# MOBILIZATION CHECKLIST

This document provides guidance for all actions required to mobilize the ACPH-VMS.

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<th>VMS MANAGER &amp; LOGISTICS CHIEF</th>
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- Receive request for the activation of the ACPH-VMS
- Obtain any immediate ICS/IMS volunteer needs. Document using a VMS-215 form unless an adequate form is provided by ICS/IMS
- Determines level of ACPH-VMS activation
- Designate VPOA & ACPH-VMC in conjunction with ICS/IMS (use site-selection criteria)
- Notify appropriate pre-designated ACPH-VMS staff positions about site selection (see ACPH-VMS Notification Procedures)
- Assign and brief initial ACPH-VMS staff.

**VMS Logistics Chief is responsible for site mobilization:**
- Initiate physical ACPH-VMC set-up (see ACPH-VMC site set-up)
- Post ACPH-VMS signage according to guidelines (see VPOA & ACPH-VMC Signage)
- Ensure coordination of perimeter control and internal security with ICS/IMS

- Release notification messages for pre-registered volunteers and other as directed
- Initiate volunteer processing (orientation and registration) while continuing mobilization process
- Relay ACPH-VMS plans to ICS/IMS (communications, safety, medical, org charts, current volunteer resources available) through Incident Integration
- Commence full volunteer processing when ACPH-VMC is fully operational