

Subject: SMAT Membership Procedure	Pages: 4
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**Purpose:**

The purpose of this document is to outline the process of how individuals will become an SMAT 500 member and the guidelines to be followed as a member.

This is a volunteer organization. All volunteers accepted on the roster will be covered under VFIS insurance when participating in any SMAT sponsored event. An application must be on file for said individual. The SMAT 500 staff has the right to refuse any individual’s involvement with the SMAT 500.

**Acceptance or Denial Procedure:**

1. Individual expresses interest in becoming a member
2. Identify the following:
  - Who you are and what organization do you represent?
  - What is your call back number and email address?
3. You will receive an application from the SMAT 500 staff
  - Submit application, completed in its entirety
  - SMAT 500 Staff reviews application for approval or denial of membership
4. If selected as a new member, an affiliation document will be sent via email with instructions on how to become affiliated with our team on TERMS (Training, Exercise, and Response Management System). TERMS is our volunteer management database.
5. They will be added to our email list and will begin receiving all newsletter correspondence, as well as, deployment opportunities.

**Meetings and Agendas**

1. The SMAT 500 holds bi-monthly meetings at the SMAT warehouse, 315 Bethel Church Road, Mocksville, NC 27028
  - o Meetings are held on the first Tuesday of every even month (Feb, April, June, August, October, December) from 0900-1200, unless otherwise specified.
  - o When appropriate, meetings are split into two different sections i.e. medical volunteers and logistics volunteers.
    - o **Medical volunteers will follow the instruction of the SMAT Training Officer for continuing education credits. You must be at least an EMT-B or above to gain credits. The number of credits varies depending on course offerings.**

- **Logistics volunteers will follow the instruction of the Logistics Coordinator for operational readiness.**
- A yearly agenda is set every June for the next 6 meetings. All volunteers will be emailed a copy of the agendas.

### Requirements to be considered an Active Member or Reserve Member

1. Active members will gain top priority on deployments, both planned and unplanned. The following requirements must be met to be considered an active member.
  - Complete the SMAT Initial Training Program (required for all deployments)
  - Complete the FEMA ICS 100, 200, 700 and 800 online courses
  - Provide 10 hours of participation (3 meetings, trainings, work days, etc.)
  - Actively respond to team communications.
2. Reserve members are those members who are interested in participating in local events or activities with the team, but are not interested in or capable of deploying on longer deployments.
  - Completion of the SMAT Initial Training Program is recommended, but not required
  - Complete the FEMA ICS 100, 200, 700 and 800 online courses
  - Provide 6 hours of participation (2 meetings, trainings, work days, etc.)
  - Actively respond to team communications.

### Termination of Membership

1. The SMAT 500 Staff may terminate an individual's membership at any time. The following guidelines will be used in determining a termination:
  - Active Member/Reserve Member requirements are not met during a calendar year (June to June)
  - Any pending legal or criminal charges after membership will result in immediate suspension, pending outcome.
  - Any legal or criminal charges after membership approval (convictions)
  - Noncompliance with the SMAT behavioral policy
  - Theft of equipment
  - Unethical Conduct
2. A termination letter will be sent to the individual signed by the Team Leader and Medical Director explaining cause for termination. Termination letters will be kept on file for future reference.

### Deployments

1. All deployment opportunities will be sent out from the SMAT 500 staff via email through TERMS and ReadyOp. All correspondence will include deployment details. We will roster our team through your responses from our notifications.
  - **Please note: All SMAT 500 volunteers MUST register with the SMAT 500 staff prior to ANY deployment. Self-deployment is prohibited. Self-deployment will result in termination from the team.**
2. The SMAT 500 annually has several planned event deployments. Active members will be given priority when selecting the roster for deployments. Some deployments may only be specific to medical volunteers, but that will be noted on the deployment opportunity newsletter.

3. The SMAT 500 has the great fortune in its capabilities and human resources to be able to successfully run State Medical Support Shelters during catastrophic state disasters. When a disaster strikes, medical and non-medical volunteers are the driving force behind all of our operations. Without your commitment, our efforts and mobility would be non-existent.
  - Hurricane Mathew: 50 bed medical shelter- Open for 11 days (2016)
  - Hurricane Florence 100 bed medical shelter- Open for 12 days (2018)
4. Prior to any deployments, the individual must complete and sign the baseline medical check-in form (performed by a clinical volunteer at the warehouse or on-site), emergency contact form, VFIS beneficiary form, the behavioral policy form and the SMAT time sheet.

### Planned Event Deployment Reimbursement

1. All individuals planning on volunteering for planned deployments are not eligible for salary reimbursement.

### Disaster Deployment Reimbursement

2. In disaster situations, an individual's employer can seek salary reimbursement for your time during the disaster through the North Carolina State Emergency Management Office. **All requirements below must be met in order to seek salary reimbursement:**
  - NCEM assigns a deployment task with a mission number to any SMAT in the state (8)
  - Must be an active employee with requesting agency (hospital, EMS, etc.)
  - Your employer must approve your deployment and pay your wages while on deployment
    - i. **PLEASE NOTE: This is an employer salary reimbursement. No individual can seek payment outside of their agency. NCEM will reimburse your employer for your time during the response.**
3. SMAT 500 staff will provide all documentation of your time during deployment and submit a reimbursement packet on your employers' behalf to NCEM.
  - **Please note: In order to submit the reimbursement packet, THPC will need to gain access to your pay rate and fringe benefit information (pay stubs).**
4. The North Carolina Emergency Management office will reimburse your agency at the rate you are paid in your professional position.

### Medical Credentialing

1. All medical volunteers must submit a copy of their medical credentials to the SMAT Team Leader and the SMAT Medical Director. Copies will be filed with the individual application for future reference.
  - **Please Note: Prior to any deployment, the SMAT Medical Director will ensure that all licenses are in good standing. Deployment approval or denial will be of at the discretion of the SMAT Medical Director.**

### Work Days

1. The SMAT will hold multiple workdays throughout the year. Workdays are not mandatory, but are highly encouraged. Notifications will be sent out one week or more prior to the scheduled workday. They are usually held before and after deployments to ensure operational readiness and resource evaluations upon return.

## **SMAT 500 Contact Information**

### **Team Leader**

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### **Assistant HPC - Operations**

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### **Assistant HPC - Logistics**

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