



**[JURISDICTION] CATASTROPHIC  
EARTHQUAKE VOLUNTEER  
MANAGEMENT PLAN  
WORKSHOP**

**[DATE]**

[Jurisdiction  
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# OPENING, INTRODUCTIONS, & OVERVIEW

[Jurisdiction  
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# WELCOME AND HOUSEKEEPING

- Sign In, Workshop Materials
- Restrooms
- Silence cell phones
- Emergencies
- Breaks



# INTRODUCTIONS

- Facilitators
- Participants



# WORKSHOP SCHEDULE

[Date]

<b>9:30 – 10:00</b>	<b>Registration</b>
<b>10:00 – 10:15</b>	<b>Opening and Introductions</b>
<b>10:15 – 11:00</b>	<b>Module 1: Plan Overview</b>
<b>11:00 – 11:45</b>	<b>Module 2: Objectives 1 and 2</b>
11:00 – 11:25	Objective 1: Roles and Responsibilities
11:25 – 11:45	Objective 2: Coordination and Communication
<b>11:45 – 12:15</b>	<b>Working Lunch</b>
<b>12:15 – 1:15</b>	<b>Module 3: Objectives 3 to 5</b>
12:15 – 12:35	Objective 3: Operations
12:35 – 12:55	Objective 4: Public Information
12:55 – 1:15	Objective 5: Information Management Systems
<b>1:15 – 1:45</b>	<b>Module 4: Review and Findings</b>
<b>1:45 – 2:00</b>	<b>Participant Feedback</b>



# WORKSHOP MANUAL

[insert image of Workshop Manual  
Cover]



# WORKSHOP PURPOSE

- Conduct a systematic review of the [Jurisdiction] Catastrophic Earthquake Volunteer Management Plan .



# WORKSHOP PURPOSE (CONT.)

- To familiarize workshop participants with critical elements discussed in the [Jurisdiction] Volunteer Management Plan
- To review and/or evaluate critical elements and concepts presented in the Plan
- To identify gaps and areas for improvement for Plan revisions and future planning efforts





# WORKSHOP OBJECTIVES

1. Evaluate the roles and responsibilities identified in the Plan and verify that the list is accurate and inclusive of all agencies relevant to volunteer management.
2. Evaluate that the methods described for coordination and communication among local, State, and Federal government agencies and with NGOs are accurate and consistent with the Standardized Emergency Management System.
3. Evaluate that the operations section of the Plan is effective at accurately describing all the critical issues relevant to coordinating volunteer resources.



# WORKSHOP OBJECTIVES (CONT.)

4. Evaluate that the methods and mechanisms identified in the Plan for the dissemination of public information is appropriate for coordinating volunteer resources.
5. Evaluate that the information management mechanisms noted in the Plan for the collection and distribution of volunteer management related data are appropriate.



# WORKSHOP STRUCTURE

- Workshop will be an interactive, facilitated discussion, organized by modules
- Modules will not be presented chronologically to mirror the scenario event; rather, they will support objectives formulated to verify accuracy and consistency of the Plan and the operational elements necessary to carry out volunteer management operations
- Participants will be introduced to Objectives and Discussion Points that support those objectives and will be asked to respond to facilitated questions



# WORKSHOP GUIDELINES

- Primary goal of the workshop forum is to ensure that the coordination, resource-requesting and decision-making processes are accurately described
- Emphasis is on identifying potential inaccuracies or gaps and resolving them through discussion
- Developing solutions should be the focus
- Participation based on knowledge of existing plans and capabilities, and insights is encouraged



# WORKSHOP GUIDELINES (CONT.)

- Decisions are not precedent-setting; the workshop is an opportunity to present and discuss multiple options and possible solutions
- Support from other responders and agencies is assumed
- Scenario, objectives, and assumptions serve as the basis for discussion
- Goal is to review elements of the plans, not to validate the scenario or the HAZUS estimates





# MODULE 1: OVERVIEW OF THE [**JURISDICTION**] VOLUNTEER MANAGEMENT PLAN

[Jurisdiction  
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# PLAN OVERVIEW

- Definitions:
  - ***Spontaneous Volunteer***: an individual who comes forward following a disaster to assist, without pay or other consideration. Spontaneous volunteers may also be referred to as unaffiliated volunteers, spontaneous unaffiliated volunteers, and convergent volunteers.
  - ***Affiliated Volunteer***: For the purposes of this plan, the term ‘affiliated’ will refer only to pre-trained volunteers who are associated with a specific group prior to the event.



# PLAN OVERVIEW (CONT.)

- The objectives of the plan are to:
  - Provide an all-hazards framework for volunteer coordination that is scalable
  - Augment, as a supporting annex or plan, the [Jurisdiction] EOP
  - Enhance the availability of volunteer resources
  - Enhance the means by volunteers can contribute their time and talents
  - Strengthen communication and coordination regarding volunteer coordination
  - Identify functions, roles and responsibilities that support coordination of volunteers
  - Address coordination with non-governmental organizations





# PLAN STRUCTURE

- **Main Body:** Describes the situation; general and specific planning assumptions; operational priorities, objectives and tasks; preparedness for coordination of disaster volunteer operations; and separate concepts of operations for spontaneous volunteers and EVCs, and for affiliated volunteer programs.

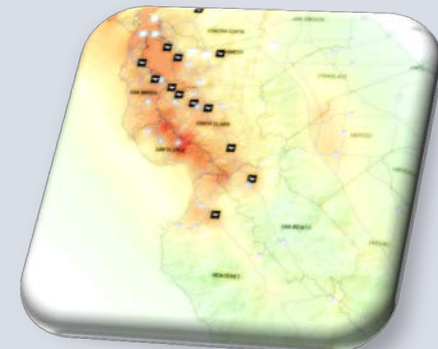
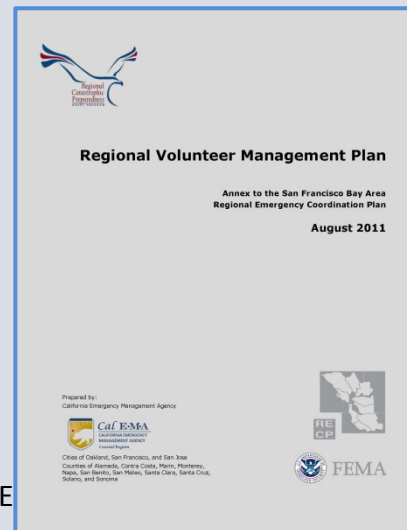
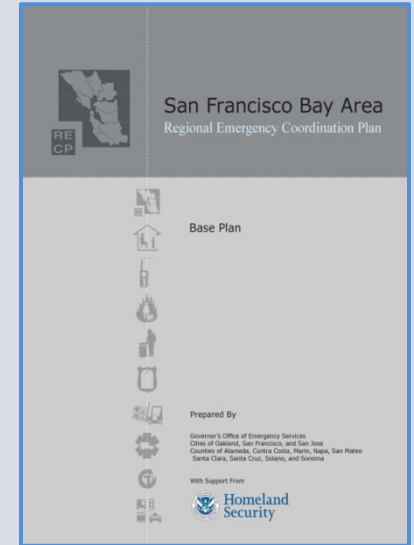
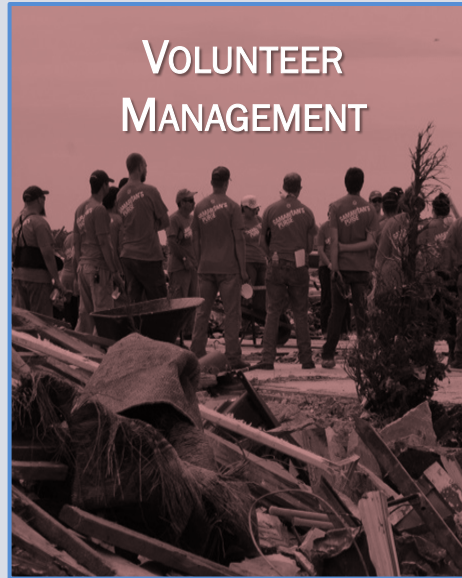


# PLAN STRUCTURE (CONT.)

- **Attachment A:** RCGCP Plan Scenario
- **Attachment B:** EOC Position Checklists
- **Attachment C:** EOC Data Collection and Report Forms
- **Attachment D:** EOC Scripted Public Messaging
- **Attachment E:** EVC Checklists
- **Attachment F:** EVC Forms
- **Attachment G:** EVC Memorandum of Understanding (MOU) Template
- **Attachment H:** Affiliated Volunteer Programs in [[Jurisdiction](#)]
- **Attachment I:** Review of Legal Issues Relating to the Use of Volunteers by Public Entities
- **Attachment J:** Legal FAQ
- **Attachment K:** Glossary/Acronyms



# PLAN RELATIONSHIPS



[JURISDICTION – UPDATE ON MASTER SLIDE] VOLUNTEER

# CATASTROPHIC EARTHQUAKE SCENARIO

- The plan is based on a catastrophic earthquake scenario
- The scenario used for planning purposes is a recurrence of the 1906 moment magnitude (**M**) 7.9 earthquake on the northern segment of the San Andreas fault.



# EARTHQUAKE CHARACTERISTICS

- Main shock lasts 45 to 60 seconds
- Epicenter is just outside the entrance to the San Francisco Bay, west of the Golden Gate Bridge
- Earthquake ruptures approximately 300 miles of the northern segment of the San Andreas Fault
- Threats and hazards resulting from the main shock are aggravated or recur during aftershocks, which continue for months after the main shock



# REGIONAL IMPACTS

- 300,000 people seeking shelter
- 500,000 households without electricity
- 1.8 million households without potable water
- 7,000 fatalities
- 50 million tons of debris
- More than 1 million people requiring transportation assistance because of hazardous conditions or dislocation



# REGIONAL IMPACTS (CONT.)

- Threats and hazards resulting from shaking, surface fault rupture, and liquefaction include:
  - Structural and nonstructural damage to buildings and infrastructure
  - Widespread fires
  - Subsidence and loss of soil-bearing capacity
  - Displacement along the San Andreas Fault
  - Widespread landslides
  - Hazardous materials spills and incidents
  - Dam/levee failure, resulting in flooding
  - Civil disorder



# VOLUNTEER MANAGEMENT ASSUMPTIONS

[Enter the assumptions identified in your Volunteer Management Plan. The assumptions are used to enhance the scenario description and provide a basis for the discussion]







# MODULE 2: OBJECTIVES 1 AND 2

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# OBJECTIVES 1 AND 2

*Discussion Time: Approximately 45 Minutes*

**Objective 1: Roles and Responsibilities** - evaluate the roles and responsibilities identified in the Plan and verify that the list is accurate and includes all agencies relevant to volunteer management.

- **Discussion Point 1:** Review list of roles and responsibilities found in the plan and comment as to inclusiveness and clarity.

**Objective 2: Coordination and Communication** - evaluate that the methods described for coordination and communication among local, State, and Federal government agencies and with NGOs are accurate and consistent with SEMS.

- **Discussion Point 1:** Address the potential challenges relative to Communication and Coordination between government agencies and voluntary organizations.





# **BEGIN WORKING LUNCH 30 MINUTES**

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# MODULE 3: OBJECTIVES 3 TO 5

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# OBJECTIVE 3: OPERATIONS

*Discussion Time: Approximately 20 Minutes*

Evaluate that the operations section of the Plan is effective at accurately describing all the critical issues relevant to coordinating volunteer resources.

- **Discussion Point 1:** Review and evaluate the operational priorities identified in the Plan.
- **Discussion Point 2:** Discuss the exact mechanisms for supporting the local EVCs and meeting local resource needs at the EVC level.



# OBJECTIVE 4: PUBLIC INFORMATION

*Discussion Time: Approximately 20 Minutes*

Evaluate that the methods and mechanisms identified in the Plan for the dissemination of public information is appropriate for coordinating volunteer resources.

- **Discussion Point 1:** Discuss the Volunteer Management role in the Joint Information System/Joint Information Center Process and how timely information will be processed and disseminated to the public.



# OBJECTIVE 5: INFORMATION MANAGEMENT SYSTEMS

*Discussion Time: Approximately 40 Minutes*

Evaluate that the information management mechanisms noted in the Plan for the collection and distribution of volunteer management related data are appropriate.

- **Discussion Point 1:** Discuss how data will be gathered and shared within the region, from EVCs to the REOC.





# MODULE 4: REVIEW AND FINDINGS

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# REVIEW AND FINDINGS

- Reviewed Concepts
- Strengths
- Identified Gaps or Areas for Improvement



# NEXT STEPS

- Complete Participant Feedback Forms
- [Next steps may include: the development of an After Action Report, an After Action Meeting, additional workshops or working groups, and revisions to the Plan]





# THANK YOU!

Please leave your completed Participant Feedback Forms on the tables.

## PROJECT POINTS OF CONTACT

[Agency Name]

[Name of Contact]

[Title/Position]

[Phone Number]

[Email]

[Agency Name]

[Name of Contact]

[Title/Position]

[Phone Number]

[Email]

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