

This checklist is designed to be used by members of the Disaster Volunteer Management Team (DVMT) when the chapter is initiating a response larger than a DAT response, and which may become a Level III or larger disaster relief operation. If a DVM Team is not part of the chapter structure, the Coordinator of Disaster Volunteers (CDV), Director of Volunteers, Staff Services leadership volunteer or a leadership volunteer designated to begin staffing the initial Disaster should be provided this checklist and begin implementation. Additional workers should be acquired from chapter volunteer roles to ensure tasks are completed quickly. These tasks are in addition to those listed on the Checklist for Chapters receiving visiting DSHR members Pre-disaster.

Time frame	Task	Assigned to	Done
Prior to onset of event and within first 6 hours of event	Upon notification of response required, contact all DVMT members and obtain availability to report to chapter and/or assign tasks to initiate Checklist		
	Obtain information about the event and needs for initial required staffing and implement call down of chapter volunteers meeting initial staff requirements		
	Obtain information about the event and for subsequent staff needs and implement call down of all chapter volunteers to meet staff needs and obtain future availability		
	If appropriate, activate mutual aid agreements with neighboring chapters to fill staff needs and/or request resources from Regional Chapter.		
	As staff arrive, have them complete either the DRO DSHR Member Registration form <a href="https://crossnet.redcross.org/forms/disaster_1492_staff_registration.pdf">https://crossnet.redcross.org/forms/disaster_1492_staff_registration.pdf</a> or the DRO Member Registration form <a href="https://crossnet.redcross.org/forms/disaster_dro_member_registration.pdf">https://crossnet.redcross.org/forms/disaster_dro_member_registration.pdf</a> .		
	Track staff specific assignments on above registration forms.		
	Determine if activation of mutual aid agreement will require lodging. If yes, contact Corporate Lodging Consultants (CLC) or SA DSHR Sr. Associate to obtain staff lodging		
Within 8 hours of event, when DR number assigned, or when size is beyond the chapter's jurisdiction	Implement spontaneous volunteer plan		
	Activate Volunteer Match account		
	If applicable, activate <i>Ready When the Time Comes</i> agreements		
	Make plans for implementation of spontaneous volunteer background checks <a href="https://crossnet.redcross.org/chapters/connections/disaster/2007-009.pdf">https://crossnet.redcross.org/chapters/connections/disaster/2007-009.pdf</a>		
	As staff arrive continue having them complete either the DRO DSHR Member Registration form <a href="https://crossnet.redcross.org/forms/disaster_1492_staff_registration.pdf">https://crossnet.redcross.org/forms/disaster_1492_staff_registration.pdf</a> or the DRO Member Registration form <a href="https://crossnet.redcross.org/forms/disaster_dro_member_registration.pdf">https://crossnet.redcross.org/forms/disaster_dro_member_registration.pdf</a> . Spontaneous volunteers must also complete background check (see above), Pre-Assignment Health Questionnaire <a href="https://crossnet.redcross.org/forms/disaster_pre-assignment_health_questionnaire.pdf">https://crossnet.redcross.org/forms/disaster_pre-assignment_health_questionnaire.pdf</a> and Standards of Conduct for Red Cross Disaster Relief Operation Workers (new, not yet posted).		
	Track staff specific assignments on above registration forms.		
	Obtain known information about the disaster event, including but not limited to the following: <ul style="list-style-type: none"> <li>• Estimated number of families affected</li> <li>• Size of affected geography</li> <li>• Whether or not electric, gas and other infrastructure is affected</li> </ul> Also determine the status of the volunteer call down and spontaneous volunteer plan implementation. Obtain additional Staff Requests from others.		
	When the above information is initially obtained (don't wait for all the information, call when you have most of it), contact the Service Area DSHR Sr. Associate and discuss: <ul style="list-style-type: none"> <li>• Status of Chapter volunteer call down implementation</li> <li>• Status of Spontaneous volunteer plan implementation</li> <li>• Status of mutual aid activations</li> <li>• Known information about the disaster event</li> <li>• If a DR number is issued, request DROMIS access</li> <li>• Contact with CLC and request made</li> <li>• Status of Volunteer Match account and activation of <i>Ready When the Time Comes</i> agreements</li> </ul>		
	Based on the information presented, the Service Area DSHR Sr. Associate will discuss needs for additional staff, equipment and reporting.		
	Topics to discuss: <ul style="list-style-type: none"> <li>• Need for Hardship Codes to be associated with the disaster event to ensure ARC staff health.</li> <li>• Need for additional computers, to ensure all local affiliated and spontaneous volunteers can be</li> </ul>		

	<p>assigned in DROMIS.</p> <ul style="list-style-type: none"> <li>• Need for additional staff from outside the chapter's jurisdiction-especially in supervisory and specialty areas, and to enhance and mentor local staff.</li> <li>• Need for training in CAS, SODA, and other disaster classes and information to ensure staff are adequately trained.</li> <li>• Need for staff lodging and vehicles.</li> <li>• Need for additional Disaster Staff Cards if the DRO is nationally funded.</li> <li>• Need for staff to ensure adequate and appropriate staffing of Staff Services in the form of lodging, recognition, recruitment and placement, with Disaster Staff Card issues, record keeping, data entry management, staff relations, training, staff health, etc.</li> </ul> <p>NOTE: Staff Services leadership from outside the chapter's jurisdiction may be required due to the size and extent of the disaster event. Their job is to ensure all staff needs are met quickly and efficiently, using as many people available from the affected chapter as possible. The desired outcome is for DVMT and additional people working with them to remain working and become an integrated part of the Staff Services team. DVMT members and their expanded team easily transition to Workforce Planning, Staff Support, Training, Staff Health and Staff Relations. The Staff Services leadership relies on continued local participation.</p>		
	<p>If a DR number is issued, assign DSHR members responding to the disaster in the DSHR system. Begin assigning local volunteers in DROMIS.</p>		
<b>On going as needed based on event</b>	<p>Begin Orientation for all staff.</p>		
	<p>Begin and continue registering DSHR members in DROMIS using self-registration and the DRO Member Registration forms completed by non-DSHR local staff.</p>		
	<p>Begin CAS and SODA training.</p>		
	<p>Match and assign spontaneous volunteers to fill open Staff Requests, based on the DRO Member Registrations.</p>		
	<p>Based on the conversation with the Service Area DSHR Sr. Associate,</p> <ul style="list-style-type: none"> <li>• Obtain requested information</li> <li>• Identify and designate staff for data entry into DROMIS</li> <li>• Provide designated staff DROMIS access</li> <li>• Continue obtaining staff requests</li> <li>• Continue contact with Service Area DSHR Sr. Associate</li> <li>• Continue matching and assigning spontaneous and chapter volunteers</li> <li>• Continue training</li> <li>• Continue staff registration</li> <li>• Expand above as able</li> <li>• Brief arriving Staff Services staff</li> </ul>		
<b>Arrival of Staff Services leadership</b>	<p>Meet with arriving Staff Services leadership Remember: Staff Services leadership from outside the chapter's jurisdiction may be required due to the size and extent of the disaster event. Their job is to ensure all staff needs are met quickly and efficiently, using as many people available from the affected chapter as possible. The desired outcome is for DVMT and additional people working with them to remain working and become an integrated part of the Staff Services team. DVMT members and their expanded team easily transition to Workforce Planning, Staff Support, Training, Staff Health and Staff Relations. The Staff Services leadership relies on continued local participation.</p> <p>Brief Staff Services leadership on the following:</p> <ul style="list-style-type: none"> <li>• Introduce DVMT and staff, include positions and ability/plan to continue and transition to Staff Services</li> <li>• Current staffing operation, remaining open requests (those being filled locally and/or forwarded to the Service Area) and known potential staff needs</li> <li>• Requested/arrived equipment</li> <li>• Status of volunteer call down and spontaneous volunteer plan implementation</li> <li>• Status of spontaneous volunteer background checks</li> <li>• Whether or not Volunteer Match account is activated and status</li> <li>• Status of staff support—number of hotel rooms requested, hotels, status of data entry (DROMIS)</li> <li>• Status of training, Orientation, staff health</li> <li>• Known DRO information (Will in/out processing be at chapter building or various service delivery sites? Is there infrastructure available at site (restrooms, parking, and waiting area) is DRO service delivery plan completed?)</li> </ul>		