

ARK Volunteer Check-in Desk Just-in-Time Training

- **Supplies needed:**
 - Log Book with forms and instructions, Volunteer check-in Manual, Volunteer Check-in Just-in-Time Training
 - File Box with extra **Check-in Log (COES 211-B)** aka DSW form, T-Cards (COES 107) Risk Waiver Form (COES 401), Pens and Yellow Highlighter
 - Scissors to cut off Wrist bands
 - Small trash bag and tape to collect trash from wristbands
 - Blue Event vests for SUV or CERT not bringing own vest
 - Badges for SUV and CERT not bringing own badge
 - Wrist Bands
- **Review Volunteer Check-in Just-in-Time Training** (You may want to tape it to the desk)
- **Complete Heading of Check-in Form (COES 211-B)**
 - Incident name comes from EOC
 - Today's date 00/00/00
 - Incident Number-get from EOC or Incident Commander
 - Reporting Location is the ARK you are currently at
- **Complete footer**
 - Number pages consecutively. Leave "Of ____" blank until the end of event
 - Enter your name in Prepared by section
 - Leave the Presidential Awards section blank
- **Register Volunteers as they come in.** everyone at the ARK more than 15 minutes must register
 - PPE-do they have Protective Equipment, closed-toe shoe, long pants? Y=yes, N=no
 - Enter (or have the volunteer do it) Volunteer's Name and address
 - DSW Class is CERT, CARES, MRC,DART. SUV=Spontaneous Untrained Volunteer. **CERT members without badge or current sticker on badge are SUV**
 - Enter time volunteer is signing in. Use Military Time
 - Have Volunteer sign name
 - If badge and/or vest were issued, enter the number from each item in the appropriate space. If CERT member brought own vest/badge, enter CERT
 - Place a wristband on Volunteer
 - ARK Rovers-refer to page 15, section 11 of Volunteer Check-in Manual
- **T-card**
 - Enter the Event /Incident number
 - Enter volunteer's name and cell phone number
 - Place "x" in each appropriate category of Qualification. May have more than one
 - Enter any other pertinent qualifications in the "other" box
 - Enter Date and Time volunteer checked-in
 - Enter "Checked-in" and list any issued badge/vest number in the "Status" area
 - If volunteer is a minor, parent must sign Risk Waiver Form
 - Give the T-card to Incident Commander or Operations
 - SUV-Use yellow Highlighter to make a diagonal line across the Heading of the T-card
 - If a volunteer chooses to drive his/her own vehicle, have the volunteer enter the expiration date of his/her license and sign the back of T-card
- **Checking out**
 - When volunteer is leaving for the day, T-card is returned to you by Operations
 - Enter date and time volunteer is leaving
 - Enter "checking-out" in status area
 - Cut off Wristband
 - Keep T-card in binder until demobilization
- **Demobilization**
 - **Be sure all ARK members have signed out-you may need to keep the sheet and track people down**
 - **Complete the bottom of each page with the total number of pages used for the event**
 - **Give all your complete documentation to Status and Mapping for filing**
 - **Return supplies and equipment to Logistics. Notify Logistics of supplies that need to be replenished**
 - **Don't forget to sign out yourself!**