



## Emergency Information Management (EIM) Team Member Section Criteria

Fuel Relief Fund (FRF) aims to reduce human suffering in the wake of natural disasters and during complex emergencies by addressing critical fuel supply and access challenges. To complete this mission, FRF relies entirely on voluntary support from our roster of qualified, trained emergency responders. In the wake of a disaster, these responders deploy to the disaster area and provide free fuel to individuals, humanitarian aid organizations, UN agencies, government actors, and critical infrastructure.

An FRF Response Team consists of a single team leader, approximately 2-7 Emergency Operations Management (EOM) team members and at least one Emergency Information Management (EIM) team member. FRF recruits all EIM team members based on the following selection criteria and reserves the right to turn down applicants or dismiss active volunteers who do not meet these expectations.

### **1) Selection Criteria**

EIM volunteers generally fall within the range of 25-45 years of age and must be in good health (see also, 'Exclusion Criteria' below). In addition, volunteers should possess the experience, skills, attitude, and personal documents/equipment described below. *\*\*Qualified female candidates are encouraged to apply and may be solicited for gender parity\*\**

#### **A. Experience/ Knowledge/Training Requirements**

*All team members must have:*

- Experience with, and comfort operating within, austere environments, ideally internationally as well as domestically. While the circumstances of each deployment will vary, volunteers should be able to endure:
  - Extreme weather conditions (heat, rain, etc.)
  - Nontraditional lodging, including tents and other outdoor accommodations
  - Intermittent, limited access to WASH facilities
  - Intermittent, limited access to wifi or cellular connection
  - Varied context-specific and/or disaster-related safety and security risks
  - Emotionally distressing situations
  - Limited sleep and long, physically taxing work hours
- Basic first aid training
- Fluent written and spoken English language skills (knowledge of additional languages is desirable)
- Previous communications and reporting experience (emergency/crisis communications experience desirable)



- Ability to liaise professionally with government authorities, international and national humanitarian partners, and media/press outlets
- Proficiency in MS Office Suite and experience using various social media platforms (Facebook, Twitter, LinkedIn and Instagram) on behalf of an organization
- Familiarity with fuel supply chain, inventory management, distribution, and/or procurement is desirable
- *Please note: All team members will be required to participate in FRF Fuel Safety and FRF Information Management online training courses prior to their initial deployment*

## **B. Physical Requirements**

*All team members must be:*

- Able to stand for prolonged periods of time, bend, and repeatedly lift heavy loads

## **C. Document/Equipment Requirements**

*All team members must possess:*

- A valid driver's license (must be able to comfortably operate a vehicle)
- A working smart phone with GPS capability
- A valid, \$1,000,000 travel insurance policy for the dates of deployment including emergency medical evacuation is recommended (this can be purchased at the time of deployment)
- *Please note: For international deployments, only those roster members possessing valid passports will be selected*

## **D. Soft Skill/Attitude Requirements**

*All team members must be:*

- *Flexible and adaptable* – able to follow instructions and make decisions with little lead time and/or guidance and in a rapidly changing, unpredictable environment
- *Team oriented* – comfortable working within a team as well as assuming authority if/when needed
- *Culturally aware/sensitive* – able to comfortably interact with persons from all backgrounds at all levels. Fuel Relief Fund is committed to providing aid impartially, without regard to beneficiary race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, military status, political leaning or any other such grounds.

*All Fuel Relief Fund volunteers must be able to deploy with 48 hours' notice and for a minimum of one week in order to be added to, and remain active on, the response roster.*



## **2) Exclusion Criteria**

### **A. Pre-Existing Medical Conditions**

*Applicants with medical conditions meeting the following criteria will not be considered:*

1. Conditions that prohibit required immunizations or medications (such as antimalarials, chemical and biological antidotes, and other chemoprophylactic antibiotics).
2. Any medical condition that requires frequent clinical visits (more than quarterly) or ancillary tests (more than twice/year), that fails to respond to adequate conservative treatment, necessitates significant limitation of physical activity, or constitutes increased risk of illness, injury, or infection.
3. Any unresolved acute illness or injury that would impair one's duty performance during the duration of the deployment.
4. Any medical condition that requires durable medical equipment or appliances (e.g., Nebulizers, TENS, catheters, spinal cord stimulators) or that requires periodic evaluation/treatment by medical specialists not readily available in the field.
5. The condition must not require routine out-of-theater diagnostics or other evaluations.

### **B. Conflicting Affiliations**

Volunteers with political or other affiliations that may complicate the impartiality or neutrality of the provision of aid in a particular locale will not be considered for deployment.

## **3) Volunteer Acknowledgement**

Having the right volunteers is crucial to the success of any FRF emergency response mission. Inclusion and exclusion criteria are intended to ensure volunteers' suitability for, and safety during, volunteer assignments. As an applicant for FRF's EIM roster, we ask for your acknowledgement that you have read and understood the volunteer criteria detailed above and that, based on these criteria, you are eligible for this volunteer position.

*Fuel Relief Fund Volunteer Acknowledgement:*

Date \_\_\_\_\_

Applicant Name \_\_\_\_\_

Applicant Signature \_\_\_\_\_