



**Arlington County Public Health
Volunteer Management System**



NOTIFICATION & ACTIVATION MESSAGES for ACTIVATING the ACPH-VMS	VMS A2 Rev. 9/25/05
<i>This document provides guidance to the ACPH-VMS Manager on the notification and activation process for launching the ACPH-VMS.</i>	VMS MANAGER
Who to notify	
<p>Notify pre-assigned ACPH-VMS staff Notify ICS/IMS Logistics Personnel that will be the POC to the ACPH-VMS Notify pre-registered and trained volunteers who will assist with the mobilization and operation of the ACPH-VMS Notify the EOC and potentially ESF-17 through ICS/IMS</p>	
Notification categories	
<ul style="list-style-type: none"> ▪ Update: Conveys non-urgent incident or program information; unlikely to require any type of immediate action. This is the standard category used for providing information to system members during baseline operations during non-response. ▪ Advisory: Conveys brief description of the incident that is anticipated or has occurred. Usually indicates a 'stand-by' (no immediate action) or that it is unlikely that ACPH-VMS will be needed. ▪ Alert: Conveys brief description of the incident that is anticipated or has occurred. Indicates that it is likely that ACPH-VMS will be needed, and any pre-activation immediate actions are authorized or requested. ▪ Partial Activation: Conveys brief description of the incident that is anticipated or has occurred. Indicates that a specified level of activation (according to a pre-plan) is authorized. ▪ Full Activation: Conveys brief description of the incident that is anticipated or has occurred. Full activation is authorized. 	
Contents of Notification	
<ol style="list-style-type: none"> 1. Incident parameters as known at that time 2. The level of activation & requested action 3. Requested and/or authorized activities at this time; plus any 'anticipate' recommendations 4. Reporting location 5. Pertinent safety issues important for personnel responding to their point of assembly, as known at that time 6. Request for confirmation of receipt of message & response status for the notified person 7. Appropriate ID for initial site entry and ACPH-VMS mobilization 	
See ACPH-VMS Notification & Activation Template attached	



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NOTIFICATION & ACTIVATION MESSAGE TEMPLATE	VMS A2 Rev. 9/25/05
<i>This template outlines the information to include in a standard notification and activation message. Refer to process guidelines for details on who to notify and notification categories.</i>	VMS MANAGER
<p><i>This is a _____(update, advisory, alert, activation) notice for the ACPH Volunteer Management System. The following has occurred:</i></p> <hr/> <p>Request/authorize the following actions:</p> <ul style="list-style-type: none">○ Notify staff or others○ Prep equipment/supplies○ Personal 'go kit' (define)○ Safety (PPE) equipment○ Point of Assembly (POA) and requested time○ Key Safety message issues <p>Confirm receipt of this message:</p> <ul style="list-style-type: none">○ Method to confirm (call # _____, email address _____ web site address _____)○ Provide your current status (available, not available)○ Time to arrival at personnel Point of Assembly <p>Signed: <i>Message Author & Title</i></p>	