

Instructions for: VMS 215 – Operations Work Sheet

This work sheet assists the ACPH-VMS Operations Section in matching available volunteers with specific ICS/IMS position needs. The Incident Integration Supervisor is responsible for the completion of this form from ICS/IMS requests for personnel, and the work sheet is transmitted to the Assignment Supervisor (and to Plans for archiving)..

- ? *Section 1: Document the name given by ICS/IMS management to the name of the incident.*
- ? *Section 2: Document the time and date the 215 is being prepared.*
- ? *Section 3: Document the operational period the 215 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: List the type of Public Health function or tasks that are being requested (e.g. pill dispensing).*
- ? *Section 5: List additional qualifications requested as appropriate (e.g. RN).*
- ? *Section 6: List the number of personnel requested.*
- ? *Section 7: List the time/shift personnel are requested for.*
- ? *Section 8: Document the reporting time for requested personnel.*
- ? *Section 9: Document work location for requested personnel.*
- ? *Section 10: List the POC for the specific job request (include contact method if available).*
- ? *Section 11: Document the number of positions filled over the total number of positions that **needed** to be filled, in order to show the positions that remain empty.*
- ? *Section 12: Place name and position of ACPH-VMS Operations personnel completing form.*