

## **FLORIDA CERT ASSOCIATION, INC.**

Standard Operating Procedures (SOP) as per Article IV of the Florida CERT Association By-Laws

Effective Date: August 12,2017

### **Introduction:**

Florida CERT Association, Inc. is a statewide volunteer organization to assist in consolidation of information, training, and drills for local areas of Florida and available to all members.

### **Purpose:**

Florida CERT Association, Inc. offers at its annual conference advanced training, up to date information from state and federal agencies, practical drills, and an opportunity for the members to communicate with members from other areas of the state. At the annual meeting, a board of directors is elected from the membership, who will assist in communicating with their area CERT programs, be ready to assist in long term, widespread incidents, both within and outside the state per requests through authorized state and federal agencies.

### **Scope:**

Florida CERT Association, Inc. is an independent agency organized to assist in communications and training throughout the state's various individual CERT programs. Training and drills are coordinated through the CERT programs and their county liaisons, with the assistance of the state CERT liaison.

### **Activation, Transfer and Discontinuation:**

All activations, etc are in the control of the state liaison and individual CERT program liaison directors. FCA members cannot assist in any activation without cooperation of the agency needing our volunteers.

Self activated CERT groups can, within their scope of training, provide assistance within their sphere of activation. This could include an apartment complex, the subdivision, or with proper authority issued by Emergency Management, within the county.

### **Responsibility:**

The Board of Directors of Florida CERT Association, Inc. will ensure that all SOP requirements are followed. Each Area Director (member of the board) will bring to the board any issues to be dealt with. Disciplinary issues will be dealt with on a case by case basis; including a private talk with person breaking or bending the SOP, up to removal from membership as outlined in the Florida CERT Association, Inc. By-Laws..