March 23, 2012

TO: Prospective Member

The University Police Department is seeking employees who have an interest in serving the campus community as a member of Islander-Campus Emergency Response Team (I-CERT). We are also expanding I-CERT to include Building Contacts. You have been selected as a possible member because of the position that you hold and your location within your building.

When an emergency or disaster occurs, I-CERT members can give critical support to first responders by assisting with evacuations, providing immediate assistance to victims, and helping to coordinate emergency assembly areas. I-CERT members can also help with non-emergency projects that can help improve the safety of the campus community.

The purpose of the “Building Contact” is to provide an official means of communication between the occupants of the building and the Emergency Management Team. UPD would like to have a minimum of 3 individuals identified as a “Building Contact” for each building, a primary “Building Contact” and two alternates. The “Building Contact” will work in conjunction with the I-CERT Team and are invited to become an I-CERT member.

As a member of I-CERT, you will receive enhanced and consistent training and will have a working knowledge in response procedures during an emergency. Each member of the I-CERT team will receive training in Emergency Preparedness, Fire Safety, First Aid/CPR, Critical Incident Response, Search and Rescue, and other areas that impact the campus community.

You are invited to attend an orientation briefing on April 2, 2012 at 2:30 p.m. in the University Center – OSO Room 221. During this orientation, you will receive more detailed information regarding the implementation and future of the Islander-Campus Emergency Response Team. We look forward to your attendance and participation.

Sincerely,

[Signatures]

Alan A. Gutierrez
Chief of Police

ICERT Coordinator
Sgt. Ray Casares

THE ISLAND UNIVERSITY