**Henderson County COAD Annex Planning Document**

***Annex Name: Volunteer Management***

***Annex Chair: Carrie McKillip/University of Illinois Extension Unit 10***

***Annex Members: Tara Chenoweth***

 ***Vicky Jackson***

***Purpose:*** The Volunteer Management Annex will be responsible for recruiting, screening, deploying, and documenting volunteers on behalf of the Henderson County COAD. The volunteer documentation will be collected and maintained in a manner required by FEMA in-kind match requirements.

The Volunteer Management Annex will deploy volunteers at large, not those individuals already associated with volunteer services of other COAD Members (i.e. Red Cross volunteers, etc.). The annex will request information from other COAD Members when a federal disaster declaration may require match.

***Activation:*** In the event of a disaster, the COAD chair will notify the Annex chair that assistance is or may be needed. The Annex chair will then notify Annex members via an automated telephone call, phone tree, or blast email that they should participate in a conference call at a given time to begin coordination.

The Volunteer Annex may be activated in response to an impending disaster, i.e. sandbagging efforts for Riverine Flood Prediction.

***Responsibilities:***

The Subcommittee agrees to:

1. Maintain the accuracy of database entries of agencies that provide “Volunteers.” The database

 should be updated at least twice per year.

1. Establish a volunteer check point for volunteers to check in, receive assignments, and check out at the end of shift.
2. Develop and maintain volunteer job descriptions for general volunteers.
3. Recruit local volunteers to include in the COAD Data Base for general volunteers.
4. Hold an initial coordinating conference call within 12 hours of notification that their services

 are/may be needed.

1. Make contact with the local American Red Cross chapter to coordinate volunteer recruitment and services.
2. Make contact with the local IC/EMD regarding available services.
3. With permission of the IC/EMD, establish a mechanism for informing the general public about

 the services available and how to access them.

1. Identify short-term and long-term needs to be met and communicate those needs to the larger COAD during scheduled briefings.
2. Establish volunteer badge and assignment procedures to ensure all volunteer services are documented.
3. Secure food and lodging for volunteers arriving from out of the area if required
4. Coordinate with other Annex Groups as necessary to determine Volunteer needs, overflow

***Procedures:***

Procedures for operating the volunteer annex, once activated, are listed below.

1. Annex Chair documents request from COAD Chair.
2. Annex members are notified of activation by Annex Chair via phone tree.
3. Volunteers are notified of activation and requested for specific jobs
	1. In a pre-disaster scenario, volunteers are to check in at the Henderson County U of I Extension office to receive their assignment and pass into the work site.
	2. Should a disaster occur, a volunteer check point will be established outside the disaster area where all volunteers must check in, receive site badge, job assignments, and check out. No undocumented volunteer will be allowed at incident site.
4. Maintain contact with COAD Chair to determine evolving needs for volunteers.
5. Ensure that all volunteer efforts are properly documented through the sign-in and job assignment process.
6. Prepare reports as necessary for COAD and/or local officials.