Class Member			
Instructor/Class Member			
Instructor/Class Member			

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Position	Name	Phone	E-Mail
Competition/Awards Subcommittee Chair			
Competition/Awards Member			
Competition/Awards Member			
Competition/Awards Member			
Competition/Awards Member			
Sponsor/Vendor Subcommittee Chair			
Sponsor/Vendor Member			
Sponsor/Vendor Member			
Sponsor/Vendor Member			
Sponsor/Vendor Member			
Follow Up Subcommittee Chair			
Follow Up Member			
Follow Up Member			
Follow Up Member			
Follow Up Member			
Finance/Admin Section Chief			
Logistics Section Chief			
Operations Section Chief			



A few key decisions need to be made early on to help guide your planning efforts. There are no right or wrong answers; it is simply what will work best for your rodeo. Some decisions for your consideration are as follows:

Will the rodeo be a 4 hour or 8 hour event?

Having a 4 hour event will allow you to avoid providing lunch but an 8 hour event will maximize the training opportunity

How long will classes last and what will be the maximum students per class?

Less than 2 hours does not usually provide time to convey much information and conduct any hands on activities but over 4 hours can be hard to maintain interest and enthusiasm. Class sizes should be based on the amount of hands on activities, room available, instructor requirements, etc.

Will you hold a competition?

Holding a friendly competition can be a lot of fun for the CERT members but it can also create a lot of work to set up not to mention liability issues regarding the hands on tasks that have a potential for injury

Will you have a display area for CERT trailers?

Displaying CERT trailers takes up a lot of the potential parking area but if you have room it provides CERT teams an opportunity to learn from each other's trailer design and get ideas for future modifications

Will you have a brag table area for CERT team displays?

A brag table allows CERT teams to show off photos and/or videos of their outreach and activation events, display equipment that is not in their trailer, share recruitment and preparedness campaign materials, etc. This is another opportunity to share ideas about what works and of course brag about your successes.



How many attendees will be allowed at the event?

This number is a critical component to identifying an adequate venue, calculating supply needs, and developing a budget. We recommend starting out with a conservative number the first year and expanding participation when you feel more comfortable. Don't forget to include VIPs, instructors, incident command, and support personnel in your head count for refreshments. We have found that folks show up that did not register and others who registered do not show up. In addition the time of year and other local events on the same day can affect your attendance dramatically. Our first year we had so many people sign up we had to turn CERT teams away and this year our attendance was about 50% less than expected. This was due in part to other events and exercises occurring on the same day but the venue availability drove the date.

Develop Objectives

Establishing objectives will help you determine what types of classes should be offered, how much hands-on or field based activities will occur, and provide criteria for evaluating the success of your rodeo. The following are some sample objectives for your consideration:

1. Provide an opportunity for area CERT Teams to meet and train together before a real incident
2. Test communication equipment across CERT Teams to determine interoperability
3. Provide additional training courses to enhance the skills learned in basic CERT

Select a Date

Depending on your climate, you'll want to select a time of year with the most moderate weather. Here in the Midwest we have chosen mid fall. It is also a good idea to check for other major events in the area that CERT members may be obligated to attend. Venue and instructor availability may also influence the date that the Rodeo is held. We suggest allowing at least six to twelve months for planning. We worked under a compressed timeframe this year because of a funding deadline.

Develop a Timeline

Once you have selected a Rodeo date, it is a good idea to establish a timeline of key tasks that needs to be completed. We suggest working backward from the Rodeo date. A copy of our timeline for key milestones follows.

Timeline

Done?	Due By	Day	2013 Rodeo	Notes
	7/11/2013	Thurs	Core Planning Committee Kick Off Meeting	Make Key Decisions on Rodeo Structure
	7/25/2013	Thurs	Confirm Class Topics	Identify potential instructors
	7/18/2013	Thurs	Identify available funding and source of potential donations	Budget will be based on funding (if any)
	8/8/2013	Thurs	Schedule site visits for potential venues	Core Planning Team & Subcommittee Chairs
	8/22/2013	Thurs	Finalize list of potential vendors and solicitation letter	Distribute in person or via email
	9/5/13	Thurs	Core Planning Committee Meeting	
	9/6/13	Fri	Designate Master of Ceremonies for awards ceremony	
	9/7/13	Sat	Identify potential keynote speakers and topics	
	9/8/13	Sun	Finalize Budget	Determine purchasing process
	9/9/13	Mon	Confirm on site logistics with venue	Classroom assignments, etc.
	9/10/13	Tues	Finalize vendor solicitation letters and distribute	
	9/11/13	Wed	Registration Packet Distributed to CERT Coordinators	for distribution to team members
	9/12/13	Thurs	Core Planning Committee Meeting	
	9/13/13	Fri	CERT Coordinator Meeting	Regional Team Representatives
	9/14/13	Sat	Awards Subcommittee Meeting	Confirm awards and order trophies
	9/15/13	Sun	Logistics Subcommittee Meeting	Develop maps of venue, communications needs, etc.
	9/16/13	Mon	Confirm keynote speakers	
	9/17/13	Tues	Identify trained PIO for event	
	9/18/13	Wed	All instructor forms, syllabi, and course source forms due	
	9/19/13	Thurs	Core Planning Committee Meeting	
	9/20/13	Fri	Identify and assign volunteers for parking and first aid station	
	9/20/13	Fri	VIP invitation list from participating agencies due	

Done?	Due By	Day	2013 Rodeo	Notes
	9/21/13	Sat	Instructor Meeting	Identify competition criteria, answer questions, etc.
	9/22/13	Sun	Competition Subcommittee Meeting	Develop list of resource needs
	9/23/13	Mon	Send VIP Invitations	
	9/24/13	Tues	Confirm competition teams	
	9/25/13	Wed	CERT registrations due to subcommittee	
	9/26/13	Thurs	Core Planning Committee Meeting	
	9/27/13	Fri	Registration Committee meet to make class assignments	
	9/28/13	Sat	Copies of all course powerpoints due	
	9/29/13	Sun	Competition Subcommittee Meeting	Confirm resource needs and availability
	9/30/13	Mon	Class / Instructor Subcommittee meet to review PPTs	
	10/1/13	Tues	Confirm head count for refreshments	Submit to vendors
	10/2/13	Wed	Photocopy class handouts, pick up supplies	
	10/3/13	Thurs	Core Planning Committee Meeting	
	10/4/13	Fri	Registration Committee assemble participant packets	
	10/5/13	Sat	Create signage for parking, classroom, etc.	
	10/6/13	Sun	Confirm volunteers supporting the rodeo	
	10/7/13	Mon	Send press release to local media	
	10/8/13	Tues	Begin Monitoring weather forecast	Make decisions based on potential inclement weather
	10/9/13	Wed	Confirm ADA Accommodations	Interpreters, assistive technology, etc.
	10/10/13	Thurs	Core Planning Committee Meeting	
	10/11/13	Fri	Rodeo Set Up At Venue	Place signage, dry run of presentations, etc.
	10/12/13	Sat	Rodeo Day!	
	10/18/13	Fri	Create Certificates of Attendance	Distribute via email
	10/21/13	Mon	Create thank you letters for instructors, speakers, venue, etc.	Distribute via email
	10/25/13	Fri	Conduct after action meeting	Consider using survey monkey vs. physical meeting
	11/1/2013	Fri	Draft after action report and corrective action plan	Follow HSEEP guidance



Opening Ceremony

Holding an opening ceremony can set the tone for your CERT rodeo. It is an opportunity to acknowledge the contributions of CERT members to their community, highlight the regional aspects of a CERT rodeo, and review the order of the day. You can also cover safety reminders, facility layout, acknowledge sponsors and donors, and other pertinent information.

We recommend designating a space near the sign in table that can hold all of the anticipated attendees and guests in a comfortable environment with access to a PA system if needed.

Classes

Providing knowledge and building skills is a key enticement to CERT members attending your rodeo. .

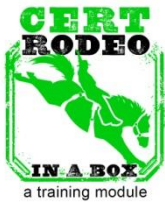
Forming an Instructor/Class Subcommittee to handle instructor and course issues will help take burden off of a single person or the Core Planning Committee members. The subcommittee can liaison with the instructors and provide assistance for obtaining resources and ensuring the course needs are met (ex. classroom layout, printing of course materials, signage, etc.).

The Core Planning Team has the responsibility of generating ideas for classes that will appeal to the rodeo participants. We polled area CERT members to determine if they had class suggestions and asked CERT coordinators if there were any topics they felt their teams would benefit from. We narrowed the list down by ensuring that topics were related to the CERT mission areas, could be done in approximately 2 to 4 hours; and the probability that we could find a subject matter expert to serve as instructor.

Once you have selected the class topics you will need to find instructors. Planning team members can be a great resource for instructors by personally having the knowledge to teach a class or serving as a conduit to outside instructors. Be aware that some instructors may charge a fee or honorarium for their services. You may be able to negotiate with them based on the fact that CERT is a volunteer organization. Other instructors may willingly provide their services free of charge. Potential sources of free instructors include:

- Local emergency management agencies
- CERT members with verified expertise in a topic area
- First responders such as law enforcement and fire
- Boy and Girl Scout Leaders
- Disaster Service agencies such as Red Cross, Salvation Army, United Way

No matter where the instructor is from it is a good idea to ensure their qualifications through a vetting process. For our rodeo, we required instructors to complete three forms based on POST certification forms. They included an instructor qualification form, course syllabus, and a course source form to verify their credentials and ensure that class materials were not plagiarized. Our forms follow for your use.



INSTRUCTOR INFORMATION

Last Name:	First Name:	Middle Initial:
Address:	City:	State and Zip Code:
Phone: ()	Work Phone: ()	Pager or Mobile: ()
Fax Number:		

Instructor Experience:

Course to be taught: _____

List expertise, education and training that qualify you to instruct this course:

List other classes you have previously taught including the agency you trained for:

Instructor Certification:

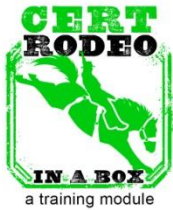
I certify that all of the above is accurate to the best of my knowledge

Instructor Signature

Date

CERT RODEO





Course Title

Instructor's Contact Information:

Name: (first and last name)

Phone: (phone number)

Email: (email address)

Agency:

Name: (name of organization)

Location: (mailing address)

Course Description

Offer a clear, non-technical description of the course that will be understandable to a lay audience. Strive to connect the course topic to the CERT mission, thereby explaining the relevance of the course. This the “marketing” section to entice students to take the class.

Course Objectives

By the end of this course, students will be able to

- (1)
- (2)
- (3)
- (4)
- (5)

List 3-5 goals and state specifically what the student will be able to do at the end of the course. Use action words, e.g., ‘explain,’ ‘solve,’ ‘develop,’ ‘analyze,’ ‘conduct,’ ‘demonstrate,’ ‘argue,’ ‘express,’ ‘create,’ ‘understand.’ As you develop objectives think how you will measure whether or not a student has achieved them. Not every objective needs to be measurable. Also, as you design your course objectives consider how they connect with the CERT program objectives.

Prerequisites

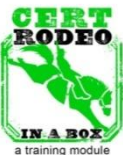
If applicable, list any prerequisite skills, courses, etc.

Logistics

Explain any special class room set ups, supplies needed, etc.

CERT RODEO





Source Document Information

Course Title: _____

Instructor: _____

Date Course Developed: _____

Audio-Visual Material Used (title, year of publication):

Publication Used (title, publisher, year of publication, pages/chapters used);

Handout Materials Distributed (title, author, source, year of publication):

References Used for Design (title, edition, author, publisher, year of publication, pages, chapters used):

CERT RODEO





Your venue will play an essential role in determining your course offerings. The availability of audio/visual equipment, classroom size, number of classrooms available, seating arrangement, access to power, water, etc. all play a factor in the types of courses that can be offered (or at the very least may require some creativity to overcome any challenges of the environment).

Time is another factor in deciding how many classes to offer. Communication with the instructors will be critical. The instructors will have an understanding of the amount of time needed to teach a particular subject. Depending on the length of your event you may have to restrict classes to only those that can be taught within a certain time frame.

Tip:

When starting out it may be easier to offer fewer courses and limit the number of registrants to get a feel for how your rodeo will work. You can easily expand in future years.

We offered the following classes:

Art of Moulage – 4 hours

Damage Assessment – 2 hours

Decision Making and Problem Solving – 2 hours

Grid Searching – 2 hours

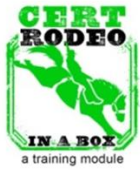
Knot Tying 101 – 2 hours

Preparedness on a Budget – 2 hours

Working with Functional and Access Needs – 2 hours

We scheduled plenty of time between classes to ensure participants had a chance to view exhibits, network, etc. A copy of our schedule follows:

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8 : 0 0 a m - 8 : 3 0 a m		Registration			
8 : 3 0 a m - 0 9 : 0 0 a m	Vendor Exhibits Open	Opening Ceremonies Keynote Address: Rodney Odom, FEMA Region VII (Campus Chapel)			
9 : 0 0 - 1 1 : 0 0		Working with Access and Functional Needs	The Art of Moulage Part 1	Decision Making & Problem Solving	Grid Searching
1 1 : 0 0 a m - 1 2 : 3 0 p m		Lunch / Brag Room / Trailers / Etc.			
1 2 : 3 0 p m - 2 : 3 0 p m	Vendor Exhibits Open	Knot Tying 101	The Art of Moulage Part 2	Preparedness on a Budget	Damage Assessment
2 : 3 0 p m - 3 : 0 0 p m		Break / Competition Set Up			
3 : 0 0 p m - 5 : 0 0 p m		Team Competition / Awards Ceremony			
5 : 0 0 p m - 6 : 0 0 p m		Facility Clean Up			



Accompanying this manual are condensed videos of the classes that range in length from 30 minutes to 1 hour. These videos provide basic information that you can use to facilitate your own CERT Rodeo sessions or use as individual training opportunities for your local team. Appendix B contains copies of all the classroom handouts.

If you use the videos, we recommend that you find a subject matter expert, CERT coordinator or other professional to serve as a facilitator for the class. By watching the videos, having classroom discussions, and hands on practice you'll get all the benefits of advanced training with reduced planning efforts.

You may also elect to develop your own topics and classroom sessions or you may decide to skip the additional training and focus your rodeo on a little friendly competition.

Part of the planning for the courses should include contingency plans if a class falls through either for lack of registration or an instructor cannot make it at the last minute.

Planning for the Competition

The goal of a competition is to provide an opportunity for CERT teams to demonstrate their knowledge and have fun doing it. Planning this aspect of a CERT Rodeo is challenging and labor intensive but, when done well, brings a level of activity to your event that is well worth the effort.

Planning for the competition should begin as soon after the rodeo kick off meeting as possible. By beginning early, adjustments can be made as the rodeo becomes more defined and resource availability is identified.

The purpose of the rodeo is to provide an outlet for the energy and enthusiasm of your CERT members, improve their skill sets, and provide an opportunity to network with other CERT members. If your time is filled with great courses full of important information and hands on activities or the idea of a competition is not agreeable to the participants, then you may decide to forgo a competition portion altogether. A successful rodeo can be achieved without a competition.

If you decide to hold a competition, then the format for the competition should be decided upon early. The types of competition to hold are nearly endless running the gambit from full scale scenarios to simple skill set tests. When deciding on a competition style, consider your space available, number of competitors, and time allotted. The following are different types of competitions you might consider:

CERT RODEO IN A BOX



Race – teams run a course with skill stations along the way trying to make it to the finish line first.

Simulation – teams enter a mock disaster scene and try to safely rescue the greatest number of patients within the competition time limit.

Jeopardy style game - create a quiz board with questions related to the courses taught at the rodeo. Teams will select class categories and answer questions for points during 3 rounds: jeopardy, double jeopardy, and final jeopardy. The team with the most points wins.

Single elimination tournament – teams go head to head on a skill test, the winners from that round compete against each other on another skill, and so on until only 1 team remains and they are the winner.

We decided to use a military style lane training exercise. This format allowed each lane of competition to focus on skills learned in one of the courses offered earlier in the day. We had four lanes including the following:

1. Guiding a Functional and Access Needs Individual – working with the buddy system, each team approached, rapidly assessed, and guided a blind individual through a series of obstacles. The participants utilized hand and guiding techniques learned in the aforementioned class. Scores were based on communication skills, guiding skills, and avoiding hazards.
2. Moulage – participants working in pairs were randomly given a simple injury. One of the participants was the “victim” while the other applied the make-up (although the victim could assist with his or her own application). Scores were based on how well the participants utilized the materials given and how real the injury appeared.
3. Damage Assessment – teams were provided a notebook with photos of various damaged structures and infrastructures. Working with a buddy, the participants then had to identify various critical elements as learned in class. Scores were based on the number of elements identified as well as accuracy in completing a damage assessment form.
4. Knot Tying with Transport – in teams of two, competitors were provided a back board, rescue dummy, and webbing in order to demonstrate their proficiency in securing a victim to a back board as learned earlier. Participants then had to work as a team to transport their victim through a simple obstacle course. Scores were based on proficiency of knots, ability to secure the victim to the back board, and successful navigation of the obstacle course.





**CERT
RODEO**
IN A BOX
a training module

[illegible]

Determining the winner of the competition will be dependent upon the type of contest you design. In our exercise, a point system was used to determine the winner of each lane focusing on accurate demonstration of the skill learned. Lane ties were settled by factoring in the time it took to complete the task. We added each team's lane scores to come up with an overall competition score. A copy of our score sheets follows:



Competition Score Sheet

Skill Demonstrated: Functional/Access Needs Guide Evaluator(s): _____

CERT Team: _____ Individuals: _____

Skill Criteria	Performed (y/n)	Point Value	Score
Perform Assessment		1	
Good Verbal Communication (introduction, talking with person, announcing obstacles, etc.)		2	
Proper Arm/Person Placement (non-verbal guiding technique)		3	
Guiding w/o injury (person guided w/o tripping, bumping, or stumbling over obstacles)		4	
TOTAL		10	

Time recorded: _____

Criteria Explanations

1. Perform Assessment - Does the team perform a 30 second head to toe to ascertain if there are any other injuries?
2. Good Verbal Communication - Does the team introduce themselves, relay any information regarding the disaster, inform the person to be guided of any obstacles, maintain a conversation with the person, etc.?
3. Proper Arm/Person placement - Does the team offer and then hold their arm properly, do they position the person behind when going through doors, maneuver the person so as to avoid obstacles, etc.?
4. Guiding the Person w/o inflicting injury - Does the team guide the person through the course without the person stumbling, bumping their head, tripping, falling, etc.?



Competition Score Sheet

Skill Demonstrated: Damage Assessment _____ Evaluator: _____

CERT Team: _____ Individuals: _____

Skill Criteria	Performed (y/n)	Point Value	Score
17 – 20 correct		4	
14 – 16 correct		3	
11 – 13 correct		2	
8 – 10 correct		1	
9 or less		0	
TOTAL		10	

Time recorded: _____

Criteria Explanations

This station's criteria was based on the number of damaged structures they correctly categorized as Minor, Major or Destroyed based on 20 photographs they were given to review.



Competition Score Sheet

Skill Demonstrated: Knot Tying/Transport Evaluator: _____

CERT Team: _____ Individuals: _____

Skill Criteria	Performed (y/n)	Point Value	Score
Proper lifting/rolling technique with rescue dummy		2	
Utilizing webbing with proper placement of knots/hitches to secure the dummy to the spine board		4	
Transport of dummy without slippage or falling		4	
TOTAL		10	

Time recorded: _____

Criteria Explanations

Criteria Explanations

1. Proper Lifting/Rolling - Does the team use proper techniques to approach the "victim" and place them on the spine board?
2. Webbing/Knots – Does the team demonstrate proper use of knots techniques to secure the "victim" to the spine board?
3. Transport – Does the team's "victim" remain secured to the spine board during transport?



Competition Score Sheet

Skill Demonstrated: Moulage Evaluator: _____

CERT Team: _____ Individuals: _____

Skill Criteria	Performed (y/n)	Point Value	Score
Wound appearance		4	
Using correct product		3	
Correct Use of Elements		2	
Participants keep work area clean		1	
TOTAL		10	

Time recorded: _____

Criteria Explanations

1. Wound Appearance – How realistic does the wound look?
2. Correct Product – Did the team select the correct product to fabricate the wound?
3. Correct Elements – Did the team mix the correct elements to fabricate the wound?
4. Clean – Did the teams use proper techniques to keep the area clean during messy makeup application?



Other competitions

Up to this point we have focused on skill type competitions but other contests may be arranged as well and CERT members can find these just as fun and rewarding. Such contests include:

Display Table Arrangement – each team is assigned a “brag table” to display team photos, trophies from past events, and make a statement about their team

CERT Trailer – teams bring their trailer to the event and can be judged on best appearance, most organized, best equipped or even the most unorganized

For these competitions a judging team can be formed or the vote can be left to the rodeo participants and tallied throughout the day. See the example in the following award section for more information.

Awards

Awards can add a fun and enticing element and are a must if you decide that your rodeo will feature competitions of any kind. Awarding the skills competition will be easy enough once you decide how many places you wish to award (i.e. 1st, 2nd, 3rd, etc.). The decision to hold other competitions can be a fun and humorous way to end your event.

The competition/award subcommittee can decide the appropriate awards for the competitions taking into consideration the budget allowed for the event. Fortunately, with a little searching, very inexpensive trophies can be found or you can make some from simple household/office products.

At our rodeo we presented the following awards:

Competition Awards: 1st, 2nd, and 3rd place and a humorous award “dead tired”



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A Team that drove the farthest

B Stuffed to the Gills award – team that had the most junk in their trailer

C Bringing the Bling – team with the best brag table

D Dead tired – given to a CERT Rodeo Co-Chair that looked like they'd had enough

E Big Baby Award – awarded to the newest CERT team in the region

F Saved the Bacon – awarded to the CERT member who went above and beyond on rodeo day to make it a success – nominated by the planning committee members at the event

G Over the Hill – awarded to the oldest CERT team in the region





Finance/Admin

Determine Funding and Establish a Budget

They say that money isn't everything – unless you don't have any. While that is true to an extent, it is possible to conduct a CERT rodeo with very little funding. If your jurisdiction allows it, you might consider soliciting cash donations from sponsors; charging a small fee for vendor tables; and seeking in kind donations of refreshments, supplies and equipment to help fund the event. You might also request that participating jurisdictions pay a fee to participate or charge a small fee for CERT members to register.

You may be able to get your venue for free by utilizing government owned building or requesting a fee waiver from the venue owners. Many agencies have policies that ease financial requirements of not-for-profit and volunteer organizations.

Keeping your Rodeo to a half day event can avoid the expense of providing lunch or you could encourage CERT members to bring a sack lunch or have a potluck.

No matter how little funding you have, a CERT Rodeo is still doable. Our rodeo meal was paid for by the Northland CERT Team and the Kansas City CERT Team funded morning refreshments, awards and incidental expenses such as file folders and moulage supplies. We utilized equipment already owned by the participating CERT teams to conduct the final competition and borrowed some equipment from the University. We also found an online site that sells trophies for as little as \$3.00.

Sponsorships

One of the strategies we utilized to reduce costs was to solicit sponsors for the event. This included approaching businesses and organizations known for their charitable activities that support emergency response. In return for sponsoring the event we offered to include their information in the CERT Rodeo materials, provide a table to display information about their agency, provide areas to display banners, etc.

Park University was a sponsor of our event providing both the facility for free and a reduced cost for lunches in their cafeteria. In addition, their staff helped provide services on the day of the event and their President came to the opening ceremony to welcome us to their campus. We can't thank them enough for all that they did to make our event a success.



Donations

Another budget strategy we employed was seeking donations of supplies and goods. Area CERT Teams donated the use of their equipment for the final exercise and the Regional Communication Committee donated the use of regional asset radios. Kansas City, Missouri donated the morning refreshments and Platte County MO donated the cost of the lunches.

In addition some of the CERT Coordinators personally donated the smaller items needed for the rodeo, such as folders to hold the welcome packets, the trophies, and other incidental expenses.

It is a good idea to provide donors and sponsors a Certificate of Appreciation.



CERT RODEO IN A BOX



Save the Date

Design a Save the Date Flyer as soon as you know when the rodeo will be held. Send it to the CERT Coordinators and ask that they distribute to their team members. A copy of our flyer follows should you care to use it.



Save the Date

2013 Kansas City Regional
CERT Rodeo

Saturday, October 12, 2013
Park University
8700 NW River Park Dr, Parkville, MO 64152

More Details to Follow Soon

For questions please contact the Rodeo Co-Chairs:

CERT RODEO





Design the Registration Process

It is important to design a registration process that will allow you to get an estimated head count of attendees, determine the popularity of course offerings so that you can assign classrooms and adjust schedules accordingly, identify any special accommodations that are needed, estimate refreshment requirements, etc.

We felt that it was important to funnel registrations through the local CERT coordinators to ensure that participants had completed the basic CERT training, were members in good standing of a local team, and that attendance restrictions were adhered to.

The registration form should include any appropriate waivers needed by the rodeo committee, venue owners, instructors or others involved; a list of the classes offered and an area to rank preferences; an area to solicit incident command team members and other volunteers; a method to request special accommodations, and an approval line of the local CERT coordinator.

We have provided a sample registration form for you to use as is or modify to meet your needs.

The registration committee members received the registrations and made class assignments. It was our goal to try and ensure that each participant got a least one of their top three choices and to ensure that each team had at least two participants in each class. While there are many programs and applications to facilitate this process we found the following easiest:

- Create a spreadsheet that lists each class and has blank lines for the number of students allowed in the class
- Sort registrations by team
- Take the top form from each team and assign the individual their number one choice
- Put a check mark on the registration form next to the class assigned
- Put those forms on the bottom of the team pile
- Take the second form from each team and repeat the process until each attendee has been assigned 1 class. If classes fill up begin assigning second choice, third choice, etc.
- Assess how full classes are and whether or not you have a member from each team in each class
- Begin the second round of assignments following the process of above.

It is unfortunate, but in a large event with limited class sizes, not everyone will get their top choices. Assignments should be made equally without one or more teams getting top choices while other teams get lower choices.

Class assignments were documented on an ICS 214 that recorded each participant's agenda for the day. This was given to them at the Rodeo sign in table as part of a packet of information for the day. A sample of the ICS 214 and registration forms follows:

1. Incident Name: 2013 Kansas City Regional CERT Rodeo		2. Operational Period: Date From: 10/12/13 Time From: 0800		Date To: 10/12/13 Time To: 1800	
3. Name: Joe CERT		4. ICS Position: Single Resource		5. Home Agency (and Unit): KCMO CERT	
6. Resources Assigned:					
Name		ICS Position		Home Agency (and Unit)	
7. Activity Log:					
Date/Time		Notable Activities			
0730		Registration			
0800		Keynote Address			
0900		Decision Making and Problem Solving			
1100		Lunch / Brag Room / Trailer display			
1230		Knot Tying 101			
1530		Final Competition			
1700		Clean Up			
8. Prepared by: Name: Jennifer Fales _____ Position/Title: Rodeo Co-Chair _____ Signature: _____					
ICS 214, Page 1		Date/Time: _____			



ICS 214 Activity Log

Purpose. The Activity Log (ICS 214) records details of notable activities at any ICS level, including single resources, equipment, Task Forces, etc. These logs provide basic incident activity documentation, and a reference for any after-action report.

Preparation. An ICS 214 can be initiated and maintained by personnel in various ICS positions as it is needed or appropriate. Personnel should document how relevant incident activities are occurring and progressing, or any notable events or communications.

Distribution. Completed ICS 214s are submitted to supervisors, who forward them to the Documentation Unit. All completed original forms must be given to the Documentation Unit, which maintains a file of all ICS 214s. It is recommended that individuals retain a copy for their own records.

Notes:

- The ICS 214 can be printed as a two-sided form.
- Use additional copies as continuation sheets as needed, and indicate pagination as used.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Operational Period Date and Time From Date and Time To	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	Name	Enter the title of the organizational unit or resource designator (e.g., Facilities Unit, Safety Officer, and Strike Team).
4	ICS Position	Enter the name and ICS position of the individual in charge of the Unit.
5	Home Agency (and Unit)	Enter the home agency of the individual completing the ICS 214. Enter a unit designator if utilized by the jurisdiction or discipline.
6	Resources Assigned	Enter the following information for resources assigned:
	• Name	Use this section to enter the resource's name. For all individuals, use at least the first initial and last name. Cell phone number for the individual can be added as an option.
	• ICS Position	Use this section to enter the resource's ICS position (e.g., Finance Section Chief).
	• Home Agency (and Unit)	Use this section to enter the resource's home agency and/or unit (e.g., Des Moines Public Works Department, Water Management Unit).
7	Activity Log Date/Time Notable Activities	<ul style="list-style-type: none"> • Enter the time (24-hour clock) and briefly describe individual notable activities. Note the date as well if the operational period covers more than one day. • Activities described may include notable occurrences or events such as task assignments, task completions, injuries, difficulties encountered, etc. • This block can also be used to track personal work habits by adding columns such as "Action Required," "Delegated To," "Status," etc.
8	Prepared by • Name • Position/Title • Signature • Date/Time	Enter the name, ICS position/title, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).



Kansas City Regional CERT Rodeo
Saturday, October 12, 2013
8:00am to 5:30pm

Park University
8700 NW River Park Dr. Parkville, MO 64152

Registration Form

By registering for the 2013 CERT Rodeo, I grant the organizers and producers of the 2013 CERT Rodeo permission to use my likeness, video and/or photograph in any and all of its publications, including electronic courses, websites, and promotional materials without payment or any other consideration.

CERT Team Name: _____ Date Submitted: _____

CERT Member Name: _____

Email Address: _____

Class Preference

Please rank the following class options from 1 to 8. 1 is the class you want most and 8 is the class you are least interested in. You will be scheduled for 3 classes. We will make every effort to enroll you in the classes you most want, but there is no guarantee.

_____ Damage Assessment	_____ Preparedness on a Budget
_____ Decision Making / Problem Solving	_____ The Art of Moulage
_____ Grid Searching	_____ Working with Functional and Access Needs
_____ Knot Tying 101	

Incident Management Team

NIMS/ICS will be used to manage the CERT Rodeo as if it were a real incident. CERT members serving on the Incident Command team will manage the incident under the guidance of an experienced mentor and gain valuable experience in incident command. Volunteering for Incident Command will count as two courses.

Would you like to volunteer for Incident Command? Yes _____ No _____

For questions about accessibility or to request accommodations please contact either of the 2013 CERT Rodeo Co-Chairs, Mike O'Neal at 816-858-1966 / Michael.Oneal@plattesherriff.org or Jennifer Fales at 816-513-8602 / Jennifer.Fales@kcmo.org. At least two weeks advance notice will allow us to provide reasonable accommodations.

CERT Member

Signature: _____

Local CERT Coordinator's Approval

Signature: _____

CERT RODEO IN A BOX



Set registration deadlines

Registrations should be received no later than 2 weeks before the event and much earlier if possible. This will allow ample time to cancel classes that don't have a minimum number of attendees, provide headcounts for ordering food, copying class handouts, etc.

Tip

It is a good idea to make some blank copies of the ICS214 form for individuals that may show up that did not register. Provide the registration table with copies of the class assignment spreadsheet so they can make class assignments of unregistered individuals to classes that are not full.

Increasing Registration

Once we realized that registration was low, we invited members of similar agencies to attend classes (although we restricted participation in the final exercise as they did not have basic CERT training). Groups you may want to consider inviting to attend classes include:

Medical Reserve Corp

Public Health Volunteers

Local VOAD

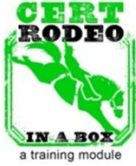
Red Cross, Salvation Army, and United Way

CERT Teams outside of your region but within reasonable driving distance / we decided on teams within a 1 hour drive

We invited them via email using the following:

Good Afternoon,

The regional CERT teams are holding a CERT Rodeo on October 12th at Park University. This is a day of training and friendly competition. We are offering 7 classes that may be of interest to the KCVOAD. I have attached a copy of the registration form and would like to invite your members to sign up. Could you please forward this FREE training opportunity to your group? I would be happy to answer any questions anyone may have. Thanks much.



Logistics

Select a Venue

The venue you select should be able to accommodate your number of anticipated attendees, have ample parking, and be ADA compliant. Having space for both indoor and outdoor activities, a room large enough to assemble all the participants, and open space for vendors and displays is beneficial. If you have outdoor activities there should be a plan to move indoors in the event of unexpected bad weather. You may also want to consider a location that is central to all participating teams, the availability of food and service stations nearby, and any difficulties that could be caused by roadwork in the area.

Some potential locations include:

- Community centers
- Schools and universities
- Police or fire training academies
- Conference facilities that may be willing to waive fees

Selecting a venue designed for training may reduce your work and equipment needs by having audio/visual equipment available and set up for use.

Tips

We chose not use K-12 schools because we could not be given access the night before the rodeo to set up due to sporting events that were taking place.

Private conference venues may have a list of approved food vendors. Food from other sources may not be allowed. Unless the food vendors are willing to provide a discount, this could substantially increase your budget or require that participants be charged to cover the cost.

Food/Water

Many recent grants exclude reimbursement for the purchase of food and water. This can make providing refreshments for your participants challenging. Depending on the length of your event you will need to consider refreshments for a morning break, lunch, afternoon break, and a hydration station for safety during the competition.

CERT RODEO IN A BOX



There are a number of options for providing food and beverages. You might consider the following:

- Asking participants to bring a sack lunch and their own hydration
- Hosting a pot-luck where everyone brings a dish to share
- Asking for sponsors that will pay for lunch or a break
- Participant fee
- Using funds generated by event vendors to pay for refreshments

In addition to the actual food and drink you may need a number of supplies to facilitate food service:

- Paper plates
- Napkins
- Plastic Ware
- Cups
- Serving Spoons
- Tin Foil / Plastic Wrap
- Tables/chairs
- Ice

Vendors

Having a vendor area is a mutually beneficial endeavor. Vendors may pay a small fee for a table which can help fund your rodeo and CERT members are able to browse and purchase items that interest them, sometimes at special reduced cost for the event. In return, the vendors gain exposure to potential new clients, are able to participate in a community beneficial event, and may get media exposure.

We developed a potential vendor list from local businesses that sell emergency preparedness supplies and military surplus stores. We also obtained the vendor lists from recent “prepper” expos and narrowed that list to vendors within a 50 miles radius that sold appropriate items.

We did not allow the sale, display or carrying of any weapons or ammunition.

A copy of the vendor solicitation letter follows:

CERT RODEO IN A BOX



Date

Company Name

Street Address

City, State, Zip

Re: Vendor Opportunity

Preparing citizens to support local emergency events is an important part of our region's disaster preparedness. On October 12, 2013, the Kansas City Regional Community Emergency Response Teams (CERT) will hold their second annual CERT Rodeo. This is full day of classes, hands on practice, and friendly competition for our emergency response volunteers. The CERT Rodeo will take place from 8:00am to 5:30pm on the Park University campus located in Parkville, Missouri. This year's rodeo will be videotaped and featured in a CERT Rodeo in a Box training module that will be released to CERT Teams all over the country.

The local emergency management agencies hosting the annual CERT rodeo have set aside space for vendors. We are contacting you because your business represents the education/products/and or services that could be of interest and benefit to the attendees of the CERT Rodeo. (The sale, display, or carrying of weapons or related items is prohibited at the Rodeo.)

Participating vendors will have a space with a 12' table and 2 chairs and will have the opportunity to have information included in a program booklet distributed with the training film. We are expecting approximately 300 participants with another 50 individuals serving as trainers and support staff.

Vendors are asked to pay \$40 to help support the annual CERT Rodeo event. Realizing that this may be a burden to some, we will also accept donated items for door prizes, competition prizes, etc. in lieu of cash. We are willing to work with you if you are interested in being a sponsor at the rodeo.

To confirm your space at the CERT Rodeo or to find out more information, please contact either of the CERT Rodeo Co-chairs at the phone numbers or emails listed below.

Thank you for considering participation in the important event to support and further educate the emergency response volunteers of the Kansas City region.

Sincerely,

Name

CERT Rodeo Co-Chair

Phone Number

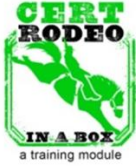
[Email](#)

Name

CERT Rodeo Co-Chair

Phone Number

[Email](#)



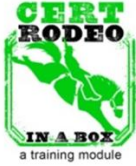
Volunteers

A lot of behind the scenes work and staff support is required to make the CERT rodeo successful. From directing traffic to manning the sign in table to cleaning up after the event, volunteers help make the rodeo a success. Our first year we tried using the CERT members who were attending as volunteers and it impacted their ability to get to their classes. This year we solicited volunteers that would serve the sole function of supporting the rodeo and not attend classes. Potential sources of volunteers include:

CERT members that are not attending classes
Public health or other department volunteers
Medical Reserve Corp
Local VOAD
Emergency management and first responder staff

Possible volunteer assignments:

- Helping set up the night before the rodeo / placing signage, testing A/V equipment, etc.
- Directing traffic/parking
- Manning the sign in table & registering last minute participants
- Manning a first aid station
- Serving as a tour guide for VIP guests
- Assisting with setup and serving refreshments (if provided)
- Escorting instructors to classrooms
- Ensuring students sign in for class
- Delivering sign in sheets to incident command
- Assisting functional and access need participants
- Periodically inspecting restrooms and ensuring they remain clean and stocked with supplies
- Assisting with set up and tear down of hands on activities
- Serving as competition judges
- Assisting with final cleanup of facility
- Helping prepare certificates of attendance
- Assisting with an After Action Conference/Report
- Preparing and tabulating follow up surveys



Class Logistics

The following list contains some, but not necessarily all, considerations for class resources:

- Audio/visual equipment
- Chairs/seating
- Instruction area
- Instruction supplies/visual aids
- Handouts (syllabus, forms, guides, etc.)
- Signage (direction, class location, etc.)
- Attendance sheet
- Sign-in sheet (for certificate verification)
- Class monitors/liaisons
- Classroom clean-up crew

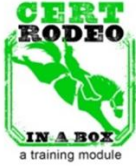
Competition Logistics

All of the above elements mentioned in the planning section will drive the type of competition you will be able to organize, and the nature of the events may change as logistics are considered. Regardless of the type of competition decided upon, a competition planning team will facilitate a more successful event due to the logistics and supplies needed.

Considerations for supplies should include (but not be limited to):

- Equipment
The equipment needed to conduct the competition will be based upon the type of challenges presented with a goal of providing safety for the competitors. Any element needed to provide a challenge or aid in the competition should be provided such as obstacles for an obstacle course, specialized rescue equipment not normally carried by CERT member, “hazards” for added realism, moulage for victims, etc.
- Personnel
Many factors influence the number and type of personnel needed to ensure a smooth and enjoyable competition. CERT members that are not interested in competing are an excellent resource to assist with the competition. Although multiple tasks can be handled by a single person, the positions to be considered may incorporate the following:
 - Overall competition manager
 - Testing personnel
 - First Aid/Rehydration Station personnel
 - Emcee (to keep spectators and competitors enthused and entertained during lag time)
 - Set-up/Take down crew
 - Score tabulators
 - Runners

This list is not intended to be all inclusive nor do you need to necessarily fill each position listed above.



For our competition the following resources were utilized:

- Competition Leader – to oversee the competition
 - Assistant Competition Leader – to handle any issues
- 4 judges – one for each station (instructors make excellent judges)
 - 4 assistants to the judges – to track time and provide assistance
- 2 Score tally persons
- 2 runners to bring the score sheets to the tally persons
- 2 First Aid/Rehydration personnel and supplies
- 8 cones – to mark out areas (additional were utilize for Transport and the Guiding Functional and Access Needs Individual – see below)
- Caution tape – to mark out boundaries
- One pop up canopy for the First Aid station (plus four additional back-ups in case shade was needed)
- 4 Chairs – two for the First Aid Station, one as an obstacle for the Knot Tying with Transport, and one for the Guiding Functional and Access Needs Individual
- 3 tables – one for the First Aid Station, one for Moulage, and one for Damage Assessment
- 8 clip boards (one for each judge and assistant)
- Score sheets for each participant/team completed by each judge

In addition, each station needed specific resources:

- Guiding a Functional and Access Needs Individual
 - A person to be led about the course (we utilized our instructor who also judged)
 - Two screens to simulate a narrow hallway
 - A power cord to simulate a ground hazard
 - Six cones to mark the course
 - Two step ladders with a soft bar (to simulate a low hazard requiring ducking)
 - A chair (as beginning and end)
- Moulage
 - Table for equipment
 - Moulage make-up (procured from household items in addition to regular make-up)
- Damage Assessment
 - Note book with pictures of damaged structures/situations
 - Test sheets for each competing team
 - Table
 - Two chairs – one for the judge and one for the assistant
- Knot Tying with Transport
 - Back board
 - Rescue dummy
 - Webbing
 - Six cones for an obstacle course



Operations

Pre-staging

If it is possible with your venue, pre-staging classrooms, sign in areas, display rooms, etc. the night before will help take some pressure off of the planning team and volunteers on the day of the rodeo. We have found it beneficial to be set up and ready to receive CERT members and guests at least 45 minutes prior to the rodeo start time. Many people like to leave extra early to account for potential travel delays, finding the location, and networking with other CERTs before the event begins. We asked the planning team and support staff to arrive no less than 1 hour before the start time.

Troubleshooting

No matter how well you plan, there will be issues that arise on Rodeo day that you could not have foreseen. Having a few folks on hand assigned to troubleshoot and resolve issues is beneficial. We used our rodeo co-chairs in this capacity. Some issues that may arise include:

CERT members that are not happy with their class assignments – some of our members went to a class that they were not registered for that was already at capacity. This caused seating issues and some frustration from registered students.

Refreshments/lunch not being delivered on time. This can throw the rodeo schedule off and adjustments need to be made “in the moment”.

Equipment issues. If you are using borrowed equipment that the users are not familiar with it can create delays as they go through a learning curve.

Attitudes. We hope that our CERT members are excited about an opportunity to learn and practice, but difficult people can be found in any group gathering. No matter how well your rodeo is organized, you can't please everyone. It is best to address any attitude issues at the onset of the problem to ensure that it does not escalate or spread.

Misinformation – People don't always take the time to read the materials/instructions they are given and this can lead to frustration when assumptions are made but not met. It is helpful to have copies of written materials that can be referred to when addressing misinformation.

Whatever issues arise, keeping your focus on the intent of the rodeo and reaching your objectives will help you develop creative solutions.



Classes

On the day of the rodeo, the class population should be monitored to guarantee that those in attendance were registered for the class. Using attendance sheets with monitors will help to direct persons to their registered classes and prevent confusion and frustration when a registered person arrives to a full room of people who were not signed up for the class. Along with the attendance sheets of registered students a sign-in sheet will record who actually attended and be used to create class certificates.

It is helpful to have someone with information technology skills and knowledge on hand to help trouble shoot any issues with A/V equipment, sound, etc.

Competition

A number of elements will influence the flow of the competition such as type of competition, number of participants/teams, number of support staff for each contest, resources available, time allotted, area and environmental issues, etc. The flow should prevent as much stagnant time as possible for both the contestants and spectators but not be so hectic as to cause confusion or safety issues.

Safety for everyone should be a major element to the competition. In addition, a meeting with the judges and any assistants before the competition should be held to cover rules for game play and any safety issues. It is also a good idea to do a “walk-through” of the competition stages to identify any complications or safety issues that might arise.

A decision on when to set up the competition should be made in advance. Depending on the location and layout, you might set up your competition the night before or you may need to set up the day of your event. Our competition was set up on the day of the rodeo and required planning and much assistance to have ready in time for the contest.

Before the competition begins an initial briefings should be conducted to cover the purpose, rules, safety issues, and overall competitor’s expected performance. The first overall briefing should be as short as possible as the participants and spectators will be anxious to begin the fun. In addition, each station should have its own directions. Utilizing a script will ensure that each team receives the same information and eliminate any bias. See **Appendix D** for the scripts used during our rodeo.

During the competition, one or more members of either the planning committee or the competition subcommittee should be “roaming” around to assist with any issues, judging clarifications, or resource needs that might occur. The roamers can also act as safety officers.

The end of the competition should be agreed upon prior to the actual event. If time is a factor then the end of the competition may be set, but if the competition is based on task completion, some criteria must be arranged to prevent any team from taking too long and slowing down the event. You should also consider establishing rules for suspending play if any real emergency or injury occurs.



Follow Up

Once the day of the rodeo has come and gone, you'll understandably be tired. We don't recommend taking more than a couple of days for a break before beginning the follow up. Follow up activities include:

- Making sure that all borrowed equipment was returned to the rightful owner in good working condition
- Sending thank you letters to your sponsors, donors, speakers, and participants
- Sending participant certificates of attendance
- Conducting a hotwash (we utilized a free Survey Monkey to collect feedback)
- Developing a corrective action plan or lessons learned document to incorporate changes into your next rodeo

We sent our participant thank you and certificates via email using the following:

Thank you for attending the KC Regional CERT Rodeo held on October 12, 2013 at Park University in Parkville, Missouri. We hope that you enjoyed the rodeo as much as we did.

If you attended classes your certificate is attached. There is also a link below to a short survey that will be used to develop an After Action Report. Please take a moment to share your thoughts with us to improve future training events.

Thank you for all that you do to help your community prepare for and respond to major emergencies and disasters.

We appreciate you!

Name
Rodeo Co-Chair

Name
Rodeo Co-Chair

Following is a copy of our After Action Survey and Certificate of Attendance for your use.



Copy of After Action Survey

Thank you for attending the 2013 Kansas City Regional CERT Rodeo. We hope you enjoyed the event as much as we did. Please take a moment of your time to complete this short survey on your experience at the rodeo. Your feedback will help guide future events.

1. Overall, how would you rate the 2013 KC Regional CERT Rodeo?

- ☐ Excellent
- ☐ Very Good
- ☐ Fairly Good
- ☐ Mildly Good
- ☐ Not Good At All

Please provide any comments you have to improve future training events

2. How would you rate the venue/location?

- ☐ Excellent
- ☐ Very Good
- ☐ Fairly Good
- ☐ Mildly Good
- ☐ Not Good At All

Please provide any comments you have regarding the venue/location of the CERT rodeo



3. Which classes did you take?
- ☐ Working with Functional and Access Needs
 - ☐ The Art of Moulage
 - ☐ Decision Making and Problem Solving
 - ☐ Grid Searching
 - ☐ Knot Tying 101
 - ☐ Preparedness on a Budget
 - ☐ Damage Assessment
 - ☐ Did Not Take Any Classes

Please provide any comments you have regarding your classes

4. How worthwhile was the course materials?
- ☐ Extremely Worthwhile
 - ☐ Quite Worthwhile
 - ☐ Moderately Worthwhile
 - ☐ Slightly Worthwhile
 - ☐ Not at All Worthwhile

Please provide any comments you have regarding course materials



5. How much have your skills improved because of the CERT rodeo?
- ☐ A Great Deal
 - ☐ A Lot
 - ☐ A Moderate Amount
 - ☐ A Little
 - ☐ None At All

Please provide any suggestions you have regarding future course topics

6. How worthwhile were the CERT trailer displays?
- ☐ Extremely Worthwhile
 - ☐ Quite Worthwhile
 - ☐ Moderately Worthwhile
 - ☐ Slightly Worthwhile
 - ☐ Not At All Worthwhile

Please provide any comments you have regarding CERT trailer displays

7. Was the CERT Rodeo length too long, too short, or just about right?
- ☐ Much Too Long
 - ☐ Somewhat Too Long
 - ☐ Slightly Too Long
 - ☐ About Right
 - ☐ Slightly Too Short
 - ☐ Somewhat Too Short
 - ☐ Much Too Short

CERT RODEO IN A BOX



Please provide any comments you have regarding the length of future training events

8. Based on your experience this year, how likely are you to attend a future CERT Rodeo?

- ☐ Very Likely
- ☐ Somewhat Likely
- ☐ Likely
- ☐ Not Very Likely
- ☐ Absolutely Not

Is there anything else you would like to share about the CERT Rodeo?

2013 KANSAS CITY REGIONAL CERT RODEO

THIS CERTIFIES THAT

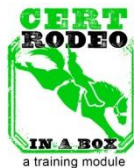
JOE CERT

HAS SUCCESSFULLY COMPLETED THE FOLLOWING COURSES OFFERED AT THE 2013 KANSAS CITY REGIONAL
CERT RODEO AND IS THEREFORE AWARDED THIS

CERTIFICATE OF ATTENDANCE FOR

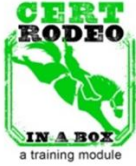
DECISION MAKING & PROBLEM SOLVING
AND
DAMAGE ASSESSMENT

HELD THIS 20TH DAY OF OCTOBER 2013



, RODEO CO-CHAIR

, RODEO CO-CHAR



APPENDIX A – MEETING AGENDAS

2nd Annual Kansas City Regional CERT Rodeo Kick Off Planning Meeting

July 11, 2013

6:00 pm to 8:00 pm

Kansas City, MO Emergency Operations Center
635 Woodland, Suite 2107
KCMO 64106

Welcome and Introductions

1. Meeting facilitator
2. Rodeo Co-Chairs
3. Planning team members
4. Housekeeping issues

Host Jurisdiction

1. Volunteers?
2. Venue Brainstorming

Rodeo Design

1. Half day with 2 hour session
Pros and cons
2. Full day with 4 hour sessions
Pros and cons
3. Number of Students _____
4. Vendors
Pros and cons
5. Brag Tables
Pros and cons
6. Trailers
Pros and cons

Course Offering Suggestions (up to 8 classes total)

Other Items for Discussion

1. _____
2. _____
3. _____

Next Meeting

Thursday July 25, 2013 / 6:00 pm to 8:00 pm

Kansas City, Missouri Emergency Operation

2nd Annual Kansas City Regional CERT Rodeo Planning Meeting

July 25, 2013

6:00 pm to 8:00 pm

Kansas City, MO Emergency Operations Center
635 Woodland, Suite 2107
KCMO 64106

Welcome and Introductions

Rodeo Venue – Follow up and Discussion

1. High Schools
2. Universities
3. Police Academy
4. Private Conference Center

Sessions – Follow Up

1. Working with Functional and Access Needs
2. The Art of Moulage
3. Decision Making & Problem Solving
4. Knot Tying 101
5. Difficult Demanding Irritated People
6. Grid Searching
7. Preparedness on a Budget
8. Damage Assessment
9. Traffic Control

Food for Participants

1. Potential Donors
2. Other Ideas

Competition

1. Military Lane Training
2. Other Ideas

Registration

1. Forms

2. Process

Other Business

Next Meeting

Thursday August 8, 2013 / 6:00 pm to 8:00 pm
Kansas City, Missouri Emergency Operations Center

2nd Annual Kansas City Regional CERT Rodeo Planning Meeting

August 8, 2013

6:00 pm to 8:00 pm

Kansas City, MO Emergency Operations Center

635 Woodland, Suite 2107

KCMO 64106

Welcome and Introductions

1. Rodeo Location – Follow up

- a) Police Academy
- b) Private Conference Centers
- c) Universities

2. Subcommittee Reports

a) Registration Subcommittee

Invitations - dignitaries

b) Competition Subcommittee

Competition Structure

Support Staff

Limit on Number of Teams Competing

Trophies

c) Other Subcommittees needed?

- 1. Vendor Support
- 2. Trainer/Class Support
 - Class list, sign in sheets, supplies, set up, etc.
- 3. Logistics / traffic, parking, food, sanitation
- 4. Follow Up Subcommittee
 - Thank you letters, certificates, etc.

3. Sessions – Follow Up

- a) Revised schedule for discussion
 - b) Working with Functional and Access Needs
 - c) The Art of Moulage
 - d) Decision Making & Problem Solving
 - e) Knot Tying 101
 - f) Difficult Demanding Irritated People
 - g) Grid Searching
 - h) Preparedness on a Budget
 - i) Damage Assessment
 - j) Traffic Control
4. Other Business

Next Meeting

Thursday August 22, 2013 / 6:00 pm to 8:00 pm
Kansas City, Missouri Emergency Operations Center

2nd Annual Kansas City Regional CERT Rodeo Planning Meeting

August 22, 2013
6:00 pm to 8:00 pm
Kansas City, MO Emergency Operations Center
635 Woodland, Suite 2107
KCMO 64106

Welcome and Introductions

1. Update on Rodeo Location / Date
 - a) Private Conference Facility
 - b) University
2. Vendor Solicitation Update
3. Subcommittee Reports
 - a) Registration Subcommittee
 - b) Competition Subcommittee
 - c) Trainer / Class Support Subcommittee
1. Syllabus, instructor record, course source
 - a) Logistics Subcommittee
 - b) Follow Up Subcommittee
 - c) Other Subcommittees
4. Sessions Report
 - a) Working with Functional and Access Needs
 - b) The Art of Moulage
 - c) Knot Tying 101
 - d) Difficult Demanding Irritated People
 - e) Grid Searching
 - f) Preparedness on a Budget

g) Damage Assessment – Foote

h) Traffic Control – O’Neal

5. Other Business

Next Meeting

Thursday September 5, 2013 / 6:00 pm to 8:00 pm
Kansas City, Missouri Emergency Operations Center

2013 Kansas City Regional CERT Rodeo Planning Meeting

September 5, 2013
6:00 pm to 8:00 pm
Kansas City, MO Emergency Operations Center
635 Woodland, Suite 2107
KCMO 64106

Welcome and Introductions

1. Rodeo Location Confirmed
 - a) Park University
2. Rodeo Date
 - a) October 12, 2013 at 8:00am
3. Meeting Frequency
 - a) Should we begin meeting weekly?
4. Vendor Solicitation Update
5. Discussion and Sales Tax Issues
6. Rodeo Support Volunteers
 - a) Medical Reserve Corps Request
 - b) KCMO Health Ambassadors
 - c) Others?
7. Subcommittee Reports
 - a) Registration Subcommittee
 - b) Competition Subcommittee
 1. Master of Ceremonies
 - c) Trainer / Class Support Subcommittee
 1. Syllabus, instructor record, course source
 - d) Logistics Subcommittee

e) Follow Up Subcommittee

f) Other Subcommittees?

8. Sessions Report

a) Working with Functional and Access Needs

b) The Art of Moulage

c) Knot Tying 101

d) Decision Making and Problem Solving

e) Grid Searching

f) Preparedness on a Budget

g) Damage Assessment

h) Traffic Control – O’Neal

8. Other Business

Next Meeting

Thursday September 12, 2013 / 6:00 pm to 8:00 pm
Kansas City, Missouri Emergency Operations Center

2013 Kansas City Regional CERT Rodeo Planning Meeting

September 12, 2013

6:00 pm to 8:00 pm

Kansas City, MO Emergency Operations Center

635 Woodland, Suite 2107

KCMO 64106

Welcome and Introductions

1. Vendor Solicitation Update
 - a) Draft letter has been approved
2. Rodeo Support Volunteers
 - a) FEMA Corp
 - b) AmeriCorps
3. Subcommittee Reports
 - a) Registration Subcommittee
 1. Limited version of registration form sent to CERT coordinators for distribution
 2. Waiting on information from Instructors to finish class description portion
 3. Need Park University approval and other sponsor information to finish remaining packet items.
 - b) Competition Subcommittee / Davis, Carroll, McCloud, Marion
 1. Frank Coots has accepted role of Master of Ceremonies
 - c) Rodeo Manual Subcommittee / Wrinkle, Gardner
 - d) Trainer / Class Support Subcommittee
 1. Syllabus, instructor record, course source
 - e) Logistics Subcommittee / Sturner
 - f) Follow Up Subcommittee / Fales
 - g) Other Subcommittees?

4. Sessions Report

- a) Working with Functional and Access Needs - Fales
- b) The Art of Moulage - Foote
- c) Knot Tying 101 – Sanches
- d) Decision Making and Problem Solving – Davis & Fales
- e) Grid Searching – Sturner
- f) Preparedness on a Budget – Fales
- g) Damage Assessment – Foote
- h) Traffic Control – O’Neal

5. Other Business

Next Meeting

Thursday September 19, 2013 / 6:00 pm to 8:00 pm
Kansas City, Missouri Emergency Operations Center

2013 Kansas City Regional CERT Rodeo Planning Meeting

September 19, 2013
6:00 pm to 8:00 pm
Kansas City, MO Emergency Operations Center
635 Woodland, Suite 2107
KCMO 64106

Welcome and Introductions

1. Vendor Solicitation Update
 - a) Letters are ready for signature
2. Rodeo Support Volunteers
 - a) MRC is up to 10 volunteers
 - b) FEMA Corp still an option
3. Subcommittee Reports
 - a) Registration Subcommittee
 1. Registrations received from WYCO and KCMO
 2. Folders for review
 3. Need Park University approval on their write up in the registration packet
 - b) Competition / Awards Subcommittee
 1. Logistic list for discussion
 2. Trophies are scheduled for delivery on 9/24
 3. Novelty awards are schedule for delivery on 9/20
 - c) Trainer / Class Support Subcommittee
 1. Still need documents for Access and Functional Needs, Traffic Control, Grid Searching and Art of Moulage
 - d) Logistics Subcommittee
 - e) Follow Up Subcommittee

4. Sessions Report

- a) Working with Functional and Access Needs
- b) Meeting with Craig Martin tomorrow
- c) The Art of Moulage
- d) Knot Tying 101
- e) Decision Making and Problem Solving

- 1. Gary Thurman has submitted his documents and is good to go – may have some expense purchasing fortune cookies

- f) Grid Searching
- g) Preparedness on a Budget
 - 1. Coming along fine
- h) Damage Assessment
- i) Traffic Control

5. Other Business

Next Meeting

Thursday September 26, 2013 / 6:00 pm to 8:00 pm
Kansas City, Missouri Emergency Operations Center

2013 Kansas City Regional CERT Rodeo Planning Meeting

September 26, 2013

6:00 pm to 8:00 pm

Kansas City, MO Emergency Operations Center

635 Woodland, Suite 2107

KCMO 64106

Welcome and Introductions

1. Vendor Solicitation Update

- a) Vendors will not be invited to sell / issue with sales tax

2. Event Funding

- a) Another potential donor

3. Attendance

- a) Condensed schedule to fill classes for review and discussion

4. Subcommittee Reports

a) Registration Subcommittee

- 1. CJC not attending due to conflict
- 2. MRC and AmeriCorps invited to participate to help fill classes

b) Competition Subcommittee

c) Rodeo Manual Subcommittee

d) Trainer / Class Support Subcommittee

- 1. Still need documents for Traffic Control, Grid Searching

e) Logistics Subcommittee

f) Awards Subcommittee

- 1. All trophies and awards have been delivered

g) Follow Up Subcommittee

5. Session Reports

a) Working with Functional and Access Needs

1. Blind portion is complete
2. Wheelchair instructor has been located

b) The Art of Moulage

c) Knot Tying 101

d) Decision Making and Problem Solving

e) Grid Searching

f) Preparedness on a Budget

g) Damage Assessment

h) Traffic Control

6. Other Business

Next Meeting

Thursday October 3, 2013 / 6:00 pm to 8:00 pm
Kansas City, Missouri Emergency Operations Center

2013 Kansas City Regional CERT Rodeo Planning Meeting

October 3, 2013

6:00 pm to 8:00 pm

Kansas City, MO Emergency Operations Center

635 Woodland, Suite 2107

KCMO 64106

Welcome and Introductions

1. Attendance

- a) 61 Total Signed Up
- b) Planning Committee Members Registration

2. Subcommittee Reports

- a) Registration Subcommittee
 - 1. Review of Class Assignments
 - 2. Registration Packets
 - b) Competition Subcommittee
 - 1. Only 2 Teams Competing (KCMO & Olathe)
 - c) Trainer / Class Support Subcommittee
 - 1. Need to assign class rooms based on student numbers
 - 2. Need Assistant assigned to Functional and Access Needs Class
 - d) Logistics Subcommittee / Sturner
 - e) Awards Subcommittee
 - 1. Oldest / Youngest Teams instead of Individuals?
 - f) Follow Up Subcommittee
- ### **3. Sessions Report**
- a) Working with Functional and Access Needs
 - b) The Art of Moulage

- c) Knot Tying 101
- d) Decision Making and Problem Solving
- e) Grid Searching
- f) Preparedness on a Budget
- g) Damage Assessment
- h) Traffic Control

4. Other Business

Next Meeting

This was the final planning meeting. No further meetings will be held.



APPENDIX B - REGISTRATION PACKET

2013 Kansas City Regional CERT Rodeo

Registration Packet

October 12, 2013
8:00am to 5:30pm

Park University
8700 NW River Park Dr Parkville, MO 64152





September 5, 2013

Dear CERT Member,

We are pleased to invite you to attend the 2013 Kansas City Regional CERT Rodeo. The Rodeo will expand on the knowledge and skills that you learned in the basic CERT class, provide an opportunity to network with CERT members from other teams in the region, and conclude with a friendly competition of some of the skills learned earlier in the day.

The rodeo will be professionally filmed and edited by the creative geniuses at Thill Media to create a “CERT Rodeo in a Box” for release nationally that will provide CERT members everywhere information to develop their own rodeo and content that can be used to facilitate sessions. By registering for the CERT Rodeo you will be part of this exciting production and your image or likeness may be used in the video, promotion, websites, etc.

This registration packet includes everything you need to know from how to register for classes, sign up a competition team, logistics for the rodeo, and more.

It takes a tremendous amount of work to plan and execute a CERT Rodeo. We’d like to thank the 2013 Rodeo Planning Team and subcommittee members, Park University for hosting the event, FEMA Region VII for the generous grant that makes filming possible, Mid-America Regional Council, local emergency management agencies, Thill Media, and the countless others that provided support to make the Rodeo happen. And of course, we want to thank you for participating and all that you do to make your community better prepared for the disaster we hope never happens and the smaller emergencies that happen every day.

Please complete your registration form and submit it to your local CERT Coordinator as soon as possible. Registrations are due back to the Planning Team no later than September 25, 2013.

Please feel free to contact us if you have any questions or need further information. We look forward to seeing you in October!

Name
Rodeo Co-Chair
[Email](#)
Phone Number

Name
Rodeo Co-Chair
[Email](#)
Phone Number



The 2013 CERT Rodeo will be held at the historic Park University, Parkville campus located at 8700 NW River Park Drive Parkville, MO 64152. This beautiful 700 acre campus features a unique blend of historic buildings and modernistic subterranean learning space. There is ample parking, a cafeteria that features great food using fresh ingredients and healthy options that is serving lunch for rodeo participants, and a beautiful fall view of the woods and bluff high above the Missouri River.

We couldn't think of a more perfect location to hold the rodeo and can't thank Park University enough for the use of their space.



Mackey Hall at Park University was constructed using limestone mined on the campus grounds and built with the labor of students. It took ten years to build and was completed in 1893

Map of Rodeo Location



PARKVILLE CAMPUS MAP

8700 NW River Park Drive • Parkville, MO 64152 • (816) 741-2000 • www.park.edu

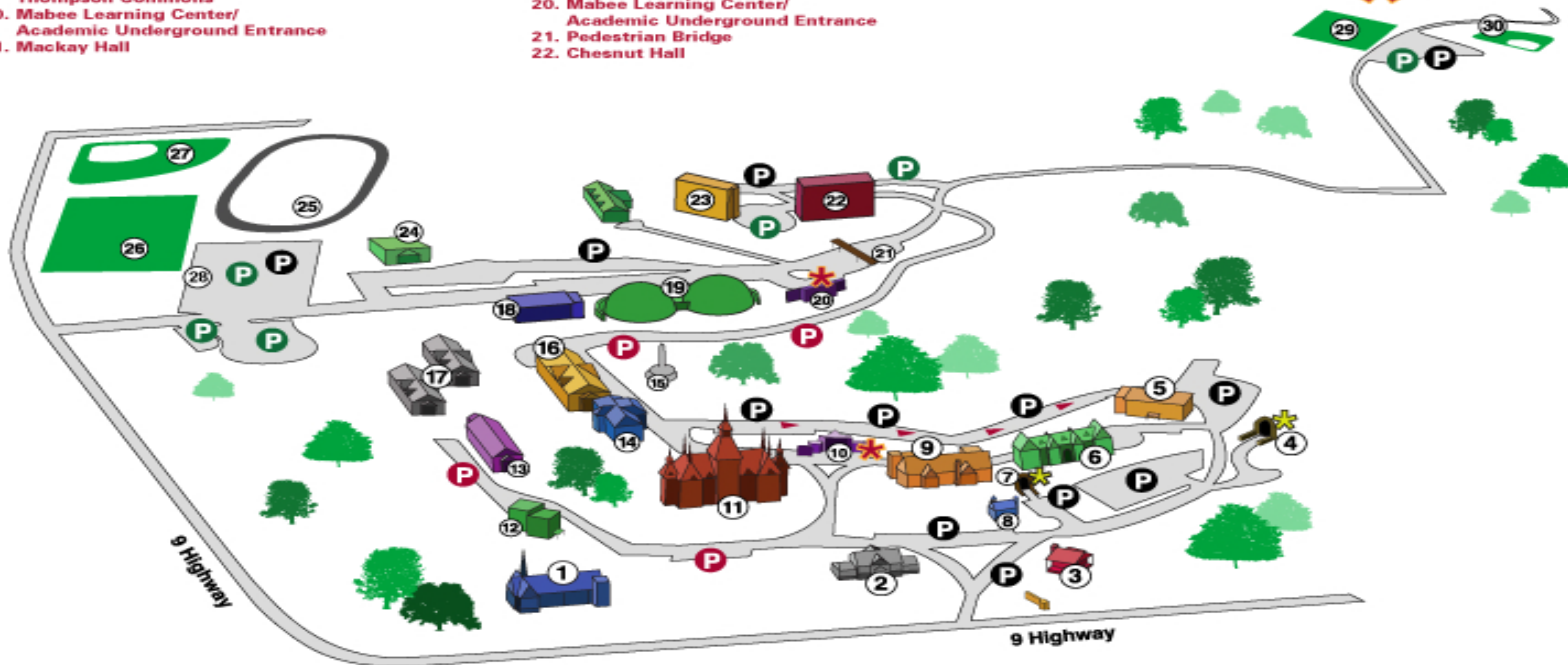
1. Graham Tyler Memorial Chapel
2. University White House
3. Park House
4. President Mackenzie Underground Entrance
5. Hawley Hall
6. Herr House
7. President Condit Underground Exit
8. McCoy Meetin' House
9. Thompson Commons
10. Mabee Learning Center/
Academic Underground Entrance
11. Mackay Hall

12. Alumni Hall
13. Copley-Thaw Hall
14. Morrington Center
15. Charles Smith Scott Observatory
16. Findlay-Wakefield Science Hall
17. Copley Quad
18. Intramural Field House
and Fitness Center
19. Breckon Sports Center
20. Mabee Learning Center/
Academic Underground Entrance
21. Pedestrian Bridge
22. Chesnut Hall

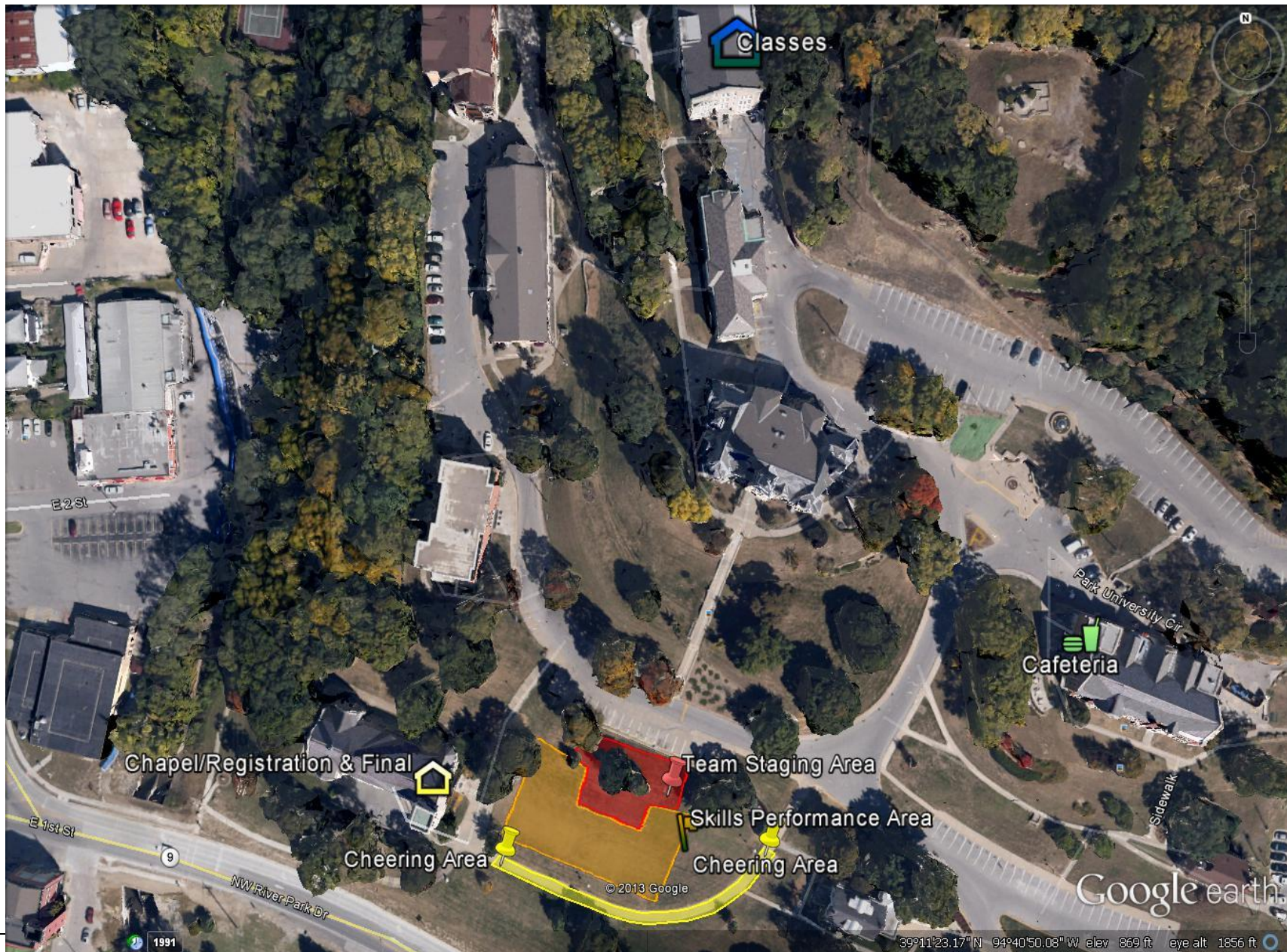
23. Dearing Hall
24. Synergy Services
25. Track Complex
26. Julian Field
27. Park Softball
28. Concessions and Restrooms
29. Hemingway Field
30. Comfort Field

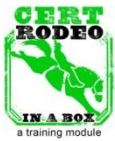
PARKING

- GENERAL PARKING
- RESIDENTIAL STUDENTS
- FACULTY AND STAFF
- UNDERGROUND ENTRANCE (VEHICLES)
- UNDERGROUND ENTRANCE (PEDESTRIAN)



Map of the Key Rodeo Areas





2013 Kansas City Regional CERT Rodeo

Please use the attached registration form to select 1 morning class and 1 afternoon class, sign up to serve on the incident management team, and RSVP for lunch.

Saturday, October 12, 2013

8 : 0 0 a m - 8 : 3 0 a m	Registration			
8 : 3 0 a m - 0 9 : 0 0 a m	Vendor Exhibits Open	Opening Ceremonies Keynote Address: Rodney Odom, FEMA Region VII (Location)		
9 : 0 0 - 1 1 : 0 0		Working with Access and Functional Needs	The Art of Moulage Part 1	Decision Making & Problem Solving
1 1 : 0 0 a m - 1 2 : 3 0 p m		Lunch / Brag Room / Trailers / Etc.		
1 2 : 3 0 p m - 2 : 3 0 p m	Vendor Exhibits Open	Knot Tying 101	The Art of Moulage Part 2	Preparedness on a Budget
2 : 3 0 p m - 3 : 0 0 p m		Break / Competition Set Up		
3 : 0 0 p m - 5 : 0 0 p m		Team Competition / Awards Ceremony		
5 : 0 0 p m - 6 : 0 0 p m		Facility Clean Up		
		Damage Assessment		

2013 CERT Rodeo Speakers



Regional Collaboration – Erin Lynch, Emergency Services MARC

Erin currently serves as the Emergency Services and Homeland Security Program Director for the Mid America Regional Council (MARC) in Kansas City Missouri. In her capacity she works with a variety of emergency response agencies and organizations (fire, law enforcement, public health, hospitals, emergency management, and voluntary agencies) and other local officials and community partners coordinating regional planning and a variety of preparedness activities in the nine county bi-state area.

Since 2003 she has been responsible for working with local and state government officials to administer the Urban Area Security Initiative and several other grants for the region. Prior to coming to MARC Erin served for fourteen and 1/2 years with the American Red Cross in a variety of positions including Emergency Services Director for the Greater Kansas City Chapter. She has served on numerous local and national disaster relief operations, both in the Kansas City area, as well as in other parts of the

continental United States, Guam and Puerto Rico.

As a member of the National American Red Cross Aviation Incident Response team she responded to two aviation casualty incidents including the Sept 11, 2001 United Flight 93 air crash. Erin has also served on national level evaluation teams in response to the American Air crash in Little Rock, and the Houston Flood operation in 2001. Erin is a Kansas Certified Emergency Manager and served as a consultant on a disaster preparedness grant for individuals with mobility impairments with the University of Kansas through the CDC. She has a liberal Arts Degree from Washington College in Chestertown, Maryland. Erin is married to a law enforcement official and has two wonderful children.



Keynote – Rodney Odom, Community Preparedness, FEMA Region VII

Rodney Odom is the Community Preparedness Specialist for FEMA Region VII in Kansas City. His professional experience encompasses positions at the Federal, State, and Local government levels as well as private industry. Rodney provides outreach to communities and businesses for preparedness, coordinates with the Citizen Corps program and its affiliates, as well as supporting GIS efforts in the Region. He earned a B.A. in Geography from the University of Kansas and is a certified Geographic Information Systems Professional (GISP).

Rodney is not only a valued advocate of CERT, but also a trained CERT member. He played an integral role in acquiring the grants funds to film today's rodeo and develop the CERT Rodeo-in-a-Box for distribution to CERT teams everywhere so that we can share today's training.



Order of the day –Pete Sturner

Pete Sturner is originally from Buffalo New York. He moved to Parkville Missouri in 1969 to attend Park University where he earned his BA in Sociology. He received his basic law enforcement training from the Missouri State Highway Patrol Academy and worked as a police officer for Parkville and Belton Missouri.

Pete served as Chief of Police in Humboldt Nebraska and then became the Chief Criminal Investigator for the Nebraska State Fire Marshal stationed in Lincoln Nebraska. Pete was appointed Interim State Fire Marshal by then Governor Jim Exon. Pete also lobbied in the Nebraska Legislature and served as fire chief of a volunteer department in Nebraska. Pete taught for six years in the Fire Protection Technology course as an adjunct professor at Southeast Community College in Lincoln Nebraska.

Pete returned to Parkville in 1993 to become the first paid fire chief of the Southern Platte Fire Protection District.

Pete was appointed Director of Public Safety for Park University in 1995 and earned a Master's in Public Administration degree from Park in 1997. He retired from that position in December of 2007. Pete has also served as a Senior Instructor of Criminal Justice and Public Administration at Park University since 1998. Even though he retired as Director of Public Safety, Pete remains on the faculty of the graduate school at Park.

Pete currently is President of Peter C. Sturner & Associates, an emergency management consulting firm located in Parkville Missouri. He also serves as an Emergency Management Specialist for the Platte County Sheriff's Office and is President of the Northland Community Emergency Response Team (CERT) Board of Directors.

Pete is a former President of the Parkville Chamber of Commerce

2013 CERT Rodeo Course Descriptions

Art of Moulage

It is impossible to recreate the adrenaline that comes when responding to an actual disaster. But by using the art of moulage to create realistic wounds and injuries, it is possible to simulate disaster outcome in a realistic fashion. Join us for this hands-on opportunity to learn the art of moulage from an expert in the field. By mastering this skill you will be able to create disaster training drills that will encourage CERT members to respond as if the disaster was actually happening.

Damage Assessment

One of the first jobs that a CERT member may be called upon to do is assess the damage and conditions right outside their front door. The second job may be to assess the damage and conditions across town. But in order for the information to be of value, the report must be clear, concise and correct. Using standards of measurements to make those determinations is fundamental to the position. Join us for this chance to learn what must be reported, how to measure it and how to make it meaningful as the community strives to recover from the disaster and obtain federal funds to finance that recovery.



Decision Making and Problem Solving

As a CERT volunteer, your ability to identify current and potential problems and to make sound, timely decisions before and during an emergency can literally affect the lives and well-being of the people you are trying to help.

Your decisions can impact the challenges faced by first responders when they arrive and can have a positive impact on the community's recovery from an event.

Grid Searching

Combing an area utilizing grid searching techniques is effective but personnel intensive. Many times law enforcement and/or search and rescue teams utilize civilian personnel to assist with searching an area for clues to finding missing persons or solving a crime. Having people that are familiar with the technique can reduce precious time thereby potentially saving lives. This class will provide you with the basics in the grid searching technique with both classroom and some practical experience in searching a large area for tiny clues that may save a life or solve a crime.

Knot Tying 101

This course is designed to familiarize CERT members with the basics of rope rescue equipment (software & hardware) and knot tying skills that may be utilized during post disaster search and rescue response. Students will be introduced to rope, webbing, hardware, and patient/victim packaging equipment. Additionally, students will be taught basic rope rescue knots, hitches, and methods used to package patients/victims for removal or transport.

Preparedness on a Budget



Is having extra money to purchase emergency preparedness supplies a challenge? Have you ever watched couponing shows on television and wished you could get deals like that? In this course you will learn how to use coupons and other low cost methods to create your personal stockpile for emergencies and everyday use. It is not necessary to pay full price for many of the products that you regularly purchase, so why would you want to? Let me show you how to fill your pantry without emptying your wallet.

Working with Functional and Access Needs

CERT Members are there to serve the whole community, and in performing their mission "Greatest good for the Greatest number," knowing how to best assist those persons with functional and access needs will provide needed knowledge to help. This class is designed to provide insight into the functional and access needs community by utilizing instructors with first-hand experience with a functional and access need. Most importantly is that the instructors will provide hands on demonstrations of how to properly guide a blind person, how to properly lift a wheelchair bound individual back into their chair, and how to transport a wheelchair bound person without causing strain or injury. In addition, the instructors will speak with the students about how to interact without causing unnecessary ill-feelings or stress.

Registration Essentials

Eligibility to Participate

In order to participate, individuals must be an active member in good standing with an officially recognized CERT program.



Class Registration

This year's Rodeo offers seven exciting courses that will build upon the skills learned in the basic CERT class. Using the following form, registrants should rank the classes in order of preference. 1 is the class you most want to take and 8 is the class that least interests you. We will make every effort to get you into your preferred classes but there is no guarantee.

Competition Team Registration

This year's competition is a fun and friendly challenge course featuring skills from some of the classes held earlier in the day. The competition will be limited to 10 teams of 10 members each. Competition team members must have attended a Rodeo session on the skill they will demonstrate and be submitted for participation by their CERT Coordinator using the attached form.

Rodeo Dress Code

Feel free to wear casual and comfortable attire that is weather appropriate. Close toed shoes are required for safety. Due to the nature of the classes and final competition, please be advised that anything you wear might get a little dirty. You are encouraged to wear your CERT shirts, vests, hats, etc. Keep in mind that the rodeo is being filmed so offensive, provocative, dirty, torn or other inappropriate attire may result in you being issued an impromptu suit constructed of Mylar blankets and duct tape to be worn for the duration of the event and photos of you will be posted on social media.

Incident Management

The CERT Rodeo will be run just like a real incident. We need incident management team members to fill the position of Incident Commander, Liaison Officer, Safety Officer, Operations Section Chief, Logistics Section Chief, and Administration Section Chief. Serving on the incident management will count as two training sessions and provide you with valuable experience should you ever need to manage a real world event.

Volunteers are Needed

If you want to be part of the excitement but aren't interested in attending classes or competing, we need a number of volunteers to support the rodeo. From registration to clean up at the end we have volunteer opportunities for anyone that would like to assist.



Kansas City Regional CERT Rodeo
Saturday, October 12, 2013
8:00am to 5:30pm

Park University
8700 NW River Park Dr. Parkville, MO 64152

Registration Form

By registering for the 2013 CERT Rodeo, I grant the organizers and producers of the 2013 CERT Rodeo in a Box permission to use my likeness, video and/or photograph in any and all of its publications, including electronic courses, websites, and promotional materials without payment or any other consideration.

CERT Team Name: _____ Date Submitted: _____

CERT Member Name: _____

Email Address: _____

Class Preference

Please rank the following class options from 1 to 8. 1 is the class you want most and 8 is the class you are least interested in. You will be scheduled for 2 classes. We will make every effort to enroll you in the classes you most want, but there is no guarantee.

_____ Damage Assessment	_____ Preparedness on a Budget
_____ Decision Making / Problem Solving	_____ The Art of Moulage
_____ Grid Searching	_____ Traffic Control
_____ Knot Tying 101	_____ Working with Functional and Access Needs

Incident Management Team

NIMS/ICS will be used to manage the CERT Rodeo as if it were a real incident. CERT members serving on the Incident Command team will manage the incident under the guidance of an experienced mentor and gain valuable experience in incident command. Volunteering for Incident Command will count as two courses. Assignments to Incident Management may be made if no one volunteers.

Would you like to volunteer for Incident Command? Yes _____ No _____

For questions about accessibility or to request accommodations please contact either of the 2013 CERT Rodeo Co-Chairs, Name & Phone Number or Name & Phone Number. At least two weeks advance notice will allow us to provide reasonable accommodations.

CERT Members Signature: _____

Local CERT Coordinator's Approval / Signature: _____

2013 Kansas City Regional CERT Rodeo Competition Team Registration

This form is to be completed by the CERT Program Manager. The form must be turned in with your teams individual registrations no later than September 25, 2013. The purpose of this form is to signify your intention to participate in the competition portion of the CERT Rodeo. Your competition team members must have participated in the class sessions offered earlier in the day. List each team member only once. A maximum of 10 teams, comprised of 10 members each, will be allowed to compete. First come, first serve - so register early!

Return this Form to:
Rodeo Co-Chair
Email:
or fax:

For Additional Information:
Rodeo Co-Chair
Email:
or phone:

CERT Program Manager: _____ Signature: _____

Contact Information: Email: _____ Phone: _____

CERT Team Name: _____

Is your Team bringing their own Radios? ____ Yes ____ No

CERT Members:

**Check box if
Release is on
file.**

	Last Name	First Name	Phone	Email	
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					



APPENDIX C – CLASS HANDOUTS

The Art of Moulage

Moulage Shopping List

If you don't have a professional moulage kit, the following items are suggestions for a homemade kit. Most come off with soap and water. You can find many of them at dollar stores, costume shops, and Halloween stores, especially the day after for a deeply discounted price.

- Cold cream
- Plumbers putty
- Latex glue / Elmer's glue
- Foaming type antacid tablets
- Baby oil / Vaseline
- Brown and black eyeliners
- Oatmeal packets
- Corn syrup
- Coco powder
- Food coloring
- Eye shadow
- Brushes
- Cotton balls
- Cotton swabs
- Coffee stirrers
- Alcohol pads
- Foam wedges (makeup dept.)
- Hand sanitizer
- Toilet paper / tissues
- Lipstick
- Paper towels / diaper wipes
- Popsicle sticks / coffee stirrers
- Glycerin
- Creamy diaper rash ointment
- Safety pins
- Condoms – (for serious abdominal wounds)scissors
- Band-Aids
- Small syringes
- Canned Air
- Drop cloth / tarp
- Cups and spoons for mixing
- Non-latex gloves
- Hair clips/bobby pins
- Impalements – broken pencils, glass-like plastic, small chicken bones, string
- Rubber bands
- Tool box / tackle box
- Mirror

DAMAGE ASSESSMENT

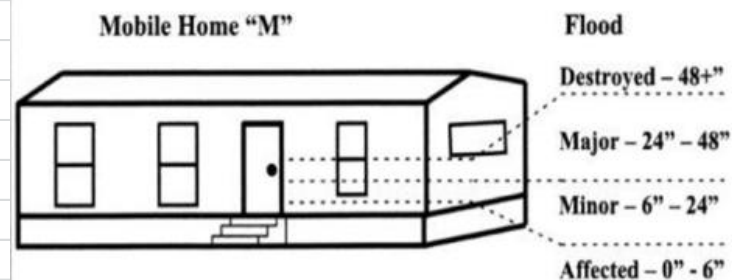
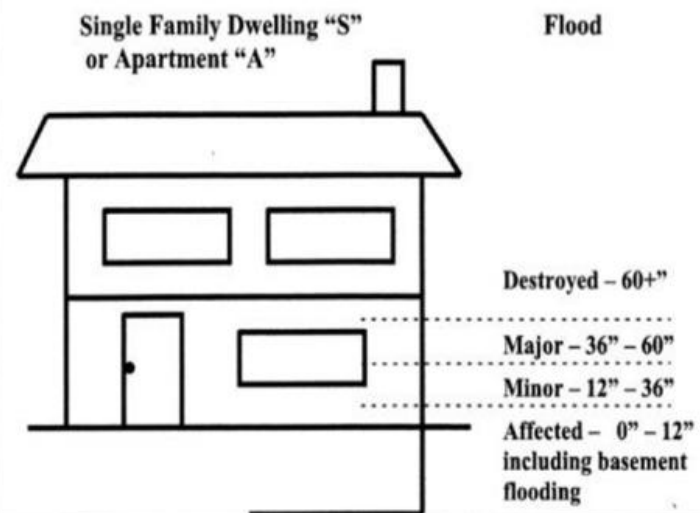
Damage Assessment

0: No Damage 1: Destroyed 2: Major Damage/not able to function 3: Minor: some damage but can be used 4: Inaccessible/Blocked	The purpose of the windshield survey is to determine the extent of the damage and the demands on the community's infrastructure. It is not a door-to-door detailed damage assessment. Record address or area. Note condition of each according to the code at the left. Use back of sheet to make special notes or to make additional comments. Note line numbers when making comments.								
LOCATION/ADDRESS	Business	Civic Building	Public Structure	Streets and Roads	Utilities	Signs, Signal and Lights	Public Parks	Residential Areas	
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									

DAMAGE ASSESSMENT

[illegible]

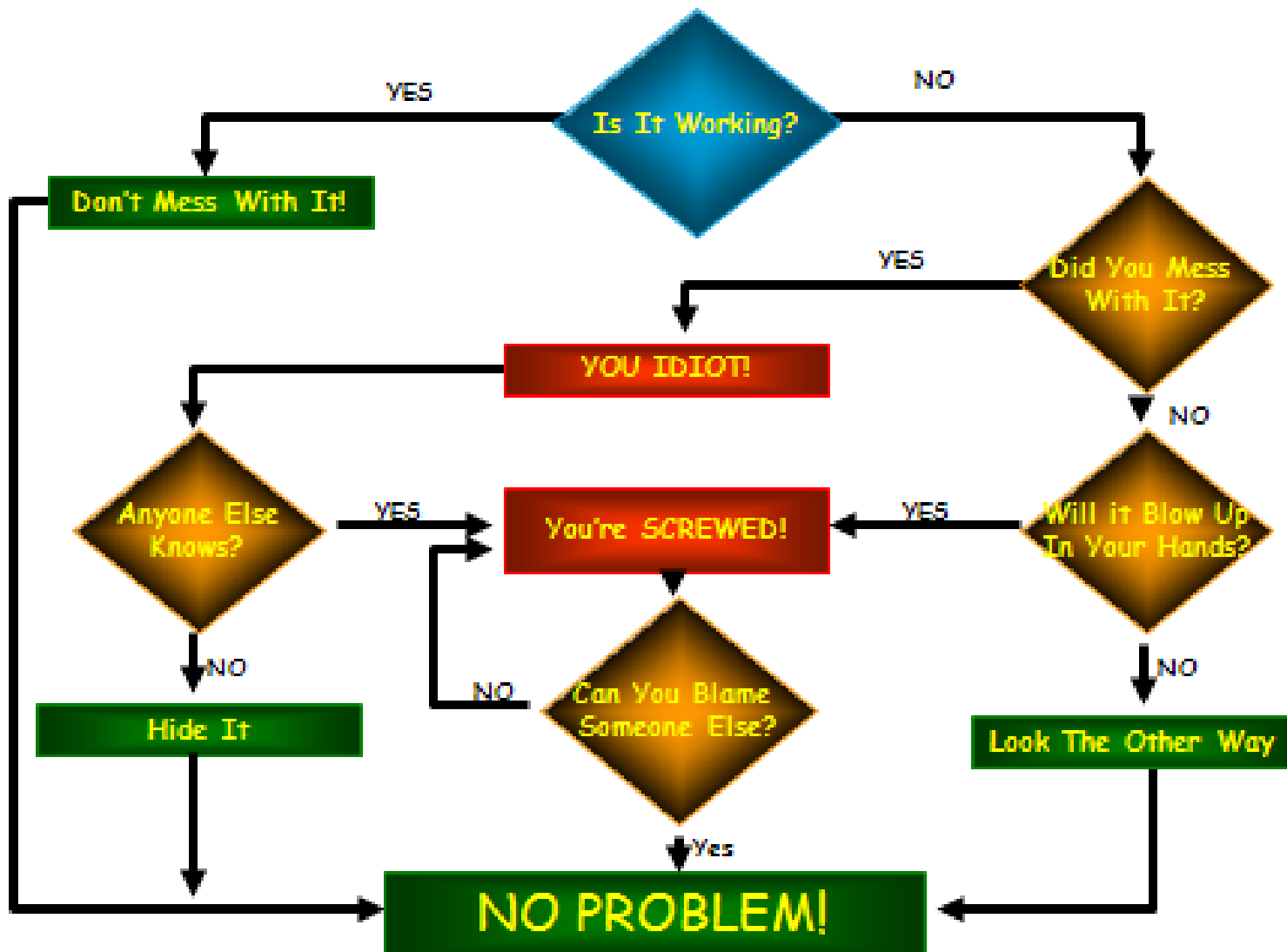
Damage Assessment Considerations



Non-Flood Damage considerations:

Destroyed:	Major:	Minor:	Affected:
<ul style="list-style-type: none"> -Total collapse -Shifted on Foundation -Not economically feasible to repair -MH walls collapsed -MH turned over -MH frame buckled or significantly twisted 	<ul style="list-style-type: none"> -Large portions of roof missing or debris penetration -One or two walls missing -Slight twisting or bowing of MH frame -Forceful penetration of MH walls with debris 	<ul style="list-style-type: none"> -Minor structural damage -Damage to small sections of roof -Numerous broken windows -Large portions of roofing material and/or siding missing -Penetration damage where it is believed no structural damage has occurred 	<ul style="list-style-type: none"> -Some shingles and/or siding missing -Debris against or around dwelling -Structure damage considered to be nuisance -MH skirting is damaged or missing -Dwelling is livable without repairs.

Flowchart For Problem Resolution



Overhand Knot



Intro to Ropes & Knots

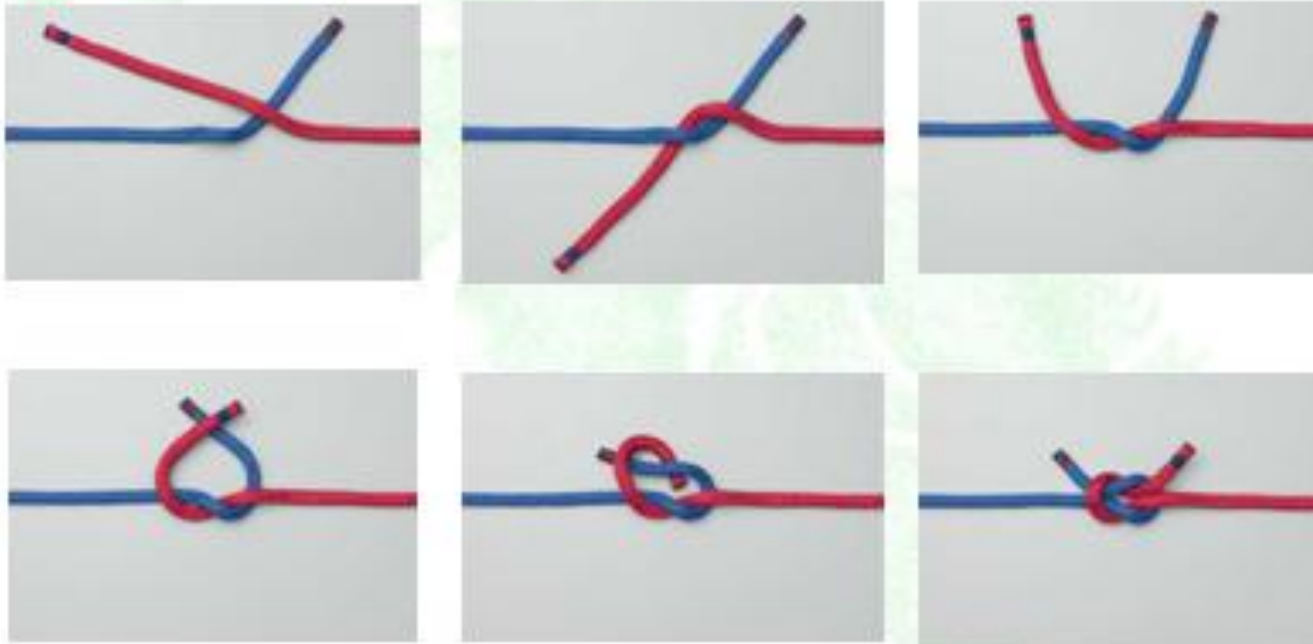
CERT RODEO

35



KNOT TYING

Square Knot



Intro to Ropes & Knots

CERT RODEO

36



Figure 8 Knot



Figure 8 On A Bight



Figure 8 Follow Through

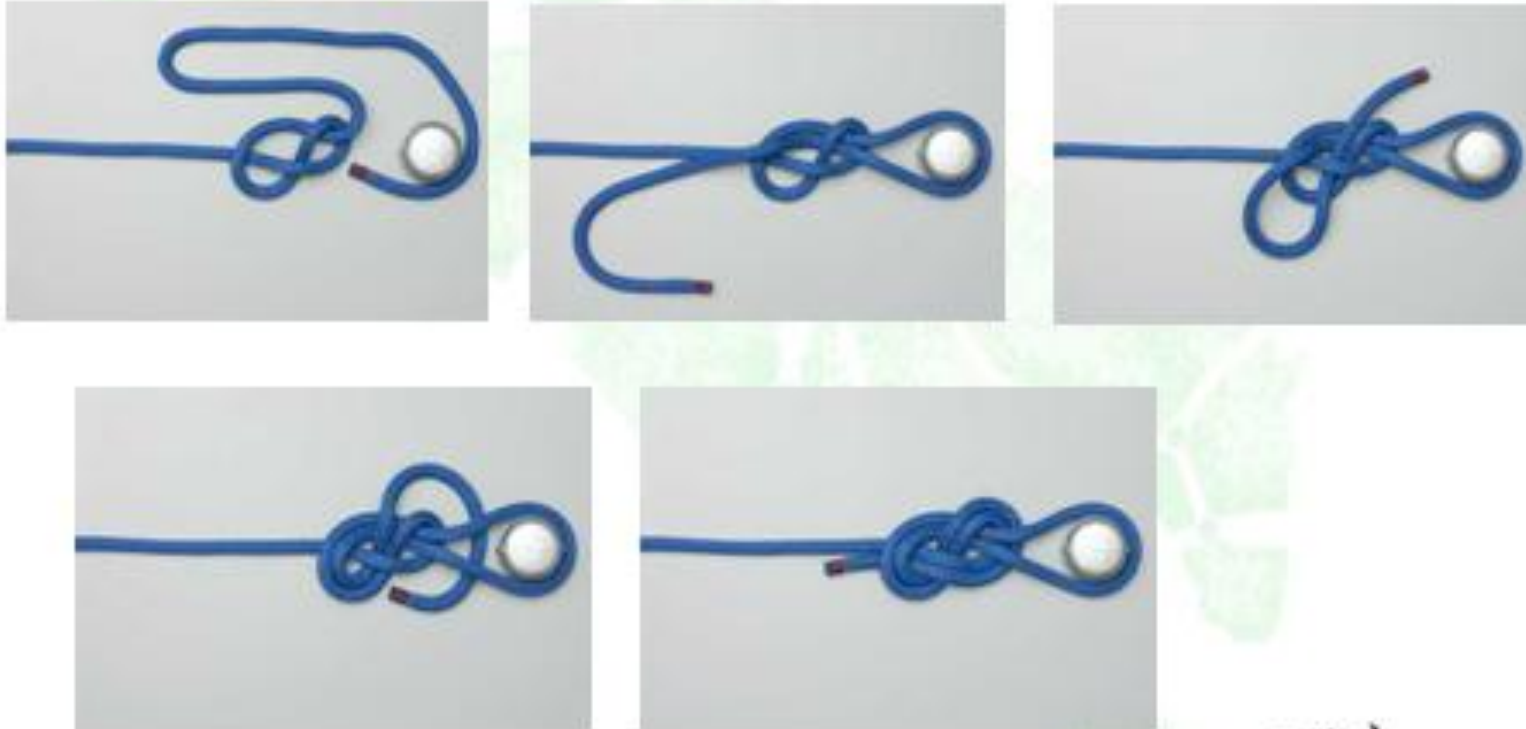
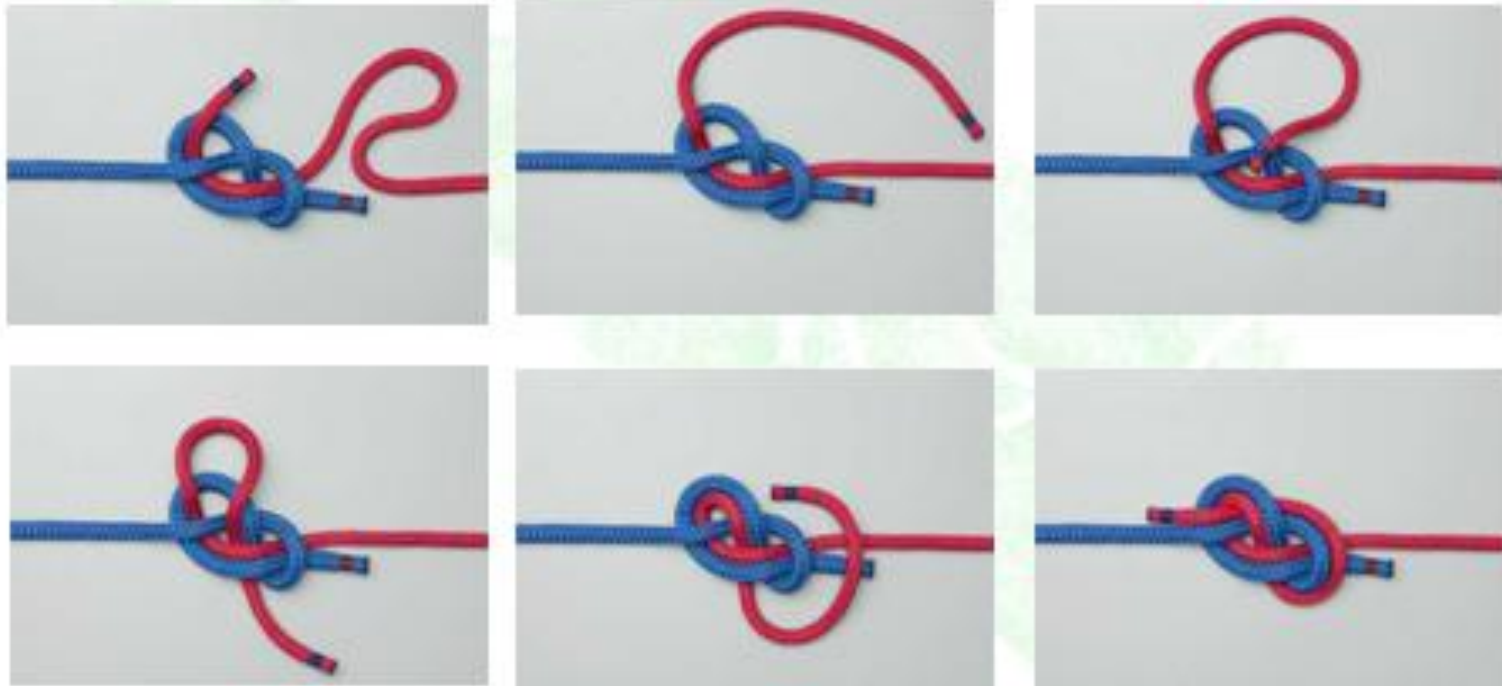


Figure 8 Bend



KNOT TYING

Bowline Knot



Intro to Ropes & Knots

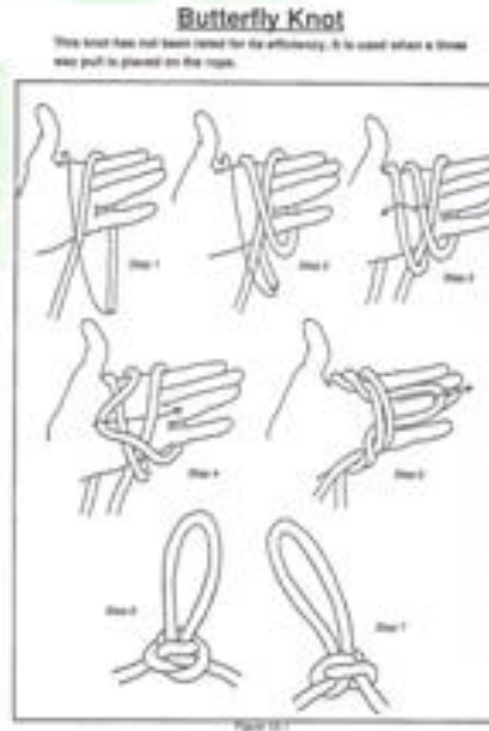
CERT RODEO

41



KNOT TYING

Butterfly Knot



Intro to Ropes & Knots

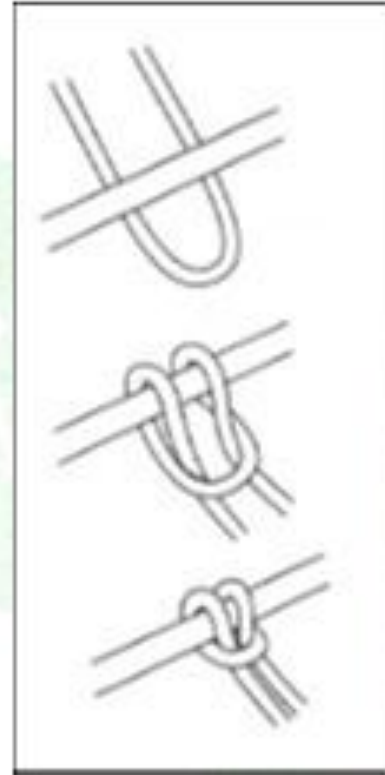
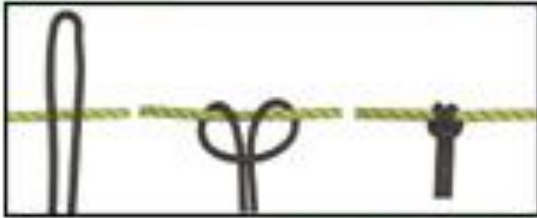
CERT RODEO

42



KNOT TYING

Girth Hitch



Intro to Ropes & Knots

CERT RODEO

44



A Round Turn & 2 Half Hitches



KNOT TYING

Clove Hitch



Intro to Ropes & Knots

CERT RODEO

46



KNOT TYING

Prusik Hitch



Intro to Ropes & Knots

CERT RODEO

47



PREPAREDNESS ON A BUDGET

Coupon Binder Table of Contents

- Coupon Policies
 - Paper
 - Office
- Cleaning
 - Air Freshener
 - Cleaners
 - Dish Soap
 - Laundry
- Dog
- Food
 - Bakery
 - Baking
 - Beverages
 - Candy
 - Can Goods
 - Condiments
 - Dairy
 - Dry Goods
 - Frozen
 - Meat
 - Pasta
 - Produce
 - Spices
- Hygiene
 - Body Wash / Soap
 - Cotton Balls / Q Tips
 - Dental
 - Face
 - Lotion
 - Makeup
 - Shampoo
 - Shaving
- Household
 - Bags
 - Batteries
- Medicine
 - Bandages / First Aid
 - Cough Remedies
 - Eye
 - Nasal
 - Ointment
 - Pain
 - Stomach
 - Vitamins
- Other
 - Auto
 - Clothing
 - Entertainment
 - Miscellaneous



APPENDIX D – COMPETITION SCRIPTS

Competition Opening Remarks from Competition Subcommittee Chair:

And now for the Culminating Event of the day—the CERT TEAM Competition!

Let me begin by introducing myself and the Planning Team that put the Competition together... (and other key helpers like Jennifer and Mike, if by name only)

Now, I would like to give you a brief and concise description of what is going to happen. There will be 4 training Lanes based on the subjects of Knot-Tying, Damage Assessment, Art of Moulage, and Assisting Functional/Physical Needs People, which you were taught today. In teams of two, based on who took each class, you will report to your station and complete the task per the evaluator's instructions.

You will be tested on what you have learned today, so use that knowledge when competing. The two who compose the team for each station can work together sharing information, but the remainder of the team and those in the spectator cheering gallery must refrain from yelling out directions, instructions, or any other guidance. Once the two-person team starts, they are on their own until they say they are done or the Evaluator says to "Stop!" if the team is taking longer than is reasonable to perform the task. Teams will wear their PPE's as if it were a real deployment (work gloves need not be worn for moulage or damage assessment).

Safety for the teams, instructors, evaluators, support staff, and spectators is always important. If anyone sees any real world emergency, then the instructors, players, and support staff will be notified by the person shouting "Stop! Real World Emergency!"

The Evaluators will be your instructor from the class. Grading will consist of showing competency in criteria for each station. Each criteria is a pass or fail and worth a set number of points. Points will be tallied at the end to determine the winning team. The team with the best total score from all the stations will win the competition. Ties will be resolved by comparing team times to complete the task—the quicker, the better. Do NOT concentrate on time, however—completing the tasks accurately and safely is worth more than speed overall, and may prevent a tie in the first place.

After your team has completed the lanes stations, everyone including the spectators will be involved in post-competition "clean-up" and equipment tear-down and pack-up. While this is going on, we will be compiling the results of the competition, and the final team standings will be determined. After the clean-up and pack-up is done we will reassemble in the Chapel for the Awards ceremony and Closing Ceremonies.

Good luck to you all, be safe, and have a good time! We will see you back here in the Chapel at the conclusion of the Competition in about one hour!



APPENDIX D – COMPETITION SCRIPTS



ART OF MOULAGE LANE

SCRIPT

START:

Call a two-person buddy team from Staging Area to come forward. When they arrive, say, “Welcome to the Moulage Station.

Your TASK will be to create a moulage imitation of an injury presented to you. Using the materials, equipment, and supplies provided, recreate the injury as realistically as possible within 10 minutes.

I will evaluate your performance according to the criteria selected by the course instructor and/or CERT coordinators based on the realism of the moulage.

Because of time constraints, I will not be able to score you immediately or discuss your performance.

If you finish before the time allotted, please let me know so that we can stop the timer.”

CHECK LIST:

- ___ Ensure competition team buddies are wearing their PPE (except heavy gloves in this case)
- ___ Ensure your timer is ready AND the Team information is recorded on the Evaluation Form
- ___ Ensure adequate materials are on-hand and available to complete the task

If all is ready and in order, ask, “ARE YOU READY?” If so, “PLEASE BEGIN!” [Start time]

FINISH:

Say, “STOP” [End timer] “Please return the moulage supplies, materials and tools to where you obtained them and clean your work area and yourselves as quickly as possible. After doing this, please proceed to the spectator area. Good luck in the Overall Team Competition!”





DAMAGE ASSESSMENT LANE

SCRIPT

START:

Call a two-person buddy team from Staging Area to come forward. When they arrive, say, “Welcome to the Damage Assessment Station.

Your task will be to examine the photographs of damaged structures and infrastructure enclosed in the designated binder. Then using the forms and supplies you will make a damage assessment of each picture in the binder and properly record your assessments on the form(s) provided.

I will evaluate your performance based your completion of the damage assessment form and the elements contained therein.

Because of time constraints, I will not be able to score you immediately or discuss your performance.

When you are finished, please let me know so that we can stop the timer.”

CHECK LIST:

- ___ Ensure competition team buddies are wearing their PPE
- ___ Ensure your timer is ready you have an Evaluation Form for the team
- ___ Ensure adequate materials are on-hand and available to complete the task

If all is ready and in order, ask, “ARE YOU READY?” If so, “PLEASE BEGIN!” [Start time]

FINISH:

Say, “STOP” [End timer] “Please return the damage assessment binder to the table, and give me your assessment form(s). After doing this, please proceed to the spectator area. Good luck in the Team Competition!”





FUNCTIONAL /ACCESS NEEDS LANE

SCRIPT

START:

Call a two-person buddy team from Staging Area to come forward. When they arrive, say, “Welcome to the Functional/Access Needs Guide Station.

Your task will be to guide a blind person sitting in a chair through an obstacle course back to the chair. You will perform this task as safely and quickly as possible.

The person you are guiding with an assistant will evaluate your performance according to the criteria selected by the course instructor, and/or CERT coordinators.

Because of time constraints your score will not be immediately available nor will your performance be discussed.

The timer will start as soon as you begin your assessment and end once the person is again sitting in the chair.”

CHECK LIST:

___ Ensure competition team buddies are wearing their PPE

___ Ensure your timer is ready you have an Evaluation Form for the team

___ Ensure adequate materials are on-hand and available to complete the task, your evacuation course is clearly delineated, and that your designated “person who needs help” is ready to go

If all is ready and in order, ask, “ARE YOU READY?” If so, “PLEASE BEGIN!” [Start time]

FINISH:

Stop the timer as soon as the person is seated and thank them for their participation.





KNOT-TYING AND TRANSPORT LANE

SCRIPT

START:

Call a two-person buddy team from Staging Area to come forward. When they arrive, say, “Welcome to the Knot-Tying and Transport Station

Your TASK will be to secure the victim to the backboard using the supplies provided and the knots and techniques you learned this morning. You will then transport the patient safely through a short obstacle course.

I will evaluate your performance according to the criteria selected by the course instructor and/or CERT coordinators.

Because of time constraints, I will not be able to score you immediately or discuss your performance.

When you are finished, please let me know so that we can stop the timer.”

CHECK LIST:

- ___ Ensure competition team buddies are wearing their PPE
- ___ Ensure your timer is ready you have an Evaluation Form for the team
- ___ Ensure adequate materials are on-hand and available to complete the task

If all is ready and in order, ask, “ARE YOU READY?” If so, “PLEASE BEGIN!” [Start time]

FINISH:

Say, “STOP” [End timer] “Please untie your knots, re-roll the bindings, and take them along with the Mannequin and the backboard back to the starting line. After doing this, please proceed to the spectator area. Good luck in the Team Competition!”

