

Utah Volunteer and Donations Coordination Team SOG and Checklist for State EOC (Updated June 2015)		
Check off each item here as you go:	Assignment	Sub-Tasks
	Check in at State EOC	
		Sign in at computer in hall and scan EOC access card - get visitor access card if you do not already have one
		Get a computer from the cabinet
		Get internet access
		Get box from VDCT drawer - including VDCT binder
		Plug in phone - test connection
		Verify you have access to a printer
		Login to WebEOC
		Sign in to WebEOC - yes, that is different from logging in
		If you are the first to arrive, check the box "lead" for VDCT
		Log in to donate@utah.gov
		Establish a line of communication with your home agency
	Work Schedule	
		Determine what the operations period is - get this information from the Ops Desk
		Determine who will fill VDCT Shift Assignments through the VDCT roster
		Request EMAC assistance if there are not enough people to fulfill needed shifts
	Replacements/ Back Up Staffing	
		Ensure a replacement has been contacted before the end of your shift and remind them to come in at a specified time
		If needed, Ask for help from:
		VDCT Contact List
		Support Agencies listed in annex
		FEMA VALs (See VOAD Contact List)
		EMAC - if this will be necessary, ask early as it will take a few days for EMAC support to arrive
	Daily Tasks	
		Monitor donate@utah.gov email address
		Monitor your "Missions" and "Tasks" in WebEOC
		Enter all activities into "Activity Log" on WebEOC
		Keep current on the general status of resources and activity associated with your agency
		Provide appropriate information about your activities to the Operations Desk
		Attend appropriate meetings to represent the VDCT during the response phase of the disaster
		Inform your home agencies of the EOC priorities and actions as needed
		Administer the "How to Help" website
		Brief replacement staff on activities, problems and solutions of the day
		Contact PIOs through the JIC or JIS - Ask them to use media/social media to alert public to use the "How to Help" Website
		Request that the media share the "How to Help" Website
		Contact 2-1-1 - Ask them to share the "How to Help" Website with the public
		Identify municipal Volunteer Reception Center locations
		Contact ESF 1 whenever there are specific volunteers or donations needing to come in to the state from other states - ESF 1 protocols will need to be followed
		Contact UServeUtah and all VDCT supporting agencies - request that their website banners share the "How to Help" website link
		Check on available locations for volunteer coordination centers and donations operations as requested by counties
		If volunteers are sparse, Contact a representative from UServeUtah, they are the lead coordinating agency for volunteers in the state of Utah. Determine what AmeriCorps members or other volunteers may be available to support VRCs
		Contact counties not in the disaster area, ask if they have trained personnel available to support counties affected, if needed
		Report updates to PIOs through the JIC or JIS to share important info with the public
		Notify the PIOs anytime a Volunteer Reception Center, Donation Collection Point, and/or Distribution Site is opened - include addresses and hours of operation
		Share a list of donations and volunteers - be sure to clarify types of volunteers and donations needed and NOT needed with the PIOs through the JIC or JIS
		Share updates with all VDCT support agencies
		Share updates with FEMA VALs
		Share updates with all VDCT Group members - this will ensure that upcoming shifts stay apprised of the situation
		Send reminders to VOAD groups, nonprofits and local municipalities to enter their needs and accept offers on the "How to Help" website on a regular basis

		Assessments	
			Determine County needs (see VDCT county assessment sheet)
			Determine VOAD needs
			Determine how to respond to needs