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**Exercise Worksheet**

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| **Module 1: Rapid/Pre-Deployment Phase**  1) What systems, policies or procedures do you have in place to assess the situation and the risks associated for volunteers' safety and health before fulfilling the requests?  2)What information should be communicated to existing volunteers at this time? What is the messaging process and current message?  3)How will the unit rapidly recruit new volunteers to support the disaster?  4)What kind of procedures does your unit have for rapid volunteer screening and selection?  5)What training is needed to prepare volunteers for rapid deployment? Please give examples.  6)Do you have mission sets available?  7)What policy do you have to make sure volunteers have all necessary safety and health measures to reduce volunteer’s safety and health risks? |
| **Module 2: Deployment Phase**  8)What procedures or systems are used to utilize, manage, and track volunteers?  9)What procedures does your unit have in place to organize, assemble, and deploy volunteers?  10)Does your unit have just-in-time training, job action sheets or checklist in place to response to such missions?  11)What resources are most needed to support MRC volunteers responding rapidly?  12)How does your unit maintain consistent communication with stakeholders including ASPR and the response agency throughout the disaster?  13)What system or forms of communication will be utilized to communicate with volunteers?  14)How are you communicating incident-specific safety and health risks to volunteers?  15)What system, policies or procedures do you have in place to monitor volunteers' safety and health during the incident response?  16)What type of volunteer legal protections are in place to activate? |
| **Post-Deployment Phase**  17)What process do you have in place to release and demobilize volunteers?  18)What strategies for risk management are implemented to protect your unit and the MRC volunteers?  19)What system, policies or procedures do you have in place to monitor volunteers' safety and health after missions are completed?  20)How does your unit conduct after-action reviews and develop after-action reports and improvement plans? |
| **Pick top three best practices and procedures for Module 1: Rapid/Pre-Deployment Phase** |
| **Pick top three best practices and procedures For Module 2: Deployment Phase** |
| **Pick top three best practices and procedures For Post-Deployment Phase** |