### NOTIFICATION MESSAGES FOR PRE-REGISTERED VOLUNTEERS

This document is intended to provide the Volunteer Processing Branch Director with all the information necessary for the preparation and release of notification messages to pre-registered ACPH volunteers (Arlington County Public Health Medical Reserve Corps). Refer to ACPH-VMS ‘system’ notification and activation procedures for more information on notification procedure format.

**Use the “advisory, alert, activation” notification procedure format.**

This form of notification is used when large number of volunteers are quickly required to mobilize the ACPH-VMS especially when pre-registered volunteers are needed to fill initial volunteer management functions and fill the immediate requests for ICS/IMS volunteer needs.

**The following information must be included in the notification:**

- Reporting location
- Requested time of arrival
- Equipment/supplies
- Parking info/transportation restrictions
- Anticipated length of deployment/shift lengths
- Requested positions assignments
- ID required
- Critical safety issues
- Confirmation of receipt of notification
- Access to additional information

See Attached Template
## NOTIFICATION MESSAGES FOR PRE-REGISTERED VOLUNTEERS

| This template outlines all the information necessary for inclusion in an effective notification message for pre-registered volunteers. Refer to process guidelines for details on who to notify, notification categories and details to be included in the message. |
| VOLUNTEER RECRUITMENT SUPERVISOR |
| Distribute to ICS/IMS PIO, VMS Manager, VMS Plans |

**This is an ACPH Volunteer Management System Activation message.**

The ACPH Medical Reserve Corps volunteers have been requested for activation. Your services are required for __________________________________________.

Prophylaxis will be provided and adherence to strict infection control procedures will be required.

Requested shifts are 7a-3p, 3p-11p.

Anticipated length of initial clinic operations will be 1 week.

The POA is located at___________________________________________________.

Bring your ‘personal go kit’ and ACPH-MRC ID badge.
Parking is restricted to the X lot.

Please respond with your availability and expected time of arrival at the volunteer point of assembly by calling ###-###-####, or emailing at______________________.

For further questions please call ###-###-####.