

Official Enrollment Of Emergency Management Volunteers

January 18, 2000

1. PURPOSE

The purpose of this Directive is to outline procedures to be followed for the enrollment of volunteers in county and local emergency management organizations. These procedures include the following:

- a. Issuance of identification cards.
- b. Preparation of enrollment lists.

Completion of the two steps listed above in accordance with the instructions contained herein shall constitute official enrollment of volunteers in county and local emergency management organizations.

2. APPLICABILITY AND SCOPE

Section 7706 of the Emergency Management Services Code (35 Pa. C.S. 7101 *et seq.*), entitles “duly enrolled” emergency management volunteers who are not eligible to receive benefits under the Workmen’s Compensation Laws, except during a state of war or period of armed conflict within the Continental United States, to receive compensation benefits for accidental injuries or death sustained while engaged in emergency management activities and services or in or enroute to and from emergency management tests, drills, exercises or operations authorized by the Pennsylvania Emergency Management Agency.

3. AUTHORITY

Emergency Management Services Code, (35 Pa. C.S. Section 7701-7707)

4. GENERAL INFORMATION

- a. All volunteers who are actively involved in emergency management training, testing or other emergency management activities with any county or local emergency management organization, established in accordance with the provisions of the Emergency Management Services Code, are considered to be “volunteer members” of that organization.
- b. However, in order to be eligible for the accidental injury and death benefits described in Paragraph 2 above, all persons who now serve, or subsequently desire to serve, as volunteer members of a recognized emergency management

organization, must be officially enrolled as emergency management volunteers in accordance with either this Directive or a similar enrollment process established by a county.

5. **IDENTIFICATION CARDS**

- a. The first step in the official “enrollment” of emergency management volunteers should be the issuance of personal identification cards.
- b. Each emergency management organization (i.e. county, borough, township, city) is responsible for the development and issuance of identification cards to be used by all “duly enrolled” emergency management volunteers. At a minimum, identification cards should include the name of the emergency management organization; name and address of the enrollee; service assignment; county location; enrollment number and date; date of issue; signature of the emergency management coordinator; and an identification card expiration date.
- c. When issuing the identification card, the following guidelines apply:
 - (1) All spaces provided on the card must be completed.
 - (2) The “Enrollment Number” must be the same number that is entered on the “Official Enrollment List” as described in Paragraph 5 of this Directive.
 - (3) The “Enrollment Number” is the individual’s numerical order of enrollment in the emergency management organization. There shall be no duplication among the actual enrollment numbers assigned to individuals within the same organization.
 - (4) Each identification card must be signed by the local coordinator of the appropriate political subdivision within which the volunteer resides or his or her emergency management organization is located. Pen and ink signatures are preferred, however, when large numbers of cards must be signed, a facsimile signature stamp may be used.

6. **OFFICIAL ENROLLMENT LISTS**

- a. The second step in the official “enrollment” of emergency management volunteers shall be the preparation of Official Enrollment Lists which contain the enrollment number, name, address, enrollment date and duty assignment of each individual enrolled in a county or local emergency management organization. For this purpose, a printed form, entitled “Official List of Duly Enrolled Emergency Management Volunteers,” (Form PEMA-OEL-1) is furnished. A copy of the form is enclosed for recommended use.

NOTE: A county may choose to maintain either a hard copy of Form PEMA-OEL-1 as its official “enrollment” list or it may establish a data base which contains a similar list of its officially enrolled volunteers.

- b. The “Official List of Duly Enrolled Emergency Management Volunteers,” Form PEMA-OEL-1 is hereinafter referred to as the “Official Enrollment List.”
- c. The following important points apply to the preparation and filing of Official Enrollment Lists:
 - (1) County coordinators are responsible for maintaining Official Enrollment Lists for their county emergency management organization and for each political subdivision’s emergency management organization within their respective county. County coordinators must strive to maintain an accurate and up-to-date “Official Enrollment List” at all times and must keep an original and two copies of the list in their offices for filing purposes.
 - (2) Local coordinators shall prepare their enrollment lists in an original and one (1) copy. The original must be maintained in a permanent file at the office of the appropriate political subdivision while a copy of the enrollment list is forwarded to their respective county coordinator.
 - (3) County coordinators must prepare an Official Enrollment List for the county permanent file based upon the enrollment lists submitted by their local coordinators.
 - (4) The Official Enrollment List shall not be considered valid unless each page is dated and signed by the enrolling county or local coordinator.
- d. County coordinators are urged to exercise care in the preparation and maintenance of their Official Enrollment Lists for their county’s emergency management organizations. This is because the information contained in those lists will become critical in the certification of “duly enrolled” emergency management volunteers entitled to receive compensation benefits for accidental injury or death.
- e. In the event a duly enrolled volunteer files a claim for accidental injury or death benefits, the county coordinator shall:
 - (1) Prepare an affidavit as follows:

“I certify that the attached page ___ of the ‘Official List of Duly Enrolled Emergency Management Volunteers’ is a true and correct copy of the official enrollment of (name of injured), a duly enrolled member of the (name of the emergency management organization) as filed with this office.”
 - (2) The affidavit shall be attached to a photostatic or reproduced copy of the page containing the name of the injured emergency management volunteer.

- (3) The affidavit and page containing the injured volunteer's name shall be forwarded to the Pennsylvania Emergency Management Agency, together with the required claim papers. (Refer to PEMA Emergency Management Directive No. ____.)

7. **RELATED INFORMATION**

- a. When county or local coordinators prepare or update Official Enrollment Lists, the date of a volunteer's enrollment entry must be the date of the individual's original entry into a duly enrolled status, as shown on previously existing lists.
- b. No volunteer is considered "duly enrolled" until the volunteer has been issued an official identification card and the volunteer's name has been entered on the emergency management organization's Official Enrollment List.
- c. In the event an identification card is lost, accidentally mutilated or becomes illegible, the emergency management organization's coordinator must issue a replacement card. Each replacement card must bear the same enrollment number as the original identification card.
- d. Local coordinators may obtain blank copies of Official Enrollment Lists from their respective county coordinators. County coordinators may obtain additional blank copies of Official Enrollment Lists from PEMA.

8. **RESCISSION**

Emergency Management Directive No. 33, entitled "Official Enrollment of Emergency Management Personnel," dated November 17, 1980 is hereby rescinded.

David L. Smith
Director

1 Enclosure: Sample Official Enrollment List, Form PEMA-OEL-1 with instructions for completion on the reverse side.

Distribution: County and Local Emergency Management Offices
PEMA Area Directors
PEMA Bureau Directors