

**Portage County
Office of Homeland Security
& Emergency Management**

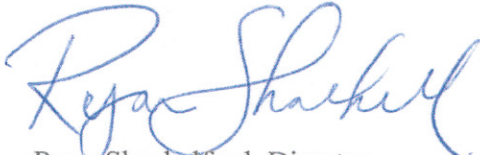
Volunteer Application

Executive Summary

Emergency management agencies across the nation recognize the need for affiliated volunteers for disaster operations. Having a strong core of volunteers only strengthens the ability of emergency management offices to effectively respond and recover from disasters.

Affiliated volunteer organizations come in many forms and various backgrounds and degrees of training. The following are the current volunteer organizations under the purview of the Portage County Office of Homeland Security and Emergency Management: *Portage County Incident Management Assistance Team* "PC IMAT" and the *Portage County Communications Unit* or "Comms Unit". These teams strive to close gaps in emergency response, training and exercises, while serving in many facets of the emergency management program. Without affiliated volunteers meeting the deliverables as set forth by the National Preparedness Goal would be arduous.

On behalf of the Portage County Office of Homeland Security and Emergency Management, I want to say thank you to our volunteers and future applicants. Your consistent and steady assistance has ensured the success of emergency management operations past and present.



Ryan Shackelford, Director
Portage County OHS/EM

Scope

The purpose of this document is to set forth the understanding of capabilities and limitations of affiliated volunteers and the application process under the purview of the Director of the Portage County Office of Homeland Security and Emergency Management (PC OHS/EM). It is further understood that all volunteers are expected to know limitations as set forth by Ohio law.

PC OHS/EM Specialty Team, Job Descriptions

Portage County Incident Management Team Job Description

Position: Incident Management Assistance Team member

Job Summary: This unpaid position reports to the Director of the Portage County Office of Homeland Security and Emergency Management (PC OHS/EM). The Team Commander and/or Incident Response Leads may provide appropriate direction, however such direction shall be consistent with policies, procedures, directives, etc. of the PC OHS/EM.

Minimum required Qualifications:

- Completion of the following Federal Emergency Management Agency (FEMA) courses: IS-700, IS-800, IS-100, IS-200, ICS 300, ICS 400.
- In addition, team members shall complete additional training as indicated in the current edition of the Incident Management Assistance Team manual, as approved by the Director of PC OHS/EM.

Duties:

- Provide situational awareness, subject matter expertise and documentation at or in support of an incident.
- Work with and in support of the PC OHS/EM at the Emergency Operations Center, Department Operations Center or at an incident or other location.
- Work with individuals at various levels of government and private sector; public and private organizations; the general public.
- Complete appropriate forms and other means of documentation.
- Initiate plans to prepare self and loved ones for hazards.
- Participate in initial and continuing education.
- Volunteer for projects related to the Incident Management Assistance Team to enhance the public safety of Portage County.
- Understand personal capabilities and limitations when deployed.
- Conduct oneself in a kind, constructive, and professional manner as a representative of the Team, Portage County OHS/EM, and Portage County.
- Record participation in all meetings, drills, tests, and participation in emergency management activities and ceremonies, as well as operations under disaster and/or emergency conditions.

- Other duties as requested by or on behalf of the Director of PC OHS/EM.

Competencies, Functions, Knowledge, Skills & Abilities:

Follow instructions; respond to direction with limited oversight at times.
 Speak distinctly and deal courteously with partners and the public under stressful conditions.
 Analyze and exercise good judgment and professional knowledge as a representative of the Portage County OHS/EM and Portage County IMAT.
 Work with limited supervision.
 Maintain working knowledge of incident management practices with the ability to adapt to situational needs using common sense.
 Complete forms expeditiously with legibility and accuracy.
 Represent PC OHS/EM and PC IMAT with professionalism.
 Remain in communication with the PC OHS/EM, PC IMAT and others with no expectation of reimbursement.
 Maintain an environment of teamwork and take necessary actions to ensure completion of necessary tasks.
 Report important situation, including your status, as requested or otherwise appropriate, to the PC OHS/EM Director, PC IMAT Team Commander or their designees.
 Knowledge of PC IMAT policies and procedures, skills and responsibilities.
 Ability to receive text messaging with no expectation of reimbursement for phone service.

Portage County complies with federal and state civil rights laws and does not discriminate on the basis of a person’s race, sex, religion, color, national origin, age, ancestry, disability, or military or veteran status.

**Portage County Communications Unit -
 Radio Amateur Civil Emergency Service Volunteer
 Job Description**

Position: Communications Unit/Radio Amateur Civil Emergency Service Volunteer

Job Summary: This unpaid position reports to the Comms Unit Leader. The CU/RACES Volunteer participates in training programs and provides service, when activated, for critical incidents, emergencies, disasters and planned events.

Minimum Required Qualifications:

- IS-100, IS-200, IS-700, IS-800 (within one year of acceptance)
- Registration in Ohio Responds database (after acceptance)
- FCC Amateur Radio License (required for RACES volunteers)

Duties:

- Provide communication capabilities during critical incidents, emergencies, disasters and training
- Provide other support as requested during e critical incidents, emergencies, disasters and training

- Working cooperatively as a team with OHS/EM and public safety personnel and other volunteers
- Participate in continuing education, training, meetings, and exercises
- Volunteering for projects to enhance the public safety of Portage County
- Understanding personal capabilities and limitations when deployed
- Serving in disaster response operations including damage assessment, distribution, volunteer reception, traffic control, ushering, or other emergency management work
- In times of disaster, evaluate the communications needs of the jurisdiction and respond quickly to those needs
- Conducting oneself in a kind, constructive, and professional manner as a representative of the CU/RACES, Portage County OHS/EM and Portage County
- Working in disaster settings, including damaged areas, incident support locations, shelters, and volunteer reception centers, and areas with safety and security restrictions
- Recording participation in all meetings, drills, tests, and participation in emergency management activities and ceremonies as well as operations under disaster emergency conditions
- Participate in recruitment and training of new volunteers
- Any other duties as requested by the Portage County OHS/EM

Competencies, Functions, Knowledge, Skills & Abilities:

Follow instructions; respond to direction with limited oversight at times.

Speak distinctly and deal courteously with partners and the public under stressful conditions.

Analyze and exercise good judgment and professional knowledge as a representative of the Portage County OHS/EM and CU/RACES.

Work with limited supervision.

Maintain working knowledge of incident management practices with the ability to adapt to situational needs using common sense.

Represent PC OHS/EM and CU/RACES with professionalism.

Remain in communication with the PC OHS/EM, CU/RACES and others with no expectation of reimbursement.

Maintain an environment of teamwork and take necessary actions to ensure completion of necessary tasks.

Report important situation, including your status, as requested or otherwise appropriate, to the PC OHS/EM Director, CU/RACES Leader or their designees.

Knowledge of CU/RACES policies and procedures, skills and responsibilities.

Ability to receive text messaging with no expectation of reimbursement for phone service.

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Portage County Volunteer Application

Name: _____

Position: _____

All information will be treated as sensitive material. With limited exceptions, the information you provide on this Application is subject to public records requests.

Registration on the Ohio Responds database requires volunteers to be no less than 18 years of age on the day of the volunteer application. Can you meet that requirement? (circle) Yes or No

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We are very interested in the areas in which you are skilled and knowledgeable. Please rate the skills that apply to you by placing a checkmark in the appropriate box.			
Skill	Minimal	Good/ Satisfactory	Above Average/ Expert
Accounting			
Building Maintenance			
Caregiving (Child, Older Adult)			
Completing Forms quickly and legibly			
Communications (telephone, radios)			
Computer Use / Data Entry & Typing			
Data Entry/ Typing			
Digital Graphics (Acrobat, Photoshop)			
Directing People Traffic			
Directing Vehicle Traffic			
Direction (taking and providing)			
Event Planning			
Food Service Preparation (for groups)			
Foreign Language (please specify)			
Incident Command System / NIMS			
Incident Command Forms / completion &			

Incident Resource Management			
Job Training/ Instruction of others			
Logistics/ Distribution			
Mapping / use of map software			
Medical Training			
Organizational Skills			
Photography			
Public Speaking / Interaction			
Receptionist/Clerical			
Scheduling			
Sign Language			
SMART Objectives (formulation of)			
Supervision/Management/ Leadership			
Television/Video Programming			
Terminology related to NIMS / ICS			
Volunteer Management			
Completion of following courses: <i>Italicized courses recommended.</i>	YES	NO	INTERESTED
IS 100 (Successful Course Completion required for IMAT membership)			
IS 200 (Successful Course Completion required for IMAT membership)			
IS 700 (Successful Course Completion required for IMAT membership)			
IS 800 (Successful Course Completion required for IMAT membership)			
ICS 300 (Must obtain within 1 year)			
ICS 400 (Must obtain within 1 year)			
E/L 950 ...Incident Commander			
<i>E/L 952 ...Public Information Ofc.</i>			
E/L 954 ...Safety Officer			
<i>E/L 956 ...Liaison Officer</i>			
E/L 958 ...Operations Section Chief			
E/L 960 ...Division/Group Supv.			
<i>E/L 962 ...Planning Section Chief</i>			
<i>E/L 964 ...Situation Unit Leader</i>			

<i>E/L 965 ...Resources Unit leader</i>			
<i>E/L 967 ...Logistics Section Chief</i>			
<i>E/L 969 ...Comms. Unit Leader</i>			
<i>E/L 970 ...Supply Unit Leader</i>			
<i>E/L 971 ...Facilities Unit Leader</i>			
<i>E/L 973 ...Fin./Admin. Section Chief</i>			
<i>E/L 975 ...Fin./Admin. Unit Leader</i>			
<i>MGT-347 ICS Forms Review</i>			

1. What skills/ qualities are you most interested in contributing as a volunteer? Is there anything that you do not want to do?

2. Are there any skills, trainings, or certifications that you would like to obtain as a volunteer?

3. Is there any other information that would assist us with your placement as a volunteer?

Personal Information				
Title:	Mr. Mrs. Miss Ms. Other:			
Last Name:	First Name:		Middle Initial:	
Address:			City:	
State:	Zip:	Email:		
Home Phone:		Business Phone:	Cell Phone:	
Do you accept text messages? Y or N		Other:	Other:	
Emergency Contact				
Name:			Relationship:	
Complete Address:				
Day Phone:		Evening Phone:	Night Phone:	
Cell Phone:		Email:	Other:	
Availability (please circle all that apply)				
Days:	Mon, Tues, Wed, Thurs, Fri, Sat, Sun			
Times:	Morning 6am-12pm	Afternoon 12pm-6pm	Evening 6pm-12am	Nights 12am-6am
Would you be able to assist in preparedness activities/ projects: Y or N				
Time Commitment				
How much time do you feel you want to commit to volunteering?				
_____ times per week		_____ times per month		
_____ time per year		Other (specify) _____		
Licenses (Driver and Professional)				
Training, Qualifications or Certifications				
Do not include coursework already described above				
Subject of Title of Training	Organization		Length of Training	

Experience		
In the areas below, please list your past experience beginning with your most recent. Military experience and volunteer work may also be included. Please attach additional sheets if necessary.		
Employer:		
Job Title:		
Job Duties:		
Employer:		
Job Title:		
Job Duties:		
Employer:		
Job Title:		
Job Duties:		
Employer:		
Job Title:		
Job Duties:		

CERTIFICATION

I understand that any misrepresentation, deception, or false statement made in this Volunteer Application may result in my not being considered, and if not discovered until after being accepted, is grounds for, and may result in, my immediate termination.

I understand that I am applying for an unpaid volunteer position.

I certify that all statements herein are true and I agree and understand that any false statements or omissions may disqualify me from membership as a volunteer to the Portage County OHS/EM program. I authorize the release of any information that Portage County OHS/EM may need to verify the information contained in this application. I further authorize and consent to Portage County OHS/EM conducting a law enforcement agency criminal background check on me. I acknowledge and agree that I have a continuing duty to timely inform the Portage County OHS/EM of any material changes to the information provided herein

Portage County complies with federal and state civil rights laws and does not discriminate on the basis of a person's race, sex, religion, color, national origin, age, ancestry, disability, or military or veteran status.

Signature: _____ **Date:** _____



PORTAGE COUNTY, OHIO
OFFICE OF HOMELAND
SECURITY AND
EMERGENCY
MANAGEMENT

Radio Amateur Civil
Emergency Service

RACES



General Information for RACES Volunteers

The Portage County Radio Amateur Civil Emergency Service (**RACES**) was reactivated on 30 January 2007, when the Portage County Commissioners passed a resolution No. 07-0086 authorizing the county's Director of the Office of Homeland Security and Emergency Management (EMA) to create a new **RACES** program.

RACES is the only amateur radio emergency communication service officially established by the Federal Communication Commission's regulations. **RACES** may be activated for training or whenever an emergency or disaster concerns any of the following: safety of life; preservation of property; alleviation of human suffering and need; any disaster endangering the public; or an act of sabotage. Activation will only occur when authorized by the EMA director.

When activated, **RACES** can assist the EMA, area safety forces, the American Red Cross, and University Hospitals Portage in meeting their emergency communication needs. Accordingly, the **RACES** goal is set forth in the **RACES** Communications Plan as follows:

*" The goal of all **RACES** operations is to serve as a backup to regular emergency communication systems of public or governmental agencies in the county or to supplement them as may be necessary during disaster or emergency situations for the safety and protection of the community."*

Membership

Membership in **RACES** is open to any licensed amateur radio operator who meets and maintains the basic qualifications for membership and participates in **RACES** training programs and exercises. You do not need to be a resident of Portage County to be a **RACES** member.

All applicants must consent to a basic criminal background or records check to ensure that they do not have a criminal history that may disqualify them from participation. All applications are subject to the approval of the EMA director.

All **RACES** members will be required to participate in training, nets, and field exercises on a regular basis. Any member who has not completed the American Radio Relay League (ARRL) sponsored Amateur Radio Emergency Communication Level I prior to joining **RACES** must successfully complete that course within one year of the date that he or she joins.

Successful completion of courses offered by the Federal Emergency Management Agency (FEMA) will be required as specified by the EMA Director. These courses are necessary to ensure that all members are familiar with the National Incident Management System (NIMS) and the Incident Command System (ICS) and related procedures.

Members will be expected to be familiar with the **RACES** communications plan as well as its policies and procedures, and all applicable FCC rules and regulations.

Operations

The Portage County **RACES** unit will conduct biweekly on-air nets and members will be required to participate in at least one-third of the nets annually. Participation in exercises or training will also be required but may be excused under extenuating circumstances.

The **RACES** unit will look to provide a variety of emcom services as may be required by the served agencies. These will include voice and digital modes and members will be encouraged to expand their amateur radio skills and capabilities accordingly.

All **RACES** members will be expected to aspire to employing the highest quality amateur radio operating practices on the air and will ensure that their skills and equipment enable them to meet that standard.

The **RACES** operations will be conducted at the direction of the EMA Director and supervised by the **RACES** Radio Officer and Deputy Radio Officers who are appointed by the EMA Director. All **RACES** operations will be pursuant to the **RACES** Communications Plan and its Policies and Procedures and in a manner consistent with the Portage County Emergency Operations Plan.

*If you are an amateur radio operator and interested in volunteering, please contact the **RACES** Radio Officer, Jim Aylward, KC8PD, at kc8pd@aol.com or by phone at 330-297-7979, for more information or for an application.*

Office of Homeland Security and Emergency Management
Radio Amateur Civil Emergency Service (RACES)
Portage County, Ohio

Application for Membership

Failure to provide complete and accurate information may be grounds for denial of this application.

Please print or type all answers

Name:	Address: City: State: Zip code:	Home ph. () Cell ph. () Work ph. () Pager #
Email:		Employer:
Secondary Email:		Occupation:
Driver License #	State:	SSN:

Amateur Radio Information

Call Sign _____ Date of License Expiration _____

Current license: ___ Technician ___ General ___ Amateur Extra

Emergency Communications Training (indicate all that apply):

ARRL AREC ___ Level I ___ Level II ___ Level III

Other (describe): _____

FEMA training ___ 100 ___ 200 ___ 700 ___ 800

Other radio affiliations: ___ ARES ___ MARS call sign _____

Describe briefly your home station {bands/modes of operation, equipment, backup or emergency power, digital capabilities, etc.}

Describe briefly your portable station (bands/modes of operation, equipment, backup or emergency power, digital capabilities, etc.)

Describe briefly your mobile station (bands/modes of operation, equipment, digital capabilities, etc.)

Describe briefly any particular skills that you possess that you believe will be beneficial to the Portage County RACES program

I certify that all statements herein are true and I agree and understand that any false statements or omissions may disqualify me from membership in the Portage County RACES program. I authorize the release of any information that Portage County OHS/EM-RACES may need to verify the information contained in this application. I further authorize and consent to Portage County OHS/EM-RACES conducting a law enforcement agency criminal background check on me. I acknowledge and agree that I have a continuing duty to timely inform the Portage County OHS/EM-RACES of any material changes to the information provided herein.

Portage County complies with federal and state civil rights laws and does not discriminate on the basis of a person's race, sex, religion, color, national origin, age, ancestry, disability, or military or veteran status.

Date: _ _ _ _ _

Applicant

The form and content of this application may be changed at any time deemed necessary by the Portage County EMA/RACES and the applicant may be required to then submit additional updated application(s) as may be required.

Submit application to:

**Ryan Shackelford, Director, Portage County Office of Homeland Security and Emergency Management,
8240 Infirmary Rd. Ravenna, Ohio 44266. - or-**

Application is: _____ Approved _____ Disapproved

Date _____

**PORTAGE COUNTY OHS/EM /RACES RADIO
OFFICER**

**Portage County Office of Homeland Security and Emergency Management
Volunteer Release and Waiver of Liability Form**

In consideration of my participation as a volunteer with the Portage County Office of Homeland Security and Emergency Management (hereinafter, "PC OHS/EM"), I, _____, do on behalf of
[Print your full name]
myself and my administrators, assigns, executors, heirs and personal representatives, hereby agree as follows.

I agree that I am voluntarily participating in PC OHS/EM activities. I understand that these activities may involve strenuous physical activity that requires a high degree of physical fitness and conditioning to perform. I understand my volunteer service with PC OHS/EM may result in my exposure to inherently dangerous activities, foreseen and unforeseen, that may present substantial risk to both me and my property. These risks include property damage, serious and permanent illness, serious personal bodily injury, mental and/or physical disability, and even death. I hereby fully and completely assume these risks.

To the maximum extent permitted by law, I furthermore and forever release, waive and discharge the Portage County government, PC OHS/EM, the Portage County Board of Commissioners and all of their employees, officials, officers directors and agents from any and all liability, claims, demands or causes of action arising out of or resulting from my volunteer service with the Agency. **I understand I am giving up my right to sue any and all of the above named parties and persons by signing my name below.**

I expressly agree that this Release and Waiver is to be interpreted and applied as broadly, inclusively and protectively of Portage County government, PC OHS/EM, the Portage County Board of Commissioners and all of their employees, officials, officers, directors and agents, as possible. I agree that in the event any clause or provision of this Release and Waiver is deemed invalid or non-enforceable, the remaining provisions of this Release and Waiver shall not be affected. I understand and agree that the laws of the State of Ohio govern this Release and Waiver.

As a volunteer, I further understand that no employer-employee or contractor relationship exists as a result of my volunteer service with PC OHS/EM. I understand I will receive no pay or benefits for my volunteer service. I have received no promises or any other consideration in return for volunteering with PC OHS/EM

I grant and convey to Portage County government, the Portage County Board of Commissioners and PC OHS/EM all right(s), title, and interest(s) in and to any and all photographs, images, video, or audio recordings of myself or my likeness that may be generated or produced in connection with this volunteer service.

I have had ample time and opportunity to read this Release and Waiver and to speak to legal counsel prior to signing below. I understand I am giving up important legal rights by signing this Release and Waiver. I agree to all of the above terms. I am at least eighteen (18) years of age.

Volunteer signature and date

Volunteer name printed

Above signature witnessed by:

Ryan Shackelford, Executive Director
Portage County Office of Homeland Security and Emergency Management

Emergency Management Worker/ Volunteer Oath

"I (NAME) do solemnly swear, that I will support and defend the constitution of the United States and the constitution of the state of Ohio, against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I will obey the orders of the governor of the state of Ohio; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will faithfully discharge the duties upon which I am about to enter.

"And I do further swear that I do not advocate, nor am I a member of any political party or organization that advocates, the overthrow of the government of the United States or of this state by force or violence; and that during such time as I am engaged in emergency management employment or activities, I will not advocate nor become a member of any political party or organization that advocates the overthrow of the government of the United States or of this state by force or violence."

Name (Printed)

Signature

Date