



GUIDELINES FOR IDENTIFYING A CERT TRAINING LOCATION

Training sessions are held once a week in each respective borough. Each Community Board is responsible for identifying, securing, and serving as liaison to an appropriate location for these training sessions.

Guidelines for the ideal CERT training space:

- A facility with:
 - A well-lit room with enough movable chairs and table space for 50 students. (Although the CERT Team maximum is 45 participants, we require a few extra spaces for “transferees” from other CERT Teams, guests, etc)
 - Space to set up a screen (for projecting PowerPoint slide images) and electrical outlets for plugging in a laptop and projector.
 - Access to an outdoor space (such as a parking lot) suitable for conducting the demonstration of use of fire extinguishers. This demonstration involves lighting a fire in a special fire pan and then allowing each CERT participant the chance to put out the fire with an extinguisher. Please note that this activity can be messy and ample outdoor space is crucial.
 - A secure place to store training equipment in between classes. The place must be locked or secured when the items are not in use and must be accessible in the evenings for classes. For an idea of the volume of storage space needed, imagine a mid-size SUV with all but the front seats folded down. The equipment will include:
 - various types of fire extinguishers (about eight total)
 - CPR mannequin
 - first aid materials
 - a body board
 - a blanket
 - wood for cribbing
 - an easel and paper
- The training location must remain constant throughout the training course. This is to avoid confusion amongst participants, instructors and guests, as well as to avoid moving equipment from place to place.
- Sessions will likely be scheduled from 7:00 pm until 10:00 pm. Most instructors will want access to the room at least 15 minutes prior to the start time.
- The CERT Program Manager will conduct a walk-through and must sign off on the proposed training location prior to training.