

Naperville Emergency Management Agency

New Volunteer Package

This is a package of forms and some general information about the process that is required to become a volunteer member of the Naperville Emergency Management Agency (NEMA).

Contents of this Package:

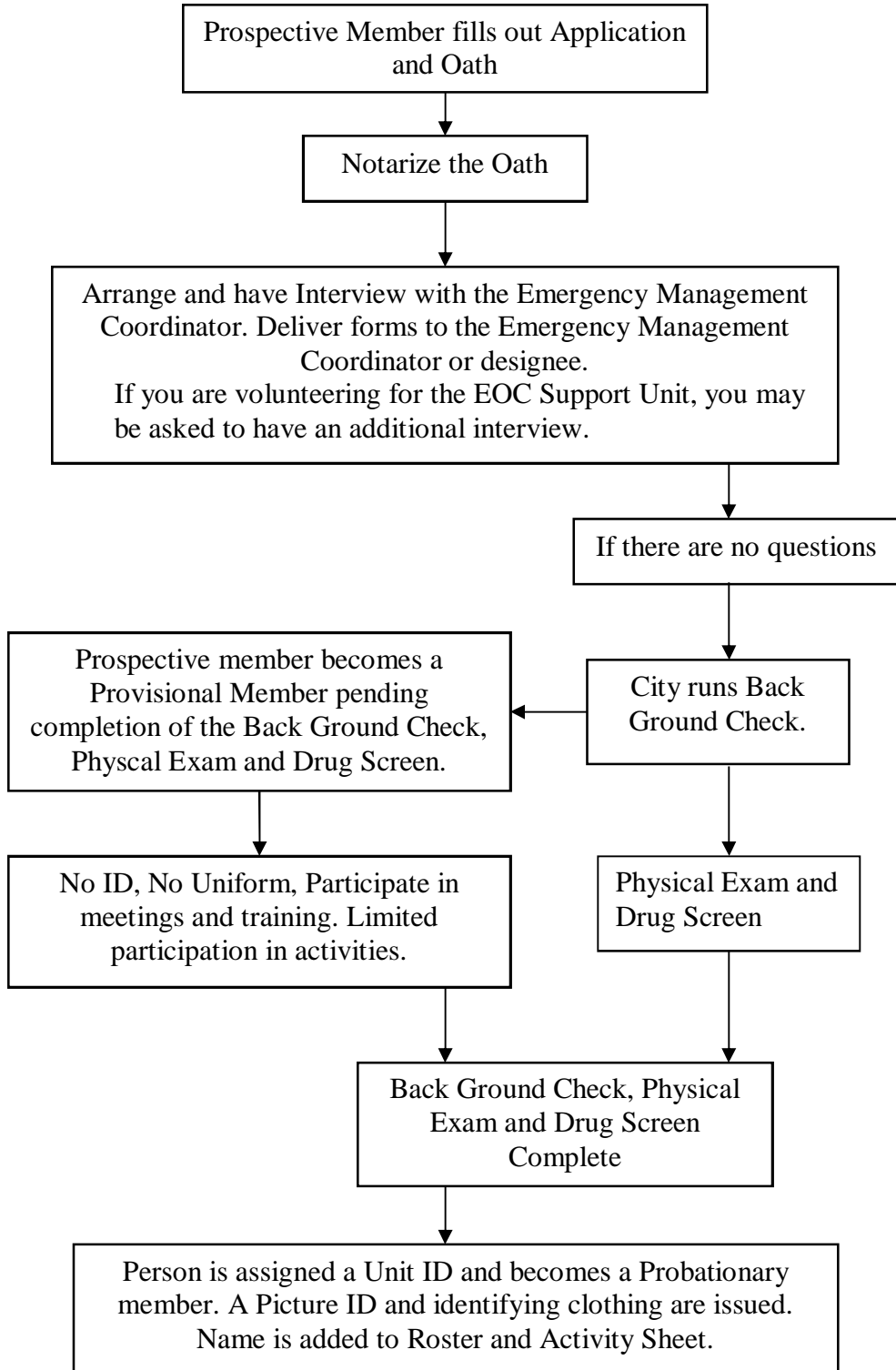
- General Information Sheet about NEMA
- Application for Volunteer EMA Membership
- EMA Loyalty Oath
- Emergency Medical Distribution Consent Form
- FEMA Training Class Sheet

The process that is followed to become a volunteer member of NEMA is:

1. Fill out the “Application for Volunteer EMA Membership”, the “EMA Loyalty Oath”, the “Naperville Personnel Information Sheet” and the “Emergency Medical Distribution Consent” form.
2. Determine in which EMA Unit you wish to participate.
3. Get the “EMA Loyalty Oath” notarized.
4. Arrange for an interview with the Emergency Management Coordinator (EMC) or an individual that the EMC designates.
5. Deliver all forms to the Emergency Management Coordinator or designee
6. Have the interview with the Emergency Management Coordinator or designee. If you are volunteering for the EOC Support Unit, you may be asked to have additional interviews.
7. The city will run a background check on you. (This may take some time !!)
8. After passing the background check, you will be asked to take a drug screen and a physical exam. Specific instructions will be given as to the procedure for these tests.
9. You will be assigned a Unit ID and your data will be entered in the EMA database.
10. A picture will be taken for a city issued picture ID. This ID may grant you limited access to certain city facilities as well as serving as the EMA ID.
11. You may be issued identifying clothing and equipment depending on the unit.
12. You will be added to the assigned unit’s roster and the unit’s activity tracking sheet.
13. Initially, you will be assigned a probationary status. Normally this will end in approximately six months, dependent on completed training and participation.
14. You will be expected to regularly attend meetings and activities of the unit you have selected. Each unit has different training and participation requirements to be met.
15. There are on-line FEMA training classes that you are expected to complete, within six months of joining NEMA. Information on these classes is contained on the “FEMA Training Class Sheet”.

If you have any questions, you may contact the Emergency Management Coordinator at 630-420-6009 or the Administrative Officer at nema@naperville.il.us .

Process to become a volunteer member of the Naperville Emergency Management Agency.



What NEMA volunteers do?

Purpose:

Provide support services to Emergency Service Agencies and Disaster/Emergency situation response to Naperville and surrounding areas.



Field Operations:

- Provide operational support to the Naperville Fire Department, other city agencies and Mutual Aid.
- Provide scene lighting for Fire and Police operations
- Support Mass Casualty Incidents



Search and Rescue (SAR):

- Provide certified Wilderness Ground Search team affiliated with Will County EMA



Weather and Communications:

- Provide ancillary communications during limited communications.
- Conduct "Weather Operations" during potentially damaging weather conditions.



The Naperville Emergency Management Agency does not discriminate against race, sex, religion, nationality, sexual orientation, marital status, age, or physical disability/handicap



EOC Support:

- Provide operational support in the EOC when in operation



Requirements and Expectations

Requirements:

- No prerequisites except a desire to serve and willingness to learn
- Age 18 or older
- Pass background check & no felony
- Sign "Loyalty" oath
- Be a resident of the "Naperville Area"
- Be a citizen or legal resident of the U.S.
- Functional in English
- Be in an appropriate physical condition to serve in the selected unit.
- Attain minimum participation goals

Expectations:

- Attend a minimum number of scheduled meetings
- Maintain minimum training standards
- Participate in callouts, weather operations and special events appropriate to the selected unit.

Training Overview

Required Training for All:

- National Incident Command System
- Incident Command System (ICS)
- CPR/AED, First Aid and Blood Borne Pathogens
- NOAA Weather Spotting
- Emergency Management Overview

Field Operations:

- Class B non-CDL Drivers license
- Fire scene operations
- Familiarization with Fire Department Special Teams
- Lighting and SCBA refill

Search and Rescue (SAR):

- SAR Technician Level Certification
- Current with Will County requirements

Weather and Communications:

- Communications operations and procedures including formal traffic handling
- Weather Operations

EOC Support:

- EOC Operations
- Emergency Management Operations.

NEMA Compared to CERT

NEMA is an on-going response organization with a greater time commitment than the training oriented CERT program. If you are interested in CERT use the listed contacts for more information.

Unit Specific Expectations

Field Operations:

- Work Conditions – Outside, All Year and All Weather Conditions
- Be able to carry 30 lbs (2-SCBA bottles or SCUBA Vest) over uneven terrain
- Respond to Fire Department alarms when requested

Search and Rescue (SAR):

- Work Conditions – Outside, All Year and All Weather Conditions
- Meet Will County expectations

Weather and Communications:

- Work Conditions – Indoor and sheltered outdoor
- Respond for Weather operations and communications requests when requested

EOC Support:

- Work conditions – Indoors
- Respond for EOC Operations when requested

NEMA Website:

Please check the NEMA website at:
<http://www.napervilleema.org/volunteer>

July 2011

Naperville Emergency Management Agency (NEMA) Volunteers



Contact:

For further information please contact:
Dan Nelson – Emergency Management
Coordinator at nelsond@naperville.il.us
or 630-420-6009 or
Garth Kennedy Administrative Officer at
nema@naperville.il.us

Naperville Emergency Management Agency (NEMA) Volunteers

NEMA Mission

The common mission for all NEMA Volunteers is to:

Provide support services to Emergency Service Agencies and Disaster/Emergency situation response to Naperville and surrounding areas.

Member Requirements

- No prerequisites except a desire to serve and willingness to learn
- Age 18 or older
- Pass background check
- Not convicted of a felony
- Sign “Loyalty” Oath
- Be a resident of the “Naperville Area”
- Be a citizen or legal resident of the U.S.
- Have a functional command of written and spoken English
- Be in an appropriate physical and mental condition to serve in the selected unit.

The Naperville Emergency Management Agency does not discriminate against race, sex, religion, nationality, sexual orientation, marital status, age or physical disability/handicap.

Expectations of Members:

- Attend a minimum number of scheduled meetings
- Maintain minimum training standards
- Participate in callouts, weather operations and special events appropriate to the selected unit.

General Training Requirements:

Each unit has additional requirements beyond this common training.

- Incident Command System – ICS100 and ICS200
- NIMS – IS700 and IS800
- CPR/AED
- Basic Weather Spotting
- Public Safety Radio Operation and Procedures

NEMA Compared to CERT

NEMA is an on-going response organization compared to the CERT Mission of community training.

Field Unit

The role of the Field Unit is to provide operational support to the Fire Department and other Public Safety agencies on “larger incidents”.

The Field Unit mission is to provide operational support to Public Safety Agencies, both local and mutual aid. In addition, the Field Unit will provide support for community activities (e.g. special events).

Search Team

The Search and Rescue Team, affiliated with Will County Search, provides wilderness ground search services as requested.

The Search Team mission is to provide a qualified search team for local and mutual aid wilderness ground search incidents. The Search Team is affiliated with Will County SAR. The Search Team will also provide support for community activities (e.g. special events).

Communications Unit

The Communications Unit provides ancillary communications and weather spotting services using amateur radio.

The mission of the Communications Unit is to provide ancillary communications during times of limited communications, to weather spotting services and to communications support for community activities (e.g. special events)

Weather Unit

The Weather Unit provides weather advisory services and weather related training to Naperville and the local area.

The mission of the Weather Unit is to conduct weather operations during potentially damaging weather, to provide weather consulting services to the community for training and to provide short-term weather advice to the city during times of crisis, including EOC activations and for community activities (e.g. special events)

EOC Support Unit

The EOC Support Unit maintains the EOC in an operable state and provides support in the EOC when the EOC is activated.

NAPERVILLE EMERGENCY MANAGEMENT AGENCY
1380 Aurora Avenue; Naperville, Illinois 60540

APPLICATION FOR VOLUNTEER EMA MEMBERSHIP

Field Unit Search Unit
 EOC Support Unit Communication Unit Weather Unit

Name: _____

Address: _____

City / State / Zip: _____

Telephone: Home – _____ Work - _____

Cell: _____ E-mail: _____

Cell Phone Provider _____ List any arrests in the last 3 years: _____

Date of Birth: _____ Amateur Radio Call Sign: _____

DL#: _____ SS#: _____

Please list addresses for the last 10 years: _____

Please list two references:

Name	Daytime Phone	Relationship

Name	Daytime Phone	Relationship

I understand that a background investigation will be made upon submission of this application. Any criminal convictions or other previous actions that could reflect unfavorably on this organization, or indicate the applicant to be a security risk to the Naperville Emergency Management Agency will be cause for membership denial. I understand the Naperville Management Agency is a volunteer group and receives no compensation from the City of Naperville.

Signature: _____ Date: _____

Date EMA Loyalty Oath Signed: _____

Accepted By Emergency Management Coordinator: _____ Date: _____

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**OATH REQUIRED OF ALL VOLUNTEER
PERSONNEL OF THE EMERGENCY
MANAGEMENT AGENCY BY SECTION 20
OF THE ILLINOIS EMERGENCY
MANAGEMENT AGENCY ACT OF 1995 (20
ILCS 3305/20) as amended July 12, 2001**

I, _____, do solemnly swear (or affirm) that I will support and defend and bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of Illinois, and the territory, institutions and facilities thereof, both public and private, against all enemies, foreign and domestic; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter. And I do further swear (or affirm) that I do not advocate, nor am I, nor have I been 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 affiliated with the City of Naperville Emergency Management Agency (EMA), 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.

Signature of EMA Volunteer

Address

City, State, Zip Code

Subscribed and sworn to before me this _____ day of _____, _____

Notary Public

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Instructions for Emergency Medicine Distribution Consent Form

Note: This form is optional. It does not need to be completed or turned in.

Page 2 of this document is an Emergency Medication Distribution Consent Form. This form, unsigned, will be kept in your personnel file until such time as drug distribution becomes necessary. At that time the form will be pulled and brought to the First Responder Drug distribution point.

If a situation arises, requiring emergency drug distribution, you will be notified as to when to report for you and your family's drugs. This will happen prior to distribution of drugs to the general population.

NEMA is included in this because NEMA is considered a First Responder organization like the Fire Department, Police and Public Works.

It is possible that this form could also be utilized for shelter check in if sheltering was necessary.

On the form would you:

1. Leave the Date and Time blank, this would be filled in at the time of drug distribution
2. Employee Number - use your NEMA Unit ID - For example NEMA 503
3. Department FD/NEMA
4. Fill out information on your spouse (if any) and anyone (e.g. dependents) that PERMANENTLY lives with you. (Children away at school would qualify as living with you, just as for taxes.)

Note:

1. The reason for weight on the children is to give appropriate sized doses.
2. Yes, we realize that children and other dependents get older and change weight, but the instructions we were give requested that these be fields be filled in.

Would you each fill in the document with your information and include the document with the rest of the forms that you submit to the Emergency Management Coordinator or designee.

CITY OF NAPERVILLE

Emergency Medication Distribution Consent

Date: _____ Time: _____

Last Name: _____ First Name: _____ Middle Initial: _____

Employee Number: NEMA _____ Department: FD/NEMA _____ DOB: ____/____/____

Address: _____ City: _____ State: ____ Zip: _____

County: _____ Home Phone: _____ Work Phone: _____

Family:

Spouse: _____ Age: _____ DOB: ____/____/____
(Last, First, MI)

Dependant 1: _____ Wt. _____ Age: _____ DOB: ____/____/____

Dependant 2: _____ Wt. _____ Age: _____ DOB: ____/____/____

Dependant 3: _____ Wt. _____ Age: _____ DOB: ____/____/____

Dependant 4: _____ Wt. _____ Age: _____ DOB: ____/____/____

EMPLOYEE INFORMED CONSENT FOR PROPHYLACTIC MEDICATION

- I have received _____ doses of the medication _____ as part of a DuPage County/Illinois/Strategic National Stockpile distribution.
- I have received an information packet on why the medication is being offered, precautions for use, benefits, risks, and side effects.
- I have received counseling and information on precautions for use in pediatric patients.
- I understand that participation in this medication distribution is voluntary.
- I have had the opportunity to have my questions answered.

Based on the information provided to me, I have decided to accept medication for myself and my family.

Based on the information provided to me, I have decided to decline medication for myself and my family.

Employee Signature: _____

Administered by: _____ Location: Naperville Fire Department

FEMA Training Class Sheet

The US Federal Government requires that all “first responders”, the definition of which includes the NEMA volunteers, take four classes. The first two classes are “National Incident Management System (NIMS), an Introduction” and the second is “Introduction to Incident Command System (ICS)”. All of these classes are available on-line, with several methods to take the class.

Note: Some NEMA Units may require additional classes to be taken from the FEMA Independent Study program. Those classes will be identified in the each Unit’s administrative materials.

Once you take the on-line class and pass the test, you will receive an e-mail notifying that you passed the test. There will be a link in this e-mail that will allow a paper certificate to be printed.

For record keeping purposes, the e-mail notifying that you passed the test should be forwarded to the NEMA Administrative Officer. A copy of the paper certificate will then be placed in your personnel file. This will enable NEMA to satisfy the audit terms required by the Federal Government.

The URL’s to all of the classes are listed below.

National Incident Management System (NIMS) – IS-700

<http://training.fema.gov/EMIWeb/IS/courseOverview.aspx?code=IS-700.a>

National Response Framework, An Introduction

<http://training.fema.gov/EMIWeb/IS/courseOverview.aspx?code=IS-800.b>

Introduction to Incident Command System (ICS) – IS-100/ICS-100

<http://training.fema.gov/EMIWeb/IS/courseOverview.aspx?code=IS-100.b>

ICS for Single Resources and Initial Action Incidents – IS-200/ICS-200

<http://training.fema.gov/EMIWeb/IS/courseOverview.aspx?code=IS-200.b>

FEMA has other classes that may be of interest available at;

<http://training.fema.gov/IS/crslist.asp> . If you take any of these classes, please follow the notification process listed above so that we can credit you with having taken the classes.

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