**BROWARD COUNTY**

**HUMAN SERVICES DEPARTMENT**

**Emergency Assistance Volunteer**

**REGISTRATION/TRAINING FORM**

If you are a Broward County Employee in a department **other than the Human Services Department** and would like to register as a paid Emergency Assistance Volunteer, please complete the information below.

Name: Job Title:

Department/Division: Home Address:

Work Phone: Home Phone: Fax: Cell:

Available Positions:

1. [ ]  **Laborer** – Loading and unloading trucks, providing inventory of supplies, setting up and taking down cots.

*We cannot guarantee a shift assignment, but please indicate your preference:*

 [ ]  Pre-Event (Up to 24hrs prior to event) [ ]  Post Event (immediately following event)

1. [ ]  **Shelter Worker** – Assisting the HSD Recovery Unit Leader, Logistics Coordinator at the EOC and the Shelter Manager at an assigned shelter to support evacuee’s accommodation needs.

*This assignment requires you to report to a shelter location up to 6 hours prior to the scheduled opening to assist in the opening and reception of evacuees. It requires staying in shelter throughout the event to assist the evacuees and assisting in shutting down the shelter after the event clears. You will work with another employee and take agreed upon shifts after evacuees are situated.*

Do you speak a foreign language? [ ]  Spanish [ ]  Creole [ ]  Other

I will attend the Emergency Management Training Class indicated below (select only one):

**August 6, 2013 August 6, 2013**

[ ]  10 AM-Noon [ ]  1PM-3PM

 **Shelter Worker Laborer**

All training classes will be held at 115 S. Andrews Ave., Room GC 302, Fort Lauderdale, FL 33301.

In addition to completion of this form, please register for this training using the “Learning Center” on the BC-Net.

Signature: Date: Volunteer

Signature: Date:

Supervisor Approved Disapproved

*Please complete this form and return by interoffice mail to:*

 *Katie Aubry*

*Human Services – Human Resource Analyst I*

*115 S. Andrews Ave. Room 318, Fort Lauderdale, FL 33301*

*If you have any questions, please call:*

*Bill Bradley, HSD Emergency Management Coordinator @ 954-357-5697.*

(Rev. 7/13)