

VRC Staff Tasks – Volunteer ID Staff

(Station #5 Volunteer ID)

(Edit as necessary to reflect the identification procedures being used.)

Thank all volunteers for coming out and ask to see their Referral forms. Clearly write on an ID wristband the name of the volunteer, dates he/she will be working, and the name of the agency to which the volunteer was referred, as shown on their Referral form. Place the ID wristband securely on the volunteer's wrist.

Explain to the volunteers that the ID will be “good” only for the date(s) written on the band. Authorities may not permit them to enter any of the disaster-impacted areas on any other day, without a current ID wristband. If volunteers plan to work more than one day, you may write the beginning and ending dates of their service.

Some volunteers will be required to take additional training for their particular assignment. When your briefing is concluded, direct those volunteers to where job training is being provided. Direct all others to the exit or to transportation to their work sites if available.

For this exercise, please ask participants to take a seat in the sitting area in the middle of the room. **They may trade places with a VRC staff member as time allows.**

If you need assistance, please raise your flag or put on the hat to summon a Runner.

Items needed:

- ID Badges
- Two tables and four chairs
- Sign (Station #4 Volunteer I.D. Tags)
- Supply of volunteer ID wristbands
- Fine point indelible markers
- Scissors
- Flag or hat to summon runners