# Instructor Responsibilities

## INSTRUCTOR QUALIFICATIONS

Instructors will be recruited and selected to conduct this course based on their working knowledge of the content and skills required for each session. It is recommended that at least two instructors jointly conduct each session. Because Sessions 3 and 4 address disaster medical operations, it is recommended that these sessions be conducted by licensed or certified:

- Paramedics or Emergency Medical Technicians.
- Nurses.

It is recommended that *all other sessions be conducted by skilled fire and rescue instructors*.

Instructors should also be knowledgeable in:

- The types of hazards (natural, technological, and manmade) that present the greatest risk to the community.
- Local building structures that present the greatest hazard in the event of a disaster.
- The community's emergency operation plan.

## PREPARING TO TRAIN

The preparation and conduct of the Instructor has a definite impact on the effectiveness of the training. This introductory section provides guidelines for preparing for this course. Use the following steps when you prepare for training:

- Thoroughly read both the Instructor Guide and the Participant Manual.
- Conduct a walk-through of all exercises and be prepared to answer any questions that the participants ask while completing the exercises themselves.

## PREPARING TO TRAIN (CONTINUED)

- Tailor each session to your local community. Wherever possible, use local photographs of common fire hazards, local buildings, etc. Using local information will add a personal meaning for the participants and will help them to "buy into" the CERT concept.

- Draft your own notes in the white space around the margins of this book. Include information that is specific to the community. Indicate points where you want to include additional local photographs.

- Identify sessions that require you to prepare information or materials that relate specifically to your community (see "Preparation" at the beginning of the session). Prepare these items in advance of the session.

- Draft or copy any supplemental materials from which you feel the participants will benefit. Many supplemental materials may be available from local emergency management personnel or from such Federal agencies as the National Fire Academy, Emergency Management Institute, or National Severe Weather Center. If you use copyrighted materials, be sure to obtain copyright releases.

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## PREPARING THE CLASSROOM

As an Instructor, you are responsible for:

- The equipment that you need for the course. For each session, you will need:

  - A computer with PowerPoint software (PowerPoint 97 or more recent).
  - A computer projector and screen.
  - Chart paper, easel, and markers.
  - Masking tape.
  - Pens and pencils.

  Session-specific equipment and materials are listed at the beginning of the Instructor Notes for each session.

- The room arrangement. This is your choice and, depending on the number of participants; you may opt for different arrangements. Regardless of the room arrangement you select, the training room must be large enough to accommodate the exercises for each session.

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