

AREA 3 REGIONAL WEAPONS OF MASS DESTRUCTION AND
HAZARDOUS MATERIALS RESPONSE TEAM, INCORPORATED

STANDARD OPERATING GUIDELINES

TASK FORCE 3-SOG-A6
MEMBERSHIP COMMITTEE PROCEDURES

PURPOSE

To establish procedures by which the membership committee will evaluate membership applications.

DIRECTION AND CONTROL

Authority

These guidelines have been developed and approved by the Board of Directors. The Administrator shall review these procedures as needed, but not less than annually, and submit any changes to the Board of Directors for approval.

Responsibility

The Emergency Management Director is primarily responsible for implementation of these procedures. Responsibility for implementation of these procedures shall fall to the Administrator should the primary not be available.

Maintenance

These procedures shall be effective upon approval of the Board of Directors and shall remain in effect until revised or rescinded.

CONCEPT OF OPERATIONS

The Membership Committee consists minimally of the county Emergency Management Director and the Team Leader.

The committee shall review each application for the following:

- Training level and training certification
- Availability for response.
- Residence.
- Member's statement of availability. (Availability for response during working hours will have no impact on the recommendation.)
- Statement that applicant agrees to read all Standard Operating Guidelines procedures of A3/RWMD/HMRT, Inc. to abide by these procedures.

After review of the application package the committee will vote on the following for each applicant.

Recommend approval/disapproval.

If approval is recommended:

- Member Classification (support personnel, operations, technician, specialist, Incident Management Team).
- Primary response area (Daviness Co., Hancock Co., Henderson Co., McLean

Co., Ohio Co., Union Co. and Webster Co.)

The following minimum criteria must be met before a recommendation approval can be granted:

Support personnel must be trained to the Hazardous Materials First Responder Awareness Level at minimum.

The applicant must be trained to the Hazardous Materials First Responder Operations Level at a minimum.

The applicant must live and work within TASK FORCE 3 normal operating area and must be available for response.

The applicant must agree to read and abide by the Standard Operating Guidelines of the corporation.

If recommended for membership the applicant's package will be forwarded to the TASK FORCE 3 -Training Officer.

If not recommended for membership package with statement will be sent directly to the Board of Directors for final action.

ATTACHMENT

1. ARRT/3 MEMBERSHIP COMMITTEE RECOMMENDATION

APPROVAL

President, A3/RWMD/HMRT, Inc.

Date

Adopted 12/2009

