

AGENCY CHECKLIST

BEFORE CONTACTING THE VCSHC/VMC FOLLOWING A DISASTER TO REQUEST DISASTER VOLUNTEERS:

- Confirm that agency is registered with the Volunteer Center Serving Howard County
 If not, locate and complete registration, available online or per instructions.
- Learn whether a VMC has been authorized by Howard County's Department of Citizen Services.
- If yes, obtain contact information from local authorities via phone, internet, or Emergency Radio Broadcasts, or AM 1700
- If no, remain patient, await further instructions or contact Volunteer Center at 410-715-3179/3172 or email: info@volunteerhoward.org
- Determine what volunteers can do for your agency. Identify potential tasks in your Agency Preparedness Plan. (See Potential Tasks for Spontaneous Volunteers.)
 Tasks to be completed by unaffiliated volunteers are _____
- Verify that position descriptions or task outlines are available for volunteers.
- If yes, are copies available for Agency and/or on-the-spot training?
- If no, how will volunteers know what is to be accomplished?
- Who will provide Volunteer orientation and instructions? _____
- Confirm agency's designated Volunteer Coordinator. _____
- Verify that agency Volunteer Coordinator will train and supervise volunteers as appropriate.
- Verify that agency has forms, policies, and procedures for volunteers in place.
- Verify that agency Volunteer Coordinator will collect and maintain copies of VMC referral forms.
- Determine and confirm how many volunteers the agency can use.
 Minimum number Maximum number of volunteers requested
- Obtain and complete Agency Request for Disaster Volunteers form, available online or per instructions. Available at www.volunteerhoward.org
- Complete ONE Agency Request Form for each position description or task required.
Keep a copy for Agency files.
- Review request forms for completeness, incomplete forms may be subject to delays.
- Deliver request(s) to Volunteer Mobilization Center per instructions.
 Requests may be accepted in person, by fax, email, or telephone depending on the emergency, and/or available communication systems.
- Request(s) will be reviewed and confirmed by VMC staff.
- VMC staff will make requests available to registered spontaneous, unaffiliated volunteers according to established VMC procedures.
*The VMC cannot guarantee that requests will be filled. ***
- Note ALL volunteers registered through the VMC will have a VMC Referral Form and VMC identification bracelet.

For more information on effectively utilizing disaster volunteers, please contact the Volunteer Center Serving Howard County at 410.715-3172 or 410.715.3179 or fax: 410-715-0845 or pam@volunteerhoward.org.