



**Arlington County Public Health
Volunteer Management System**



<p align="center">ACPH VOLUNTEER POINT of ASSEMBLY (VPOA) SITE SELECTION</p>	<p align="center">VMS L2 Rev. 9/25/05</p>
<p><i>This document provides key considerations in selecting both the VPOA and the ACPH-VMC.</i></p>	<p align="center">VMS MANAGER</p>
<p>Easily accessible by car or public transportation Parking considerations Good visibility and locations for signage Distinct from the incident site Ability to designate an area specifically for public health volunteers Access to hydration, rest rooms Security considerations (ability to control entrance/egress of volunteers)* Structure/Infrastructure support (power systems with back-up power) Access to ACPH-VMC location through available transportation</p>	
<p align="center">ACPH Volunteer Management Center (VMC) Site Selection</p>	
<p>Large room with adjacent rooms or possibility of separated areas Two accessible entrances/exits Restroom facilities nearby Parking Alternate transportation availability (if public transportation continues to operate) ‘Staging area’ is a waiting area separate from main processing area Wall space Waiting area situated in the center of the room for maximum visibility Close proximity to major volunteer worksite (if possible) Access to nutrition/hydration for both ACPH-VMS staff and incoming/waiting volunteers Access to hydration and rest rooms Security considerations (ability to control entrance/egress of volunteers) Structure/Infrastructure support (power systems with back-up power) Computer/internet access preferable Land line telephones</p>	
<p>See ACPH-VMC Site Set-up for guidance</p>	