

PAGE \_\_\_\_ OF \_\_\_\_

[illegible]

## Instructions for Mutual Aid Staging Area Tracking Form

This form provides a one page form to track incoming mutual aid/local volunteers . At a minimum, copies are required at the intake point and the incoming mutual aid Team Leader. Not all copies will have all information.

>>> **Someone showing up that is NOT on the list;** send that person to the Staging Area MGR who needs to have this person vetted before accepting.  
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**INCIDENT:** This is the name which has been given to the emergency or exercise.

**Date:** Please insert the date on which the intake of volunteers occurs. Start new pages on day change.

**RCVG Group:** This is the name of the ARES group *that has requested the volunteers* and will be deploying them in the name of the served agency.

**Page \_\_ of \_\_ :** This is to ensure that pages are not lost once the forms are complete for that day.

**Sending Group Name:** If the volunteer is provided by another ARES/EMCOMM group, insert name of group.

**Volunteer Name:** Must be same as on provided identification.

**Callsign:** Amateur Radio Callsign

**Traveling With:** This is the name/names of any persons traveling with the volunteer. Could be other volunteer or a spouse or a friend.

**Personal Kit:** Indicates whether the volunteer has brought any personal kit with them. Personal kit should have identification attached for tracking lost/left behind items.

**Other Kit:** Indicates whether the volunteer has brought any other kits with them. Such as a station kit, generator, mast, antenna etc.

**Intake Form Received:** Indicates that the volunteer has filled out an Intake Form (DMAP03) and submitted it to the intake coordinator at the intake point.

**Briefing Received:** Indicates that the volunteer has received a briefing on the situation, the overall requirements of the volunteers and what will be provided to the volunteer during their deployment.

**Assigned to:** Indicates what location the volunteer has been assigned. E.g. EOC, Shelter One, Fire Station 3

**Accommodations:** Indicates where the volunteer will be accommodated while deployed. E.g. West Wind Motel, Home of VE3XXX, No accommodations

**Debrief Done:** Indicates that the volunteer was debriefed at the end of the deployment by the Receiving Group. If this has not been done, the Receiving group should notify the sending group so that they can do a debrief of the member.

**Released by:** This indicates that the invoking group has released the volunteer. Prior to releasing volunteers, the invoking group leaders should ensure that all forms have been completed, that any equipment or personal kits brought in is with the volunteer. A message should be sent to the responding group to inform the EC that the volunteer is being returned