

Heavy Equipment Response Coalition

Volunteer Application Package

Thank you for your interest in volunteering with the Heavy Coalition. We take what we do very seriously and are looking for volunteers who will do the same. Our application process is designed to assess your skills, competencies, and ability to follow directions. It is intentionally thorough due to the significant liability and sensitivities of our work, which warrant due diligence on our part.

If you are selected to join the Coalition, your stated skills, work ethic, and demeanor will be continuously evaluated in the field by peers and Project Management. Acceptance of feedback, a willingness to learn, and the ability to positively adapt to changing circumstances are prime characteristics we look for in our volunteers.

Upon successful completion of the application process and selection to join the Coalition, you will be required to complete a background check through our partner *Verified Volunteers* every two years. The cost of this check varies by state and personal circumstances, usually between \$20-\$45, and is paid for by you. Your background check is available to other organizations you may volunteer with that also use *Verified Volunteers*. We require this check for the safety of volunteers and those we serve.

INSTRUCTIONS

Documents referenced in these instructions are included within this package.

1. Review our *Minimum & Preferred Qualifications* to determine if you have what it takes now, or if you need to seek further education or certifications prior to applying.
2. Review our *Code of Conduct, Drug and Alcohol Policy*, and volunteer *Waiver of Liability and Assumption of Risk*. If you are agreeable to these documents, proceed to step 3; if selected to join the Coalition, you will sign the waiver at that time.

Documents requested in steps 3 and 4 must be submitted in **.pdf** file format. If you need help creating .pdf files from your word processing software, refer to Google, or phone a friend. We use technology extensively for efficiency within the organization, so our volunteers must be able to learn and embrace it. Initiative is another key characteristic we look for!

3. Prepare a resume of experience relevant to one *or more* of the following skills: Operator • Owner-Operator • Mechanic • Commercial Driver • Chain-Sawyer. Include previous disaster relief experience (management and/or labor). Please be brief and to-the-point.
4. Write a cover letter for your application, no more than one-page in length, explaining why you are drawn to volunteering with the Coalition, and how you feel your experience can support our Mission.
5. Email your resume and cover letter to: info@heavycoalition.org with the subject of: Volunteer Application.

We will confirm receipt of your application via email.

Minimum & Preferred Qualifications

General Qualifications for All Volunteers

- Selfless dedication to the Mission. What we do isn't about us, it's about those we serve.
- Safety-first. You will follow *our* safety guidelines and wear appropriate PPE. ~~excuses~~
- Willingness to follow directives. Do the work, safely, without complaint.
- Patients. We work disasters; plans change; there will be down-time.
- FEMA Independent Study (IS) courses teach volunteers how we operate in disasters with respect to the National Incident Management System (NIMS). The following courses are *free* to take online, and/or may be offered in-class by your state Department of Homeland Security or local Emergency Management Agency.
 - **Minimum:** IS.100, IS.700, IS.200, IS.800 (available online)
 - Preferred: IS.300, IS.400 (in-class only)

Heavy Equipment Operator (OP) – *no equipment to volunteer, uses Coalition supplied equipment*

- **Minimum:** 1 year professional, demonstrable operator experience, **OR** completion of formal training course (describe in resume). Describe the machines you've operated, and approximately how many hours you've operated them in your resume.
- Prefer: OSHA 10 or 30 Construction Outreach Training
- Prefer: OSHA 24 or 40 HAZWOPER Training

Heavy Equipment Owner Operator (OO) – *owns equipment to volunteer and operate*

- **Minimum:** 500 hours on personally owned equipment. Describe the machines you've operated, and approximately how many hours you've operated them in your resume.
- **Minimum:** Ability and willingness to transport equipment at-least 500 miles from home with mileage reimbursement (when available for deployment).
- **Minimum:** Equipment must be in safe and reliable working order at all times.
- Prefer: OSHA 10 or 30 Construction Outreach Training
- Prefer: OSHA 24 or 40 HAZWOPER Training

Heavy Equipment Mechanic (MC) – *with or without tools and service truck*

- **Minimum:** 5 years professional, demonstrable experience. Describe the machines you've worked on in your resume.
- Prefer: OSHA 10 or 30 Construction Outreach Training
- Prefer: OSHA 24 or 40 HAZWOPER Training

Commercial Driver (CD) – *with or without truck and trailer*

- **Minimum:** Class B *interstate* license in good standing.

Chain-Sawyer (CS)

- **Minimum:** National Sawyer Certification Card – B Sawyer Felling and Bucking
- Prefer: C Sawyer Felling and Bucking
- Prefer: Certified Climber
- Prefer: Certified Arborist

Code of Conduct

Heavy Equipment Response Coalition prides itself on maintaining a high level of professionalism within the disaster response community. We expect our Volunteers to:

- Treat others with respect at all times.
- Accept and respect social, economic, political and religious differences.
- Abide by the Coalition's zero-tolerance drug and alcohol policy.
- Be respectful of survivors' emotions and concerns.
- Respect the Coalition's chain of command and operational directives.
- Never solicit for paid services.
- Continually and positively promote the Coalition!

Zero-Tolerance Drug & Alcohol Policy

Heavy Equipment Response Coalition has zero-tolerance for Volunteers to be impaired while working in support of the Coalition's Mission. The following are minimum guidelines to establish safe working conditions. Failure to adhere to these guidelines may result in disciplinary or legal action, up to and including: dismissal from the event or Coalition; forfeiture of Volunteer benefits including travel and reimbursements; and reporting of illegal activity to law enforcement. Volunteers should feel comfortable reporting violations of this policy to Coalition management in confidence. Coalition management will sideline or dismiss any impaired Volunteer or Staff at their sole discretion from any Coalition activity.

DEFINITIONS

- Drugs are defined as those that are illegal under United States *federal* law; including medical and recreational cannabis, regardless of the state in which the volunteer may reside or be prescribed medical cannabis. **Federally illegal drugs shall not be used or possessed during or at a Coalition activity.**
- On-Duty is defined as the time in which Volunteers are:
 - Representing the Coalition in an official capacity (i.e. interfacing with local officials, media, etc.)
 - Operating equipment of any kind, including vehicles
 - Anywhere drugs or alcohol are forbidden by the property owner or governing agency
 - For the entire duration of an Immediate Response

GENERAL RULES

- *Volunteers shall never be impaired while operating a piece of equipment or vehicle while engaged in a Coalition activity – including travel to or from the activity.* An alcohol concentration limit of 0.02 shall be used to determine an impaired state. No drugs are permitted in any amount.
- In the event of an incident resulting in damage to property or personal injury, the Volunteer may be required by the Coalition or Law Enforcement to submit to in-field or in-lab testing. Refusal to submit, results showing the presence of drugs, or results with a BAC over 0.02 shall immediately be considered negligence on the part of the Operator.

- Coalition management, staff, or Volunteers shall never provide alcohol to minors. In such cases, law enforcement shall be engaged, and the offending person(s) shall be immediately dismissed from the Coalition.
- Physician prescribed medications shall be used according to their instructions and restrictions. Volunteers shall report the use of prescribed medication that may affect operational capacity to management **prior to deployment**.

IMMEDIATE RESPONSE

- Due to the short duration and dynamic conditions of an Immediate Response, there shall be **no alcohol consumption during an Immediate Response** by any Coalition personnel actively engaged in the response. Volunteers should remain ready at all times to operate equipment or vehicles.

PROJECTS, SERVICE PROJECTS, TRAININGS, OTHER EVENTS

- Project Managers or Staff shall determine duty hours during these events. Volunteers shall practice responsible and legal consumption when off-duty, and may be asked to leave an event at any time by Coalition management.
- Project Managers and Staff shall exercise discretion, remain capable of making critical decisions at all times, and identify a “Designated Operator” for every off-duty cycle.
- Designated Operators shall not consume alcohol during their shift and should be ready to operate equipment or vehicles as needed. The Designated Operator *is not* responsible for transporting impaired Volunteers. Volunteers must arrange their own safe and legal transportation when necessary.

WAIVER OF LIABILITY, RELEASE, AND ASSUMPTION OF RISK AGREEMENT

The Heavy Equipment Response Coalition (“**Coalition**”) is a Michigan nonprofit corporation that is tax exempt under Internal Revenue Code Section 501(c)(3). The Coalition is a charity that supports emergency management efforts and provides resources to communities for the mitigation of, response to, and recovery from disasters. The Coalition manages and deploys heavy equipment owner-operators, operators, and equipment to provide no-cost services throughout the United States.

As part of the Coalition’s charitable purposes, the Coalition seeks volunteers to assist and participate in its response efforts (each a “**Volunteer**”, and collectively the “**Volunteers**”). The Coalition desires that all of the Volunteers are fully aware of the various inherent risks involved in Coalition operations, projects, training events, and other activities (collectively referred to and further defined below as the “**Coalition Activities**”).

This Waiver of Liability, Release, and Assumption of Risk Agreement (“**Agreement**”) is entered into between the Coalition and you, a Volunteer, effective as of the date signed below. You and the Coalition agree as follows.

1. **Coalition Activities.** The Coalition Activities include but are not limited to the following: operating heavy machinery and equipment; engaging in or operating near heavy demolition; loading and unloading materials; responding to disasters; working in emergency or disaster

relief areas; traveling to and from work sites; constructing or rehabilitating residential or commercial buildings; engaging in construction-related activities; and consuming food that is available or provided under adverse conditions.

2. **Risks**. I know, understand, and recognize the scope, nature, and risks involved in the Coalition Activities, which includes but is not limited to: equipment malfunction; equipment failure; defective or negligent design or manufacture of equipment; improper or negligent operation or use of any equipment, machinery, or materials; vehicle malfunction; carelessness; negligent instruction; incorrect supervision; negligent supervision; improper supervision; improper instruction; rescue attempts; equipment damage; exposure to extreme weather; exposure to extreme altitudes; injury from exposure to animals; bodily injury; severe bodily injury; and death (collectively referred to as “*risk*” or “*risks*” in this Agreement).
3. **Injuries**. A Volunteer may be injured during participation in the Coalition Activities. A Volunteer may suffer minor injuries which may include: being cut by debris, muscle soreness, bruises, sunburn, and sprains. Minor injuries are common to Volunteers. More serious injuries occasionally occur to Volunteers, such as exposure to extreme weather conditions, altitude sickness, broken bones, concussions, cuts, and bites. Catastrophic events can occur to Volunteers, such as a heart attack, stroke, paralysis, serious internal injuries, serious head injuries, and death. Additionally, any of these injuries may occur in locations far from adequate or competent emergency medical care.
4. **Release/Waiver**. I (and for myself, my family, my heirs, my beneficiaries, my estate, my executors, my personal representatives, and any administrators) hereby release and discharge the Coalition, and any of its officers, directors, agents, vendors, contractors, associated entities, employees, and volunteers (the “***Released Parties***”), from any and all liability, claims, demands, causes of action, expenses, attorneys’ fees, or costs that I may have for injuries, death, or damages arising out of or indirectly or directly related to my participation in the Coalition Activities, even if caused by negligence or other fault of the Coalition. In the event any agent of the Coalition is guilty of willful and wanton conduct, or any conduct outside the scope of this Agreement, I agree that such agent’s action shall be beyond the scope of agency and not attributable to the Coalition in any way.
5. **Covenant Not to Sue**. I further agree that I will not bring a lawsuit or make any claims against the Released Parties for any reason related to this Agreement, including for damages or other losses sustained as a result of my participation in the Coalition Activities, even if caused by negligence or other fault of the Coalition.
6. **Insurance**. I understand that I expressly waive any claim for compensation or liability on the part of the Coalition beyond what may be offered freely by a representative of the Coalition in the event of such injury or medical expense. Volunteers are *required* to have personal health insurance coverage to participate in Coalition activities.
7. **Severability**. If any one or more provisions contained in this Agreement is for any reason invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability will not affect any other provisions of this Agreement, and this Agreement will be construed as if such provisions had never been contained in this Agreement.
8. **Applicable Law**. This Agreement will be construed under and in accordance with the laws of the State of Michigan, without regard to any conflicts of law principles.
9. **Consent to Transportation and Medical Treatment**. I consent to the use of first aid treatment

and the use of generic and over the counter medications and treatments as directed by manufacturer labels, whether administered by the Released Parties or first aid personnel. In an emergency, I understand the Released Parties may try to contact the individual listed below as an emergency contact. If an emergency contact cannot be reached promptly, I hereby authorize the Released Parties to act as an agent for me to consent to any examination, testing, x-rays, medical, dental or surgical treatment for me as advised by a physician, dentist or other health care provides. This includes, but is not limited to, my assessment, evaluation, medical care and treatment, anesthesia, hospitalization, or other health care treatments or procedures as advised by a physician, dentist or other health care provider. I also authorize the Released Parties to arrange for transportation of me as deemed necessary and appropriate in their discretion. I, the Volunteer, do hereby release, forever discharge and hold harmless the Released Parties from any liability, claim, demand, and action whatsoever brought by me or on my behalf which arises or may hereafter arise on account of any transportation, first aid, assessment, care, treatment, response or service rendered in connection with my involvement in the Coalition Activities with any of the Released Parties.

10. Photographic/Image Release. I hereby grant and convey unto the Coalition all right, title and interest in any and all photographic images and video or audio recordings made during my work relating to the Coalition Activities, including any royalties, proceeds, or other benefits derived from such photographs or recordings.

11. Continuance of Obligations. It is my understanding and intention that this Agreement be effective for the Coalition Activities and will be in full force and effect from the signing of this Agreement until such time it is cancelled by the Coalition, and will bind my heirs, executors, administrators, personal representatives, or anyone else claiming on my behalf.

12. Validity of Waiver. I understand that if I institute, or anyone on my behalf institutes, any lawsuit or action at law or any claim for damages or cause of action against the Coalition or the Released Parties because of injury to my person or property, or my death, due to the Coalition Activities, this Agreement can and will be used in court, and that such agreements have been upheld in courts in similar circumstances.

13. Acknowledgements. I acknowledge by my initials the following as part of this Agreement:

_____ I will be working in a disaster area.

_____ I have and maintain health care coverage.

_____ I have no expectation of compensation or reimbursement, and am responsible for securing my own transportation, fuel, lodging, and meals unless agreed upon in writing on a per-activity basis with Coalition Staff.

_____ I will work within my personal skill level, and operate equipment within its rated capacity and capability at all times.

_____ I will report all incidents of personal injury or damage to property immediately to Coalition management and will provide a written statement upon request.

_____ My participation in the Coalition Activities is voluntary and I knowingly and willingly assume all of the risks of being a Volunteer.

_____ I have read and agree to abide by the Code of Conduct and Drug and Alcohol Policy.