



**VOLUNTEER MEMBERSHIP APPLICATION**  
**TUSCALOOSA COUNTY**  
**EMERGENCY MANAGEMENT AGENCY**

**PERSONAL INFORMATION:**

Name: \_\_\_\_\_ Birth Date: \_\_\_/\_\_\_/\_\_\_ Age: \_\_\_  
(LAST) (FIRST) (MIDDLE)

Address: \_\_\_\_\_ Ht: \_\_\_ Wt: \_\_\_ Eyes: \_\_\_\_\_

Valid Drivers License: Y N DL#: \_\_\_\_\_ Valid CDL: Y N CDL#: \_\_\_\_\_

Social Security #: \_\_\_ - \_\_\_ - \_\_\_ Race: \_\_\_\_\_ Sex: M F Pager #: \_\_\_\_\_ - \_\_\_\_\_

Day Telephone #: \_\_\_ - \_\_\_ Evening Telephone #: \_\_\_ - \_\_\_ Cell #: \_\_\_ - \_\_\_\_\_

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**PRESENT EMPLOYMENT:**

Employer: \_\_\_\_\_ Work#: \_\_\_\_\_ - \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Duties: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Title: \_\_\_\_\_

May we contact your supervisor? Yes No

Length of Employment: \_\_\_\_\_ Years \_\_\_\_\_ Months

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**VOLUNTEER SPECIFICS:**

Days and Times Most Available for Volunteer Work: \_\_\_\_\_

**JOB INTEREST: (Circle all applicable)**

Call Taker Clerical Communications Data Entry EOC Security Logistics

Mapping / GIS Planning Public Affairs Storm Spotter Training Webmaster

Damage Assessment Other: \_\_\_\_\_

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**YOUR RELATED EXPERIENCE:** *(Note length of experience in years)*

|                                    |                   |                                |
|------------------------------------|-------------------|--------------------------------|
| _____ Amateur Radio (Class _____)  | _____ Electronics | _____ Nursing                  |
| _____ Computers                    | _____ EMT         | _____ Paramedic                |
| _____ CPR                          | _____ First Aid   | _____ SAR                      |
| _____ Dispatch                     | _____ HazMat      | _____ Software                 |
| _____ Public Safety Communications | _____ HVAC        | _____ 1 <sup>st</sup> Response |
| _____ Electrical                   | _____ Mechanical  | _____ Construction             |

Other Experience:

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**REFERENCES:**

| Name | Address | City | St. | Zip | Phone # |
|------|---------|------|-----|-----|---------|
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**EMERGENCY INFORMATION:**

Emergency Contact: \_\_\_\_\_ Relationship: \_\_\_\_\_

Work Telephone #: \_\_\_\_\_ Home Telephone #: \_\_\_\_\_

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**EDUCATION:**

High School Name: \_\_\_\_\_ Year Graduated: \_\_\_\_\_

Junior/Technical College: \_\_\_\_\_ Year Graduated: \_\_\_\_\_

4 Year College/University: \_\_\_\_\_ Year Graduated: \_\_\_\_\_

Certificates Held: \_\_\_\_\_

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**SIGNATURE:** *(Please read carefully)*

By signing this application, I hereby give my permission for a background check by local law enforcement *(results will remain confidential)*. I certify that all information given in this application is correct to the best of my knowledge. I understand that any false or misleading statements will be cause for rejection of my application or removal as a volunteer if discovered later. I also recognize that I must read the Volunteer Handbook, sign appropriate ethical and legal documents and undergo volunteer orientation if accepted.

**APPLICANTS SIGNATURE:** X \_\_\_\_\_ **Date:** \_\_\_\_\_

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**EMA USE ONLY:** Approved  Denied  Date: \_\_/\_\_/\_\_ Give brief narrative then initial:

# GENERAL VOLUNTEER INFORMATION

## **Can anyone volunteer?**

The Tuscaloosa County Emergency Management Agency is an equal opportunity agency. Volunteers are not selected based on race, gender, creed, religion or national origin. Their participation is contingent totally upon qualification. EMA is however involved in many sensitive areas of mitigation, preparedness, response and recovery for large-scale emergencies and disasters. EMA operates often when lives and property are threatened. Due to sensitive information needed for training and operations, standards for volunteers must be high. This is the reason a background check is done on all applicants and those who are approved must attend volunteer orientation and complete annual training.

## **What kinds of opportunities are available for EMA volunteers?**

There is a wide variety of disciplines within Emergency Management. Volunteers may chose in EOC Operations, Planning, Logistics, Administrative and Field Operations. Individual jobs in communications, data entry, clerical, call taking, mapping/GIS, public affairs, planning, storm spotting and internet operations among a number of others.

## **How do I become involved in EMA?**

The first step is to fill out the above application, sign it and return it in person or via mail or fax to EMA. Once the background check is completed you will be contacted for an in person interview.

## **Are there any training opportunities?**

Tuscaloosa County EMA, Alabama EMA and FEMA all provide a number of training opportunities. Tuscaloosa County and Alabama EMAs present a number of in-person training classes annually. FEMA has several dozen online courses available though Independent Study. There are also in-person classes taught at the Emergency Management Institute in Maryland. Volunteers are required to complete a basic Introduction to EMA online class upon approval of membership.

## **Will it cost anything to volunteer?**

Time will be the main contribution you need to make. There are no membership dues. The only financial cost to you will be the purchase of agency clothing if you desire. Since the EMA budget is limited, volunteers may, but are not required to, purchase agency shirts, jackets and other wear. Storm spotters who are amateur radio operators must purchase their own communications equipment.

## **Are there any basic requirements?**

Applicants must be at least 16 years old, possess a valid driver's license with good driving record, be a U.S. Citizen, not have been convicted of a felony and submit to a background check.



**TUSCALOOSA COUNTY  
EMERGENCY MANAGEMENT AGENCY**

**P.O. BOX 2089 / Tuscaloosa, AL 35403 / PH. 349-0150 / FAX 349-0198**

E-Mail: [dhartin@ci.tuscaloosa.al.us](mailto:dhartin@ci.tuscaloosa.al.us) / Website: [www.tuscoema.org](http://www.tuscoema.org)

**David K. Hartin  
Director**

**A MESSAGE FROM THE DIRECTOR**

We hope your interest has been sparked in becoming a Tuscaloosa County Emergency Management Agency Volunteer. We are a combined organization of paid and volunteer staff with one goal in mind, to serve the citizens of Tuscaloosa County and attempt to keep them safe from various threats to the community. Volunteers help accomplish this goal by filling an assortment of jobs within EMA.

Volunteers perform all sorts of duties. Volunteers assist with communications by answering telephones, staffing radio positions and relaying information from the field. They manage data and information on computers and status display screens. They work in the field to gather damage assessments. They help work year round to help update Emergency Operations Plans, update GIS Mapping and develop resource listings. Our volunteers assist other agencies such as the West Alabama Chapter of the American Red Cross with shelter operations. In addition, a large group of mostly amateur radio operators, train with the National Weather Service regularly to prepare to provide severe weather Storm Spotting.

Emergency Management coordinates resources available to the various jurisdictions of Tuscaloosa County during severe weather outbreaks, hazardous materials incidents and for Homeland Security. EMA assists local public safety, governmental and private agencies and organizations to coordinate their efforts with each other, state and federal resources.

Volunteers are critical to EMA succeeding with its mission. The job required of EMA would be impossible to complete without the EMA Volunteer Group donating hundreds of hours each month to operations.

Once selected, the only thing we ask of each of our volunteers is to approach their commitment to EMA in the same professional manner they do their work. Be on time, honor your commitment and strive to improve you learning.

To us, EMA Volunteers are our family; we hope you will seriously consider joining us.

Sincerely,

*David K. Hartin*

David K. Hartin  
Director