

Disaster Volunteer Management Team

Response Planning

This tool is designed to assist DVMT members responsible for Response Planning.

Time Frame	Task	Assigned to	Done
Preparedness	Review Chapter's Disaster Plan, specifically the sections covering human resources and/or spontaneous volunteer management.		
	Review Chapter's most recent Chapter Disaster Readiness Assessment (CDRA) focusing on the Human and Material Resource requirements: https://crossnet.redcross.org/chapters/services/disasters/prepare/FY07_cdra_resource_require.pdf		
	Review Chapter's most recent Chapter Disaster Readiness Exercise (CDREE) focusing on shortfalls in staff to respond to a 250 and 600 family response		
	Participate in and provide information for the update of the Chapter's Disaster Response Plan in the area of human resource management, including a plan to manage a spontaneous volunteer workforce		
	Utilizing the information gathered from the review of the past CDRA, participate in and provide information for the update of the Chapter's yearly CDRA		
	Working with the chapter's and Service Area's Response Planner(s), support the planning of any tabletop or full blown disaster exercises, focusing on the human resources aspect		
	In contact with local emergency management, prepare for any community disaster exercises, again, focusing on the utilization of volunteers and paid staff		
Response	Based on the tasks listed above, provide Chapter leadership with a quarterly report on the state of the human resources of the chapter and its ability to adequately staff both small and large disasters		

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Training & Exercises

This tool is designed to assist DVMT members responsible for Training and Exercises.

Time Frame	Task	Assigned to	Done
Preparedness	Review all available disaster training <ul style="list-style-type: none"> • Instructor Led Training • Learning Management Systems (on-line training) • Operational Training https://crossnet.redcross.org/chapters/services/disasters/train/courses.asp		
	Review all DSHR members training records		
	Meet with DSHR members <ul style="list-style-type: none"> • Discuss Training Records • Discuss desired training • Discuss career path and what training is needed to support career path 		
	Review Chapter's disaster training plan		
Response	Initiate Training Activity (SS/TR)		
	Set up Operational Training: <ul style="list-style-type: none"> • Orientation • Supervision on a Disaster Assignment • Client Assistance System Training 		
	Transition to Staff Services team assigned to the DRO		
	Transition back to the chapter when no further training needs on the DRO		
Exercises	Working in connection with the DVMT-Response Planning, support the chapters response to any local, state, or national disaster exercises		