



## INFORMATION AND INSTRUCTIONS

### GENERAL INFORMATION

The Pennsylvania Emergency Management Agency require preparation and periodic filing of official emergency management enrollment lists. This form shall be used for the preparation and filing of such lists in accordance with the instructions below.

### GENERAL INSTRUCTIONS

#### A. Responsibility for preparation and filing

County Emergency Management Coordinators shall be responsible for the preparation and maintainance of the "Official Enrollment List" for all individuals enrolled as volunteer members of both the county emergency management organization and for each political subdivision's emergency management organization within their respective county.

Local Emergency Management Coordinators shall be responsible for the preparation, maintenance and filing of official lists of all individuals enrolled as volunteer members of local emergency management agencies. This duty included the responsibility to forward all enrollment lists to their respective county coordinators. (Note: In those countries organized as a single emergency management unit, the County Coordinator shall be responsible for the preparation of official lists of all members enrolled therein.)

#### B. Time of Listings

County and Local Emergency Management Coordinators shall list all required data concerning each individuals enrollment immediately following the issuance of Identification Cards to each individual. This action will complete the individuals official emergency management enrollment.

### DETAILS OF COMPLETION

- A. All information shall be typewritten or legibly printed with pen and ink.
- B. "Enrollment Number" shall correspond to the enrollment number appearing on the individual's Identification Card.
- C. "Name of Individual" shall be the individual's legal name, for example "John C. Jones." No nicknames or abbreviations are permitted.
- D. "Home Address" shall include street, postal box or rural delivery number, together with the name of the city or town.
- E. "Date of Enrollment" shall include the month, day and year of the enrollment.
- F. "Service Assignment" shall indicate the basic name of the emergency management service, or division, to which the individual is assigned for duty, such as "police", "medical" or "communications".
- G. After all names have been entered or all entry lines have been filled, the enrolling coordinator must sign and date the enrollment page.

### FILING INSTRUCTIONS

Local Emergency Management Coordinators shall prepare Form PEMA-OEL-1 in duplicate, the original must be sent to the county coordinator and the duplicate retained at the office of the appropriate political subdivision. County coordinators need only prepare his form in a single copy for their permanent file. It is suggested that any enrollment lists be reviewed and updated on a semi-annual basis. Should it be necessary to terminate a volunteer on any enrollment list for whatever reason (death, change of residence, resignation, dismissal, etc.) the Coordinator shall red line the volunteer's name and indicate in the margin to the left of the enrollment number the month and year of termination.

**MAINTENCE OF LISTS IS CRITICAL TO COMPENSATION ELIGIBILITY.**