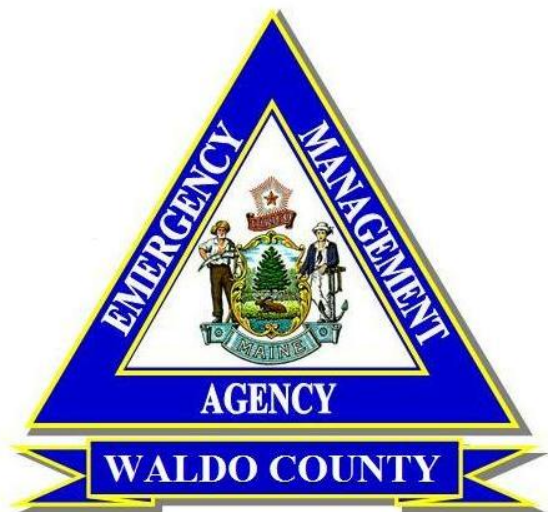


Waldo County Emergency Management Agency



Emergency Management Responders and Civil Defense Volunteers

Volunteer Positions Guide

January 2018

Waldo County Emergency Management Agency

4 Public Safety Way, Belfast, ME 04915

Bus. Ph (207) 338-3870

Fax (207) 338-1890

Email: emadirector@waldocountyme.gov

Website: <http://www.waldocountyme.gov/ema>

Facebook: <https://www.facebook.com/Waldo-County-Emergency-Management-Agency-1495778803981957/>

Introduction

Welcome to the Waldo County Emergency Management Agency's (EMA) Volunteer program! We are seeking interested volunteers to serve their communities through the County Emergency Management Responders and Civil Defense Volunteer programs.

Our society is becoming more and more dependent on electrical power and the Internet at the same time that the electrical grid and Internet is becoming more at risk from natural and human-caused hazards, such as earthquakes, geomagnetic storms, winter storms, tropical storms, communication systems failures, cyber incidents, electromagnetic pulse, terrorism and armed conflict.

It is very important that we, as a community are prepared to respond and recover. Our emergency management and civil defense programs rely almost entirely on volunteers.

We are looking for civil defense volunteers from the general public and from local community organizations, such as faith-based, fraternity, charitable, commerce and community service organizations.

We are also looking for emergency management responder volunteers for incident management, communications, search and rescue and hazardous materials response. Residents with emergency management, firefighting, law enforcement, emergency medical services, medical, public health, military, communications, public relations and affairs, safety, and geospatial information systems are highly desired.

Volunteering with the County EMA does require some regular involvement and commitment. Time commitment is usually around a couple hours a month. Training, safety equipment, and operational equipment will be provided by the County Emergency Management Office. Many of the training courses are offered online and may be accomplished at your convenience. Licenses and certifications may need to be completed by applicants prior to assignment to some positions.

Volunteers will receive no compensation. When called out for actual emergencies or while participating in training and exercise events, volunteers will be covered for Liability and Workers Compensation by the State of Maine.

As a Volunteer, you will be representing the County of Waldo. Dress and appearance must be presentable. Honest, friendly and courteous attitudes to other volunteers and the public are a must. Background checks may be completed on volunteers.

If you are interested in joining, please complete the "*Application to Join and Participate as an Emergency Management Volunteer*" form and send the form to the County EMA office for processing.

The Waldo County EMA reserves the right to deny acceptance of any volunteer if the application is not completed completely and truthfully, if a background check verifies any criminal history or if improper behavior is demonstrated.

Thank you for considering this volunteer opportunity!

Waldo County Emergency Management Agency

Volunteer Positions

Position/Team Title	Job Summary
Emergency Management Responders	
IMAT	Staff Incident Command System positions on the County Incident Management Assistance Team during a major incident.
RACES	Operate communication equipment in the EOC Radio Room, the Radio Truck and with Mobile Units. Supervise CD Radio Operators in the EOC Radio Room.
Search & Rescue	Complete search and rescue missions as a member of the Waldo County Search And Rescue Team.
HazMat Operations	Respond to Hazardous Materials incidents at the Operations Level as a member of the County HazMat Team.
Civil Defense Volunteers	
Radio Operations	Operate Amateur Radio Equipment in the EOC Radio Room.
Damage Coordinator	Work with municipal governments, non-electrical utilities and critical facilities to collect damage status information.
Mass Feeding Coordinator	Work with municipal governments and community organizations to organize and prepare municipal mass feeding events and work with area food pantries to establish additional pantry locations, coordinate additional staff and food supplies.
Warming Center Coordinator	Work with municipal governments and community organizations to create, organize, train and prepare municipal warming center teams.
Shelter Management Team	Plan, organize, staff, equip, and train to set up and operate an overnight emergency shelter.
Pet Shelter Team	Plan, organize, staff, equip, and train to set up and operate an overnight Pet emergency shelter in conjunction with the Shelter Management Team.
Disaster Logistics Team	Receive, document, store, inventory, and deliver disaster supplies and equipment.
Volunteer Management Team	Coordinate with or manage the Volunteer Reception Center in order to in process Volunteers that show up during a disaster. Provide lodging services for deployed VOAD personnel.
Security Team	Guard critical assets or facilities and report any intrusions. Protect personnel at emergency management facilities. Staff Traffic/Entry/Access Control Points and Road Blocks. Stop and/or control traffic at incident scenes.
Public Education	Provide instruction in disaster preparedness.

Waldo County Emergency Management Agency
Incident Management Assistance Team Member



Supervisor: Incident Management Assistance Team Chief
(Waldo County EMA Director)

Description: Assigned Incident Command System (ICS) staff positions during an emergency response to an incident scene. Assists the Incident Commander with the on-scene response and recovery to emergency incidents.

Responsibilities:

1. Assists with the planning, organizing, and execution of Incident Management planning and support activities.
2. Specific responsibilities will be assigned by the Incident Commander for the assigned role given.

Qualifications:

1. Knowledge and familiarity with the structure, functions, and interrelationships of federal, state, county, and local governments.
2. Knowledge and familiarity with the principles of the National Incident Management System (NIMS).
3. Capability to read and understand state and federal laws.
4. Capability to operate computers and radios.
5. Work effectively with volunteer and public safety organizations.

Training:

1. IS-100 Introduction to Incident Command System
2. IS-200 ICS for Single Resources and Initial Action Incidents
3. G300 Intermediate ICS for Expanding Incidents
4. G400 Advanced ICS Command & General Staff, Complex Incident
5. IS-700 Intro to National Incident Management System (NIMS)
6. IS-703 NIMS Resource Management
7. IS-800 National Response Plan (NRP), An Introduction
8. Communications CONOP
9. Position-specific training topics

License: None Required.

Personal PPE: Rain gear or cold weather gear, as appropriate

Waldo County Emergency Management Agency **RACES Volunteer**



Supervisor: 1. EOC Communications Manager
2. Waldo County EMA Director

Description: Assigned to provide Amateur Radio support at the Waldo County Emergency Operations Center (EOC) Communications Room, the County EMA Radio Truck and from mobile units located at an incident scene, local medical facilities, regional emergency shelters or local public safety buildings. If also assigned to the IMAT, may work on an incident scene.

Responsibilities: 1. Assist with the planning, organizing, and execution of Radio communications and support activities.
2. Assist with the operation of radio and phone equipment.
3. Record information transmitted over radio and phone equipment.
4. Pass information to supervisor.
5. Specific responsibilities will be assigned by the County EMA Director for the assigned role given.

Qualifications: 1. Knowledge and familiarity with the principles of the National Incident Management System (NIMS).
2. Knowledge and familiarity with the operation of various Amateur Radio equipment.
3. Capability to operate satellite phones, computers and 2-way radios.
4. Work effectively with volunteer and public safety organizations.

Training: 1. IS-100 Introduction to Incident Command System
2. IS-700 Intro to National Incident Management System (NIMS)
3. Waldo County Emergency Operations Center (EOC) Ops & Mgt
4. Communications Concept of Operations (CONOP)
5. Specific radio equipment found in the EOC Comm Room.
6. Waldo Radio Operator, Type 4

License: FCC Amateur Radio License required.

Personal PPE: Rain gear or cold weather gear, as appropriate

Waldo County Emergency Management Agency
Search & Rescue Team Member



Supervisor: Waldo County Search and Rescue Team President

Description: Complete wildland Search and Rescue activities within Waldo County and throughout the State.

Responsibilities: 1. Provide own personnel equipment and supplies for operating in remote locations.

Qualifications:

1. Knowledge and familiarity with Search and Rescue operations.
2. Capability to read and understand state and federal laws.
3. Work effectively with volunteer and public safety organizations.
4. Able to pass an Aerobic Fitness Test

EMA Training: 1. IS-100 Introduction to Incident Command System

SAR Training:

1. First Aid and CPR
2. Topographical Map and Compass use.
3. Handheld GPS Receiver Operation
4. Hand-Held Radio Operation
5. Hasty, Efficient and Thorough Searches
6. Clue Observation and Evaluation
7. Patient Litter carries
8. Build Shelter
9. Build Fire
10. Day Navigation Course
11. Night Navigation Course

License: Maine Association of Search and Rescue Certification to be acquired.

Personal PPE: Rain gear or cold weather gear, as appropriate.

Waldo County Emergency Management Agency
Hazardous Materials Operations Team Member



Supervisor: 1. Waldo County HazMat Team Chief
2. Waldo County EMA Director

Description: Complete hazardous materials response up to the Operations Level.

Responsibilities:

1. Follow all directions of the County HazMat Team Chief.
2. Assists with the planning, organizing, and execution of HazMat response planning and support activities.
3. Complete all personnel and medical requirements.
4. Attend monthly training and exercises in order to stay current.
5. Inspect and operate all HazMat Team equipment.
6. Specific responsibilities will be assigned by the Team Chief for the assigned role given.

Qualifications:

1. Knowledge and familiarity with HazMat response operations.
2. Capability to read and understand state and federal laws.
3. Work effectively with volunteer and public safety organizations.
4. Able to pass a Mask Fitness Test and Medical Evaluation.
5. Must complete Hepatitis B Shot series

EMA Training:

1. IS-100 Introduction to Incident Command System
2. IS-200 ICS for Single Resources and Initial Action Incidents
3. IS-700 Intro to National Incident Management System (NIMS)

OSHA Training:

1. Bloodborne Pathogens
2. Fire Extinguisher
3. Personal Protective Equipment
4. Respiratory Protection

HazMat Training:

1. Air Monitoring & Sampling
2. Donning and Doffing PPE
3. Gross Decon Operations
4. Hazardous Materials Awareness
5. Hazardous Materials Operations
6. Rapid Rescue - HazMat

License: None acquired.

Personal PPE: Rain gear or cold weather gear, as appropriate.

PPE Provided: Scott SCBA and APR
HazMat Protective Garments
Hard Hat

Waldo County Emergency Management Agency
Radio Operator



Supervisor: 1. RACES Radio Operator
2. EOC Communications Manager
3. Waldo County EMA Director

Description: Assigned to provide Amateur Radio support at the Waldo County Emergency Operations Center (EOC) Communications Room.

Responsibilities: 1. Assist with the operation of radio and phone equipment.
2. Record information transmitted over radio and phone equipment.
3. Pass information to supervisor.

Qualifications: 1. Knowledge and familiarity with internal communications of the County EOC.
2. Knowledge and familiarity with the operation of various Amateur Radio equipment.
3. Capability to operate landline telephones, computers and 2-way radios.
4. Work effectively with other volunteers.

Training: 1. IS-700 Intro to National Incident Management System (NIMS)
2. Waldo County Emergency Operations Center (EOC) Ops & Mgt
3. Specific radio equipment found in the EOC Comm Room.

License: FCC Amateur Radio License required.

Personal PPE: None.

Waldo County Emergency Management Agency
Damage Coordinator



Supervisor: 1. Infrastructure Manager
2. Waldo County EMA Director

Description: Work in the County EOC coordinating with municipal governments, non-electrical utilities and critical facilities to collect damage status information.

Responsibilities:

1. Track and record road/bridge damages and closure information.
2. Track and record all municipal debris clearance & removal issues.
3. Track any issues with municipal building debris removal/disposal.
4. Track and record airport & seaport closures & ferry cancellations.
5. Track and record all municipal public water and sewer issues.
6. Track any reports of residential well contaminations.
7. Record information on fuel shortages and gas station status.

Qualifications:

1. Knowledge and familiarity with the structure, functions, and interrelationships of federal, state, county, and local governments.
2. Capability to read and understand state and federal laws.
3. Capability to operate computers.
4. Work effectively with volunteer and public safety organizations.

Training:

1. Completion of high school or equivalent.
2. IS-100 Introduction to Incident Command System
3. IS-700 Intro to National Incident Management System (NIMS)
4. W775 Waldo County EOC Management and Operations
5. D4H Live online application

License: None Required.

Waldo County Emergency Management Agency
Mass Feeding Coordinator



Supervisor: Waldo County EMA Director

Description: Work with municipal governments and community organizations to organize and prepare municipal mass feeding events and work with area food pantries to establish additional pantry locations, coordinate additional staff and food supplies.

Responsibilities:

1. Assist with the planning, organizing, and execution of emergency mass feeding for the public.
2. Estimate daily quantities of food and water needed for the disaster.
3. Develop an incident plan for augmenting and growing the existing county food pantry system.
 - a. The establishment of additional food pantries in those communities that do not have its own pantry.
 - b. The plan needs to utilize existing pantries.
 - c. Identification of community organizations that can increase staffing at existing and new food pantries.
 - d. Incorporates the Disaster Logistics system
4. Tracks the status of the emergency mass feeding program.

Qualifications:

1. Knowledge and familiarity with feeding large groups of people.
2. Experienced in coordinating non-governmental organizations.
3. Work effectively with volunteer and public safety organizations.

Training:

1. Completion of high school or equivalent.
2. IS-100 Introduction to Incident Command System
3. IS-700 Intro to National Incident Management System (NIMS)
4. W775 Waldo County EOC Management and Operations
5. D4H Live online application

License: None Required.

PPE: None Required.

Waldo County Emergency Management Agency
Warming Center Coordinator



Supervisor: Waldo County EMA Director
Waldo County EOC Mass Care Manager

Description: Manages the County planning program for assisting municipal emergency Managers with the establishment of Municipal Warming Centers, to include locating and securing appropriate center facilities, recruiting center staff, scheduling staff training and managing center materials. During the preparedness phase, works closely with municipal emergency management directors. Works for the County EOC Mass Care Manager during disaster events when municipalities activate warming centers.

Responsibilities:

1. Coordinates with the municipal emergency management directors on center locations, staff training and center assessments and agreements.
2. Coordinates with facility managers on use of facility as a warming centers.
3. Develops a list of materials needed to stock the centers.
4. Acquires, inventories and issues all center materials.
5. Recruits, organizes and schedules training for Municipal Warming Center staff members.
6. Updates the warming center status information in the EOC.

Qualifications:

1. Knowledge and familiarity with the structure, functions, and interrelationships of federal, state, county, and local governments.
2. Knowledge and familiarity with working with people in need.
3. Capability to operate computers.
4. Work effectively with volunteer and public safety organizations.

Training:

1. IS-100 Introduction to Incident Command System
2. IS-700 Intro to National Incident Management System (NIMS)
3. Waldo County EMA Warming Center Operations
4. W775 Waldo County EOC Management and Operations
5. D4H Live online application

License: None Required.

Waldo County Emergency Management Agency **Shelter Management Team**



Supervisor:

1. Waldo County EOC Shelter Program Manager
2. Waldo County EOC Mass Care Manager
3. ARC Shelter Manager
4. Waldo County EMA Director

Description: Member of the County “overnight” Emergency Shelter Team. The team will locate and secure appropriate shelter facilities, setup and operate shelters and manage shelter equipment and materials. Works under the County EOC Mass Care section during disaster events requiring shelters. The Pet Shelter Team shall be a sub-team of the Shelter Management Team.

Responsibilities:

1. Assigned to a Waldo County “overnight” emergency shelter to set up and operate that shelter.
2. Coordinate with facility managers on use of facility as a shelter.
3. Develop a list of materials needed to stock the shelter.
4. Acquire, inventory, store and issue all shelter materials.
5. Provide an update on the shelter status to the EOC.
6. Coordinate with the Pet Shelter Team.

Qualifications:

1. Knowledge and familiarity with working with people in need.
2. Work effectively with volunteer and public safety organizations.

Training:

1. IS-700 Intro to National Incident Management System (NIMS)
2. ARC Mass Care Overview
3. ARC Shelter Operations
4. ARC Shelter Operations Simulation

License: None Required.

Waldo County Emergency Management Agency
Pet Shelter Team



Supervisor:

1. Shelter Management Team Chief
2. Shelter Program Manager
3. Mass Care Manager
4. Waldo County EMA Director

Description: During emergencies, Pet Shelter Team members may work with small domestic animals (cats and dogs) at an established Pet Evacuation Shelter located in Waldo County. Team members will support the protection of animals affected by an emergency to include sheltering, control, feeding and sanitation.

Responsibilities:

1. Work scheduled shifts for manning the Pet Shelter during an emergency.
2. Assist with the set up of a Pet Shelter.
3. Care for the sheltered pets.
4. Coordinate all needs and issues with the Shelter Management Team Chief or the County EOC.

Qualifications:

1. Knowledge and familiarity with working with small animals.
2. Work effectively with volunteer organizations.

Training:

1. Pet First Aid
2. Pet Shelter Operations
3. Pet Shelter Administration and data management

License: None Required.

Waldo County Emergency Management Agency
Disaster Logistics Team Member
(Supply, Warehousing, Donations and Distribution)



Supervisor: Waldo County Supply Manager
Waldo County EOC Resource Manager
Waldo County EMA Director

Description: Responsible for the management of equipment, supplies and materials utilized during a disaster event. May be assigned to the County Emergency Operations Center (EOC) or to a geographically separated storage/warehouse facility.

Responsibilities:

1. Receives and signs for property, equipment, supplies and materials provided by Federal and State agencies and private or commercial vendors and donors.
2. Warehouses and inventories property, equipment, supplies and materials.
3. Tracks the status of all property, equipment, supplies and materials.
4. Issues and receives receipt for all property, equipment, supplies and materials.
5. Loads, secures, delivers and accounts for all property, equipment, supplies and materials taken to a municipal point of distribution.
6. Reacquires all property, equipment, supplies and materials issued once it is no longer needed.
7. Coordinates with the equipment and property owners for return.

Qualifications:

1. Knowledge and familiarity with the structure, functions, and interrelationships of federal, state, county, and local governments.
2. Knowledge and familiarity with the principles of the National Incident Management System (NIMS).
3. Capability to read and understand state and federal laws.
4. Capability to operate computers and radios.
5. Experience in warehousing, supply and logistics management.
6. Work effectively with volunteer and public safety organizations.

Training:

1. IS-700 Intro to National Incident Management System (NIMS)
2. IS-703 NIMS Resource Management

License: Driver's License Required. May need forklift authorization.

Personal PPE: Safety Boots, Rain gear or cold weather gear, as appropriate

PPE Provided: Hard Hats, work gloves, hearing protection and eye protection.

Waldo County Emergency Management Agency **Volunteer Management Team**



Supervisor: 1. Waldo County EOC Resource Manager
2. Waldo County EMA Director

Description: Manages the County Unaffiliated Volunteer program to include locating and securing appropriate Volunteer Reception Center facilities, assigning VRC staff, scheduling VRC staff training and managing VRC materials. Locates suitable lodging for volunteers needing lodging. Works for the County EOC Resource Manager during disaster events.

Responsibilities:

1. Pre-identify facilities for use as Volunteer Reception Centers and Lodging Facilities.
2. Coordinate support agreements for VRC and lodging facilities.
3. Develop procedural guidance and forms for VRC operations.
4. Acquire materials needed to operate VRC units.
5. Track, manage, credential and assign all unaffiliated volunteers and volunteer groups.
6. Ensure that volunteers are signing in and out from their shifts with their shift supervisor.
7. Register, stage, assign and deploy unaffiliated volunteers.
10. Provide volunteer information to the Resources Manager for assignments.
11. Track the assignments, location and status of all unaffiliated volunteers brought in through the VRC.
12. Determine where to stage unassigned volunteers until the volunteers are assigned.
13. Coordinate with Maine VOAD for assignment of VOAD volunteers.
14. Provide and manage a lodging site for volunteers from away.

Qualifications:

1. Knowledge and familiarity with the structure, functions, and interrelationships of federal, state, county, and local governments.
2. Knowledge and familiarity with working with people in need.
3. Capability to operate computers.
4. Work effectively with volunteer and public safety organizations.

Training:

1. IS-700 Intro to National Incident Management System (NIMS)
2. VRC Simulation

License: None Required.

Waldo County Emergency Management Agency Security Personnel



Supervisor: 1. Waldo County EMA Director
2. Waldo County Sheriff or Deputy

Description: Watch over critical assets or facilities and report any intrusions. Report intrusions to the County Dispatch Center. Protect personnel at emergency facilities. Staff Traffic Control Points, Entry Control Points, Access Control Points and Road Blocks. May be authorized by an Incident Commander to control vehicular traffic flow.

Responsibilities:

1. Provide security at a critical facility, utility, or resource asset.
2. Assigned to a TCP, ECP, ACP or Road Block to manage entry into disaster or incident locations.
3. Provide security at a Shelter, Medical Facility, or EOC/CP.
4. Will not physically confront those with intent to steal or damage property.
5. Will report all criminal acts to the County Dispatch Center.
6. Will provide as much information on the perpetrators and what occurred as possible to law enforcement investigator.
7. Permitted to initiate armed self-defense actions, as necessary.
8. Assigned to a public roadway to direct and control traffic.
9. Assign specific responsibilities by the County EMA Director or Sheriff for the assigned role given.

Qualifications:

1. Capability to read and understand state and federal laws.
2. Capability to operate cellular phones and land mobile radios.
3. Work effectively with volunteer and public safety organizations.
4. Experience in security operations and self-defense.

Training:

1. Completion of high school or equivalent.
2. IS-100 Introduction to the Incident Command System (ICS)
3. MDOL Public Safety Traffic Flagger course
4. First Aid and CPR
5. Basic security techniques and patrolling tactics
6. Firearms Qualification course
7. Radio communications and protocols

License: Concealed Weapons permit is recommended.

Personal PPE: Rain gear or cold weather gear, as appropriate
Personal Firearm

PPE Provided: Reflective Vest, Work Gloves, Flashlight, and Radio.

Waldo County Emergency Management Agency
Public Education Instructor



Supervisor: Waldo County EMA Director

Description: Completes instruction in Disaster Preparedness topics to adults and children though out the County. May teach classes at the County EOC or at field locations.

Responsibilities:

1. Verify that all training equipment and supplies are ready.
2. Have a good working knowledge and comprehension of the topic being taught.
3. Provide instruction.
4. Provide course evaluations.
5. Coordinate and schedule courses.
6. Advertise courses.

Qualifications:

1. Experience and training in adult and child instruction.
2. Capable of operating computers and projectors.
3. Work effectively with the public.
4. Presentable in public.

Training:

1. Completion of an Instructor Fundamentals program or a college degree in education.

License: None Required.

Waldo County Emergency Management Agency

Application to Join and Participate as an Emergency Management Volunteer

Personal Information

First and Last Name	
Mailing Address	
Home Phone Number	
Cell Phone Number	
Cell Phone Carrier	
E-Mail Address1:	
E-Mail Address2:	
Full Time Occupation	
Date of Birth	
Social Security No.	

Questions

	Yes	No
Do you have a valid Maine Driver’s License?		
Do you have normal range of hearing?		
Do you have normal/correctable eyesight?		
Do you have high blood pressure?		
Do you have any respiratory problems?		
Any medical conditions we should know about?		
Any special working environment requirements we should prepare for?		

Emergency Contact Information

First and Last Name		Relationship	
Home Street Address			
Phone Number (Day)			
Phone Number (Night)			

Time Available for Volunteering

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning	Afternoon		Evening		Late Night	
Will your employer allow you to respond during work hours?						

Check which Volunteer Jobs you would consider performing (check all that apply)

<input type="checkbox"/>	Incident Management	<input type="checkbox"/>	Amateur Radio Operator	<input type="checkbox"/>	Pet Sheltering
<input type="checkbox"/>	Communications	<input type="checkbox"/>	Damage Coordinator	<input type="checkbox"/>	Disaster Logistics
<input type="checkbox"/>	Search & Rescue	<input type="checkbox"/>	Mass Feeding Coordinator	<input type="checkbox"/>	Volunteer Management
<input type="checkbox"/>	HazMat Response	<input type="checkbox"/>	Warming Center Coordinator	<input type="checkbox"/>	Security
<input type="checkbox"/>		<input type="checkbox"/>	Shelter Management	<input type="checkbox"/>	Public Education

Past Experience & Qualifications

Special Skills, Vocational and/or Emergency Management Training

Applicant's Certification and Agreement

I voluntarily give the County of Waldo the right to make a thorough investigation of my past education and employment activities, criminal history, records of civil actions in which I was a defendant or respondent, driving history and medical or personal history that is job related. I agree to cooperate in such investigation, and release from all liability or responsibility all persons, companies and corporations supplying such information.

I understand that if I volunteer with the County of Waldo, there is no contract expressed or implied for continued involvement. I certify that the above information and any attached information are true and accurate to the best of my knowledge. I understand that if I misrepresent or deliberately leave out a fact on any submitted information, my involvement with the County of Waldo may be terminated immediately.

Signature

Date