

# **CHECKOFF LIST FOR NEW UNIT MEMBERS**

**NAME OF NEW MEMBER** \_\_\_\_\_

**NAME OF TEAM LEADER/MENTOR** \_\_\_\_\_

**DATE** \_\_\_\_\_

\_\_\_\_\_ **Blue book**

suggestion: step through this book page by page  
Sop's & Bylaws  
what your responsibilities are to keep active member status

\_\_\_\_\_ **Roster Sheet (hand one to new member)**

pull off web site

List of people to contact for various reasons (i.e., supplies officer, ambulance maintenance, safety officer, training officer)

\_\_\_\_\_ **Map Book**

use it by example

\_\_\_\_\_ **Meetings**

when and where

\_\_\_\_\_ **Trainings**

give list of current scheduled training sessions (also on website)

\_\_\_\_\_ **Medical Forms**

Get vaccination form signed

\_\_\_\_\_ **Shed**

go over list in shed of what needs to be done

\_\_\_\_\_ **Radios**

who to contact with questions  
how to get a radio, (must sign equipment agreement)  
how to use the ones at the shed  
Contacting State Com to confirm "in service" or "out of service"

\_\_\_\_\_ **Online Web access ([www.mcaems.org](http://www.mcaems.org))**

\_\_\_\_\_ **Calendar**

where to sign up

responsibilities (ie to call to fill shift, to notify state com etc.)

General questions about ambulance