

## Emergency/Safety Volunteer Team

The first step: (emergency management administrator's responsibility)

- Contact staff within the facility to determine interest and willingness
- Provide emergency/safety overview meeting to discuss with prospective volunteers the following:
  - Team's purpose: a group of individuals that truly care about personal safety and emergency planning to help create and maintain such within the facility for the collective well being of our most valuable asset – humans!
  - Training opportunities for the team members
    - Fire safety & fire extinguisher training
    - Tornado safety
    - Emergency preparedness
    - First Aid, CPR, AED
    - Bomb threat awareness, chemical release/handling suspicious mail
    - Information on assisting individuals (blind or low vision, hearing impairment, wheelchair)
    - Workplace violence (including active shooter)  
(Note: a volunteer is not required to participate in any of the above training opportunities.)
  - Functions of the team
    - Pool knowledge and talents of those that truly care about personal safety and/or emergency planning
    - Provide input
    - Serve as observers/evaluators for building exercises
- Request volunteers either at the end of the meeting or in a follow-up e-mail

Follow-up (may be combined with overview meeting)

- Hold initial follow-up meeting with volunteers
  - Determine first exercise activity (a planned fire evacuation, for example)
  - Provide training specific to the selected activity
  - Schedule building exercise(s) and associated training
- Coordinate periodic meetings/awareness training

Outcomes

- The training educates and creates awareness that has a 24/7 impact
- The awareness promotes buy-in
- Diverse individuals develop some commonalities.
- The evaluations and feedback improve the emergency/safety procedures
- It encourages thinking about “what would I do if” scenarios. (Research shows that mentally rehearsing one's actions along with training and practice exercises increase the likelihood that an individual will respond appropriately during an emergency.)
- It personalizes safety and creates a ‘buddy system.’
- While people's responses to an emergency will vary, nearly everyone will respond to leadership. The volunteer team helps provide the leadership.

Volunteer's Job Description:

Qualifications:

- Any individual that truly cares about personal safety and/or emergency planning
- An interest in learning about a variety of emergency/safety components
- A willingness to pool their knowledge and talents, provide input and feedback, and collectively develop a 'buddy system'

Primary activities:

- Participate in awareness and training seminars
- Serve as observers/evaluators for planned building exercises. Awareness training re: what to look for and a separate observer evaluation form are provided. (All participants are asked to complete a brief evaluation form)
- Provide direction and leadership during an emergency as long as it safe for them to do so
- Encourage by example
- Those volunteers that receive First Aid/CPR/AED training are willing to assist during a medical emergency within their skill level until the first responders arrive

Benefits:

- The awareness and training received may make a life-or-death difference (There are two volunteers who have already had such family emergencies and put their training to use )
- The collective impact of those that care about personal safety/emergency planning is amazing
- The life you save may be your own

Time commitment:

- Overview meeting: approximately 1 hour
- Awareness and training seminars: 45-60 minutes each except for First Aid/CPR/AED (this one varies depending on the source of instruction)
- Ongoing periodic meetings: approximately 1 hour two or three times a year
- An ounce of safety instead of a pound of disaster: a priceless life/time saver