



Arlington County Public Health Volunteer Management System



Instructions for: VMS 201 – Initial Event Log

This form captures essential information during the initial ACPH-VMS response phase (notification, activation and mobilization). The VMS Manager is responsible for the completion of this form. This form documents all the initial decisions made and actions taken prior to the first ACPH-VMS Planning Meeting. A VMS 215 should be attached in order to capture the first requests for volunteers made by ICS/IMS.

- ? *Section 1: Document the name given by ICS/IMS management to the name of the incident.*
- ? *Section 2: Document the date the 201 is being prepared.*
- ? *Section 3: Document the time the 201 is being prepared.*
- ? *Section 4: Include any relevant incident details provided by ICS/IMS.*
- ? *Section 5: Document all the key decisions made and actions taken from the first moment of initial notification by IMS that the ACPH VMS was required. List the time at which the decision/action was taken and then briefly summarize what occurred.*
- ? *Section 6: Document name of individual preparing 201.*
- ? *Section 7: Document position of individual preparing 201.*