This form is designed to provide an introductory orientation to incoming public health volunteers interested in offering their assistance through the ACPH-VMS. This will be handed to volunteers at the initial phase of volunteer processing (either at the VPOA or the ACPH-VMC). The Registration Supervisor is responsible for the provision & completion of this form.

This form is an agreement between ______________________ (volunteer) and the Public Health Division of Arlington County Department of Human Services’ Volunteer Management System.

We greatly appreciate your willingness to assist your community in this time of need.

The Arlington County Public Health Volunteer Management System (ACPH-VMS) is activated during emergencies in Arlington County when volunteer assistance is requested by those managing the emergency.

The ACPH-VMS is asked to provide volunteers to fill positions for Public Health related duties during this emergency. *Your assistance may be used in medication dispensing clinics or telephone duties created to assist the Public Health Department. You may also be asked to work within the Volunteer Management Center.*

During your in-processing and out-processing you will report to and be managed by ACPH-VMS staff. Once assigned and on the job, you will be supervised by the Incident Management Operations Section. You will answer directly to your supervisor until your assignment is completed and you return to the Volunteer Management Center for reassignment or out-processing.

As a volunteer you are agreeing to represent and work for the County of Arlington during your assignment and it is your responsibility to understand, agree to and fulfill the following:

1. Accept training, guidance and supervision provided by both your ICS/IMS and ACPH-VMS supervisors.
2. Perform assigned duties to the best of your ability, and inform your supervisor if you have any problems.
3. Follow all procedures, instructions and policies to maintain safety and security for yourself, other personnel, and the clients you are serving.
4. Maintain and exhibit respect for all persons.
5. Abide by standard healthcare privacy regulations, which will be further explained to you during your on-site briefing.
6. Be responsible for any equipment that is provided to you and return equipment and any unused supplies at the completion of your assignment.
7. Report to your assignment as outlined in the assignment briefing for the period of time agreed to. If you are unable to report you will inform the VMS prior to your reporting time.
8. **Permission for you to enter the operational area is for your official assignment only. Unauthorized entry or knowingly doing things that you have not been asked to do will be interpreted as trespassing and you may be subject to criminal prosecution.**

   INITIAL HERE: __________

9. **Misrepresentation of identification, credentials, certifications, or qualifications will be interpreted as a criminal act and may be subject to criminal prosecution.**

   INITIAL HERE: __________

10. You will not communicate or comment with the media without ACPH-VMS authorization. If approached by the media, you will refer them to the ACPH-VMS manager or your site supervisor if you are on assignment.

11. **Liability and worker’s compensation: ACPH volunteers are NOT eligible for workers compensation. Liability is dictated by the State of Virginia Sovereign Immunity Act (see attached document).**

   INITIAL HERE: __________

12. **Understand that the duties and tasks you may be asked to perform can have associated risks. A description of these risks will be provided in the attached ‘risk statement’. Please review the statement and contact the Registration Supervisor if you have further concerns about risk & safety.**

   INITIAL HERE: __________

13. Understand that as a ‘volunteer’ you will not be reimbursed for any expenses incurred during your duties as a volunteer.

14. During the response to emergencies, protecting life and ensuring the safety of victims and response workers takes priority over considering volunteer disabilities when selecting personnel.

The ACPH-VMS is responsible for assigning qualified accepted volunteers to positions as requested by the Incident Management Team, and assuring that they are prepared to operate safely and effectively during their assignments. The ACPH-VMS does not create assignments or search for additional roles for unassigned volunteers. The ACPH-VMS therefore has times when no assignments for accepted, qualified volunteers are available. We ask that you accept this but remain open to assignments that may become available in the days or weeks ahead. In advance, we thank you for your offer of assistance.

Volunteer signature: ______________________________ (by signing this you are agreeing to abide by the terms stated above)

Date: __________   VMS Staff signature: ______________________________