

ASSIGNMENT BRIEFING TEMPLATE		VMS P8 Rev. 9/26/05
<i>This document prompts the essential information for the volunteer assignment briefing.</i>		ASSIGNMENT BRIEFING LEADER Distribute to VMS Plans
VOLUNTEER NAME:		VOLUNTEER ID #:
POSITION:		DATE/SHIFT:
ASSIGNMENT LOCATION:	VOLUNTEER TO REPORT TO:	
<i>Duties and Responsibilities</i>		
<p>General: Once assigned and deployed you become a member of the organizational structure in which you have been assigned. You will have a supervisor who you report to and take direction from. A specific job briefing should be provided by your supervisor or designee – ask for one if this does not occur. Contact your supervisor for any questions or concerns as to your role, responsibilities, or assigned duties. If the issue is not resolved through your supervisor or the on-site volunteer coordinator, call the ACPH-VMS Trouble Desk at _____</p> <p>Specific: Assigned duty and reporting requirements for that duty, PPE and other safety issues (as indicated) are presented and questions are requested and answered.</p>		
<i>Review of Key provisions from the orientation brief</i>		
<ol style="list-style-type: none"> 1. Permission for you to enter the operational areas is for your official assignment only, and an access privilege badge will be provided to you. You are required to return your badge at the completion of your assignment. Unauthorized entry or willful deviation from your assigned tasks will be interpreted as trespassing and you may be subject to criminal proceedings. 2. Misrepresentation of identification, credentials, certifications, or qualifications will be interpreted as a criminal act and may be subject to criminal prosecution. 3. If you are unable to report for your accepted assignment please notify the ACPH-VMS directly at XXX-XXX-XXXX as soon as you are aware of the problem. 		
Situational Update (develop based on IMS operational period sitrep)		
Description of incident, major objectives ICS/IMS response actions and accomplishments Major strategies/tactics being used Where the volunteers fit into the response structure		
Safety (develop from health and safety plan-copy relevant sections for items below)		
<p>PPE - distributed if necessary to ensure safety – description of appropriate personal protection and instructions/training for use.</p> <p>Infection Control Practices - review</p> <p>Prophylaxis - If required describe how they will obtain meds.</p> <p>Medical Plan - You will receive site specific instructions if you need to get medical and/or behavioral health support during your assignment if you require assistance.</p> <p>General Equipment – Telecommunications and other if indicated and available</p>		

Incident Integration Branch

During your assignment you will be tracked through the ACPH-VMS Incident Integration Branch. They will keep track of where you have been assigned, when you will be working and who your supervisor is. This group maintains a 'trouble desk' that you can access for any questions, concerns, or issues that are not resolved through your supervisor or the on-site volunteer coordinator. To reach the trouble desk call ###-###-####.

Out processing

When your assignment is completed you will be 'out-processed':

1. Return equipment issued to you.
2. Return your site badge.
3. Complete the volunteer questionnaire to provide feedback from your volunteer experience. This will be used to improve the volunteer process.
4. Receive a volunteer record that includes documentation of your volunteer assignment and hours worked.
5. Receive ACPH-VMS contact information for any future assignment-related issues.
6. Obtain information about re-assignment or future volunteer opportunities.
7. Complete the medical/health follow-up form.

Out processing will be conducted at the _____.

Supplies and Equipment

May be provided. Refer to and use Equipment Issue Form.
Assignment Briefing Leader must demonstrate the safe & effective use of equipment.
Volunteers must then demonstrate the proper use of any issued equipment.