



Mason County
Emergency
Operations Center
(EOC) Volunteer Staff

MASON COUNTY EMERGENCY OPERATIONS CENTER (EOC) VOLUNTEER STAFF

Mason County Division of Emergency Management is seeking qualified volunteers to work in the Emergency Operations Center (EOC). The EOC serves the City of Shelton and all unincorporated areas within Mason County during times of disaster or other local and regional emergencies, helping to coordinate information and resources. All necessary disaster-specific training is provided to the EOC volunteer once the applicant has been approved.

Duties include:

- Communicate with other disaster responders via phone, e-mail, fax, and/or radio.
- Depending on the specific EOC assignment, may interact with various agencies and officials, members of the general public, or the media.
- Use all available resources to locate and share necessary information and provide logistical support to attain mission objectives.
- Maintain and file incident activity logs, records, receipts, and perform other administrative duties as required.

Qualifications:

- Ability to successfully pass a Background Check.
- Ability to communicate effectively with other EOC staff and external agencies either verbally, via phone and/or computer.
- Ability to complete required training and drills.
- Willing to participate in and be available for long hours on short notice, and/or non-customary workdays or hours.
- Team-player attitude, with ability to maintain positive interpersonal skills in a high-stress environment.
- Ability to follow specific instructions with respect to policies, procedures, documentation and reporting requirements.

Required Training and Skills

Prior to an EOC volunteer receiving a position assignment, there are specific courses that are required to be completed. All volunteers will be required to complete the current versions of the following courses:

1. ICS-100 – Introduction to the Incident Command System (ICS)*
2. IS-700 – National Incident Management System (NIMS): An Introduction*
3. Mason County EOC Familiarization

*NOTE: ICS-100 and IS-700 can be taken on-line by visiting the Federal Emergency Management Agency (FEMA) website at: <http://training.fema.gov/emiweb/is/is100b.asp> and <http://training.fema.gov/emiweb/is/is700a.asp>

The position is voluntary. No compensation, either in salary or on benefits, is provided by Mason County Division of Emergency Management (DEM) or the Mason County Commissioners.

If you are interested in joining the EOC Volunteer staff or for more information please visit the Mason County DEM website at: <http://www.co.mason.wa.us/dem/index.php> or call 360-427-9670 ext 801.

