
ANNEX D
VOLUNTEER RESPONSE

Annex D Volunteer Response

Volunteers:

Emergency Preparedness Coordinator:

1. Works under the direction of the Mayor and or City Manager and participates in the Incident Command System.
2. Coordinates and/or directs the preparation of operational plans for emergencies with the department heads of the City.
3. Directs the meetings and training conferences for local residents to increase public emergency preparedness and self-reliance.
4. Conducts studies and surveys of local government resources and facilities as deemed necessary to determine their disaster posture and negotiates written agreements for their use during major emergencies.
5. Establishes and maintains contact with Davis County Emergency Services and the State Division of Comprehensive Emergency Management during an emergency.
6. Insures that Farmington City has a continuing and functioning neighborhood warning organization and Emergency Operations Plan.
7. Provides for the coordination of the District, Area and Neighborhood Coordinators. Maintains a current resource list of professional and skilled volunteers, heavy equipment, light equipment and vehicles deemed necessary to enable the City to respond in a timely manner to declared emergencies. (Forms available for District, Area, and Neighborhood Coordinators to complete and return.) Provides for the following resources during a declared emergency:
 - a. Volunteers for emergency work crews as requested.
 - b. Professional (i.e. medical, morticians, etc.) and skilled volunteers as required by Human Needs Coordinator and emergency work crews.
 - c. Trained drivers for City trucks or others as needed.
 - d. Heavy equipment – operations & equipment.
 - e. Light equipment and operators.
 - f. Private vehicles for transportation and special needs.
 - g. Food for emergency work crews.
 - h. Sand and sand bags, shovels, etc.
 - i. Other resources required by the Emergency Operations Committee.
8. Works closely with local religious and civic leaders on all emergency plans.
9. Develops a community emergency preparedness and individual self-reliance program. This program shall consist of public awareness; emergency preparation and willingness to respond to local disasters Coordinate emergency communications capability.

10. Provides for the use of volunteer amateur radio operators to supplement City emergency communications capabilities. Following a disaster, the telephone system may be inoperative. Radio Emergency Service (ARES) members provide critical communication links during this period.

11. Recruits and accommodates the use of volunteers for emergency response.
 - Preplanned trained members of the community who volunteer their time and critical skills are to be commended. Farmington City relies on the voluntary assistance of its residents, local churches and private individuals in order to effectively respond to emergencies.

 - (Emergency Volunteers) During a disaster, concerned citizens may be expected to show up at the scene eager to contribute any support they might have to offer. These emergency volunteers are an important resource if prior consideration has been devoted to their use. A designated coordinator with preplanned checklists and assignments (debris clearance, light search and rescue, victim transport, etc) will ensure that these volunteers will be an asset rather than another exercise in crowd control.

 - (Community Emergency Response Teams (CERT))
CERT members are trained in small fire suppression, light search and rescue, and disaster medical care. CERT responsibilities are first to the protection of their families and then to their neighbors. CERT members may be used within the scope of their training in other community disaster response operations such as in the law enforcement, search and rescue, fire suppression, medical, and logistics sections.

District Coordinators:

Definition:

A district is geographical vicinity consisting of 5 to 12 areas. For simplicity purposes, districts correspond to the boundaries of LDS Stakes (see district map) and the district coordinator is a volunteer representative regardless of their ethnicity, religion or gender.

Note: District, area, and neighborhood coordinators, as well as the individuals in the neighborhood are specifically denied actual or implied authority as law enforcement agents for Farmington City in protecting private property from persons with harmful or larcenous intent. This is, by law, an exclusive function of duly appointed police officers. Appropriate contact should be made with the Police Department at 451-5453. The District Coordinator is appointed by the Farmington City Council.

Functions:

1. Acts in a declared emergency only as directed by the Emergency Management Coordinator.
2. Supervises approximately six to ten Areas containing approximately 100 households each. Some District Coordinators may have Areas out of Farmington City boundaries. (See map for District Boundaries.)
3. Participates in the City Emergency Preparedness functions.
4. Organizes and coordinate the activities of the Area Coordinators.
5. Provides for Area and Neighborhood Coordinator training.

6. Ensures that areas within the district are organized and functioning.
7. Provides training, information, direction and assistance to area coordinators.
8. Tracks needs and resources within the district so this information will be readily available during an emergency or disaster.
9. Coordinates any type of emergency situation within the district until appropriate agencies can provide assistance. Acts in a declared emergency as directed by the City.
10. Relays communications and emergency instructions between areas and Farmington City during an emergency or disaster.
11. Identifies appropriate facilities within the district as emergency shelters and control centers.

Area Coordinators:

Definition:

An area is a geographical vicinity consisting of approximately 500 to 700 individuals. For simplicity purposes, areas correspond to the boundaries of each LDS Ward, The Area Coordinator is a volunteer representative regardless of their ethnicity, religion or gender.

Note: District, area, and neighborhood coordinators, as well as the individuals in the neighborhood are specifically denied actual or implied authority as law enforcement agents for Farmington City in protecting private property from persons with harmful or larcenous intent. This is, by law, an exclusive function of duly appointed police officers. Appropriate contact should be made with the Police Department at 451-5453.

Functions:

1. Acts in a declared emergency only as directed by the Emergency Management Coordinator.
2. Functions under the direction and receives training from the District Coordinator. Acts as a member of and attends all applicable meetings called by the Emergency Preparedness Coordinator having responsibility for coordinating volunteer activities within certain geographic boundaries as defined by the Emergency Preparedness Plan.
3. Ensures that neighborhoods within the area are defined and functioning.
4. Provide training, information, direction and assistance to neighborhood coordinators. Coordinates the appointment and training of Neighborhood Coordinators.
5. Directs Neighborhood Coordinators in compiling a list of the following volunteer resources: (completed forms are submitted to the District Coordinators.)
 - Drivers for City trucks.
 - Professional and skilled volunteers.
 - Heavy equipment
 - Light equipment
 - Private vehicles.
 - Food for volunteers.
 - Physicians, Nurses, Social Workers
 - CPR trained individuals last 2 years)
 - Amateur Radio Operators (ARES/RACES)
6. Relays emergency instructions and information from the Emergency Management Coordinator and/or District Coordinator to Neighborhood Coordinators.

7. Tracks needs and resources within the area so this information will be readily available to the district during an emergency or disaster.
8. Responds to any type of emergency situation within the area until appropriate governmental agencies can provide assistance.
9. Relays communications and emergency instructions between neighborhoods and the district during an emergency or disaster.

Neighborhood Coordinators:

Definition:

Neighborhood consists of a group within a defined area of about 12 to 15 families. A volunteer neighborhood coordinator and assistant are chosen by the neighborhood. Neighborhood coordinators should be involved regardless of their ethnicity, religion or gender. The neighborhood coordinator should be a trusted individual with a special eye for the gifts, the potential, the capacities, the interests, the skills, the smile, and the ability to help in times of special need. The responsibility of the neighborhood coordinator is to be a resource in the neighborhood.

Note: District, area, and neighborhood coordinators, as well as the individuals in the neighborhood are specifically denied actual or implied authority as law enforcement agents for Farmington City in protecting private property from persons with harmful or larcenous intent. This is, by law, an exclusive function of duly appointed police officers. Appropriate contact should be made with the Police Department at 451-5453.

Functions:

1. Receives training from Area Coordinators.
2. Acts in a declared emergency as directed by the Area Coordinator
3. Provides resources requested by Area Coordinator and sends them to where ever they are requested
4. Maintains primary concern for the individuals and families in the neighborhood and acts in a prudent and wise manner to ensure their safety and well-being
5. Maintains secondary concern for the protection and preservation of private property in the neighborhood from natural elements in a declared emergency.
6. Relays emergency information from individuals and families in neighborhood to Area Coordinator.
7. Promotes *neighborhood watch* with the help of the local police department and implement this program within the neighborhood.
8. Promotes *emergency and disaster preparedness* within the neighborhood.
9. Responds to any type of emergency situation within the neighborhood until appropriate governmental agencies can provide assistance.
10. Attends CERT (Community Emergency Response Team) training and encourage other family representatives to attend also.
11. Becomes trained as a *community resource* person and helps neighborhood families find available assistance.
12. Coordinates the meeting of *other needs as determined by the neighborhood*.
13. Surveys families regarding special needs, family size, ages, occupations, training, skills, available equipment resources, etc.