



TIPPECANOE COUNTY EMERGENCY MANAGEMENT

Department of Homeland Security

629 N 6th St., Suite J

Lafayette, IN 47901

Executive Director
Wm "Smokey" Anderson

Phone: (765) 742-1334

Fax: (765) 742-0975

Email: TEMA@tippecanoe.in.gov

Web: www.tippecanoe.in.gov/TEMA

Applications

Applications are accepted throughout the year and kept on file, however there is only one recruit class trained annually. Applicants will be notified of forthcoming training dates.

Role of Emergency Management in Tippecanoe County

The role of Emergency Management in Tippecanoe County is to maintain a volume of organized and trained volunteers capable of responding to emergencies and disasters when called upon to serve their community. In general, Tippecanoe County Emergency Management (also known as TEMA-DHS) is an assistance oriented and resource organization. Some of the services/tasks performed by TEMA-DHS volunteers are storm spotting, weather monitoring, traffic control, crowd control, special event participation and planning, Haz-Mat, CERT, District 4 Task Force, and support to other public safety partners.

TEMA-DHS consists of two main Divisions:

- 1) EMA Division - The EMA Division is responsible for severe weather notifications and activation of the All Hazards Outdoor Warning System, traffic control, crowd control, and support to other public safety partners in Tippecanoe County and District 4. District 4 includes Benton, Cass, Carroll, Clinton, Fountain, Montgomery, Warren, White, and Tippecanoe Counties.
- 2) HAZ-MAT Division / Tippecanoe County Hazardous Materials Response Team (TCHMRT) - Response to and mitigation of hazardous materials spills and/or releases.

In general, the role of Tippecanoe County Emergency Management-DHS is to participate in the following four phases of emergency management protection:

1. Mitigation, which includes any activities that prevent a disaster, reduces the chance of a disaster happening, or reduces the damaging effects of unavoidable disasters.
2. Preparedness, which includes plans of preparations made to save lives and to help response and rescue operations.
3. Response, which includes actions taken to save lives and prevent further damage in a disaster or emergency situation. Response is putting your preparedness plan into action.
4. Recovery, which includes actions taken to return life and property back to normal following a disaster.

Tippecanoe County Emergency Management-DHS Volunteer General Requirements

Tippecanoe County Emergency Management-DHS volunteers are required to meet or obtain the following objectives:

1. Must reside in Tippecanoe County or gain a special exemption from the current Executive Director.
2. Must possess a high school diploma or GED equivalent diploma.
3. Must possess a valid Driver's License. A current copy must be kept on file with TEMA-DHS.
4. Applicant shall be of good reputation and character. The Executive Director shall order an investigation of the conduct, character, and background on each applicant in the form and manners prescribed by him, and the result shall be retained in written form for inspection by the Executive Director and his representatives. The background check must be acceptable to TEMA-DHS and is subject to re-checking at any given time as deemed necessary by the Executive Director.
5. Must maintain a cell phone with text messaging while being active with TEMA-DHS.
6. Failure to follow the foregoing requirements as outlined in completion of the application form may be cause for rejection of your application.

Tippecanoe County Emergency Management-DHS Dress Code

When reporting for emergencies, civic events or whenever one is representing Tippecanoe County Emergency Management, the following dress code will apply:

1. Must be clean shaven. Beard and mustaches are permitted, but must be trimmed so as not to prevent a seal from being made when wearing a respirator.
2. Must be clean in appearance.
3. Must wear clean clothes. Exceptions can be made for those who have no choice but to report directly from work.
4. Must carry Emergency Management Agency issued I.D.
5. Representing Tippecanoe County Emergency Management-DHS including wearing apparel signifying Tippecanoe County Emergency Management (TEMA-DHS) shall be done in good taste and may only be displayed on TEMA-DHS supplied apparel that is approved in writing by the Executive Director.

Tippecanoe County Emergency Management-DHS Code of Conduct

When reporting for meetings, emergencies, or whenever one is representing Tippecanoe County Emergency Management-DHS, the following code of conduct will apply:

1. Must be professional at all times.
2. Must be courteous and respectful at all times.
3. Representing Tippecanoe County Emergency Management-DHS outside of TEMA-DHS organized functions or events must have preauthorization from the Executive Director.
4. Misrepresentation of Tippecanoe County Emergency Management-DHS is strictly prohibited and may result in dismissal from the Agency.

Tippecanoe County Emergency Management-DHS Skill Requirements

1. Must complete all required basic level training and those specific to each division that the applicant is a member of. This includes required annual refresher training.
2. Must maintain an activity log of all training, activities, and volunteer hours and provide this information to TEMA-DHS on a monthly basis in the form of a "Participation Log". This form will be made available during training.
3. All Agency volunteers, from all Divisions of TEMA-DHS are required to meet the current training policy and standard as adopted by the Executive Director (applicable to the Division the member is a part of). All training including annual refresher courses will be provided by the Agency and it's Divisions. This requirement will be dropped if the Agency or Division does not provide the said training during the year in question.

Tippecanoe County Emergency Management-DHS Training Requirements

During the first year of service, it is mandatory that a volunteer receive training as required per policy of the Executive Director.

Failure to meet any of the training requirements within specified time could result in dismissal from Tippecanoe County Emergency Management-DHS.

The only exception would be if Tippecanoe County Emergency Management-DHS failed to provide the class within the volunteer's first twelve months of service.

Cause for Dismissal from Tippecanoe County Emergency Management-DHS

Failure to meet and adhere to the following requirements may result in dismissal from TEMA-DHS:

- * Training Requirements (all required training for each Division as described on page 3).
- * Skill Requirements (as described on page 3).
- * Dress Code (as described on page 2 and those listed in the uniform and PPE requirements for each Division).
- * Code of Conduct (as described on page 3 and the general code of conduct for the Agency).
- * Providing false information on any official TEMA-DHS reports, documents or this application.

Dismissal from TEMA-DHS may also be based on incompetence, insubordination, misconduct, or general inability to perform the duties and responsibilities of the position satisfactorily. Dismissal may also be based on delinquency. Volunteers must participate in a predetermined number of functions during each year of service, not including Volunteer meetings. Functions being things such as, severe weather spotting, working disasters, working civil functions / planned events, etc.

Immediate suspension of TEMA-DHS membership and activities can occur by TEMA-DHS Command Staff and will be followed up on by the Executive Director or his/her designee as appropriate.

The person to be dismissed shall have the right to a hearing through the Tippecanoe County Emergency Management-DHS Review Panel. The Review Panel consists of the current elected TEMA-DHS Officers plus one volunteer so named by the person to be dismissed. The Review Panel will exclude the Executive Director.

If the person being dismissed wishes a hearing, he or she must make an appeal in writing to the Executive Director within 30 days after notice of dismissal. Failure to submit a written appeal will automatically result in dismissal.

Wm. "Smokey" Anderson, Executive Director
Tippecanoe County Emergency Management-DHS

Previous Employer _____

Address _____ Phone # _____

Job Title _____

Supervisor _____

Work Performed _____

Date employed from _____ to _____

May we contact your current employer? Yes No

Personal References

Name Address City State Zip

Position Relationship Length of Acquaintance

Name Address City State Zip

Position Relationship Length of Acquaintance

Additional information about yourself

Physical Record

List any physical limitations or health conditions that might affect job performance. Please give details.

I authorize investigation of all statements contained in this application. I understand that false or misleading information is cause for dismissal. I have read, understand, and agree to abide by the Tippecanoe County Emergency Management-DHS Volunteer General Requirements, Dress Code, Code of Conduct, Skill Requirements and Training Requirements as set forth in the above documents. I agree to abide by the rules and regulations of Tippecanoe County Emergency Management-DHS and understand that that not doing so is cause for dismissal.

Signature

Date

By typing my name on the signature line of this application and submitting this application electronically, I agree to allow this to act as my handwritten signature and do declare that the information submitted in this application is true and correct to the best of my knowledge.

