

Disaster Volunteer Management Team (DVMT) Checklist

This tool is designed to provide a quick guide to the DVMT for tasks to be assigned and successfully completed.

	Tasks	Tools and Resources	Completion Target Date	Assigned to
Recruitment & Placement	Identifying Staff Shortfalls	Using the chapter's CDRA and the Disaster Plan, identify any gaps that may exist in the chapter's volunteers		
	Recruit volunteers	Use community resources, such as, the Volunteer Center, VOAD, United Way, local community and faith based groups, R.S.V.P., AmeriCorps VISTA...		
	Utilize other ARC and Community Resources	Team Deployments: https://crossnet.redcross.org/chapters/connections/disaster/2006-027.pdf Ready When the Time Comes: https://crossnet.redcross.org/chapters/services/disasters/staffing/ready/intro.asp) Volunteer Match: https://crossnet.redcross.org/chapters/administer/vol/volunteer_match.asp Points of Light Foundation: https://crossnet.redcross.org/chapters/administer/vol/points_of_light.asp Statements of Understanding: https://crossnet.redcross.org/every/sou/sou_intro.asp		
	Build Community Resources	Seek out local companies, organizations, agencies and work out agreements for volunteer support https://crossnet.redcross.org/chapters/connections/disaster/2007-001.pdf		
	Disaster Leave Laws	Determine your state's Disaster Leave Law and seek out local state employees		
	Interview and Placement	Interview and place new volunteers in unfilled positions Use the skills and abilities section of the DRO Member Registration form: https://crossnet.redcross.org/forms/disaster_dro_member_registration.pdf match the skills and interests of the volunteer to the needs of the chapter		
	New DSHR Members	Recruit and place new DSHR Members Utilize DSHR Handbook https://crossnet.redcross.org/chapters/services/disasters/dshr/dshr_member_ship.asp		
	Registered/Affiliated Volunteers	Ensure that new volunteers are processed according to your chapters volunteer standards, i.e.: Volunteer Application, Code of Conduct, Confidential Information & Intellectual Property Agreement (CIIPA), Drug, Alcohol, and Sexual Harassment Policies, Background Check		
Disaster Planning	Review the Disaster Plan	Including Spontaneous Volunteer Management Plan Review the sections/annexes of the chapter's current Disaster Plan that relate to volunteers		
	Update	Working with other chapter disaster leadership; update any sections that are out of date		
	Share the plan	Verify that the plan is accessible to volunteers Chapter disaster volunteers should have a basic understanding of the plan		
	Continuity of Operations Plan (COOP)	If requested, assist chapter leadership with the development of a COOP, as it relates to volunteers		
Data Management	Member DSHR Access	Provide current members with DSHR UserID and Passwords for DSHR Self-Serve		
	Update Files	Provide member profiles, Health Status Record, Standards of Conduct for Disaster Relief Operation Members, and Personal Statement of Understanding		
	Pre-disaster tasks	Provide Managers and above, RRT, ECRV and ERV crews with Disaster Staff Card and Disaster Staff Card Information Brochure		
	Pre-Disaster Tasks	Advise members of training, local Disaster, preparedness opportunities and requirements		
	Pre-Disaster Tasks	Monitor member availability and provide available members with Assignment Tool, DSHR Expectations, Pre-Assignment Health Questionnaire, access to Generic Orientation		

Staff Health	Chapter Health Reviewer	Reviews the Health Status Record for all DSHR members and assigns hardship codes or restrictions as necessary Reviews the PAHQ for any yes answers Supported by the SA Staff Health Consultant https://crossnet.redcross.org/office/chapters/services/disasters/train/1 https://crossnet.redcross.org/chapters/connections/disaster/2006-028.pdf		
Deployment	See Deployment Checklist			
Training/ Exercises	Preparedness	May assist chapter leadership with the development and/or testing of needed training and exercises		
Retention and Career Development	Work directly with volunteers	Develops/Reviews/Expands the chapter's plan for volunteer retention Works individually with volunteers to develop a career development path https://crossnet.redcross.org/manuals/vam.pdf https://crossnet.redcross.org/chapters/services/disasters/dshr/dshr_grp_activity_chart.pdf https://crossnet.redcross.org/chapters/services/disasters/dshr/dshr_competency.asp https://crossnet.redcross.org/chapters/services/disasters/dshr/dshr_activ_require_res.asp		
Initiating a Chapter Response to a Large Disaster		See Chapter Checklist		
Recognition	Recognize Volunteers	Develop/Review/Expand the chapter's plan to recognize volunteers, both on-going consistent recognition, as well as event specific https://crossnet.redcross.org/manuals/vam.pdf (Page 66)		