2012 Louisiana Teen CERT Academy
Leader’s Guide
Table of Contents

3. Event Information
4. Draft Agenda
5. Items of Note
6. What to Expect
7. What to Pack
8. Registration Form
9. Code of Conduct Form
10. Medical Information/Release Form
11. Photo/Video Release Form
Event Information

Date: June 25 – 29, 2012

Location: Cecil J Picard Educational & Recreational Center
5197 Hwy 115
Bunkie, Louisiana 71322
318.346.6147

What is Teen CERT?
• The Teen Community Emergency Response Team (Teen CERT) Program educates students about disaster preparedness for hazards that may impact their area and trains them in basic disaster response skills, such as fire safety, light search and rescue, team organization and disaster medical operations.

What is Teen CERT Academy?
• Teen CERT Academy is a week-long camp packed with disaster response training, team-building exercises, competitive events and fun recreational activities.

Who can attend?
• Youth Groups (ages 13-19) from across the state; including but not limited to Explorer POSTs, Venture Units, Scout Groups, Church Groups and ROTC students.

What will it cost?
• The camp is free! However, space is limited so book now!
# Draft Agenda

## Monday, June 25
- **Registration**: 10:00 am – 12:00 pm
- **Lunch**: 12:00 pm – 1:00 pm
- **Basic Medical**: 1:00 pm – 3:00 pm
- **Water Safety**: 3:00 pm – 5:00 pm
- **Dinner**: 5:00 pm – 6:00 pm
- **Opening Ceremonies**: 6:00 pm – 7:00 pm
- **Louisiana Teen CERT’s Got Talent!**: 7:00 pm – 9:00 pm

## Tuesday, June 26
- **Breakfast**: 7:00 am – 8:00 am
- **Fire Safety**: 8:00 am – 10:00 am
- **Breakout Session**: 10:00 am – 12:00 pm
- **Lunch**: 12:00 pm – 1:00 pm
- **Breakout Sessions**: 1:00 pm – 3:00 pm
- **Recreation Time**: 3:00 pm – 5:00 pm
- **Dinner**: 5:00 pm – 6:00 pm
- **Recreation Time**: 6:00 pm – 7:00 pm
- **Louisiana Teen CERT’s Got Talent!**: 7:00 pm – 9:00 pm

## Wednesday, June 27
- **Breakfast**: 7:00 am – 8:00 am
- **Search & Rescue**: 8:00 am – 12:00 pm
- **Lunch**: 12:00 pm – 1:00 pm
- **Breakout Sessions**: 1:00 pm – 3:00 pm
- **Recreation Time**: 3:00 pm – 5:00 pm
- **Dinner**: 5:00 pm – 6:00 pm
- **Recreation Time**: 6:00 pm – 7:00 pm
- **Louisiana Teen CERT’s Got Talent!**: 7:00 pm – 9:00 pm

## Thursday, June 28
- **Breakfast**: 7:00 am – 8:00 am
- **Mock Scenario**: 8:00 am – 12:00 pm
- **Lunch**: 12:00 pm – 1:00 pm
- **Debrief and Evaluation**: 1:00 pm – 3:00 pm
- **Recreation Time**: 3:00 pm – 5:00 pm
- **Dinner**: 5:00 pm – 6:00 pm
- **Recreation Time**: 6:00 pm – 7:00 pm
- **Dance Social**: 7:00 pm – 10:00 pm

## Friday, June 29
- **Breakfast**: 7:00 am – 8:00 am
- **Court Activity**: 8:00 am – 12:00 pm
- **Lunch**: 12:00 pm – 1:00 pm
- **Field Trip to Avoyelles Correctional Center**: 1:00 pm
*Optional
Items of Note

• Adult leadership is required. Co-ed leadership is required if you have a co-ed group. Adult leadership is responsible for the conduct of their youth during the Academy, including complying with ground rules and designated curfews.

• One Adult Leader is responsible for registering his/her group for the Academy. The following documents (which are included in this package) are required in order to qualify to attend:

  • Team Registration Form:  
    The Adult Leader is to fill out this form for the entire group.

  • Code of Conduct Form:  
    Both youth and adult participants must review and sign this form. Adult Leaders are encouraged to keep a copy of each individual youth’s form on hand during the Academy. Behavior and discipline are the responsibility of the Adult Leaders. Serious discipline breaches may result in the youth involved being asked to leave.

  • Medical Information/Release Form:  
    The Parent/Guardian of each youth participant must complete and sign this form. Adult Leaders are encouraged to keep a copy of each individual youth’s form on hand during the Academy. The Cecil J Picard Educational and Recreation Center, the Lafourche Parish Sheriff’s Office, the Louisiana Highway Safety Commission, the Houma Police Department, Louisiana State Citizen Corps and the Governor’s Office of Homeland Security and Emergency Preparedness are not responsible for any and all risks of bodily injury or death.

  • Photo/Video Release Form:  
    The Parent/Guardian of each youth participant must complete and sign this form. All Adult Leaders are also responsible for completing and signing this form.

• All meals will be provided. If someone in your group has special dietary restrictions or needs, it is your responsibility to make other arrangements for meals. The staff at the Center will be more than happy to store any perishables for you throughout the week.

• Concessions will be sold between meal times for participants to purchase.

• The Academy will be hosting our first annual Louisiana Teen CERT’s Got Talent competition. Whether they are singers, dancers, musicians, comedians or magicians, all interested youth participants are invited to show off their talents. Registration forms are available upon request.

• Groups are invited to attend an Education Program/Prison Tour at the Avoyelles Correctional Center Friday after lunch. Adult Leaders are responsible for the transportation of their youth members to and from the facility. Please contact Lt. Lafate Day at lafate-day@lpso.net for more information.
What to Expect

Location:

The Center is located on 160 acres along Hwy 115 between Marksville and Bunkie in the Bay Hills section of Avoyelles Parish.

Amenities:

· Air-conditioned cottages, each with a full bath, accommodate up to sixteen persons
· Auditorium and dining hall
· Olympic-sized swimming pool
· Basketball court
· Football, volleyball and softball fields
· Nature trails

Checking In:

Registration will take place in the Main Building on Monday, June 25 from 10:00 am – 12:00 pm. After checking in, participants will be given Cabin assignments. Lunch will be served at Noon.
What to Pack

Participants will need the following items for the Academy:

- comfortable shoes (no open toe allowed during training)
- shower shoes (flip flops)
- pillow
- sleeping bag or sheets and blanket to fit twin size bed
- towels and washrags
- soap/body wash
- shampoo/conditioner
- toothbrush and toothpaste
- deodorant
- brush/comb
- hairdryer
- swimsuit
- beach towel
- sunscreen
- mosquito repellant
- medication (if applicable)
- padlock for locker
- flashlight (for training)
- cash for snacks

Knives and weapons are NOT allowed at the Academy.

All participants should place their names on all personal belongings.

Adult Leaders should decide beforehand whether they want to hold any medication/cash for youth participants throughout Academy.

No electronic devices are allowed in training areas, including but not limited to: cell phones, MP3 players, e-readers, etc.
**2012 Teen CERT Academy**
**Team Registration Form**

**Deadline to register is March 30, 2012**

<table>
<thead>
<tr>
<th>Group Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group Leader Name:</td>
</tr>
<tr>
<td>Group Leader Phone:</td>
</tr>
<tr>
<td>Group Leader Email:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Additional Leader Name</th>
<th>Leader Phone Number</th>
<th>Leader Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Youth Name</th>
<th>Youth Age</th>
<th>Male or Female</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please return with corresponding documents by email or mail to:

Chelsea Brown / GOHSEP / 7667 Independence Blvd, Baton Rouge, LA 70806 / chelsea.brown@la.gov
2012 Teen CERT Academy
Code of Conduct Form

This Code of Conduct is designed to ensure the success of this event. It will help maintain the safety and enjoyment of all attendees. Your conduct is representative of your organization and its leaders. Please conduct yourselves as responsible young adults at all times.

1. Each Adult Leader, with the full cooperation of youth participants, shall be responsible for maintaining discipline, security and the standards of conduct outlined in this Code of Conduct.
2. All participants will be properly dressed and presentable at all times. Closed-toe shoes and provided safety gear MUST be worn during training at all times.
3. All participants are expected to participate in ALL scheduled events and trainings.
4. Youth participants are not allowed to bring ANY electronic devices into training environments. No exceptions.
5. All participants are to only go in their own cabins and their own lockers. Other cabins, lockers, bunks and all items not belonging to a participant are off limits.
6. Each participant is personally responsible for any damage, breakage or loss of property that is the result of their negligence or action. Your group/agency will be charged for damage not covered by individual members.
7. Loss of personal articles is not the responsibility of the Lafourche Parish Sheriff’s Office, the Louisiana Highway Safety Commission, Louisiana State Citizen Corps, the Governor’s Office of Homeland Security and Emergency Preparedness or the facility where this training is being conducted.
8. Vehicles are only permitted for arriving at and leaving from the event. During the week vehicles should be parked across the gravel road from your cabins, NOT on the same side as the cabin.
9. Unregistered persons are not allowed in the cabins or to participate in activities. All personnel must check in with staff.
10. The purchase, possession or consumption of alcoholic beverages or illegal drugs at the event will not be allowed or tolerated. This applies to ALL participants – youth and adult.
11. NO food or drinks are allowed in the cabins. Groups are encouraged to bring additional drinks for their participants, but those drinks, ice chest, snacks, etc. must be kept outside the cabins. Also, no ice is available at the camp. Advisors must bring ice with them or leave the facility to purchase it.
12. Fireworks of all kinds are strictly prohibited.
13. NO form or sexual, racial or any other form of harassment, bullying or misconduct will be tolerated.
14. Lights go out in cabins at 10:00 pm every night. Participants must respect all cabin mates, including those from other groups.
15. Adult Leaders are responsible for administering any medication or medical assistance to their youth participants.
16. Lt. Lafate Day in conjunction with the Louisiana State Citizen Corps and other 2012 Teen CERT Preparedness Academy staff will serve as a review panel with regard to any serious violations of conduct. Conference staff reserves the right to send any participant home for violation of this Code of Conduct. Any decision of the review panel is final.

I have read the above rules and agree to observe them.

Signed ______________________________ Date:________________________

Print Name ______________________________

• Each organization needs to review this Code of Conduct with all persons attending the 2012 Academy – both youth and adult participants. It is the Adult Leader’s responsibility to ensure compliance.
• Please return with corresponding documents by email or mail to:
  Chelsea Brown / GOHSEP / 7667 Independence Blvd, Baton Rouge, LA 70806 / chelsea.brown@la.gov
# 2012 Teen CERT Academy
## Medical Information/Release Form

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Date of Birth</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Emergency Contact Name</th>
<th>Emergency Contact Relationship</th>
<th>Emergency Contact Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of Insured</th>
<th>Family Physician</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of Insurance Company</th>
<th>Insurance Group Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

List all medical conditions. Please explain.

List all medications you are currently taking. Please explain.

Are you on a special diet? Please explain.

List all allergies. Please explain.

List any other special needs. Please explain.

I, the undersigned, do hereby discharge and release all sponsoring agencies and individuals from any claims, injuries or liabilities while my child is a participant at the 2012 Teen CERT Preparedness Academy.

Parent/Guardian Signature_____________________________________

Print Name ___________________________________ Date_________________________

**GROUP LEADER:** Please return with corresponding documents by email or mail to:
Chelsea Brown / GOHSEP / 7667 Independence Blvd, Baton Rouge, LA 70806 / chelsea.brown@la.gov
2012 Teen CERT Academy
Photo/Video Release Form

I, ________________________________, hereby authorize all sponsoring agencies of the 2012 Teen CERT Preparedness Academy to use, reproduce and/or publish photographs and/or video that may pertain to me and/or my child/children – including my image, likeness and/or voice without compensation. I understand that this material may be used in various publications, public affairs releases, recruitment materials, broadcast public service advertising (PSAs) or for other related endeavors. This material may also appear on the sponsoring agencies’ website(s) or webpage(s).

Signature________________________________________

Printed Name _____________________________________

Date____________________________________________

GROUP LEADER: Please return with corresponding documents by email or mail to:

Chelsea Brown / GOHSEP / 7667 Independence Blvd, Baton Rouge, LA 70806 / chelsea.brown@la.gov