

**Instructions for:
VMS T1 – Assigned Volunteer Scheduling & Tracking Form**

- ? *Section 1: Document the name given by ICS/IMS management to the name of the incident.*
- ? *Section 2: Document the time and date the form is being prepared.*
- ? *Section 3: Document the operational period the form applies to. For instance, if operating on a 12 hour cycle, then put 0700-1900 or 1900-0700 as appropriate. If operating on a 24 hour cycle, then 0700-0700 as appropriate.*
- ? *Section 4: Document the name of the Volunteer Tracking Supervisor filling out the form.*
- ? *Section 5: Document the name of the ACPH volunteer.*
- ? *Section 6: Document the Volunteer ID Number of the volunteer.*
- ? *Section 7: Document the contact number of the volunteer.*
- ? *Section 8: Document the assignment position of the volunteer.*
- ? *Section 9: Document the location of the assigned duties of the volunteer.*
- ? *Section 10: Document the date(s) on which the volunteer will fulfill the assignment.*
- ? *Section 11: Document the shift accepted by the volunteer to fulfill the assignment.*
- ? *Section 12: Document whether the volunteer will reach the assignment location by private means or whether transportation was arranged by ACPH.*
- ? *Section 13: Document whether the volunteer reported to their assignment location as arranged.*
- ? *Section 14: Document whether the volunteer was provided with an onsite job specific briefing.*
- ? *Section 15: Document whether the volunteer completed the assignment. Specify the date/time.*
- ? *Section 16: Document the name of the Volunteer Onsite Coordinator responsible for the volunteer.*
- ? *Section 17: Document the name of the IMS Supervisor responsible for the volunteer.*
- ? *Section 18: Document whether the volunteer departed the assignment location by private means or whether transportation was arranged by ACPH.*
- ? *Section 19: Document the time and date at which outprocessing occurred for the volunteer.*
- ? *Section 20: Provide any relevant comments about the volunteer or describe any circumstances associated with the volunteer.*