



ALABAMA TELECOMMUNICATOR EMERGENCY RESPONSE TASKFORCE

Attachment J: TERT State Coordinator Letter

This Attachment contains a sample letter to be sent by the agency administrator who is appointing team members (including supervisors and team leaders) to the TERT State Coordinator.

Attached to the letter is a form that lists each team member's name and check boxes as to which categories the team member falls into. It also provides a check box to indicate if the team member is EMD certified and a column to identify any other skills the team member might have (second language skills, CISM ability, etc)

Please note that an employee who has been cross-trained both as a Calltaker and a Dispatcher will automatically be classified as a Telecommunicator.



Date

TERT State Coordinator

I, (Name head of agency) , approve the following persons as members of the (local, regional, state) TERT Program. These employees are in good standing and meet or exceed all requirements of TERT membership as published in the NJTI Model Recommendations for TERT Deployment.

Sincerely,

(Head of Agency)



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NAME	Team Leader (X)	Supervisor (X)	Radio Dispatcher (X)	Calltaker (X)	EMD Certified (X)	Other Skills (List)

Note: Employees meeting both TERT Radio Dispatcher and TERT Calltaker are referred to as TERT Telecommunicators