SAMPLE San Joaquin County ***SAMPLE*** Disaster Healthcare Volunteers Mission Request Form

1. Mission Name: XYZ General Hospital Surge 2. Mission Type: ☑ Local Emergency □ Local Non-Emergency 3. Mission Dates: **Start:** 9/23/2011 **End:** 9/25/2011 4. Shift Times: **Start:** <u>0700/1900</u> End: <u>1900/0700</u> Describe additional shifts, if needed: Two 12 hours shifts needed 0700 to1900 & 1900 to 0700. 5. **Mission Description:** What you want the volunteer(s) to do? Be specific. Triage patients that self-present to the hospital. Triage will take place is a surge tent. 6. Volunteer Occupation Needed: Submit one mission request form per occupation. Occupation Type: \boxtimes Medical □ Non-Medical □ Either Occupation Needed: Be specific. (e.g., RN with Emergency Department experience) RN with Emergency Department experience, prefer ELC 1, but ECL 2 or 3 is ok. How many needed for this mission: 2 Emergency Credential Level (ECL): For medical occupations only. Check all that apply. ECL 4 - Experienced or Educated \boxtimes ECL 1 - Hospital Active ECL 2 - Clinically Active No ECL - Indeterminate Credentials \boxtimes \boxtimes ECL 3 - Licensed or Equivalent 7. **Requesting Agency or Organization:** Agency/Organization Name XYZ General Hospital Title: Emergency Preparedness Coordinator Name: Mary Jones Telephone: 555-555-5555 Cell Phone: 555-555-5551 Email Address: email@email.com 8. Check-In Information: Where and when do volunteers check in? Address: <u>123 Main Street, Somewhere, CA</u> Check-In Location: Be specific (e.g., The guard shack located at the northeast gate) Information desk located in the main lobby. Use the North entrance off of Main Street. 9/23/2011 Check-In Date: Check-In Time: 0600 and 1800 Point of Contact: Joe Smith ICS Position: Resources Unit Leader Cell Phone: Telephone: <u>555-555-5552</u> <u>555-555-5553</u> Email Address: joe@email.com

Please complete and submit this form to the San Joaquin County EMS Agency emsdutyofficer@sjgov.org

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9. Accommodations Information: Describe what the requesting agency/organization is providing.

10.

11.

12.

Meals:		Breakfast, lunch and dinner provided at the hospital.		
Lodging:		Private room with queen bed at local 3-star hotel		
Transportation:		Shuttle to and from hotel provided.		
Other:		All required PPE and orientation training will be provided prior to assignment.		
Working Conditions:				
🗆 Indo	ors	⊠ Outdoors		□ Both
Describe expected working conditions. Be specific.				
Triage will be performed in a surge tent located in the parking lot outside of the Emergency Department. Tent is equipped with electricity, HVAC, lighting, portable toilets, and hand washing station. Indoor restrooms are available during breaks. Local weather is forecasted to be clear with high temperatures in the mid 90s and lows in the low to mid 60s. Preparation Information: What should volunteers bring to be prepared for the mission?				
DH	DHV/Disaster Service Worker card			Flash light and spare batteries
🛛 Go	Government issued photo ID			Lunch
🛛 Pro	Proof of professional licensure			Drinking water
⊠ Ste	Stethoscope			Non-perishable snacks
	Clothing suitable for the HOT climate			Waterless hand sanitizer
	Clothing suitable for the COLD climate		\boxtimes	Personal prescription medications
🗆 Rai	Rain gear			Personal hygiene products
🛛 Scr	Scrubs		\boxtimes	Change of clothing
□ Clo	Closed toe shoes or boots			Sleeping bag, pillow and air mattress
🗆 Wo	Work gloves		\boxtimes	Cell phone and charger
Hat	Hat or cap		\boxtimes	Comfortable shoes
🗆 Sur	Sun glasses			Click here to enter text.
🗆 Sur	Sun Screen			Click here to enter text.
🗆 Inse	ect repe	ellent with DEET		Click here to enter text.
Additional Information:				

XYZ General Hospital is a 366 bed acute care hospital that is experiencing a 40% nursing absenteeism rate and a very significant surge of patients with flu like symptoms.

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