



Contact Information

Seattle OEM Volunteer Services – Position Description

Position Title: Emergency Operating Center (EOC) Support Volunteer

Location: 105 5th Ave South, Seattle, WA. 98104

Recruitment Dates: January 1, 2018 – March 23, 2018

Number of Positions Available: 5

Supervised By: EOC Section Chiefs and Operations Coordinator

The position is voluntary. No compensation, either in salary or in benefits, is provided.



Seattle OEM Overview - Barb Graff, Director of Emergency Management

Seattle is subject to a variety of hazards ... severe weather, earthquakes, pandemics, large planned events which pose security concerns, etc. The Office of Emergency Management is responsible for developing plans, partnerships, training and exercises to minimize the danger and damage to our community caused by those hazards. OEM does this in partnership with the community, working with residents, community-based organizations, schools, hospitals, faith-based groups, and many others in preparing themselves. The Seattle Office of Emergency Management partners with other City departments, County, State and Federal governments as well as the business community to recover from the aftermath of disasters. The more people on this city-wide team, the stronger we are together. We invite you to join us in this effort.

Position Overview

City of Seattle Office of Emergency Management is seeking qualified volunteers to work in the Emergency Operations Center (EOC). The EOC serves the City of Seattle during times of disaster, local and regional incidents and pre-planned events, by helping to coordinate information and resources. The volunteer is provided all necessary incident-specific and EOC training once the applicant has been approved.

Key Responsibilities

- Assist Section Chiefs with monitoring, research, reporting and documentation
- Edit/proofread reports used for briefing and informing EOC responders and stakeholders
- Take notes during briefings and update data into EOC reporting systems
- Monitor information sources, social media, websites, blogs, television and disseminate information to section team members
- Coordinate the intake and distribution of EOC phone calls and messages
- Assist in facility operations and logistics to ensure a safe and productive EOC
- Oversee document reproduction and archiving
- Manage the audio-visual console and may also serve as graphic support for the EOC
- Greet, verify credentials and direct people coming into the EOC



Seattle
Office of Emergency
Management

Contact Information

Carrie Brazil, Volunteer Coordinator
carrie.brazil@seattle.gov
Desk (206) 684-7722

Minimum Qualifications

- Successful completion of a SPD background screen
- Ability to communicate effectively with EOC staff and external stakeholders
- Ability to follow specific instructions with respect to policies, procedures, documentation and reporting requirements
- Reliable transportation to and from the Seattle EOC
- Willing to be available on short notice, for long and/or non-customary hours or workdays
- Possess a team-player attitude, with ability to maintain positive interpersonal skills in a fast-paced environment
- Basic computer, internet, and email proficiency
- Minimum age is 18+ years old

Service Commitment

Volunteers must agree to a minimum of two-years of service - and must complete activities at least once every six months. When the EOC is not standing up for an incident or event, volunteers may complete service hours by participating in exercises, drills, trainings, meetings, and special projects. Volunteers must be willing to respond to the EOC for activations on short notice and may be needed over several days and/or on extended shifts.

Training

- Just-in- Time and On-the-Job
- EOC Responders Series
- Position specific training
- Independently complete FEMA IS-100, 200, 700 and 800 <https://training.fema.gov/is/crslist.aspx>
- Others as available

To apply, please contact Carrie Brazil, Volunteer Coordinator

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