

# All Hazards Volunteer Operations Checklist

## Readiness

- No Yes Does your staff know how to respond to specific disaster situations?
- No Yes Does your staff conduct regular training for disaster situations?
- No Yes Are there staff trained in use of safety and rescue equipment?
- No Yes Is safety and rescue equipment regularly maintained?
- No Yes Is staff trained to ensure their own safety in a disaster response?
- No Yes Is there a register of all disaster training completed by staff?
- No Yes Does staff know when to evacuate a situation to ensure their own safety?
- No Yes Is there a staff list of emergency contact numbers?
- No Yes Does staff know where emergency contact list is kept?
- No Yes Are there effective and documented lines of communication to be used in the event of a disaster?
- No Yes Does the organization conduct regular volunteer assessments?
- No Yes Does staff know where the First Aid Kit is kept?
- No Yes Is there a central command that keeps track of where staff working?
- No Yes Is staff prepared to Shelter-in-Place for up to 72 hours?

## Preliminary Checklist

- Identify available staff resources
- Determine the number additional staff needed and skills required
  - Paid staff
  - Volunteer staff
- Locate pool of available staff
  - Paid staff
  - Trained Volunteer staff
  - Spontaneous Volunteer staff
- Alert community resources
- Inform Agency Director or designate with current staff status
- Contact supervisory personnel
- Identify staging or reception area for volunteers
- Establish a process to receive, orient, assign and train volunteers
- Set up volunteer schedules
- Assign volunteers to tasks, supervisor
- Receive and maintain records on any volunteers who serve
- Estimate the duration of the response
- Establish schedules for staff and arrange for turnover
- Arrange for supplies and food as needed
- Recruit additional staff as needed