

Guidelines for Volunteer Reception Center (VRC) Operations Planning

Does Your VRC Operations Plan . . .	Yes	No
Grant specific authority (via Memorandum of Understanding (MOU) or other agreement) to one organization for managing the VRC?	<input type="radio"/>	<input type="radio"/>
Provide guidance on who should be located in the VRC and the roles they should play?	<input type="radio"/>	<input type="radio"/>
Include an up-to-date call-down roster?	<input type="radio"/>	<input type="radio"/>
Include procedures for VRC startup and shut down?	<input type="radio"/>	<input type="radio"/>
Describe the equipment that will be needed in the VRC?	<input type="radio"/>	<input type="radio"/>
Include information for communicating with the public through the media and other sources?	<input type="radio"/>	<input type="radio"/>
Provide registration requirements (proof of identify)?	<input type="radio"/>	<input type="radio"/>
Identify potential VRC sites?	<input type="radio"/>	<input type="radio"/>
Notify potential volunteers of the VRC location and hours of operation?	<input type="radio"/>	<input type="radio"/>
Notify volunteers about needed skills and how to volunteer?	<input type="radio"/>	<input type="radio"/>
Suggest a floor plan for the VRC that will facilitate personnel movement and information flow?	<input type="radio"/>	<input type="radio"/>
Stipulate who will pay for VRC facility and other associated costs?	<input type="radio"/>	<input type="radio"/>