

This tool is designed to assist Chapters in preparing and deploying DSHR members to disaster relief operations outside the chapter's jurisdiction. This is a quick reference guide. Complete guidance can be found in the Staff Recruitment and Deployment Manual for Chapters. [\(Insert Link\)](#)

| Time Frame | Task | Assigned to | Done |
|--|--|---|------|
| Preparedness and Maintenance of DSHR Members | Disaster Staff Cards (DSC): <ul style="list-style-type: none"> Verify that the chapter has at least 3 staff members with Cardwiz access Verify that the chapter has an adequate supply of DSC Provide Managers and above, RRT, ECRV and ERV crews with Disaster Staff Card and Disaster Staff Card Information Brochure | | |
| | DSHR Membership: <ul style="list-style-type: none"> Provide current members with DSHR UserID and Passwords for DSHR Self-Serve. Send members DSHR profile and forms required yearly Advise members of available training (general & activity specific) | | |
| | Monitor member availability and provide available members with the following: <ul style="list-style-type: none"> Assignment Tool, DSHR Expectations, Pre-Assignment Health Questionnaire, access to Generic Orientation | | |
| | Keep in touch with members using them in on-going chapter program, leadership roles, etc. | | |
| | Review returned DSHR information. Identify Staff Health resource to review Health Status forms. | | |
| | Update DSHR system and volunteer records as needed. | | |
| | Contact all members (have a meeting/conference call) to ensure readiness to deploy during "seasons", hurricane, tornado, flood, etc. that may require outside chapter support. Cover above tools, expectations, ID and other new information. | | |
| | Deployment as Support Chapter (non-affected) | Monitor email from SA DSHR Sr. Associate regarding open recruitment needs | |
| Check DSHR to obtain member availability matching open recruitment needs | | | |
| Contact members matching open recruitment needs, | | | |
| Complete Pre-Assignment Health Questionnaire (form at https://crossnet.redcross.org/forms/disaster_dro_pre-assign_questionnaire.pdf) | | | |
| Discuss the following: <ul style="list-style-type: none"> Ensure member can travel within 12 hours. Provide additional DRO/assignment information for Assignment Tool completion. Remind member to review expectations and Disaster Staff Card brochure. Advise member of type of MDA funds (Disaster Staff Card or cash advance) and make arrangements as needed. When using Disaster Staff Card, determine how you will inform member funds have been added, and remind member not to attempt to use card until notification. (Attempt to use or to check balance prior to funds added locks card) Arrange for ability to review DR Specific Orientation, see https://crossnet.redcross.org/chapters/services/disasters/dshr/dshr_deployment.asp for all deployment information. Allow for questions. | | | |
| Advise SA DSHR Sr. Associate of members accepting assignments and assign member to DR in DSHR system. | | | |
| If nationally funded, when member assigned, enter Disaster Staff Card information in CardWiz using the Chapter Checklist https://crossnet.redcross.org/chapters/services/disasters/staffing/disaster_staff_card_chapter_checklist.pdf If not nationally funded, arrange for member to obtain cash advance from chapter. | | | |
| Based on SA information, expand chapter recruitment ability as needed and conduct call down of all DSHR members to obtain availability. Add availability in DSHR system as obtained. Follow SA information. | | | |
| Upon member's return from deployment, review the DSHR record to verify that the member was released from the DRO and enter the Performance Evaluation rating if not already entered. | | | |