RESPONSIBILITIES:

▶ The goals of creating a safe environment are to maintain rescuer safety and to remove victims as quickly as possible while minimizing additional injury.

▶ Responsible for coordinating the assignment of personnel (staff, students, disaster volunteers) in support of the incident.

ACTIVATION STAGE:

▶ Check in with Logistics Chief for situation/safety briefing.

▶ Put on position identifier, such as vest, if available.

▶ Open three logs to list staff, volunteers, and students who are awaiting assignment.

OPERATIONAL STAGE:

▶ Deploy personnel as requested by the Incident Commander.

▶ Sign in volunteers, making sure that volunteers are given a I.D. badge and are put on the site disaster volunteer list.

▶ Consider the need for child care services for site personnel as required.

DEMOBILIZATION STAGE:

▶ Ask volunteers to sign out.

▶ At the Logistic Chief’s direction, close out all logs and turn them into Documentation.

EQUIPMENT/SUPPLIES:

▶ Clipboards with volunteer sign-in sheets
▶ Disaster bin or other storage facility and all emergency supplies stored on campus
▶ District identification badge, clearly visible
▶ Forms:
  • Inventory of emergency supplies on campus
  • List of registered disaster volunteers
▶ Job description clipboard
▶ Paper, pens