

Checklist for Chapters receiving visiting DSHR members

Chapters in the potentially affected areas who have advised the service area of their human resource shortfalls may be receiving DSHR members to fill those shortfalls. Chapters must implement staff support to appropriately receive incoming staff before the DRO infrastructure is operational. These tasks are in addition to the tasks listed on the Disaster Volunteer Management Team Checklist for Initial Response to a Large Disaster.

Time	Task	Done
Preparation (before storm forms)	Identify local hotels and provide name, address and phone number to DSHR Sr. Associate.	
	Identify people to provide Staff Support to visiting staff and advise SA DSHR Sr. Associate of a point of contact name and email address for the Staff Support team.	
	Alert/inform chapter staff acting in the capacity to greet chapter visitors during activation of service delivery that visiting DSHR members will be arriving. Make sure chapter staff greeting visitors have reporting/work location, lodging, and transportation information available.	
During pre-landfall activation	Monitor email from SA DSHR Sr. Associate, especially Travel Itineraries report, which will list arriving DSHR members by individual names, arriving cities, arrival times, and date of arrival.	
	Monitor email from SA DSHR Sr. Associate for visiting staff lodging arrangements.	
	Load DROMIS (https://responsehr.redcross.org/clickonce/) and request user ID, password and DROMIS instructions from DSHR Sr. Associate.	
	Load specific chapter information, work locations and current service delivery sites into DROMIS.	
	Using the Travel Itineraries report received from the SA DSHR Sr. Associate, and <i>prior to visiting staff arrival</i> , complete the following for each visiting DSHR member: <ul style="list-style-type: none"> • Specific work assignments to include location and shift/reporting time • Lodging • Transportation to work assignment • Transportation to lodging • Copy of chapter job assignment description or https://crossnet.redcross.org/chapters/services/disasters/dshr/dshr_membership.asp 	
	Meet visiting staff <ul style="list-style-type: none"> • Greet and welcome visiting staff. If possible, introduce key chapter leadership. • Provide and obtain completed DRO DSHR Member Registration form OR electronically register DSHR members in DROMIS, including work location and lodging (see above). • Register Vehicles that visiting staff arrive in and coordinate transportation to and from lodging and work assignment. • If member was deployed without a Disaster Staff Card, provide one, activate and send the load request to disasterstaffcard@usa.redcross.org. • Provide brief chapter Orientation including: <ul style="list-style-type: none"> ✓ Expectations ✓ Pre-landfall service delivery information so visiting staff understand chapter structure and service delivery ✓ Who visiting staff report to and the contact information ✓ Reporting schedule and how to report ✓ Specific assignment including shift times and address to assignment ✓ Lodging information ✓ Other additional pertinent pre-landfall/chapter service delivery information 	
	Add work location and lodging information to DRO DSHR Member Registration form if not in DROMIS.	
	Enter DRO DSHR Member Registration forms into DROMIS if not already done.	
Post Landfall	<p><i>If visiting staff no longer needed, contact SA DSHR Sr. Associate with surplus staff resources information and obtain directions for reassignment.</i></p> <p>Meet with staff being reassigned and provide details of reassignment including location, method of transportation, address and reporting time.</p> <p>Talk or meet with DRO Staff Services leadership and brief Staff Services leadership on the status of above tasks concerning visiting DSHR members.</p> <p>Remember: Staff Services' 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 affected chapter staff services workers to continue working and become an integrated part of the DRO Staff Services team. The Staff Services leadership relies on continued local participation.</p>	