

Mid-OhioValley Health Department



Threat Preparedness Volunteer Policies

**Mid Ohio Valley Health Department
Threat Preparedness Volunteer
Policy and Procedures**

Overview of the Threat Preparedness Volunteer Program

1. The Mid Ohio Valley Health Department Threat Preparedness Volunteer Program ("MOVTP") is a locally-based, region-wide volunteers resource whose purpose is to augment, assist and support the existing public health systems during disasters and public health emergencies.
2. The MOVTP consists of volunteers from the community who can be called upon to assist in the event 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 volunteers and resources may be utilized in any type of natural or man-made emergency. Unit volunteers will only be used in functional areas or assignments for which they are properly trained and equipped.
4. The MOVTP may be used in large-scale, complex emergencies involving multiple jurisdictions and interagency operations or in smaller incidents involving a single jurisdiction or agency. MOVTP volunteers and resources may be assigned to mass distribution sites, public health agencies or mass care facilities to augment and assist the staff of these facilities.
5. The MOVTP is primarily designed to assist and supplement the existing emergency response and public health systems in emergencies. However, MOVTP volunteers and resources may be utilized in non-emergency situations such as public health initiatives and community health outreach programs depending upon on their availability.

Mission Statement

The mission of the Mid-Ohio Valley Health Department Threat Preparedness Volunteer Program is to serve as a volunteer resource for the WV counties of Calhoun, Pleasants, Ritchie, Roane, Wirt and Wood. The MOVTP will support and assist local governments and public health systems with emergency operations and vital public and community activities.

ROLES OF the MOVTP

1. Increase "Surge Capacity" of Community:

The Mid-Ohio Valley Health Department has established cooperative agreements with area businesses, schools, and churches to utilize space in emergency situations to create Alternate Care Facilities. MOVTP volunteers will be utilized to assist in the provision of non-medical care, registration, stocking supplies, and transfer of patients.

2. **Mass Prophylaxis (Immunizations):**

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

3. **Mass Medication Distribution**

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

ORGANIZATION AND COMPOSITION

The MOVTP serves the WV counties of Calhoun, Pleasants, Ritchie, Roane, Wirt, and Wood. Activities are governed by the Training Coordinator who is backed up by the HAN Coordinator.

Activation Authority

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

Activation Process

1. Requests for activation may be made to the Training Coordinator and should include the following information:
 - a) The nature and scope of the emergency
 - b) The location of the emergency
 - c) The staging area(s) or location(s) to which the unit should deploy.
 - e) Specific skills and/or resources needed
 - f) A contact phone number and/or radio frequency.
2. The Training 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, volunteers will report to the staging area specified. Volunteers will be deployed from this staging area to field assignments.
2. For lengthy, extended operations, multiple shifts may be required. Volunteers 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 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 must be large enough to accommodate the processing of a high number of volunteers.
3. To avoid traffic and congestion at the incident site, volunteers will be transported from the staging area to the location of their field assignment.
4. It may be necessary for volunteers with specialized skills to be deployed, rather than the entire unit.
5. In an emergency, volunteers may be deployed to a hospital, other healthcare facility, or to any other location where their services are needed.
6. Once on scene, volunteers will check in with the appropriate incident commander to be integrated into the response effort.

Demobilization

1. Volunteers 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 volunteers and resources may be 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 assistance is required.
3. Unit volunteers will demobilize along with resources, in accordance with the Incident Commander’s instructions.
4. When demobilizing, unit volunteers 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. At the time of deployment, volunteers will be issued a card indicating their membership in the MOVTP. 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 response organization.
 - b. Provide volunteers with access to the scene of an emergency as part of the region's emergency response system

Identification cards remain the sole property of the MOVTP and shall be immediately returned to the Training Coordinator at the time of demobilization.

RECRUITMENT

Membership in the MOVTP is open to any citizen 18 years of age or older. Persons 16 and 17 years of age may volunteer upon receipt by the Training Coordinator of a signed consent of a parent or guardian.

A database containing volunteer name, address, telephone, and e-mail address will be maintained as an Access file. In addition, volunteer name and two contact phone numbers will be maintained in the WARN notification system.

Volunteers will be made aware of the WVREDI system and how to register in that system when it becomes available.

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 apolitical 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

MOVTP 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.

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>

QUARTERLY NEWSLETTER

Volunteers will receive a quarterly newsletter that will highlight a specific training area and will also give information available "live" training.