

**WILSON COUNTY EMERGENCY MANAGEMENT
Volunteer Division Guidelines**

Effective June 1, 2008

New Members

All new members will:

- Be at least 18 years of age.
- Turn in an application to be reviewed and approved by the Volunteer Staff.
- Complete a physical ability test.
- Attend Volunteer Orientation Classes which will consist of classroom training.
- Obtain certification in AHA Healthcare Provider CPR.
- Obtain certification in AHA First Aid for anyone below the First Responder level.
- Be on probation for 6 months beginning the first day of the Volunteer Orientation classes.
- After the Volunteer Orientation classes are complete and during the probationary period, the new member will complete the department familiarization requirements as stated in the section titled "Department Familiarization Program"
- After the first six months, the Volunteer staff will evaluate the member's probationary requirements. If sufficient progress is made then the issuance of uniforms will follow.

Note: During the probationary period, new members will not self-dispatch to any emergency incident without consent of the Volunteer Captain.

Department Familiarization Program

Working relationships within emergency service organizations are built on familiarity and trust in those you work with. It is imperative that all members of the organization know one another and develop relationships which will enable individuals to work effectively with one another. To help introduce each new member to existing full-time staff and other volunteers, the new member is required to complete a Department Familiarization Program during the six months probationary period. The program requirements are riding 10 hours each month. These rides will be scheduled between the volunteer and the volunteer staff.

During your time at the stations, you will have specific learning goals and will be mentored by designated field training officers. The Department Familiarization Form will be completed along with an evaluation form by the field training officer at the completion of each ride. You will also need to review the full list of WEMA policies and procedures.

New members will wear grey polo shirts with navy blue pants during their rides.

After the first six months, the Volunteer staff will evaluate the member's probationary requirements. If sufficient progress is made then the issuance of uniforms will follow.

The new volunteer's rides are *not limited* to the above scheduled rides.

****Contact the Volunteer Captain or a volunteer staff member if any problems arise while riding at the stations or while assisting at an incident scene**

Volunteer Expectations

Volunteers will have the opportunity to pursue further training in Fire Suppression, EMS, HazMat and other emergency services training. The goal is to prepare you to become capable of responding to and serving in a professional capacity at emergency incidents.

Expectations of the volunteer will be:

- To attend one volunteer training each month in Lebanon which will address fire fighting, emergency medicine, dispatch and other emergency training activities.
- To work with full time personnel a minimum of ten hours each month at the station of your choice.
- Obtain and maintain AHA Healthcare Provider CPR certification. Training will be provided.
- Obtain AHA First Aid certification for anyone below the First Responder level. Training will be provided.
- To attend all state and federal required classes such as NIMS, Vanessa K. Free, Respiratory Protection Plan, Hazard Communication Plan, and Exposure Control Plan on a yearly basis.
- Within the first year of membership, successfully complete state fire school or get First Responder certification. These classes will be provided.

Members who select to pursue dispatch must participate in dispatch orientation training and work a minimum of ten hours each month. Additionally, you will be expected to assist in dispatch during major incidents.

All members **MUST** attend at least 9 trainings each year and participate in community activities such as the county fair, parades, charity events, etc. to remain in good standing.

Volunteers prior to June 1, 2008 are exempt from the previous requirements. Requirements for those volunteers are as follows:

- Must attend a quarterly meeting for updates and training.
- Must attend special events meetings for the county fair, parades, etc.