

Emergency Operations Center (EOC) Volunteer

Overview

The Emergency Operations Center (EOC) Volunteer plays a vital role in our community's emergency response system. This position supports the coordination, communication, and management of resources during emergency situations, exercises, and training events. EOC Volunteers work alongside emergency management professionals to enhance our community's disaster resilience and response capabilities.

Readiness Roles

- Staff designated positions within the EOC during planned events and exercises
- Help maintain operational readiness of EOC equipment, supplies, and documentation
- Participate in regular training sessions to build EOC operational skills
- Assist with preparing status boards, forms, and communication tools ahead of activations

Recovery Roles

- Staff assigned positions within the EOC during activations
- Assist with information gathering, data entry, situation reporting, and status tracking during activations
- Support communication between the EOC and field operations or partner agencies
- Track resources, requests, and assignments in real time
- Support logistical needs of the EOC during extended operations
- Contribute to after-action reviews and improvement planning processes

Qualifications

- Strong interest in emergency management and public safety
- Basic computer skills including familiarity with common office applications
- Clear verbal and written communication abilities
- Capacity to follow established protocols and procedures
- Ability to work effectively in a team environment
- Reliable and dependable with good judgment

Time Commitment

- Varies by event and needs

Benefits

- Specialized training in emergency management systems and procedures
- Experience working within an official emergency response structure
- Opportunity to develop professional skills applicable to emergency management
- Direct involvement in community preparedness and resilience
- Networking with emergency management professionals and partner agencies
- Opportunity to complete required FEMA Independent Study courses