**ACTIVATION PROCEDURE**

This document outlines the basis for activating the ACPH-VMS and the actions required for ACPH-VMS activation. ACPH-VMS Management is responsible for system activation.

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<td>VMS MANAGER</td>
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**Persons with authority to REQUEST the activation of the ACPH-VMS include**

- EOC
- PH Division Chief or Designee
- PH Director
- DHS Director

**Persons with authority to ACTIVATE the ACPH-VMS include**

- Incident Commander/Manager for the incident
- Incident Command/Management System (ICS/IMS) Logistics Chief
- Pre-designated ACPH-VMS Manager (only person with the authority to send out 'notification of activation messages' to pre-designated ACPH-VMS staff)

**Activation Steps to launch the ACPH VMS**

- Determine the need for **full** or **partial** ACPH-VMS activation.
  - **Full activation** – All components of the ACPH-VMS are activated to manage either the number of volunteers needed by ICS/IMS or to manage the number of public health volunteers wanting to provide assistance.
  - **Partial activation** – Less than full activation is required - incidents when ICS/IMS volunteer requests are minimal or when the required volunteers are pre-registered by the ACPH-VMS. Delineate the personnel to be activated.
- Refer to Notification & Activation Messages Guidelines
  - Advisory, alert, activation notifications for VMS staff with any **authorized pre-activation directions** for selected staff
- Provide a time at which standby personnel will be updated on their status, and a time for when activated personnel should report
- Inform ICS/IMS of activation level and measures
- Should ICS/IMS decide NOT to activate the ACPH-VMS in an incident, advisory notification messages to ACPH-VMS staff and the public will follow the guidelines outlined in the notification/activation messages.

**Messages will be required for both activated personnel and standby personnel.** See samples provided.

- **Primary delivery:** AC Roam Secure Alert Network (required registration)-delivers message via email, cell, pager, blackberry, PDA
- **Secondary delivery:** Telephone

**Sample Activation Message Template attached**
### ACPH-VMS ACTIVATION MESSAGE TEMPLATE

| VMS A1  
|-------|
| Rev.  
| 9/25/05 |

This is a template to demonstrate the type of information that needs to be included in a systems activation message. This message will be sent to all pre-designated ACPH-VMS personnel.

This is an ACPH-VMS (advisory, alert, partial activation, full activation) message. 

_______________ has occurred.

**ADVISORY:** No ACPH-VMS response is anticipated.

**OR**

**ALERT:** Awaiting further details prior to activation decision. **Pre-authorized** personnel should begin pre-determined ALERT preparations.

**OR**

**PARTIAL ACTIVATION** involving the following personnel is authorized. 

______________,______________,______________

**OR**

**FULL ACTIVATION:** All personnel xxxxxx

**INCLUDE**

Report to__________________(location) by_________________(time)

Confirm receipt of this message by calling _________________ with your availability.