

Accessing Volunteers through a Volunteer Mobilization Center

1. Review the agency CHECKLIST prior to contacting the Volunteer Center (Volunteer Center/Disaster Response/Agency Materials/Checklist)
2. Complete and Submit your agency's request for volunteers. Submission procedure will be determined by the incident. Agency Request Forms can be completed hardcopy or on-line, situation permitting, at www.chesapeake.edu/volunteer – Disaster Preparedness and Response, Agency Request for Volunteers – or faxed to 410-222-4589
3. Requests for volunteers will be collected and processed as they are received. Be advised the County's Office of Emergency Management has the authority to set volunteer priorities. VMCs can NOT guarantee volunteers.
4. Processed Spontaneous Volunteers will be referred based upon requests. Every VMC referred volunteer will have an ID bracelet and Referral Form that should be collected by the accepting agency.
 - The VMC is not responsible for screening or determining volunteer qualifications.
 - Accepting agency assumes liability for accepted volunteers.
 - Agency may accept or decline referred volunteers.
 - Agency is responsible for volunteers' compliance with any and all agency regulations and requirements.
 - Agency is responsible for tracking and reporting service hours to appropriate authorities.
5. FOLLOWING THE INCIDENT:
 - Notify the Volunteer Center of the number of accepted volunteers and if and when a "volunteer de-brief" is scheduled.
 - Provide any lessons learned and feedback that might improve the process or service for the future.
6. In times of disaster, the Chesapeake Volunteer Center works in partnership with the county Office of Emergency Management.