

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

STANDARD OPERATING GUIDELINES

TASK FORCE 3-SOG-A3

MEMBERSHIP

PURPOSE

To establish the procedure by which membership application to TASK FORCE 3 is made and processed.

DIRECTION AND CONTROL

Authorities

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.

Responsibilities

The Administrator, Membership Committee, Training Committee, and Training Officer of TASK FORCE 3 are responsible for implementation of these procedures.

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procedures shall be effective upon approval of the Board of Directors and shall remain in effect until revised or rescinded.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

Individuals desiring to become a volunteer member of the TASK FORCE 3 must complete the membership application and submit such application with copies of hazardous materials training certificates and workers compensation form to the A3/RWMD/HMRT Administrator.

Upon receipt of an application the Membership Committee shall review the application for completeness. The applicant shall also read the organization's Standard Operating Guidelines and sign a statement that he/she understands and agrees to comply with the procedures.

The Membership Committee shall review the application specifically noting the following:

1. Training Level and training certificates
2. Availability for response
3. Residence (must live or work within the TASK FORCE 3 normal operating area)
4. Employer's statement of availability
5. Applicant's statement that they have read and understand all A3/RWMD/HMRT's procedures

A. The Membership Committee shall make a preliminary recommendation for membership and return the application and all supporting documentation to the Administrator. The Team Leader will coordinate with the applicant in scheduling a physical examination or providing documentation thereof, where applicable.

- B. Once documentation of the medical examination is received the Team Leader shall maintain a copy and forward a copy to the Administrator. If, in the opinion of the examining physician, the applicant is fit for duty to include the ability to wear any required personal protective equipment under conditions (i.e., temperature extremes) that may be expected at the work site, the Membership Committee shall make a final recommendation to the Board of Directors for action.

- C. The board of directors has final approval/disapproval on all applications. The administrator will be advised to contact the applicant regarding the board's actions. If approved the administrator will establish a new file for the applicant.

ATTACHMENTS

- 1. TASK FORCE 3 Form A3A, Active Membership Roster
- 2. Applicant's Statement of Understanding
- 3. Employer's statement of availability
- 4. HIPPA form

APPROVAL

President, A3/RWMD/HMRT, Inc.

Date

Adopted 12/2009