

Mid-Ohio Valley Medical Reserve Corps

Policies

**Mid Ohio Valley Medical Reserve Corps
Volunteer Policy Manual**

Overview of the Medical Reserve Corps

1. The Mid Ohio Valley Medical Reserve Corps (“MOVMRC”) is a locally-based, region-wide medical-personnel resource whose purpose is to augment, assist and support the existing medical and public health systems during disasters and public health emergencies.
2. The MOVMRC consists of volunteer healthcare professionals from several different disciplines who can be called upon to assist the community in the vent of a major disaster or large-scale public health emergency, including natural or man-made disasters or acts of terrorism.
3. As an “all-hazards” resource, the unit’s personnel and resources may be utilized in any type of natural or man-made emergency. Unit personnel will only be used in functional areas or assignments for which they are properly trained and equipped.
4. The MOVMRC may be used in large-scale, complex emergencies involving multiple jurisdictions and interagency operations or in smaller incidents involving a single jurisdiction or agency. MOVMRC personnel and resources may be assigned to area hospitals, public health agencies or mass care facilities to augment and assist the staff of these healthcare facilities.
5. The MOVMRC unit *will not* replace existing emergency medical response systems or resources. During emergencies, Medical Reserve Corps volunteers may provide an important "surge" capability to perform some functions usually performed by emergency health staff. They can also augment medical and support staff shortages at local medical or emergency facilities.
6. The MOVMRC IS primarily designed to assist and supplement the existing emergency medical response and public health systems in emergencies. However, MOVMRC personnel and resources may be utilized in non-emergency situations such as public health initiatives, community health outreach programs depending upon on their availability.

Mission Statement

The mission of the Mid-Ohio Valley Medical Reserve Corps is to serve as a medical personnel resource for the WV counties of Calhoun, Jackson, Pleasants, Ritchie, Roane, Tyler, Wirt and Wood. The MOVMRC will support and assist local governments and area healthcare systems with emergency medical operations and vital public and community health activities.

ROLES OF the MOVIRC

1. Increase “Surge Capacity” of Community:

Cooperative agreements have been established with area businesses, schools, and churches to utilize space in emergency situations to create Alternate Care Facilities. MOVIRC volunteers will be utilized to assist in the provision of care, stabilization, and transfer of patients.

2. Mass Prophylaxis (Immunizations):

In the event of a public health emergency in which mass immunizations would be needed, MOVIRC volunteers will be called upon to assist in the administration of immunizations.

3. Mass Medication Distribution

Similarly, if mass medication distribution were required due to a public health emergency, MOVIRC volunteers will be called upon to assist in the dispensing of antibiotics.

ORGANIZATION AND COMPOSITION

The MOVIRC serves the WV counties of Calhoun, Jackson, Pleasants, Ritchie, Roane, Tyler, Wirt, and Wood. Activities are governed by an Oversight Committee made up of the Executive Directors of local health departments in the covered region.

Steering Committee

1. The Steering Committee is comprised of stakeholders from various healthcare, community service agencies, volunteer service agencies, and other key agencies designed to provide services to the community.

2. The Steering Committee members have the responsibility of representing the interests of the community regardless of their respective organizational affiliation or role. The purpose of the Steering Committee is to make recommendations for MOVIRC operations and activities including:

Representing the interests of the Oversight Committee and affiliated organizations in meeting the needs of the community

Clarify the vision, mission, and roles of the MOVIRC

Develop and support policies that facilitate the purpose of the MOVIRC

Identify needs and priorities for the MOVIRC work

Develop plans that respond to needs and maximize resources

Ensure alignment of the MOVIMRC work with purpose and mission

Ensure accountability of the MOVIMRC work and resources

3. The Steering Committee will meet as needed. The MOVIMRC Coordinator will be empowered to carry out the day-to-day leadership and operation of the program.

Activation Authority

The MOVIMRC may only be activated for emergencies by Mid Ohio Valley Health Department officials at the request of hospital officials, service area emergency managers, or other volunteer organizations.

The MOVIMRC Coordinator may activate the MOVIMRC for non-emergency, public health outreach services.

Activation Process

1. Requests for activation may be made to the MOVIMRC Coordinator and should include the following information:
 - a) The nature and scope of the emergency
 - b) The location of the emergency.
 - c) The estimated number of patients and their injuries.
 - d) The staging area(s) or location(s) to which the MOVIMRC unit should deploy.
 - e) Specific medical skills and/or resources needed, i.e., physicians, nurses, etc.
 - f) A contact phone number and/or radio frequency.
2. The MOVIMRC Coordinator shall notify volunteers utilizing the WARN System. The message will include the type of emergency, location of the volunteer staging area, and a contact number for questions.

Volunteer Response

1. At the time of activation, ALL Medical Reserve Corps personnel will report to the staging area specified. Personnel will be deployed from this staging area to field assignments.
2. For lengthy, extended operations, multiple shifts may be required. Medical Reserve Corps personnel will be assigned specific shifts of operation and will be assigned to duty stations from the staging area.

Staging Area

1. The Staging area will serve as a central location for all MOVIMRC volunteers to:
 - a) Assemble and sign in
 - b) Be briefed on incident/deployment activities
 - c) Receive assignments
 - d) Receive "just in time" training related to incident/deployment
 - e) Receive equipment, supplies, security badges, etc.

- f) Receive instructions regarding mobilization/demobilization procedures
 - g) Assemble post-event or post-shift to sign out (important for volunteer accountability and safety)
2. The exact location of the staging area will be dependent upon the incident and areas impacted by the events; the staging area should be large enough to accommodate the needs of the MOVIMRC in processing volunteers.
 3. To avoid traffic and congestion at the incident site, MOVIMRC volunteers shall be transported from the staging area to the location of their field assignment.
 4. It may be necessary for volunteer with specialized skills be deployed, rather than the entire unit.
 5. In emergency medical operations, Medical Reserve Corps personnel may be deployed to a hospital, other healthcare facility, or to any other location where their services are needed.
 6. Once on scene, Medical Reserve Corps volunteers will check in with the appropriate incident commander to be integrated into the response effort.

Demobilization

1. Medical Reserve Corps personnel will support emergency medical, public health or hospital operations for the duration of an incident or as long as their assistance is required. It is possible that some unit personnel and resources are demobilized before others as their assignments are completed.
2. The Unit Commander should confer with the Incident Commander (or similar official if operating within a hospital or public health agency setting) to determine whether additional Medical Reserve Corps assistance is required.
3. Unit personnel will demobilize along with resources, in accordance with the Incident Commander's instructions.
4. When demobilizing, unit personnel should ensure all assigned activities are complete, account for unit equipment and clean up any debris or trash associated with unit assignments.

IDENTIFICATION CARDS

1. Medical Reserve Corps volunteers will be issued a card indicating their membership in the MOVIMRC. This ID card will be worn above the waist in a plastic jacket that will also contain a photo ID (such as a drivers license). The ID serves to:
 - a. Identify unit volunteers as members of a recognized emergency medical response organization.

- b. Provide unit volunteers with access to the scene of an emergency as part of the region's emergency medical response system.

Identification cards remain the sole property of the MOVIMRC and shall be immediately returned to the MOVIMRC Coordinator upon the volunteer's resignation or termination

RECRUITMENT

- a) Membership in the Medical Reserve Corps is open to licensed physicians, nurses, and PAs.

LICENSE VERIFICATION

It shall be the policy of the Mid Oho Valley Medical Reserve Corps to verify licensing information on physician, registered and practical nurse, and PA volunteers.

1. Physician, nurse, and PA volunteers will be asked to provide their professional license number at the time of registration.
2. Prior to acceptance of a physician, nurse or PA volunteer, license status will be verified as follows:

MD/PA - Verify by searching the WV Board of Medicine Website at <http://www.wvdhhr.org/wvbom/licensesearch.asp>.

DO/PA - Verify by searching the WV Board of Osteopathy at <http://www.wvbdosteo.org/DODirectory.pdf>.

RN - Verify by searching the WV Board of Registered Professional Nurses website at <https://www.wva.state.wv.us/wvrnboard/lookup.aspx>

LPN - Verify by searching the WV Board of Licensed Practical Nurses at <http://www.lpnboard.state.wv.us/>

3. To ensure current licensure status a review of registered volunteers will be done twice per year during the months of August and January.
4. Practitioners who do not have a current license in the state of WV will be removed from the MOVIMRC Roster and placed on the TP Roster.

VOLUNTEER LIABILITY

WV Bureau of Risk Management

The Mid-Ohio Valley Health Department carries liability coverage for employees and volunteers, contingent upon volunteer activation by Mid-Ohio Valley Health Department officials. Volunteers are then treated to the same insurance protection as an employee.

IMMUNITY FROM LIABILITY IN PERFORMANCE OF EMERGENCY SERVICES (including volunteers)

§15-5-11. Immunity and exemption; "duly qualified emergency service worker" defined.

(a) All functions hereunder and all other activities relating to emergency services are hereby declared to be governmental functions. Neither the state nor any political subdivision nor any agency of the state or political subdivision nor, except in cases of willful misconduct, any duly qualified emergency service worker complying with or reasonably attempting to comply with this article or any order, rule, regulation or ordinance promulgated pursuant to this article, shall be liable for the death of or injury to any person or for damage to any property as a result of such activity. This section shall not affect the right of any person to receive benefits or compensation to which he would otherwise be entitled under this article, chapter twenty-three of this code, any act of Congress or any other law.

(c) As used in this section, "duly qualified emergency service worker" means:

(1) Any duly qualified full or part-time paid, volunteer or auxiliary employee of this state, or any Other state, territory, possession or the District of Columbia, of the federal government, of any neighboring country or political subdivision thereof or of any agency or organization performing emergency services in this state subject to the order or control of or pursuant to the request of the state or any political subdivision thereof.

(2) Duly qualified instructors and properly supervised students in recognized educational programs where emergency services are taught. A recognized educational program shall include any program in an educational institution existing under the laws of this state and such other educational programs as shall be established by the office of emergency services or otherwise under this article.

(d) A duly qualified emergency service worker performing his duty in this state pursuant to any lawful agreement, compact or arrangement for mutual aid and assistance to which the state or a political subdivision is a party shall possess the same powers, duties, immunities and privilege she would possess if performing the same duties in his own state, province or political subdivision thereof.

Related to the above:

§15-5-2. Definitions.

As used in this article:

(a) "Emergency services" means the preparation for and the carrying out of all emergency functions, other than functions for which military forces are primarily responsible, to protect, respond and recover, to prevent, detect, deter and mitigate, to minimize and repair injury and damage resulting from disasters or other event caused by flooding, terrorism, enemy attack, sabotage or other natural or other man-made

causes. These functions include, without limitation, fire-fighting services, police services, medical and health services, communications, radiological, chemical and other special weapons defense, evacuation of persons from stricken areas, emergency welfare services, emergency transportation, existing or properly assigned functions of plant protection, temporary restoration of public utility services and other functions related to the health, safety and welfare of the citizens of this state, together with all other activities necessary or incidental to the preparation for and carrying out of the foregoing functions. Disaster includes the imminent threat of disaster as well as its occurrence and any power or authority exercisable on account of a disaster that may be exercised during the period when there is an imminent threat thereof;

(h) "Disaster" means the occurrence or imminent threat of widespread or severe damage, injury, or loss of life or property resulting from any natural or terrorist or man-made cause, including weapons of mass destruction, fire, flood, earthquake, wind, snow, storm, chemical or oil spill or other water or soil contamination, epidemic, air contamination, blight, drought, infestation or other public calamity requiring emergency action;

TRAINING AND EDUCATION

MOVIMRC volunteers will be offered training such as Psychological Impacts of Disaster, START Triage, ADLS, and BDLS.

Federal Emergency Management Agency

<http://www.fema.gov>

IS700 NIMS

IS700 NIMS: An Introduction is a Web-based awareness level course that explains NIMS components, concepts and principles. Although it is designed to be taken online as an interactive Web-course, course materials may be downloaded and used in a group or classroom setting.

National Library of Medicine (NLM)

NLM has rapidly accessible information on the transmission, diagnosis and treatment of possible agents of biological and chemical warfare.

<http://www.sis.nlm.nih.gov/Tox/biologicalwarfare.htm>

<http://www.sis.nlm.nih.gov/Tox/ChemWar.html>

<http://www.nlm.nih.gov/medlineplus/anthrax.html>

NDMS Response Team Training Program

The goal of this program is to ensure that all National Disaster Medical System team members have appropriate orientation and training for optimal in-field performance. This on-line training program allows team members to receive training as their schedule permits from any computer that has Internet access. Content has been developed by a functional working group of response team members under the guidance of the DHHS Office of Emergency Response. On-line assessment tools verify competency and completion of each module. Individual progress is tracked by both OEP and response team administrators. At this time, this training is available only to NDMS team members.

Information about becoming an NDMS member is available at:
<http://www.ndms.dhhs.gov>.

Bioterrorism Practical Readiness Network (Bio-PRN)

This free educational and informational program serves as a quick reference and intervention guide for physicians and healthcare administrators in studying, recognizing and treating diseases associated with bioterrorism. This network was established through a partnership of three businesses (AdvancePCS, the Medical Group Management Association and the Medical Learning Co.). Bio-PRN can be accessed through each of the partners' Web sites:

www.AdvancePCSMdnet.com/phys_bioterror.html; www.mgma.com/bioprn.cfm, or www.familypractice.com. The site is recommended for physicians and healthcare administrators. Physicians can examine virtual hypothetical patients exposed to agents used in bioterrorism. The site provides comprehensive references on biological agents; disease management flash cards with information on history, signs, symptoms, diagnosis, testing, treatment and prevention.

American Medical Association - Bioterrorism and other Disaster Resources for the Physician

This educational resource currently includes information on anthrax, antibiotic misuse, bioterrorism, botulinum toxin, chlordane during time of disaster, organized medicine's role in the national response to terrorism, diagnosis and treatment related to disaster medicine problems, hospital preparedness, post-traumatic stress disorder, smallpox, tularemia and responding to the growing threat of biological weapons.

<http://www.ama-assn.org/ama/pub/category/6671.html>

Medical Response to Weapons of Mass Destruction

This course is collaboration among Lippincott Williams & Wilkins, the Uniformed Services University of the Health Sciences (USUHS) and Medantic Technology. It is a course on nuclear, biological and chemical warfare for healthcare providers. This interactive online course is designed to provide medical professionals with information and rapid decision-making skills for response environments. The web-based format allows for easy access. The content is from experts at the U.S. Uniformed University of Health Sciences (USUHS). It includes

ten interactive modules that address the most likely agents connected with terrorist attacks, including anthrax, smallpox and agent 15. The modules include lectures, cases and tests. Additional lecture modules are available, including psychological/psychiatric aspects, decontamination and logistics. A certificate of completion is issued by USUHS. For more information go to <http://www.wmdemo.com>. To order call: 1-(800) 326-1685 or email halexand@Lww.com

Related Infections

This website is sponsored by the Agency for Health Research and Quality (AHRQ) of DHHS. It is directed toward the estimated 265,000 primary care physicians across the country to enhance their ability to diagnose and treat rare infections and exposures to bioterrorism agents, such as smallpox and anthrax. The site was prepared by the University of Alabama at Birmingham under a contract from AHRQ. It offers five online courses for hospital emergency department physicians, nurses, radiologists,

pathologists and infection control practitioners. Courses cover identification of potential bioterrorism agents, including smallpox and anthrax and commonly associated syndromes.

<http://www.bioterrorism.uab.edu>

American Academy of Pediatrics

This website provides information about the special vulnerabilities and the unique treatment needs of children during disasters. For example, children need different dosages of medicine than adults, different sized equipment than adults, as well as special consideration during decontamination efforts. Children also have unique mental health needs. It is critical that all community preparedness efforts involve pediatric health experts as well as key facilities, institutions and agencies that care for children.

<http://www.aap.org>

An Orientation to Community Disaster Exercises (FEMA)

This study course includes a videocassette and a student manual that provides an orientation to the types of exercises used to test and evaluate a community's emergency plan. The content illustrates the eight basic steps to exercise design and emphasizes the use of a design team to ensure the success of a community's exercise program. The training is web-based with a video available. Target audience: administrators/managers, community leaders, planners. No cost.

<http://www.fema.gov/emi/is120.htm>