

Important Information for Volunteers Prior to Deployment

It is important to inform volunteers of what to expect and how to prepare for a specific mission. The following checklist can be used to outline the information that volunteers will need to know. This list is intended to be used as a guide and may be modified to meet your planning needs.

Statement of the Mission	
	Description of the incident and location
	What is the work to be done? – examples of jobs
	How will job assignments be made?
	How long will the deployment last?
	What are the conditions on site? Weather, infectious risks, hardships?
	Encourage self assessment of volunteer's readiness to volunteer. Are they prepared personally, physically, emotionally? Have they addressed family and employer's needs?
	How will they get to the site? Buses, carpools or individual cars
	Are there special characteristics at the site, such as important cultural, historical factors or other languages spoken?

Check-in	
	Where does check in happen? Provide maps and directions.
	Describe Sign in procedure/ Sign out procedure.
	What Identification do volunteers need to bring? Examples: MRC badge, drivers license, license to practice medicine/nursing,
	Does additional credentialing occur on site?

Just in Time Training	
	Who will provide it?
	Job Action Sheets and orientation to job
	Orientation to the site
	Breaks and meals
	Brief overview of Incident Command System (ICS)

What to bring to the site	
	Provide specific packing list (see sample volunteer packing list)
	Clothing for work
	Equipment for work, such as stethoscope, work gloves
	Identification

Communication	
	Clarify how and when to communicate with home agency
	Give Contact Card with all important phone numbers of those at the site and at home agency
	Describe what to do if they encounter a problem on site
	Verify that volunteers' emergency contact numbers are up to date
	Describe how the volunteer will be able to communicate with those at home (ie. cell phone, land line, e-mail availability)

Incurring Personal Expenses	
	Can any part of personal expenses incurred be reimbursed?
	Describe how to submit expenses to be reimbursed.