



Miami-Dade County  
Disaster Assistance Employee (DAE) BlueBook Form

Employee Information: (Complete all fields. If not applicable, write n/a)

First Name:\_\_\_\_\_ Last Name: \_\_\_\_\_ Home Address:\_\_\_\_\_

City:\_\_\_\_\_ Zip code: \_\_\_\_\_ Home #:\_\_\_\_\_ Mobile #:\_\_\_\_\_

Job Title:\_\_\_\_\_ Work Address:\_\_\_\_\_ City: \_\_\_\_\_ Zip code: \_\_\_\_\_

Work #:\_\_\_\_\_ Fax # :\_\_\_\_\_ Pager #: \_\_\_\_\_ Mobile Work #:\_\_\_\_\_

Work Email:\_\_\_\_\_ Home Email:\_\_\_\_\_

Emergency Contact Name:\_\_\_\_\_ Relationship: \_\_\_\_\_ Contact #:\_\_\_\_\_

Specialized skills, licenses & Certifications: (Circle applicable.)

Languages: (Circle extent of language knowledge.)

English (Write/Speak/Both) Spanish (Write/Speak/Both) Creole (Write/Speak/Both)

French (Write/Speak/Both) Portuguese (Write/Speak/Both) German (Write/Speak/Both)

Sign Language Other: \_\_\_\_\_

Skills: General Office Skills General Computer Skills Computer Programming

Licenses & Certifications:

EMT/Paramedic LPN/RN/CAN Mental Health Provider Child Care Class D Security License

Building Contractor CPR/First Aid P.E. – E.I.T. CDL - Class:\_\_\_\_\_

Fork Lift Operator Ham Operator Heavy Equipment Operator Other:\_\_\_\_\_

Supervisory Experience (Circle One): Yes or No

Prior Disaster Experience: (Circle all that apply.)

Evacuation Center Management Damage Assessment Call Taker/Phone Bank

Volunteer Management Donations/Distribution Center Construction/Home Repair

Program Areas:

- 1 Evacuation Center Management/Support Staff –Employees will serve as staff in the General Population, Vulnerable Population and Pet-Friendly Evacuation Centers and in post-incident shelters opened for residents displaced by the disaster.
- 2 Shuttering Teams – Teams will put up and take down panel shutters on the homes of clients of the Residential Shuttering Program.
- 3 EOC Support Staff – This role entails providing administrative and/or operational support to the emergency operations center (EOC) and DAE Program.
- 4 DAE Call Center Operators – Employees will function as call takers/phone operators in a call center setting.
- 5 Points of Distributions (POD) – Employees will manage and staff commodity distribution sites.
- 6 Employee Volunteer Staging Area (EVSA) – Employees will report to an assigned location to act as a supplemental labor pool to be trained and deployed as needed.
- 7 Mobile Assistance Teams (MAT) - Teams will provide mobile assistance, recovery supplies and/or food and water to homebound residents following a disaster.
- 8 Employee Wellness Teams – Teams will monitor physical safety and mental well-being of DAEs.
- 9 Disaster Assistance Centers (DAC) – Employees will serve as facilitators of information and referrals to those individuals visiting the DACs for assistance.

Choose primary area of interest from program areas listed above:

Primary: \_\_\_\_\_ Pre-assignment\*: \_\_\_\_\_

\* If already assigned by Department or OEM to a specific role

To be signed by employee’s supervisor:

I understand that the Mayor has approved the use of county employees to work in disaster related roles in times of disaster pursuant to Miami-Dade County Code Chapter 8-B and that the above applicant is enrolled in the Disaster Assistance Employee (DAE) Program. As a DAE he/she will be considered an essential employee for the County’s emergency operations efforts and once activated may be asked to work prior, during, and/or after a disaster. Furthermore, DAEs will not require written documentation for their release. A timesheet indicating the hours worked in their disaster role will be forwarded to your department. I also understand that some training sessions will be provided and that this employee will be permitted to attend training.

Employee Signature	Date	Supervisor’s Signature	Date
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