

WELCOME TO THE SNOHOMISH MEDICAL RESERVE CORPS!

Thank you so much for volunteering to help in the response to COVID 19. I wanted to let you know that the work you are doing in this response is making a difference in the health of all our community! In calmer times, we would invite you to lots of classroom trainings and then we would participate in training exercises, such as staffing first aid stations, helping at health fairs and other things. However, these are not very calm times, and we need everyone on board right away!

This document outlines:

- How we schedule Volunteers
- How we communicate with Volunteers
- What our expectations are of Volunteers
- Other trainings

BEING AN MRC VOLUNTEER

We would like to issue every MRC Volunteer an MRC badge. If you have not already done so, please email an electronic photo of yourself to TQuinn@snohd.org. We will make a badge as it is possible, but it may take a while.

We have MRC shirts for volunteers and will give them out as we can at activations. We may also give you other tools to help you in operations. Please wear MRC uniforms only on MRC assignments and use equipment with MRC logos primarily for MRC assignments.

When you have time, review the [Volunteer Handbook](#) that will give you more information and utilize Sling to keep up with new helpful information as well as tutorials.

COMMUNICATION

I send out an email to all volunteers every week – both in these times and in steady state. Once you receive your Sling invitation upon activation, get settled on Sling by updating your profile and setting availability. You will be able to pick up shifts you want looking at the schedule for available shifts. There will be more Sling tutorials on Sling. One thing to do first when you get onto Sling is to modify your notification settings. Otherwise, it will generate an email to you every time that something changes on sling. You can do that by going to Settings, then selecting Notifications. If you opt out of receiving an email, the notifications will still be sent to your dashboard on Sling for you to see.

I always send out an email the day before an operation to everyone that is on shift or on standby for the operation. The email includes lots of details. Most of the jobs can be done with an easy “just in time” training on site. Some of them require more training or pre-requisites. I may send you an email about those trainings or about getting fit-tested or other things.

Email is the best way to reach me, but text (425-512-7599) message me if you need a more immediate response. If you have sent me an email with a question and I have not gotten back to you in 24 hours, please email me again. Sometimes I get super busy, and emails come in pretty fast, but it is my intention

to answer questions within 24 hours.

SCHEDULING

Using Sling, you can select the shifts that you prefer. If you are uncomfortable using sling, just email me and I can sign you up for shifts.

If a Volunteer signs up for an operation and something prevents them from coming, they are encouraged to contact me as soon as possible to let me know. I do not want anyone coming if they are sick or if they have other commitments.

EXPECTATIONS

Volunteers are asked not to self- deploy. If you have picked up for an operation on Sling, the day before the operation, you will receive information about where to report. If you think you should be on the schedule, but did not receive an email, please contact me by text or phone call. Sometimes email servers will block emails that go out to more than one or a few people.

If you have ideas to improve an operation, please email me and let me know. We will implement changes if possible. Please do not implement them yourself without getting approval.

TRAININGS

One of the things we have done to get people into the MRC more quickly was to waive some of the requirements that we have. You are very welcome to complete any of them if you wish. I have outlined them below. But they are not required for this response – however they will give you more information about working in a disaster response.

- [Snohomish County MRC Orientation](#)
- [FEMA 100](#)– this is a free online class that takes up to 4 hours to complete. Once you have taken the test and passed it, FEMA will send you an email certificate. Just forward that to me and I will credit you with having taken it.
- [FEMA 700](#)– this is a little more challenging course but takes about the same amount of time. Just complete the steps as you did for 100.
- [Bloodborne pathogens training](#) and [Quiz](#)– this takes about 10 minutes to complete, and we ask everyone to take it every year. It is just to keep you safe.
- [HIPAA Training](#) and [Quiz](#)– this also just takes a few minutes, and it helps you to better understand HIPAA