



# NWT CERT

Northwest Tarrant CERT  
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## CERT Code of Conduct

As a member of NWT (Northwest Tarrant) CERT (Community Emergency Response Team), you are considered de facto representatives of the cities of Saginaw and Lake Worth as well as both city fire departments. It is to be expressly understood that you are not an employee of either city. The continued viability of the CERT is predicated on exemplary performance—coordinated, timely action that strengthens our community's resiliency. It is important to recognize that your activities reflect CERT to new members, to the public, and to those to whom we render our services. It is of the utmost importance that you maintain a positive image.

The NWT CERT Code of Conduct is a living document and can be updated or amended at any time with approval from the NWT CERT Emergency Management Coordinator. In the event discrepancies in policy arise or additional clarification is needed, the NWT CERT Emergency Management Coordinator shall be contacted, in writing, and provided with a detailed explanation of the subject issue.

All CERT members representing the NWT CERT Organization shall abide by this Code of Conduct along with applicable policies of the Saginaw Fire Department, Lake Worth Fire Department and the cities of Saginaw and Lake Worth.

**ALL VIOLATIONS OF THIS CODE OF CONDUCT AND APPLICABLE POLICIES UNDER THE CITIES OF SAGINAW AND LAKE WORTH WILL BE THOROUGHLY INVESTIGATED. DURING THE INVESTIGATION PROCESS, INVOLVED MEMBERS WILL BE TEMPORARILY SUSPENDED FROM ALL CERT ACTIVITIES, PENDING THE OUTCOME OF THE INVESTIGATION. PROGRESSIVE DISCIPLINE INCLUDES, BUT IS NOT LIMITED TO, VERBAL COUNSELING, WRITTEN NOTICE AND RESTRICTION OF INVOLVEMENT WITH NWT CERT ORGANIZATION ACTIVITIES, CERT COMMUNITY MEETINGS, QUARTERLY SATURDAY TRAININGS, REFRESHERS, AND CALL OUTS. DISCIPLINE CAN AND MAY LEAD UP TO PERMANENT REMOVAL FROM THE NWT CERT ORGANIZATION.**

As a volunteer with the NWT CERT Organization, you are expected to comply with the following:

CERT members will know, understand, and work towards the mission statement of Northwest Tarrant CERT.

***If an emergency occurs in your presence, dial 911 before rendering aid or assistance.***

Remember, you are not a Firefighter, EMT, Paramedic, nor a Police Officer when functioning as an NWT CERT member. You are trained to function in a supportive capacity for the Saginaw and Lake Worth fire departments, primarily as an extension of the fire department's response to CATASTROPHIC disasters at the request of emergency services officials.

**DO NOT SELF-DEPLOY.** Under the core objectives of the CERT program, you should address and tend to the needs of oneself, family/co-workers, home/business, and then neighbors/other colleagues. Deploying beyond your immediate neighborhood/place of business is considered self-deployment. NWT CERT Members will be requested through the Emergency Management Coordinator or the Office of Emergency Management through the use of the Deploy Pro app.

Stay within the scope of your training and capabilities. You have been trained under the curriculum of FEMA's Community Emergency Response Team program, and where applicable, received special skills training. Confine your actions to these guidelines and expectations.

Bring and/or wear your personal safety equipment: helmet, vest, dust mask, goggles, gloves (rubber/latex and leather), sturdy shoes, long pants, flashlight (with extra batteries), bottled water, non-perishable food, and applicable CERT forms. Bring any personal support items you deem appropriate. However, remember that sandals, and open-toed shoes are strictly forbidden. The event will dictate the dress code. Inappropriate apparel is **NOT** allowed. Uniform standards adopted for the NWT CERT shall always be adhered to.

Prior to engaging in each action, make sure to factor in the level of your physical conditioning as well as potential resource limitations when responding as a member of CERT. Such limitations may be determined by, but not limited to equipment available, physical abilities, knowledge, authority, and hazards. You are **NOT** expected to engage beyond your abilities.

Conduct yourself in a professional manner. Act appropriately and responsibly always. Do not indulge in obscene or uncivil language. Additionally, avoid altercations or conduct, which might cause an adverse public reaction or result in an injury to another. Conduct yourself in a manner befitting Saginaw and Lake Worth's highest standards.

Treat fellow team members, visitors, guests, and other volunteer program participants with respect and courtesy.

Be sensitive and respectful to the diversity of team members and those we assist. You are not

authorized to make any statement in person, on social media, or to any media entity at any time regarding the nature or reason for deployment on behalf of the Saginaw or Lake Worth Fire Departments, the NWT CERT program, or the primary agency managing the incident. Direct all inquiries into incident details, missions, or requests for an official statement regarding the CERT program in Saginaw or Lake Worth, to the Emergency Management Coordinator at (Saginaw) 817-230-0433 or (Lake Worth) 817-255-7953

Respect the privacy of team members, people served by the City of Saginaw and Lake Worth, Emergency Service Agencies and CERT. Hold in confidence all sensitive, private, and personal information.

Keep NWT CERT leadership informed of any progress, concerns, or problems with tasks which you have been assigned. CERT members shall follow the chain of command structure established in the organization.

Use of alcohol during activation, pending activation, participating in any NWT CERT activities, or while actively representing the Cities of Saginaw or Lake Worth is strictly FORBIDDEN. Do not report for duty while under the influence of alcohol, illegal drugs, recreational drugs, or any intoxicating substances. Be cautious of the effects of your prescription medication. If your medication has physical restrictions, you must advise your team leader and remove yourself from deployment eligibility. *Use of any illegal substance at any time is immediate grounds for removal from the NWT CERT Organization.*

You are forbidden to carry guns, knives, handcuffs/restraining devices, stun guns/Tasers, or other weapons. You may possess multi-purpose tools, pliers, screwdrivers, wrenches, and specialized approved tools. You have been trained for immediate disaster response and there is no need, place, or legal authorization for you to carry or use any of the above. To do so will jeopardize your own safety and the continued existence of the CERT program in Saginaw and Lake Worth. Please note: Even if you can legally carry a firearm, you are not authorized to carry one while participating in NWT CERT activities.

You shall not authorize the use of the name, emblem, endorsement, services or property of the Cities of Saginaw or Lake Worth, the Saginaw or Lake Worth Fire Departments, nor the NWT CERT Organization, without the approval of the NWT CERT Emergency Management Coordinator.

You shall not accept, or seek on behalf of, any other person, any monetary gain, gifts, and/or benefits offered because of your affiliation with the NWT CERT Organization. You may not allow other businesses or organizations to utilize the NWT CERT name or logo for personal or professional gain or for any reason without prior board approval.

You shall not use your participation in the NWT CERT Organization to promote any partisan politics, religious matters, or positions on any issue.

You shall avoid inappropriate conduct, both on and off-duty, that would jeopardize program effectiveness or tarnish the reputation of the program. Such behavior includes but are not limited to the following:

- a. Offensive interactions or postings through social media, email, or written text.
- b. Public criticism of a fellow team member, team leader or CERT program, including members and leaders of other volunteer organizations.
- c. Jeopardizing another team member's safety and welfare.
- d. Any participation in illegal activity, charge and/or conviction, is grounds for immediate dismissal from the NWT CERT Organization.
- e. *Such activities include driving while under the influence.*

You shall keep the NWT CERT Organization informed of any concerns, uncertainty, and inappropriate activities. Such activities include that of current members, affiliated programs, agency members, and/or tasks assigned.

You are not permitted to smoke at any time or place where smoking is prohibited by law; nor shall you smoke on any Department apparatus or vehicle, this applies to deployments, trainings, or public venues. If you need to smoke, you should do so out of sight of the public. This also includes vaping, dipping, or chewing tobacco.

The Saginaw and Lake Worth Fire Departments maintains a zero-tolerance policy toward discrimination, harassment, and retaliation, which means that the Department may take corrective actions up to and including dismissal from the NWT CERT Organization when policy violations occur.

All CERT members are responsible for ensuring that the workplace is free of discrimination, harassment, and retaliation, and is expected to avoid any behavior or conduct that could be interpreted as such. The Fire Department will strictly enforce this policy because all forms of discrimination based on any of the protected classes are illegal, unprofessional, and disrespectful.

NWT CERT is committed to providing a work environment in which all individuals are treated with respect and professionalism. It is the policy of this organization to provide equal opportunities to all members and applicants based on merit and to prevent discrimination, harassment, and retaliation in the workplace. Thus, every volunteer is to treat one another in ways that mirror the respect we expect for ourselves. Each NWT CERT Team participant is expected to monitor their own behavior and refrain from any action that will have a negative impact on others.

Regardless of severity, NWT CERT members shall report all injuries or illness that is in direct result of their participation in NWT CERT activities to the NWT CERT Emergency Management Coordinator and Program Manager Immediately.



I, \_\_\_\_\_, have read and thoroughly understand the Northwest Tarrant CERT Organization's Code of Conduct and, by my signature, agree to abide by this Code of Conduct while a volunteer, participating in the Northwest Tarrant CERT Organization.

I understand that my participation in this program is voluntary and that I can terminate my affiliation at any time without recourse or reprisal. I also understand that by failing to adhere to the NWT CERT Code of Conduct, I may be removed from the Organization.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date