

# Meigs County Medical Reserve Corps Volunteer Management Plan

## Mission Statement

The mission of the Meigs County Medical Reserve Corps (MCMRC) is to positively impact Meigs County in public health emergencies and health-related emergency preparedness activities through the service of professional, dedicated volunteers.

## Overview of the Medical Reserve Corps

1. The MCMRC is a locally- based, region-wide medical-volunteers resource whose purpose is to augment, assist and support the existing medical and public health systems during disasters and public health emergencies.
2. The MCMRC consists of volunteer healthcare professionals from several different disciplines who can be called upon to assist the community in the event of a major disaster or large-scale public health emergency, including natural or man-made disasters or acts of terrorism.
3. As an “all-hazards” resource, the unit’s volunteers and resources may be utilized in any type of natural or man-made emergency. Unit volunteers will only be used in functional areas or assignments for which they are properly trained and equipped.
4. The MCMRC may be used in large-scale, complex emergencies involving multiple jurisdictions and interagency operations or in smaller incidents involving a single jurisdiction or agency. MCMRC volunteers and resources may be assigned to area hospitals, public health agencies, or mass care facilities to augment and assist the staff of these healthcare facilities.
5. The MCMRC unit **will not** replace existing emergency medical response systems or resources. During emergencies, MCMRC volunteers may provide an important "surge" capability to perform some functions usually performed by emergency health staff. They can also augment medical and support staff shortages at local medical or emergency facilities.
6. The MCMRC is primarily designed to assist and supplement the existing emergency medical response and public health systems in emergencies. However, MCMRC volunteers and resources may be utilized in non-emergency situations such as public health initiatives and community health outreach programs depending upon on their availability.

# **Volunteer Coordination**

## **Identification of Functional Roles**

The role of the MCMRC is to provide support during public health emergencies, support health-related preparedness education in Meigs County, and provide resiliency to public health in Meigs County.

## **Volunteer Eligibility**

To determine an applicant's suitability and appropriateness for induction into, and continued participation in the MCMRC, certain prerequisites must be completed prior to becoming an active volunteer: 1) completion of the MCMRC Volunteer application, (2) registration complete on OhioResponds ( [www.ohioresponds.gov](http://www.ohioresponds.gov) ), (3) completion of a criminal background check, and (4) completion of MRC 101.

Following the completion of the above requirements and approval by the MCMRC Advisory Committee, volunteer activation will be accepted or denied on OhioResponds by the MCMRC Coordinator. (See Appendix I, Meigs County Medical Reserve Corps Criminal Record Check)

## **Required Volunteer Training**

At a minimum MRC 101 will be completed. Other recommended trainings include but are not limited to: ICS-100, ICS-700, Bloodborne Pathogens, and Psychological First Aid.

## **Volunteer Skills, Knowledge, or Abilities**

Volunteer Skills, Knowledge, or Abilities are identified in the volunteers profile via the OhioResponds database.

## **Volunteer activation**

Pre, Pre-Activation – Volunteers need to have required 3 year training liability requirement and have valid, current professional licenses (if applicable) and be registered/approved on OhioResponds database. Volunteers will be asked to affirm that they are free of health or physical limitations which would hinder their ability to perform assigned tasks effectively. Volunteers under a course of treatment which might affect their volunteer work will not be accepted.

Pre-Activation – Volunteers will undergo a just-in-time event orientation, current license verification (if applicable), background check (if applicable, working to achieve this goal).

## Identification of jurisdictional authorities

Jurisdictional authority for liability issues is based on volunteer registration on OhioResponds database. Volunteers will not be asked to practice outside the scope of their licensure or skill level.

## Memorandum of Understanding (MOU)

MOUs are kept on file with the Meigs County Health Department or the Meigs County Emergency Management Agency (MCEMA).

## Volunteer Notification

Volunteers will be notified initially from the OhioResponds database alert. The alert will contact registered volunteers, detail of event, when/where to report, and request availability and willingness to respond.

The following information should be included in the secondary notification to available volunteers.

### Template for volunteer conditions to deployment location:

Nature of worksite	
Potential personal security issues	
Health safety issues	
Local weather	
Living/working conditions	
Required immunizations or prophylaxis and type of Identification to bring	

## **Role of MRC Coordinator and/or supervisor**

The MCMRC Coordinator or the MCEMA Director is responsible for alerting, orientating and deploying volunteers. Each volunteer serving the county will have a clearly identified supervisor who is responsible for direct management of that volunteer. This supervisor will be responsible for day-to-day management and guidance of the work of the volunteer and will be available to the volunteer for consultation and assistance.

## **Organizing, Assembling and Deploying Volunteers**

Event orientation should include the following:

Instruction of current status of emergency	
Volunteer's role (including how they operate within incident management)	
Just-in-time training	
Safety instructions	
Any applicable liability issues related to the incident & volunteers' roles, psychological first aid and/or volunteer stress management	

### **Spontaneous Volunteers**

Spontaneous volunteers will not be denied, but will be referred to the MCEMA Director for acceptance and placement.

NOTE: The MCMRC cannot accept spontaneous volunteers due to liability insurance requirement.

### **Support of MRC Volunteers**

The MCMRC cannot provide support (e.g., housing, feeding, and mental/behavioral health needs) but relies on local response groups, i.e. Red Cross, EMA, Faith-Based Organizations, etc. for such support

### **Assignment of Volunteers to Response Agencies**

1. Requests for activation may be made to the MMRC Coordinator and should include the following information:

- a) The nature and scope of the emergency
- b) The location of the emergency.

- c) The estimated number of patients and their injuries.
- d) The staging area(s) or location(s) to which the MCMRC unit should deploy.
- e) Specific medical skills and/or resources needed, i.e., physicians, nurses, etc.
- f) A contact phone number and/or radio frequency.

2. The MCMRC Coordinator shall notify volunteers.

3. At the time of activation, ALL Medical Reserve Corps volunteers will report to the staging area specified. Volunteers will be deployed from this staging area to field assignments.

4. For lengthy, extended operations, multiple shifts may be required. MCMRC volunteers will be assigned specific shifts of operation and will be assigned to duty stations from the staging area.

## **Clothing and Equipment**

### **Clothing**

1. When participating in MCMRC activities, volunteers are required to be prepared. Some activities may require extended periods of time, and it is important to be comfortable, identifiable and safe. Volunteers:

- may be issued vests when checking into an assignment.
- are required to wear comfortable, close-toed shoes at all times to prevent injury.
- are issued a photo ID badge. Provided by the MCMRC Coordinator, this badge is required to be worn at all events. If photo ID is not visible, participation in events as a MCMRC volunteer is prohibited.

### **Individual Equipment**

1. Though not required, it is recommended that the MCMRC members carry the following individual equipment items when deploying to the field to support emergency medical operations (including deployments to hospitals or local public health agencies):

- Penlight
- Notepad, pen and pencil
- Driver's license, money and/or credit card.
- Sunglasses
- Sunscreen
- Handkerchief
- Over-the-counter medications (i.e. aspirin, Tylenol, decongestants, etc.)
- Personal prescription medication
- Snacks
- Change of clothes

### **Request Protocol for State and Local Health Department Assistance**

All official requests for additional resources are made through the MCEMA. A courtesy call to the state agency from whom the resource will be requested can be made from the requesting person to let them know of the forthcoming official request.

### **Federal Medical Stations**

MCMRC volunteers may, at their discretion, respond to state or federal volunteer requests. However, if volunteers choose to respond, this plan will not apply. They will be under the guidance of state and/or federal MRC Volunteer Management Plan.

## **Demobilization of Volunteers**

### **Demobilization**

1. MCMRC volunteers will support emergency medical, public health or hospital operations for the duration of an incident or as long as their assistance is required. It is possible that some unit volunteers and resources are demobilized before others as their assignments are completed.
2. The Unit Commander should confer with the Incident Commander (or similar official if operating within a hospital or public health agency setting) to determine whether additional Medical Reserve Corps assistance is required.
3. Unit volunteers will demobilize along with resources, in accordance with the Incident Commander's instructions.
4. When demobilizing, unit volunteers should ensure all assigned activities are complete, account for unit equipment, and clean up any debris or trash associated with unit assignments.

### **Exit Screening**

The following should be included when conducting an exit screening of volunteers:

Volunteer Name	
Any injuries and illnesses acquired during the response.	
Mental/behavioral health needs due to participation in the response.	

Referral of volunteer to medical and mental/behavioral health services (when requested or indicated).	
Confirm volunteer's follow-up contact information.	

# Appendix I

## Meigs County Medical Reserve Corps Criminal Record Check

### Policy

The Meigs County Medical Reserve Corps (MCMRC) will complete a criminal record check on all applicants to the MCMRC. Record check information is confidential.

### Purpose

To comply with the MCMRC Advisory Board's recommendation for criminal record checks on MCMRC members and to define guidelines that constitute denial of MCMRC membership. Record checks protect the citizens in the community as well as team integrity.

### Procedure

1. All applicants/potential volunteers shall be provided with a criminal background check request form for completion as part of the application process and return it to the MCMRC Coordinator.
2. The services of a potential volunteer shall be evaluated by the Meigs County Health Commissioner on a case-by-case basis for violations that may show on a criminal record check.
3. The following violations constitute grounds for denial of membership of applicants to the MCMRC. The services of an applicant **shall not** be accepted if the criminal record check shows:
  - a. Registration as a sex offender,
  - b. Conviction of a felony,
  - c. Conviction of a misdemeanor in the past 5 years,
  - d. Conviction of a criminal violation in the past 2 years,
  - e. Conviction of drug or alcohol related offence in the past 5 years, and/or
  - f. Current EPO or DVO in place
4. Appeal: Any volunteer whose services are rejected as a result of information received from the criminal record check may appeal such decision if the volunteer believes the decision was based on inaccurate information