



This document outlines the systems and procedures used for operating an Emergency Volunteer Center in the Yolo Operational Area

Emergency Volunteer Center Standard Operation Procedure

Supplemental to the YOA
Volunteer and Donations
Management Annex

Version 1.0

Revised: December 2018

PARTICIPATING AGENCIES

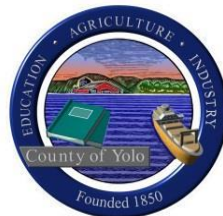


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SECTION 1.0: INTRODUCTION

An Emergency Volunteer Center (EVC) is a centralized clearinghouse established to increase the capacity of communities to coordinate volunteers during disaster response and recovery activities. The YCOA has 6 jurisdictions (four incorporated cities, one unincorporated area and one Tribal nation), and numerous special districts, state and private agencies to coordinate volunteer resources in a disaster/emergency.

1.1 PURPOSE

This SOP establishes the procedures and guidelines for establishing an EVC in the YOA when volunteers are needed during a disaster event.

1.2 SCOPE

This SOP focuses on the mobilization, coordination, and referral of all volunteers through one or more EVCs in the YOA. The SOP is intended to be applicable to all hazards and scalable to the size and scope of an event. Additionally, the SOP addresses the need for communication and coordination between the YOA and all EVCs, including with local nongovernmental organization (NGO) affiliated volunteer programs.

1.3 GOALS

The goals of this SOP are to:

- Outline the steps necessary for opening, operating, and demobilizing an EVC
- Identify the proper communication channels between the EVC and the EOC
- Ensure that implementation of an EVC is in accordance with the principles and practices of the Standardized Emergency Management System (SEMS), the National Incident Management System (NIMS), and the National Response Framework (NRF)
- Augment the YOA Volunteer and Donations Management Annex

SECTION 2:0: CONCEPT OF OPERATIONS

An Emergency Volunteer Center (EVC) is a location used where volunteers are organized, assigned and deployed for their respective duties. When activated, the EVC helps spontaneous volunteers affiliate with an organization that is providing disaster services. The EVC accomplishes this by gathering information on current volunteer opportunities and interviewing spontaneous volunteers to learn their knowledge, skills, and abilities (KSA's) as well as their availability. The volunteer is then referred to the appropriate agency and opportunity.

2.1 EVC LOCATIONS

EVCs should be established in predetermined locations not directly near or at the site of an incident or an EOC. The designated location should have adequate space and accommodations for the intake and registration of volunteers, including space for staff. The following should be taken into consideration when choosing an EVC site:

- Large room for centralized EVC operations
- Adequate space for intake and registration
- Separate room for volunteer orientation and training
- Accessibility for people with access and functional needs
- Adequate parking
- Security of the site
- Capacity for phone and internet

The Yolo Operational Area will have a location where an EVC can be established in each city and at the Yocha Dehe Wintun Nation. The primary Yolo County EVC will be located in Woodland, and will be mobile to move throughout the unincorporated County as needed.



See Appendix C for a list of EVC locations. Cities and the Yocha Dehe Wintun Nation will work together in close coordination with Yolo County to set up EVCs so that residents do not have to travel great distances to register to volunteer. The EVCs will communicate and coordinate with local community-based organizations based on volunteer need.

2.2 EVC DESIGN

The EVC will function as a walk-in center, with Sacramento 211 maintaining a call center and an online system pre-established to provide information and help register volunteers. See Appendix E for an EVC layout. Sacramento 211 will remain in close communication with the Volunteer Coordinator in the EOC, providing information on which volunteer services are needed and where volunteers can register.

The YOA has established a Memorandum of Understanding (MOU) for HandsOn Sacramento to take the role of leading coordination for EVCs, working in tandem with the Volunteer Coordinator in the YOA EOC. HandsOn Sacramento will maintain a database of volunteers should they be needed in a disaster event. The Personnel Unit in the EOC will be working with HandsOn Sacramento to monitor their database, and volunteers can be referred by a return phone call or email. Each EVC location should have internet capabilities for access to the HandsOn Sacramento database and can work through the EOC if no such capabilities are available.

2.3 EVC STAFFING

The level of staffing at an EVC depends on the number of volunteers and the size of the disaster. At minimum, each EVC will consist of the following positions:

- EVC Manager
- Receptionist
- Interviewer
- Volunteer Opportunities Coordinator
- Disaster Service Worker Registrar

See Appendix D for a job description and action checklist for each position.

The YOA Volunteer and Donations Management Annex has identified as guidance three levels of volunteer activation:

Low Level Activation

A low level activation would involve establishing an EVC to serve one of the seven jurisdictions throughout the YOA, with the management of **1-20 volunteers**. Jurisdictions would primarily handle the management of volunteers on their own to support operations for a localized incident, and may request assistance from another jurisdiction in the YOA if needed. Volunteer coordination will occur through the Personnel Unit of the Logistics Section in the local EOC. A low level activation EVC single location would usually consist of one staff member at each position, with staff potentially filling multiple roles.

Medium Level Activation

A medium level activation would typically involve establishing one or more EVC's to serve two or more of the seven jurisdictions throughout the YOA with **20-50 volunteers**. A medium level activation could also occur in one jurisdiction if there is a high number of volunteers needed. Jurisdictions combine and leverage resources for volunteer management upon activation, which one jurisdiction identified as the lead. The lead agency would establish the EVC under their Personnel Unit to serve both jurisdictions, coordinating with the Personnel Unit in each of the other jurisdiction's EOC. A medium level activation EVC single location would consist of an EVC Manager as well as approximately one to three staff for each position in the EVC.

High Level Activation

A high level activation would typically involve establishing multiple EVCs to serve the entire YOA during a major disaster event, with **over 50 volunteers**, and would be managed by the YOA EOC. A high level activation could also occur in one or several jurisdictions if there is a very high number of volunteers needed. A high level activation EVC single location would consist of an EVC Manager as well as approximately three or more staff for each position in the EVC. The Volunteer Coordinator in the YCOA EOC may reach out to outside volunteer agencies for assistance in operating EVCs.

Each jurisdiction will have only one EVC, and that each EVC should be prepared to have enough space and capability where it can transition from a low to high level activation if needed.

A low or medium level activation would typically involve staffing by government employees, who are registered Disaster Service Workers and have the authority to swear in Disaster Service Worker Volunteers. Ideally these employees would work in Personnel/Human Resources and would possess excellent customer service skills. Individuals staffing the EVC will be trained in advance. Each jurisdiction in the YOA should possess the capacity to staff its EVC for a low and medium level activation, and should work closely with the OA to augment staffing as needed.

For a high level activation, Hands on Sacramento would be notified by the YOA Emergency Operations Center to assist with EVC staffing and operations.

Volunteers referred to a local government agency must visit a Volunteer Registration Station at the EVC and, if appropriate, register as a Disaster Service Worker. If the EVC is managed by a non-governmental organization, the Volunteer Registration Station must be staffed by local government employees because only authorized local government employees can administer the loyalty oath. See Appendix X for EVC position checklists.

RISK MANAGEMENT

The YCOA assumes responsibility for any volunteers working under the auspices of their jurisdictions. Therefore, the role of the Registration Station in the EVC is critical for managing risk. When an EVC refers a volunteer to an outside organization, the EVC limits their exposure to certain risks because the receiving organization assumes responsibility for the volunteer. As such, it is critical that the EVC staff uses a volunteer intake form to gather enough information for an

appropriate referral. The receiving agency is then responsible for screening the volunteer. It is strongly recommended that all volunteers involved in disaster-related activities under the direction of a YCOA jurisdiction be registered as a DSW. (See Section 2.2 Disaster Service Workers Volunteer Program for more details). Any injured volunteers will have their supervisor submit a Compensation Claims form directly to the Personnel Unit in the EOC.

2.4 PUBLIC INFORMATION

Proper messaging is critical for alerting the public about EVC locations and what they will need in order to volunteer. The Public Information Officer (PIO) will work closely with the Volunteer Coordinator in the EOC to coordinate public messaging. See Volunteer and Donations Management Annex for a pre-established EVC message template.

2.5 DEMOBILIZATION

As the level of volunteer activity decreases, the EVCs work with the EOC on preparations for demobilization and the closing of each EVC. The Volunteer Coordinator should work with the Finance Section to make sure EVC operation costs have been tracked according to FEMA guidelines. Each EVC building should be checked for damage.

The Personnel Unit in the EOC shall ensure that each volunteer has completed their assignment, and a plan for recognizing volunteers should be considered as part of the demobilization process. Lessons learned should be incorporated into an After Action Report, and should be evaluated and reviewed for possible changes to this SOP. If the YOA designates EVC operations to an outside agency, those agencies need to track all expenses and provide the appropriate documentation to the EOC during demobilization.

SECTION 3.0: PLAN MAINTENANCE

The Yolo County Office of Emergency Services coordinates the maintenance and updates of this SOP in accordance with the maintenance schedule established for the Operational Area Emergency Operations Plan (EOP).

3.1 PLAN UPDATE

The SOP may be modified as needed after an incident, exercise, or change in procedures, law, rules, or regulations pertaining to volunteer management. The Yolo County Office of Emergency Services (OES) is responsible for SOP distribution, review, and update, and for providing guidance on how an after action report will be conducted after the SOP has been implemented. Each local jurisdiction will be responsible for testing and training the SOP.

3.2 PLAN TRAINING AND EXERCISE

The SOP should be tested in applicable local and countywide exercises. The SOP may be implemented either by exercise or in response to a real emergency.

3.3 AFTER ACTION REVIEW

The Yolo County OES will conduct an after action review of the SOP as part of the after action review for the Volunteer and Donations Management Annex following activation of the plan or a component of it.

APPENDIX A: RECORD OF CHANGES

(Note: File each revision transmittal letter behind this record page.)

Version Number	Implemented BY	Date	Approved By	Approval Date	Description of Change
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

APPENDIX C: EVC LOCATIONS AND CONTACT LIST

Winters

Winters Community Center
201 Railroad Ave
Winters, CA
530.795.4233

Yolo County and Woodland

Yolo County Fairgrounds
1250 Gum Ave.
Woodland, CA
(530) 402-2222

APPENDIX D: POSITION CHECKLISTS

Each EVC will consist of the following positions for volunteer management:

EVC Manager

Receptionist - Reception Station

Interviewer - Intake and Referral Station

Volunteer Opportunities Coordinator - Intake and Referral Station

Disaster Service Worker Registrar - Volunteer Registration Station

EVC Manager

Reports to: Volunteer Coordinator in the EOC

General Duties:

- Secure and open EVC facility
- Manage EVC set-up, operations, and demobilization
- Request staffing and other resources for EVC operations if needed
- Assign and supervise lead EVC staff
- Coordinate press inquiries with Public Information Officer (PIO)
- Maintain close communication with EOC Volunteer Coordinator and other EVCs

Checklist – EVC Set-Up:

- Open facility for EVC use
- Badge yourself as EVC Manager
- Verify communications with the Emergency Operations Center
- Initiate a log of events, beginning with the notification of the emergency
- Verify that power, internet, water, and all other services are running
- Verify that adequate equipment is available including tables, chairs, and all communications equipment
- Arrange room into designated stations, each clearly marked
- Post EVC signs in visible locations outside of building

Checklist – EVC Management:

- Work with the EOC Volunteer Coordinator to determine staffing levels and staffing shifts
- Call in staff and assign to stations when they arrive at the EVC
- Forecast personnel needs and request extra staff if needed
- Determine hours of operation for public
- Work with the EOC Volunteer Coordinator to make sure operations cost tracking is occurring and is following FEMA guidelines

Checklist – EVC Demobilization

- Initiate demobilization procedures with EOC Volunteer Coordinator
- Determine where to transition remaining volunteers and ensure they are transferred
- Ensure all cost tracking has been accounted for
- Work with EOC Volunteer Coordinator and PIO regarding the deactivation of the EOC
- Break down facility and close it
- Resolve or refer any outstanding issues
- Complete your time keeping ICS 214 form at the end of your shift

Receptionist

Reports to: EVC Manager

General Duties:

- Establish and manage reception station
- Greet visitors and field inquiries
- Distribute forms to potential volunteers
- Direct people with non-volunteer related inquiries to the appropriate source
- Post urgent volunteer needs

Checklist:

- Badge yourself as EVC receptionist
- Give those who wish to volunteer, including spontaneous volunteers, a brief explanation of how the EVC works and a Volunteer Intake and Referral form to fill out in the waiting room
- Once a volunteer has completed the Volunteer Intake and Referral form, direct them to the Intake and Referral Station
- If large numbers of people are in the waiting area, field questions on the status of their forms and ask EVC manager for additional staffing if needed
- Direct requests for volunteers to the Volunteer Opportunities Coordinator
- Create a community resources and referral list for direction non-volunteer inquiries; direct those who wish to donate to the Donations Station
- Assist with demobilization of the EVC as directed by the EVC manager
- Complete your time keeping ICS 214 form at the end of your shift

Interviewer

Reports to: EVC Manager

General Duties:

- Establish and manage the Intake and Referral Station
- Conduct a brief interview with each prospective volunteer
- Confirm that volunteer has filled out the required paperwork

Checklist:

- Badge yourself as the Interviewer
- Initiate a log of your activities
- Make sure each Volunteer Intake and Referral Form is filled out correctly
- Conduct a brief interview of each volunteer using the Volunteer Interview Guide
- Review with each volunteer their knowledge, skills and abilities (KSA's), age, physical limitations, language skills, and availability
- Document any concerns or notes about each volunteer in an Intake and Referral Station logbook
- If volunteer is offering resources, determine resource availability and condition of use
- Assist with demobilization of the EVC as directed by the EVC manager
- Complete your time keeping ICS 214 form at the end of your shift

Volunteer Opportunities Coordinator

Reports to: EVC Manager

General Duties:

- Establish and manage to Volunteer Opportunities Station
- Serve as liaison to the jurisdictions departments and NGOs that need volunteers
- Relay requests to the EVC Interview
- Refer volunteer to an appropriate opportunity
- Register volunteers are placed
- Assist non-governmental organizations and departments with disaster volunteer management issues
- Maintains records of volunteers post-disaster

Checklist:

- Badge yourself as the Volunteer Opportunities Coordinator
- Ask the reception station to direct request for volunteers from agencies to your desk
- Ensure with the EVC Manager that messages from the EOC regarding requests for volunteers are reaching you
- Notify the EVC Manage Alert Interviewer if there is an urgent need for people with particular skills so special recruitment procedures can be considered
- Confirm that each outside agency understand that disaster volunteers must register with that agency for insurance and liability purposes.
- Assess each volunteer's priority skills and review options to match each volunteer with the most appropriate opportunity for them
- If unable to place a volunteer, explain the situation and give them a time of when they can check back or when you will follow up with them
- Briefly explain assignment to volunteer
- Note referral on Disaster Volunteer Intake and Referral Form
- Give each volunteer a copy of their Intake and Referral Form
- Refer volunteer to appropriate agency, organization, or field site
- If volunteer is being referred to a position with the jurisdiction, send volunteer to the Disaster Service Worker Registration Station
- When a volunteer opportunity appears to have been filled, notify the requesting agency to determine whether enough volunteers have responded or whether the position should remain open
- Link agencies and departments that have disaster volunteer management needs with available resources
- Assist EVC manager with EVC deactivation when necessary
- Assist with demobilization of the EVC as directed by the EVC manager
- Complete your time keeping ICS 214 form at the end of your shift

Disaster Service Worker Registrar

Reports to: EVC Manager

General Duties:

- Establish and manage the Volunteer Registration Station
- Register volunteers as Disaster Service Worker (DSW) volunteers
- Ensure completion of required paperwork and administration of Loyalty Oath

Checklist:

- Obtain completed Volunteer Intake Forms from the Volunteer Opportunities Coordinator
- Confirm that the position within the jurisdiction to which the volunteer was referred is still available
- Conduct a brief secondary interview of the volunteer, utilizing the Volunteer Interview Guide with questions relevant to the position
- Document any concerns or notes about each volunteer in an Volunteer Registration Station logbook
- Instruct the volunteer to fill out the Disaster Service Worker Registration Form; note position placement on that form
- Administer the Loyalty Oath.
- Complete any other necessary paperwork required for the jurisdiction to utilize the volunteer
- Instruct the volunteer on the next steps including where and when to report to orientation and/or training and who within the local jurisdiction will be their supervisor
- Give the volunteer any necessary safety information, timecards, etc. pursuant to the jurisdictions volunteer management policies and procedures
- Notify the Volunteer Opportunities Coordinator of placements completed
- Maintain completed DSW forms and file with the appropriate authority
- Assist with demobilization of the EVC as directed by the EVC manager
- Complete your time keeping ICS 214 form at the end of your shift

APPENDIX E: EVC FORMS

The following list of forms will be utilized in the EVC:

EVC Form 1: Emergency Volunteer Center Layout

EVC Form 2: Emergency Volunteer Center Supply Kit

EVC Form 3: Volunteer Intake and Referral Form

EVC Form 4: Volunteer Request Form

EVC Form 5: Volunteer Opportunity Form

EVC Form 6: Volunteer Interview Guide

EVC Form 7: Volunteer Timesheet

EVC Form 8: Volunteer Work Report

EVC Form 9: Disaster Service Worker Registration Form

EVC Form 10: Safety Tips for Volunteers

EVC Form 11: Contact List for Disaster Volunteer Coordination

EVC Form 12: ICS 214 EVC Worker Timesheet

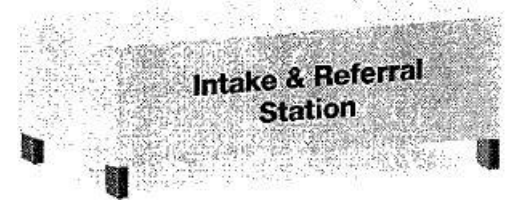
DISASTER
SERVICE
WORKER
REGISTRAR

INTERVIEWER

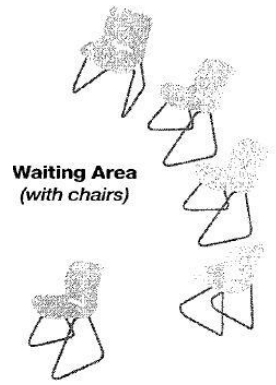
VOLUNTEER
OPPORTUNITIES
COORDINATOR



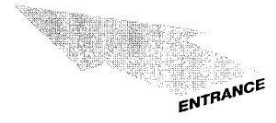
EVC Manager



RECEPTIONIST



Waiting Area
(with chairs)



Emergency Volunteer Center Supply Kit

These supplies are for activation of the Emergency Volunteer Center. Adapt as necessary to supplies already stocked in the jurisdiction.

- EVC Standard Operating Procedure
- EVC Forms
- EVC Signs
- Cones
- Vests, hats, shirts, badges, and ID tags
- Clipboards
- Paper
- Pens
- Highlighter
- Tape
- Stapler
- Scissors
- Paper Clips
- Post-Its
- Batteries
- First Aid Kit

[insert jurisdictional logo]

[insert name of jurisdiction]

DISASTER VOLUNTEER INTAKE AND REFERRAL FORM

Name: First		Middle Initial	Last	Date	
Street Address			City	State	Zip
Primary Phone	Cell Phone		Email		
Age if under 18 *	Physical Limitations				

*Minors who wish to register to volunteer must be accompanied by a parent or guardian.

Availability: Please indicate when you are available. (Check all boxes that apply.)

	M	T	W	Th	F	Sa	S
Morning							
Afternoon							
Evening							

Length of time available (e.g., 1 week, 1 month, open): _____

Geographic Area: Please indicate the geographic area(s) where you can volunteer. (Choose all that apply.)

- Davis
- West Sacramento
- Yocha Dehe Wintun Nation
- Unincorporated Yolo County (list communities) _____
- Woodland
- Winters

Skills: Please indicate the skills you possess or tasks for which you are qualified (choose all that apply):

Disaster Skills	Office Skills	People Skills	Manual Skills
CERT	Message Runner	Legal	Care & Shelter
Safety Assessment	Accounting	Child Care	Heavy Labor
Medical: First Aid, MD, RD, EMT, NP (circle one)	Answering Phones	Interviewer/Customer Service	Driver (class # ____)
Shelter Assistant	Data Entry	Medical	Carpentry
Traffic/Crowd Control	General Clerical	Counselor	Plumber
Radio Communications	Computer Systems	Language (specify below)	Electrician
HAM Radio License (#: _____)		Special Populations (seniors, disabled)	Debris Removal
Other (specify below)		Animal Care	Food/Prep Service

Please list additional licenses, special certifications, languages, or other specifics on skills checked above, as well as any addition special equipment/vehicles/resources you can offer:

Volunteer Signature (if in person): _____

EVC Interviewer:	Location Referred to:
Location Supervisor:	Location Supervisor Phone #:
Interviewer Comments:	
Date Referred:	Entry Date:

DISASTER VOLUNTEER REQUEST FORM

PLEASE PRINT

Date _____

Requesting Organization _____ Contact Person _____

Phone: Home _____ Cell _____ Work _____

Address _____ City _____ Zip _____

DSW Job Categories and Volunteer Position Titles

Please select one:

Animal Rescue, Care & Shelter

Animal Care

Animal Rescue

Laborer

Cleanup

Construction

Heavy Equipment

Sandbagging

Donation Sorting/Packing/Unloading

Communications

Communications (HAM radio, cellular)

Message Runners

Interpreter (specify languages, including sign)

Law Enforcement

Traffic Control Assistant

Security

Community Response Team

CERT Member

Logistics

Driving

Finance & Administrative Staff

Computer

Data Entry

Clerical Support

Phones

Medical & Environmental Health

Health Care (circle preference: Doctor, RN, EMT, or list specialty required)

Human Services

Child Care

Counseling

Information & Referral

Food Service

Shelter Services

Interviewer

Special Populations (seniors, disabled)

Safety Assessment Inspector

Safety Assessment

Other _____

Volunteer Position Description (describe task and duties): _____

[insert jurisdictional logo]

[insert name of jurisdiction]

Desired Skills/Qualifications (include language skills needed): _____

Physical Requirements of Position: _____

Job Site Locations: _____

Is site handicapped accessible? Yes No

Work site contact _____ Work site phone _____

How volunteer should make contact (phone site, phone office, go to site, etc.) _____

Special instructions, clothing, equipment, or other necessities _____

Number of volunteers needed _____ Minimum _____

Hours/Days needed _____

Expected Duration _____

Information taken by: Entry Date:	Volunteer Opportunity Number:
--------------------------------------	-------------------------------

VOLUNTEER INTERVIEW GUIDE

Possible questions for interviewing disaster volunteers:

1. Why have you decided to volunteer?
2. What skills do you have which may be useful as a disaster volunteer?
3. Are you prepared to work in a possibly stressful, unfamiliar situation?
4. Do you speak any language other than English?
5. Are there any physical limitations to the type of work you can do?
6. Have you ever volunteered in a disaster situation before?
7. Do you have any questions about volunteering?

[insert jurisdictional logo]

[insert name of jurisdiction]

VOLUNTEER TIME SHEET

Date:

Operational Period:

Name:	Time		Time		Total Hours	Location and Assignment	Supervisor
	In	Out	In	Out			
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							
13.							
14.							
15.							
16.							
17.							
18.							
19.							
20.							
21.							
22.							
23.							
24.							
25.							



Incident Work Report - Jurisdiction: _____

Use one form per crew, per incident location, minimum one per day.

Incident Address							Incident #					
Description of Problem							Damage Category A B C D E F G H					
Description of Work Done												
Date Work Started		Time Started			Mutual Aid	Mutual Aid Crew Y N Mixed						
Date Work Stopped		Time Finished				Mutual Aid Agency		Mission #				
My Supervisor		Damage Photos Attached Y N	Y <input type="checkbox"/>	N <input type="checkbox"/>		Department		Radio / Phone #				
Personnel	Unit Opr.	Name		Employee I.D. #		Agency / Department			Hours	Reg.	O.T.	C.O.
Equipment	Unit #	License#	Description			City Eq.	Rented	Donated	Vendor	P.O. #	Hours	Miles
Materials	Description		Units	Stock	Unit Cost	Total Cost	Vendor		P.O. #	Fees	Purpose	
											Receipt #	
											Cost	
Name of employee completing form, please print							Phone #					
3DC Use Only Dept			3DC Use Only Log Number				Preparers Signature					
3DC Name			3DC Phone#				3DC Signature					
Originator		All Field Personnel or Supervisors			Routing Send forms to the Finance Section of the EOC daily, attach any receipts or invoices.							
A separate form should be filled out for each different work location. All personnel, equipment, supplies, materials, and fees should be accounted for.												

Additional Personnel

Unit Opr.	Name	Employee I.D. #	Agency / Department	Hours	Reg.	O.T.	C.O.	

Additional Equipment

Unit #	License#	Description	City	Rente	Donate	Vendor	P.O. #	Hour	Miles

Additional Materials

Description	Units	Stock	Unit Cost	Total Cost	Vendor	P.O. #

Notes:

DISASTER SERVICE WORKER REGISTRATION – [jurisdiction]

This block to be completed ONLY by an authorized [jurisdiction] employee

[insert
jurisdictional
logo here]

CLASSIFICATION: <i>Select only one of the following:</i>		<input type="checkbox"/> Logistics
<input type="checkbox"/> Animal Rescue, Care & Shelter	<input type="checkbox"/> Human Services	<input type="checkbox"/> Medical & Environmental Health
<input type="checkbox"/> Communications	<input type="checkbox"/> Fire	<input type="checkbox"/> Safety Assessment Inspector
<input type="checkbox"/> CERT Member	<input type="checkbox"/> Laborer	<input type="checkbox"/> Search & Rescue
<input type="checkbox"/> Finance & Administrative Staff	<input type="checkbox"/> Law Enforcement	<input type="checkbox"/> Utilities
SPECIALIZATION:		DSW CARD # If no card issued, check here <input type="checkbox"/>

Type or print in ink (All highlighted items required to be completed)

Name: _____	Home Phone: _____
Address: _____	Work Phone: _____
City/State/Zip: _____	Cell Phone: _____
Hair: _____ Eyes: _____ Height: _____	Email: _____
<div style="border: 1px solid black; width: 40px; height: 30px; display: inline-block; margin-right: 10px;"></div> By initialing in this box I consent to a background check by [jurisdiction]. I understand that declining, or not passing, this background check may limit the positions and duties to which I am assigned.	Date of Birth: _____
	Driver License Number: _____

Professional/FCC License: _____	Emergency Contact Name: _____
Professional/FCC License Expiration Date: _____	Emergency Contact Phone: _____

Government Code Section 3108-3109:

Every person who, while taking and subscribing to the oath or affirmation required by this chapter, states as true any material matter which he or she knows to be false, is guilty of perjury, and is punishable by imprisonment in the state prison for two, three, or four years. Every person having taken and subscribed to the oath or affirmation required by this chapter, who, while in the employ of, or service with, the state or any county, city, city and county, state agency, public district, or disaster council or emergency organization advocates or becomes a member of any party or organization, political or otherwise, that advocates the overthrow of the government of the United States by force or violence or other unlawful means, is guilty of a felony, and is punishable by imprisonment in the state prison.

Loyalty Oath or Affirmation (Government Code Section 3102)

I, _____, do solemnly swear (or affirm) that I will support and defend the
(PRINT NAME)
 Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservations or purpose of evasion; that I will well and faithfully discharge the duties upon which I am about to enter. I certify under penalty of perjury that the foregoing is true and correct.

Date	Signature	If under 18, signature of parent/guardian
Signature of official authorized to administer loyalty oath	Title	

The date enrolled is considered to be the date of the oath above. This registration must be renewed annually. If there are no changes to the above information, please sign and date below. After four renewals (or if there are changes in the above information) a new form, with oath, must be completed. Exception: If the Specialization field above is labeled "Event", this registration expires automatically upon conclusion of the event.

Renewal #1 _____ Signature and Date	Renewal #3 _____ Signature and Date
Renewal #2 _____ Signature and Date	Renewal #4 _____ Signature and Date

For those volunteers who are issued DSW cards, a picture will be taken, and placed both on the card and in the file. Card renewal dates may be different than registration form renewal dates.

[insert jurisdictional
logo]

[insert name of jurisdiction]

VOLUNTEER SAFETY TIPS

1. If you feel you are in danger or experiencing intolerable stress, please notify your supervisor immediately!
2. If you are injured while volunteering, please notify your supervisor immediately!
3. Use extreme caution when in transit to your destination.
4. Carry identification with you at all times.
5. Be sure to follow all safety process and procedures, including usage and storage of equipment, and keep in mind the safety of yourself and others at all times.
6. If you have any physical limitations or are taking special medications that prohibit certain activities let your supervisor know immediately!
7. Don't forget to complete your timesheet at the end of each day.
8. Never work alone!
9. If you are unsure about something, PLEASE ASK!

ICS 214 Activity Log

Purpose. The Activity Log (ICS 214) records details of notable activities at any ICS level, including single resources, equipment, Task Forces, etc. These logs provide basic incident activity documentation, and a reference for any after-action report.

Preparation. An ICS 214 can be initiated and maintained by personnel in various ICS positions as it is needed or appropriate. Personnel should document how relevant incident activities are occurring and progressing, or any notable events or communications.

Distribution. Completed ICS 214s are submitted to supervisors, who forward them to the Documentation Unit. All completed original forms must be given to the Documentation Unit, which maintains a file of all ICS 214s. It is recommended that individuals retain a copy for their own records.

Notes:

- The ICS 214 can be printed as a two-sided form.
- Use additional copies as continuation sheets as needed, and indicate pagination as used.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Operational Period <ul style="list-style-type: none"> • Date and Time From • Date and Time To 	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	Name	Enter the title of the organizational unit or resource designator (e.g., Facilities Unit, Safety Officer, Strike Team).
4	ICS Position	Enter the name and ICS position of the individual in charge of the Unit.
5	Home Agency (and Unit)	Enter the home agency of the individual completing the ICS 214. Enter a unit designator if utilized by the jurisdiction or discipline.
6	Resources Assigned	Enter the following information for resources assigned:
	<ul style="list-style-type: none"> • Name 	Use this section to enter the resource's name. For all individuals, use at least the first initial and last name. Cell phone number for the individual can be added as an option.
	<ul style="list-style-type: none"> • ICS Position 	Use this section to enter the resource's ICS position (e.g., Finance Section Chief).
	<ul style="list-style-type: none"> • Home Agency (and Unit) 	Use this section to enter the resource's home agency and/or unit (e.g., Des Moines Public Works Department, Water Management Unit).
7	Activity Log <ul style="list-style-type: none"> • Date/Time • Notable Activities 	<ul style="list-style-type: none"> • Enter the time (24-hour clock) and briefly describe individual notable activities. Note the date as well if the operational period covers more than one day. • Activities described may include notable occurrences or events such as task assignments, task completions, injuries, difficulties encountered, etc. • This block can also be used to track personal work habits by adding columns such as "Action Required," "Delegated To," "Status," etc.
8	Prepared by <ul style="list-style-type: none"> • Name • Position/Title • Signature • Date/Time 	Enter the name, ICS position/title, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).