

Welcome. And thank you for registering with the Portland Neighborhood Emergency Team (NET) program. By registering, you have completed the first of three prerequisites required in order to enroll in a Basic NET course. The next two steps are as follows (which may be completed in any order):

- Complete the Online Basic Preparedness training.** The online training is an introductory course on the principles of emergency preparedness and the disaster risks we face in the Pacific Northwest.

The course consists of 17 online videos that, in total, run approximately two hours. You can view them at:

<http://www.portlandoregon.gov/pbem/article/400345>

Once you have watched the videos, please take the quiz. Go to <https://my.examprofessor.com/pbem>. Complete the following two steps:

- Click the REGISTER button and enter your information.
- After you register, click on Public Exams and take the Online Preparedness Quiz.

- Complete a criminal background check form.** All NET volunteers are required to complete a criminal background check because they come into contact with vulnerable populations, use city-owned equipment, and have access to sensitive information.

The form is fillable electronically. It is located at:

<https://www.portlandoregon.gov/pbem/67018>

PBEM will also accept a criminal background check conducted by a third party completed in the past 18 months. Please **email the NET Coordinator** for details.

Finally, if you possess a license or permit that requires a criminal background check to obtain (such as a nursing license or concealed weapon permit), PBEM can accept that to clear your background instead of completing the form. To go this route, please **email the NET Coordinator** a scan of the license or permit AND a link to information confirming that a background check is required to possess your license/permit.



PORTLAND BUREAU OF EMERGENCY MANAGEMENT

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Once you have completed the online training and submitted a criminal background check, you will be placed on the email list to receive notification of upcoming Basic NET classes.

In the meantime, the following activities are suggested but **NOT required** (in order of priority):

- Review the NET Guidelines.** The Guidelines serve as the essential “blueprint” for the program and go into detail about how teams are structured, how they operate, and more. You will find the Guidelines at:
<http://www.portlandoregon.gov/pbem/article/475612>
- Attend a NET meeting.** Though you are not considered an Active NET volunteer until you complete Basic NET, you can still meet the team in your area. You can find a list of active teams and their leaders (with contact information) at:
<http://www.portlandoregon.gov/pbem/article/456221>
- Complete IS-100 training online.** IS-100 is a three hour free online course that will train you on the Incident Command System (ICS). ICS is the operations framework used by all emergency response organizations, including Portland NET. You can take the training at:
<http://training.fema.gov/EMIWeb/IS/courseOverview.aspx?code=IS-100.b>

Once the training is completed, you are emailed an electronic certificate. Please forward this to the NET Coordinator by email, and your volunteer file will indicate that you have completed the training.

- Begin assembling your NET kit.** Though Basic NET training is free, we do ask volunteers to purchase their own equipment (EXCEPT for your helmet, vest, and ID badge, which PBEM will issue to you). *Section 600.15 of the NET Guidelines* covers the contents of a Basic NET kit. The NET Coordinator can also refer you to vendors that sell supplies; email the Coordinator for more information.
- Review the latest NET program report.** The program report is an annual snapshot of NET activities, volunteer demographics, and program goals.
<http://www.portlandoregon.gov/pbem/article/482486>
- Review the CERT curriculum.** The Basic NET class conforms to the fundamental CERT curriculum manual, and an electronic version is available at:
<http://www.portlandoregon.gov/pbem/article/357880>

Your Basic NET class will cover this manual, but some trainees like to get an advance preview of what they will be learning.

If you have any questions related to this material, please contact:

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NET Program Specialist
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