



*Auglaize County  
Medical Reserve Corps*

## **Member Handbook**

**October 20, 2011**

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# Auglaize County Medical Reserve Corps Handbook

Since August 23, 2007 edition revisions made to:

- Membership requirements section – page 8
- Auglaize County MRC Advisory Board – page 11
- MRC Membership Levels section – page 13

Since October 19, 2008 editions revisions made to:

- Overview – page 5
- Level 2 Renew – page 13

October, 2011 the Handbook was revised as follows:

- Surgeon General's page updated
- Mercer County removed from "Overview"
- "If both counties are in a state of declared emergency the MRC will split membership by county of residence so that volunteers can support their own county." (Removed)
- "All accepted volunteers must pass a background check." (Added to Competency Statements)
- "MRC members *who are working as medical care personnel* are required to be currently licensed and/or certified to provide any level of medical care and must work within the scope of their licensure." (Removed from Membership Requirements)
- "A member who changes their licensure must notify the coordinator immediately." (added to Membership Requirements)
- "further they must submit to a background check paid for by the MRC" (added to Membership Requirements)
- "Michael Wurst" replaced by the "the MRC coordinator" in "1. Membership Requirements"
- "Appointments to these positions are approved by the Auglaize County MRC Board and the Auglaize County Health Commissioner," (removed from Structure of the AugCoMRC and replaced by :) "Appointments to these positions are through election by majority of the registered volunteers (Level 2 through 4) at the last meeting of the odd years. Members may be election to the same office for no more than 2 elected periods. If a vacancy occurs in an elected office, the body of registered volunteers (Level 2 through 4) will determine at the next meeting if an election will occur for that position or if the executive committee will appoint a person to complete the term of the office."
- "twenty-one" (removed from Membership Requirements) replaced with "eighteen"
- Added leadership job descriptions, pages 8 & 9
- Revised membership levels, pages 15 & 16

## Preface

In the wake of the September 11, 2001 terrorist attacks, thousands of Americans responded by volunteering their talents and skills to help others. Many more Americans asked, “What can I do to help?”

During his 2002 State of the Union address, President George W. Bush called on all Americans to make a lifetime commitment of at least 4,000 hours – the equivalent of two years of their lives – to serve their communities, the nation and the world. President Bush created the USA Freedom Corps to help Americans answer his call to service and to foster a culture of service, citizenship and responsibility.

Citizen Corps is the component of USA Freedom Corps that creates local opportunities for individuals to volunteer to help their communities prepare for and respond to emergencies by bringing together local leaders, citizen volunteers and the network of first responder organizations, such as fire departments, police departments and emergency medical personnel. Many existing volunteer organizations are working with mayors, county executives, and others to establish strong local Citizen Corps Councils in order to enhance voluntary services. Currently, three federal agencies administer five national level programs that form the basis of the Citizen Corps. More information about the Citizen Corps programs can be obtained at [www.citizencorps.gov](http://www.citizencorps.gov) or [www.usafreedomcorps.gov](http://www.usafreedomcorps.gov).

The Medical Reserve Corps is the component of the Citizen Corps that will bring together local health professionals and others with relevant health-related skills to volunteer in their community. These volunteers will assist local, existing community emergency medical response systems as well as provide a group of readily trained and available resources to help a community deal with pressing public health needs and improvements. Citizen Corps Councils and Medical Reserve Corps units will vary from community to community, depending on each community’s needs and the decisions made by the community’s leadership and its citizens. The initiatives in all communities share the common goal of engaging volunteers in helping their communities prevent, prepare for and respond to crime, disasters, pressing public health needs and emergencies of all kinds.

## Medical Reserve Corps (MRC)

**A Message from Regina M. Benjamin, MD, MBA, VADM, USPHS  
United States Surgeon General**



Dear MRC Leaders and Volunteers,

As we embark on a new year, many people will resolve to make positive changes in their lives. I encourage you to capitalize on this by promoting and being involved in public health initiatives in 2011. The Medical Reserve Corps is in a key position in communities across the country to directly impact the health of Americans. Your reach and breadth of knowledge, skills, and service is inspiring. I am excited by the possibilities for the MRC!

One way the MRC can make a huge impact right now is through First Lady Michelle Obama's Let's Move! campaign. This campaign has an ambitious national goal of solving the challenge of childhood obesity within a generation so that children born today will reach adulthood at a healthy weight. Let's Move! combats the epidemic of childhood obesity by engaging every sector that impact the health of children and providing schools, families and communities with simple tools to help kids be more active, eat better, and live healthier. Medical Reserve Corps volunteers can play a key role in carrying out the objectives of this important campaign in their communities.

Let's Move Faith and Communities inspires healthy eating and physical activity. To learn more about how you can further awareness and prompt action in communities across the country, visit: <http://www.whitehouse.gov/sites/default/files/microsites/Lets-Move-Toolkit-Faith-Communities.pdf>. Let's Move Cities and Towns encourages mayors and elected officials to make a commitment to a long-term, sustainable, and holistic approach to fight childhood obesity, recognizing that every city is different, and every town will require a distinct approach to the issue. Including the MRC in the approach can be part of that commitment. More information can be found at <http://www.letsmove.gov/officials-step-1.php>.

As community level volunteers with a focus on health, you are in an ideal position to directly impact children's health and make a real difference in solving the problem of childhood obesity. Each encounter you have with a parent or caregiver is an opportunity to help them understand the importance of optimal nutrition and physical activity from the earliest moments of life through adulthood. You can, for example, make BMI screening a part of your unit's public health activities, talk to new parents about first foods and breastfeeding, and consider sharing your expertise with other community groups and organizations that support childhood health and wellness.

Thank you for the efforts you are already taking to improve the health and safety of your communities. I know that, together, we can do even more to reduce the number of overweight and obese children.

Kind regards,  
Regina M. Benjamin, MD, MBA  
VADM, USPHS  
United States Surgeon General

# Auglaize County Medical Reserve Corps Handbook

## Mission Statement

The mission of the Auglaize County Medical Reserve Corps is to establish a team of local volunteer medical and public health professionals who work with the Citizens Emergency Response Team (CERT) to contribute their skills and expertise throughout the year as well as during times of community need.

## Overview

The Auglaize County Medical Reserve Corps accepts membership from Auglaize Counties. The unit is county-based and functions as a way to organize and utilize volunteers who want to donate their time and expertise to prepare for and respond to emergencies, and to promote healthy living throughout the year. If either Auglaize or Mercer County is in an emergency, the Medical Reserve Corps volunteers from both counties will supplement existing emergency and public health resources.

Medical Reserve Corps volunteers include medical and public health professionals such as physicians, nurses, pharmacists, dentists, veterinarians, and epidemiologists. Many community members—interpreters, chaplains, office workers, legal advisors, and others—can fill key support positions.

## Why become a Registered Volunteer

By registering in advance of an emergency, the Auglaize County Medical Reserve Corps has time to verify licensure and confirm background checks to allow registered volunteers to be called and placed quickly in an emergency. Registered volunteers can take part in Health Department exercises and training for emergencies. They will also have input to the direction the Auglaize County Medical Reserve Corps takes. Volunteers who wait until the emergency is declared will need to be processed through at Volunteer Reception Center (VRC), and wait until background checks and professional licensure can be completed before being assigned.

# Auglaize County Medical Reserve Corps Handbook

## Volunteer Availability

As with any volunteer system the volunteers offer their services in advance; however, when the opportunity to serve presents itself these individuals may have personal, family, or employment obligations that do not allow them to serve. It is understood that this may happen; that is the reason for registering as many volunteers as possible to have a sufficient quantity of volunteers to meet the need when present. Volunteers are expected to serve in their home county first. All volunteers operate under the Incident Command System (ICS) in a declared emergency.

## Competency Statements

Broad competency statements are generally measurable only over time, or in complex situations; sub-competencies used for educational purposes are generally measurable within the time span of a single class or course.

The Auglaize County Medical Reserve Corps will accept into its membership any person with medical licensure, including but not limited to Medical, Nursing and Ancillary Health professions or persons with other non-medical skills, such as Clergy and Language Interpreters who will assist in the performance of the Auglaize County Medical Reserve Corps to serve and protect the public. All accepted volunteers must pass a background check.

## Structure of the Auglaize County Medical Reserve Corps

The Auglaize County Medical Reserve Corps is organized through the Auglaize County General Health Department. The Health Department sponsors the Auglaize County Medical Reserve Corps as a part of the Auglaize County Citizen Corps Council which is administered by the Auglaize County Emergency Management Agency. The Citizen Corps Council is a component of USA Freedom Corps established by President George W. Bush in 2002.

Administration for the program is provided by the Health Department Coordinator appointed or approved by the Auglaize County Health Commissioner.

## Auglaize County Medical Reserve Corps Handbook

When the Auglaize County Medical Reserve Corps is mobilized (for an exercise or an actual event), command and control is provided by the Auglaize County General Health Department. In the event of a declared emergency the Auglaize County Medical Reserve Corps will operate under the Incident Command System (ICS).

Under normal (non-mobilized) operation, the leadership structure of the MRC includes the following positions:

- Coordinator
- Commander (elected 1 yr term)
- Deputy Commander (elected 1 yr term)
- Secretary
- Supply and Logistics Manager
- Volunteer Recruitment Coordinator
- Training Director

Appointments to these positions, except coordinator, are through election, by a majority of the registered volunteers (Level 2 through 4) at the last meeting of each odd year. Members may be elected to the same office for not more than 2 elected periods. If a vacancy occurs in an elected office, the body of registered volunteers (Level 2 through 4) will determine, at the next meeting, if an election will be held for that position or if the executive committee is to appoint a person to complete the term of the office.

The Coordinator position is appointed by the Auglaize County Health Commissioner.

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## Leadership – Roles & Responsibilities

### 1. Commander (elected 1 yr term)

- a. Works closely with the Health Department MRC coordinator
- b. Conducts general meetings utilizing Robert's Rules of Order
- c. Appoints sub-committee members as needed
- d. May not serve a chair of the following committees
  - i. Communications
  - ii. Supply and Logistics
  - iii. Training and Exercise
  - iv. Volunteer Recruitment
  - v. Finance
- e. Appoints a 3 member nomination team at least six months before elections are needed.
- f. Performs duties as assigned by a majority vote of the membership.
- g. Serves in an ex-officio advisory position after term expires.

### 2. Deputy Commander (elected 1 yr term)

- a. Performs the duties of the Commander in the absence or disability of the Commander
- b. Coordinates MRC call down in exercises or real world situation
  - i. Maintains the MRC member information
- c. Performs additional duties as assigned by the Commander

### 3. Secretary

- a. Maintains Records of all meetings
  - i. Records minutes of all general minutes
  - ii. Provides minutes by e-mail to registered members 10 days before the general meetings
  - iii. Receives minutes from committee meetings within three weeks of meeting
  - iv. Maintains copies of all committee meetings

### 4. Supply and Logistics Manager

- a. Maintains an inventory of supplies of the Auglaize County MRC
- b. Advises Health Department MRC coordinator of needs of MRC
- c. Presents needs of MRC purchases to the Health Department MRC coordinator
- d. Performs additional duties as assigned by the Commander



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## 5. Volunteer Recruitment Coordinator

- a. Develops plans to recruit more volunteer members
- b. Works with the Training Director to maintain membership
- c. Works with the Health Department coordinator to obtain printing supplies
- d. Performs additional duties as assigned by the Commander

## 6. Training Director

- a. Works with the Health Department coordinator to incorporate MRC members into health department local and Regional exercises.
- b. Develops opportunities for MRC members to serve the public.
- c. Performs additional duties as assigned by the Commander

## Membership Requirements

Assignments within the MRC will be made according to a member's current level of licensure/certification and experience. If licensed upon admission to the MRC, members are required, as a minimum, to maintain the level of licensure/certification that qualified them to join the MRC, and are required to provide proof of re-licensure/recertification when those credentials expire. A member who changes their licensure must notify the coordinator immediately. The MRC will not pay for re-licensure or recertification fees, although exceptions may be made when certifications are obtained as part of a MRC training course. Exceptions to the re-licensure/recertification requirement may be made by the Coordinator.

MRC members *who are not working in the medical field* are required to provide references for the MRC's assistance during evaluation. Assignments will be based on range of experience, desired types of assignments, and actual open assignments in the event of deployment.

MRC members must be at least eighteen years of age. United States citizenship is not required; however, valid proof of residence must be presented upon request of the Auglaize County Medical Reserve Corps.

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Members are required to maintain a valid Ohio driver's license (or valid Ohio photo I.D.) and remain free of felony and misdemeanor convictions.

Members are required to sign the "Code of Conduct" and must abide by it during their service in the MRC. In addition, members must maintain their uniforms, supplies, and equipment in an appropriate and organized manner, ensuring they are ready for mobilization when asked.

The Auglaize County MRC does not discriminate in regard to race, gender, ethnicity, or physical capability. MRC members may, however, be assigned responsibilities that are appropriate given their race, gender, ethnicity, or physical capabilities (for example, a male may be assigned to care for male patients and a Spanish-speaking member may be assigned to assist Spanish-speaking persons).

The Coordinator will maintain files on each member and is responsible for periodic audits to ensure licenses and certifications remain current.

The Coordinator's files must also contain proof that members have been vaccinated against Hepatitis B and that they have a current (within 12 months) negative TB test. In cases where a member tests positive on a TB skin test the member will be referred for a chest X-ray to confirm a negative TB status.

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Members entering the Auglaize County Medical Reserve Corps must:

1. Register with the Auglaize County Medical Reserve Corps on line at [www.medicalreservecorps.gov](http://www.medicalreservecorps.gov) or by calling the MRC Coordinator at the Auglaize County Health Department at 419-738-3410.
2. Complete the “Auglaize County Medical Reserve Corps Volunteer Registration” form.
3. Present a copy of credentials if currently licensed or proof of abilities to perform tasks helpful to the function of the Auglaize County Medical Reserve Corps.
4. Be approved by the Health Commissioner of the Auglaize County Health Department.
5. Within one year of becoming a volunteer present proof that member has been vaccinated against Hepatitis B
6. Present proof yearly that member has a current negative TB test. In cases where a member tests positive on a TB skin test the member will be referred for a chest X-ray to confirm a negative TB status.
7. Participate in the “Introduction to the Auglaize County Medical Reserve Corps” within 6 months of acceptance as a member (no cost to volunteer).
8. Receive identification card from the Office of Homeland Security and Emergency Management after completion of “Introduction to the Auglaize County Medical Reserve Corp” (no cost to volunteer).
9. Submit an approved FEMA certificate for completing the on-line course IS 700 NIMS – Introduction to the National Incident Management System (<http://training.fema.gov/is/courseoverview.aspx?code=IS-700.a>) within 6 months of acceptance into membership of the AugCoMRC (no cost to volunteer).
10. Participate in the “Are you Ready?” course provided by the Auglaize County Medical Reserve Corps within 6 months of becoming a member of the Auglaize County Medical Reserve Corps or document independent study in personal and family preparedness for emergencies (no cost to volunteer).
11. Submit a plan to the Auglaize County Medical Reserve Corps documenting that the member has a personal and family preparedness plan in place within 6 months after

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completing the “Are you Ready?” program or after independent study (no cost to volunteer).

12. Submit an approved FEMA certificate for completing the on-line course IS 100 ICS – Introduction to Incident Command (<http://training.fema.gov/is/courseoverview.aspx?code=IS-100.b>) within 12 months of acceptance into membership of the AugCoMRC (no cost to volunteer).
13. Present a certificate for completing the on-line course IS 200 - ICS for Single Resources and Initial Action Incidents (<http://training.fema.gov/is/courseoverview.aspx?code=IS-200.b>) within 12 months of acceptance into membership of the AugCoMRC (no cost to volunteer).
14. Apply for and participate in Basic Disaster Life Support (BDLS) course when the opportunity arises (course fee paid for by Health Department with prior approval and after course completion certificate presented)
15. Attend no less than 50% of the quarterly scheduled meetings each year.
16. Renew approved training as determined by the Auglaize County Medical Reserve Corps or the Ohio MRC (OMRC).
17. Meet OMRC training requirements when presented in the future.

### Auglaize County MRC Advisory Board

The Auglaize County MRC Advisory Board will be composed of members of the Auglaize County Local Emergency Planning Committee (LEPC) and other non-LEPC agencies. Minimum membership will include one representative each from the Auglaize County Health Department,

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Auglaize County EMA, Joint Township District Memorial Hospital, Auglaize County American Red Cross Chapter, Mental Health and Recovery Services Board of Allen, Auglaize, and Hardin Counties, Auglaize County Commissioner's Office, and LEPC members appointed by the Chair of the LEPC one each representing Fire, EMS, Law Enforcement, business and the general public.

Board members will be appointed for a term of two-years. Terms of members from Auglaize County Health Department, Auglaize County EMA, Joint Township District Memorial Hospital, Auglaize County American Red Cross Chapter, Mental Health and Recovery Services Board of Allen, Auglaize, and Hardin Counties will expire August 31<sup>st</sup> of the even numbered years, and the terms of members from Commissioner's Office, and LEPC members appointed by the Chair of the LEPC will expire August 31<sup>st</sup> of the odd numbered years.

The Board will meet a minimum of twice a year, following the regularly scheduled meetings of the Auglaize County LEPC. The location of the Auglaize County Medical Reserve Corps Advisory Board meeting will be at the Auglaize County Administration Building, unless otherwise announced by the Chair of the LEPC. Auglaize County MRC members are invited but not required to attend.

The Board will review the updates/revisions of Auglaize County MRC's current status and update the MRC's Strategic Plan to ensure the MRC continues to progress within the parameters of its Mission Statement. The Board will advise the Health Commissioner of community needs and suggest new initiatives to benefit Auglaize County and the member communities under the Citizen Corps Council program.

Members of the Board are encouraged to attend the Auglaize County Medical Reserve Corps member orientation, meetings, and training sessions.

## MRC Member Standards

The Coordinator will maintain files on each member and is responsible for periodic audits to ensure licenses and certifications remain current.

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The Coordinator's files must also contain proof that members have been vaccinated against Hepatitis B and that they have a current (within 12 months) negative TB test. In cases where a member tests positive on a TB skin test the member will be referred for a chest X-ray to confirm a negative TB status.

Members must be appropriately trained and licensed or certified for the duties to which they will be assigned as part of the MRC. The Coordinator will maintain files on each member and is responsible for periodic audits to ensure licenses and certifications remain current.

The Coordinator's files must also contain proof that level 3 and 4 members have been vaccinated against Hepatitis B and that they have a current (within 12 months) negative TB test. In cases where a member tests positive on a TB skin test the member will be referred for a chest X-ray to confirm a negative TB status.

## MRC Membership Levels

All new members must complete LEVEL 1 even those person who wish to be placed on the "Surge" volunteers list. Surge volunteers are called before the general public is asked to responds.

### **LEVEL 1**

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1. Auglaize County Medical Reserve Corps (ACMRC) Volunteer Registration” form
2. Code of Conduct
3. VRC skill sheet
4. Level 1 volunteer will be offered training and on-line courses. They may not participate in exercises or other experiences that may involve liability.

## **LEVEL 2**

1. Background check – Approved
2. Registered on [www.OhioResponds.gov](http://www.OhioResponds.gov)
3. FEMA certificate of completion IS 700 NIMS course/registered on [www.OhioResponds.gov](http://www.OhioResponds.gov)
4. “Introduction to the Medical Reserve Corps” course.
5. “Are you Ready” course and personal and family preparedness plan
6. Initial License check verified OR proof of abilities to perform tasks helpful to the function of the ACMRC.
7. Approved by the Health Commissioner of the Auglaize County Health Department.
8. MRC ID badge
9. Proof on file of Hepatitis B series vaccination.
10. Proof on file of a current negative TB test. Skin or X-Ray
11. Attends at least two quarterly meetings or one quarterly meeting and one exercise in each twelve month period.

## **LEVEL 3**

1. registered on <https://www.mrc.train.org/DesktopShell.aspx>
2. FEMA certificate on file for completing IS 100 – Introduction to Incident Command,
3. FEMA certificate on file for completing IS 200 - ICS for Single Resources and Initial Action Incidents.
4. Officer or chair of committee in last three years.

## **LEVEL 4**

1. Officer or chair of committee in last two years.
2. Completes 3 extra courses on the Ohio MRC approved course list.
  - a. Go to [www.auglaizehealth.org/MRC](http://www.auglaizehealth.org/MRC) for current list of approved on-line courses.
  - b. OR petition Auglaize Co. MRC coordinator for approval of course

## **RENEWAL**

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To maintaining level must complete one approved FEMA, one line course; participate in one approved exercise; one approved State course; or complete one approved classroom course. All courses must be approved by the County coordinator or the OMRC office.

## Legal and Liability Issues

Ohio Revised Code 121.404 provides liability protection to registered Ohio Citizen Corps (including Ohio Medical Reserve Corps) volunteers during local, state or federally declared emergencies, disasters, drills and trainings. The statute also exempts a registered volunteer's personal information on the Ohio Citizen Corps Database from public disclosure. (See Appendix B for full version of the law)

## Workers Compensation and Insurance

Auglaize County Medical Reserve Corps members are not covered by workers compensation or health insurance when performing MRC activities unless under an approved activation by a declared emergency. There are no provisions to maintain such coverage for MRC volunteers to date. It is strongly suggested that MRC members ensure they have adequate health insurance coverage to protect themselves against financial loss should an accident or injury require medical care or result in loss of wages.



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## Appendix A

### CODE OF CONDUCT

In all Medical Reserve Corps activities, all volunteers of the Auglaize County Medical Reserve Corps shall meet the following standards of conduct.

#### A VOLUNTEER SHALL NOT:

1. Authorize the use of or use for the benefit or advantage of any person, the name, emblem, endorsement, services, or property of the Medical Reserve Corps.
2. Accept or seek on behalf of any person, any financial advantage or gain of other than nominal value offered as a result of the Volunteer or staff member's affiliation with the Medical Reserve Corps.
3. Publicly utilize any Medical Reserve Corps affiliation in connection with the promotion of partisan politics, religious matter, or positions on any issue not in conformity with the official position of the Medical Reserve Corps.
4. Disclose any confidential Medical Reserve Corps information that is available solely as a result of the volunteer or staff member's affiliation with the Medical Reserve Corps, to any person not authorized to receive such information, without the express authorization of the Medical Reserve Corps.
5. Knowingly take any action or make any statement intended to influence the conduct of the Medical Reserve Corps in such a way as to confer any financial benefit on any person, corporation, or entity in which the individual has significant interest or affiliation.
6. Operate or act in any manner that is contrary to the best interest of the Medical Reserve Corps.
7. No volunteer shall self-deploy.

#### Certification

I, \_\_\_\_\_, a volunteer for the Auglaize County Medical Reserve Corps, have read and understand the Code of Conduct of the Medical Reserve Corps and agree to comply with the code as it is set forth above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Appendix B**

**Ohio Revised Code 121.404**

**[§ 121.40.4] § 121.404. Statewide system for volunteers to respond to emergencies.**

(A) The Ohio community service council shall advise, assist, consult with, and cooperate with agencies and political subdivisions of this state to establish a statewide system for recruiting, registering, training, and deploying the types of volunteers the council considers advisable and reasonably necessary to respond to an emergency declared by the state or political subdivision.

(B) A registered volunteer is not liable in damages to any person or government entity in tort or other civil action, including an action upon a medical, dental, chiropractic, optometric, or other health-related claim or veterinary claim, for injury, death, or loss to person or property that may arise from an act or omission of that volunteer. This division applies to a registered volunteer while providing services within the scope of the volunteer's responsibilities during an emergency declared by the state or political subdivision or in disaster-related exercises, testing, or other training activities, if the volunteer's act or omission does not constitute willful or wanton misconduct.

(C) The Ohio community service council shall adopt rules pursuant to Chapter 119. of the Revised Code to establish fees, procedures, standards, and requirements the council considers necessary to carry out the purposes of this section.

(D)

(1) A registered volunteer's status as a volunteer, and any information presented in summary, statistical, or aggregate form that does not identify an individual, is a public record pursuant to section 149.43 of the Revised Code.

(2) Information related to a registered volunteer's specific and unique responsibilities, assignments, or deployment plans, including but not limited to training, preparedness, readiness, or organizational assignment, is a security record for purposes of section 149.433 [149.43.3] of the Revised Code.

(3) Information related to a registered volunteer's personal information, including but not limited to contact information, medical information, or information related to family members or dependents, is not a public record pursuant to section 149.43 of the Revised Code.

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(E) As used in this section and section 121.40 of the Revised Code:

(1) "Registered volunteer" means any individual registered as a volunteer pursuant to procedures established under this section and who serves without pay or other consideration, other than the reasonable reimbursement or allowance for expenses actually incurred or the provision of incidental benefits related to the volunteer's service, such as meals, lodging, and childcare.

(2) "Political subdivision" means a county, township, or municipal corporation in this state.

HISTORY: 151 v S 9, § 1, eff. 4-14-06.

More information: <http://codes.ohio.gov/orc/121>

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## **Rules for Registration of volunteers.**

A. The purpose of these rules is to prescribe procedures, standards, and requirements necessary for the Ohio community service council ("OCSC") to establish and maintain a system for recruiting, registering, training and deploying all types of volunteers.

1. A "registered volunteer" will be eligible to assist local political subdivision, state or federal officials during an emergency declared by the state or political subdivision of in disaster related exercises, testing, or other training activities.

2. In accordance with the state emergency operations plan, the Ohio emergency management agency will notify OCSC of requests for registered volunteers and OCSC will identify those registered volunteers having the specific skills in the specific region requested.

B. A volunteer must apply for "registered volunteer" status with the OCSC in one of the following three prescribed manners:

1. Online Registration:

a. A volunteer may apply for registered volunteer status by completing an online application found on the OCSC web page.

b. The online application requires the completion of an OCSC approved training course and the submission and subsequent verification of the volunteer's credentials by OCSC.

c. The volunteer shall also complete a self-attestation form.

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## 2. Written Application:

- a. A volunteer may apply for registered volunteer status by completing a written application provided by OCSC.
- b. The written application requires the completion of an OCSC approved training course and the submission and subsequent verification of the volunteer's credentials by OCSC.
- c. The volunteer shall also complete a self-attestation form.

## 3. Onsite In-Person Application

- a. A volunteer may apply for registered volunteer status by completing an application at a location identified by OCSC.
- b. The application requires the completion of an OCSC approved on-site training course and the submission and subsequent verification of the volunteer's credentials by OCSC.
- c. The volunteer shall also complete a self-attestation form from and by OCSC.

## C. Criteria for volunteers.

1. A volunteer shall be no less than 18 (eighteen) years of age on the day of the volunteer's application.
2. A volunteer must satisfactorily complete an OCSC approved training course prior to being registered.
  - a. Training will be valid for three years.
  - b. Upon completion of the third year as a registered volunteer, a registered volunteer shall satisfactorily complete an updated or refresher OCSC approved training course.
  - c. This training shall be completed between the third and fourth year after a volunteer attains registered status.
3. A comprehensive listing of all approved training courses will be maintained on the OCSC web site and only by those courses approved by OCSC shall qualify as approved trainings.
4. By completing all required criteria, and upon verification by OCSC of an applicant's

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credentials and identity, an applicant becomes a “registered volunteer” in the OCSC database.

5. At the discretion of the OCSC, a registered volunteer may be required to submit to a comprehensive background check administered by the Ohio bureau of criminal investigation and identification or designated investigative agency.

D. Conditions for placement in inactive status from database.

1. If registered volunteer status is based on the retention of a professional license/certificate, such registered volunteer shall be inactivated from the database when the professional license/certificate expires or is suspended or revoked.

2. A registered volunteer shall be inactivated from the database if registered status was obtained through false or deceitful information in the application process or during required training.

3. A registered volunteer shall be inactivated from the database if the registered volunteer demonstrates conduct inconsistent with that of a registered volunteer. Such conduct shall be construed by OCSC and may include any behavior deemed detrimental to the goals and mission of OCSC’s registered volunteers program.

4. A registered volunteer shall be inactivated from the database if the registered volunteer receives consistently unsatisfactory performance evaluations and is deemed unsuitable for future deployment by OCSC.

5. A registered volunteer shall be inactivated if the registered volunteer fails to complete an updated or refresher OCSC approved training.

## Appendix C



### *What is TRAIN?*

TRAIN is a learning management system with a centralized, searchable database of courses relevant to public health.

Through TRAIN, users have access to hundreds of public health courses from nationally recognized course providers. These courses are offered in the form of web-based learning, on-site learning, and satellite broadcasts.

A user can browse this course listing or perform a search by keyword, subject area, course provider, or competency.

Learning is captured in the form of an online transcript. This personal, printable course transcript is maintained for every registered user.

The database of learner records can be queried to generate tailored reports with regard to course rosters and individual learning, making TRAIN a valuable tool for the management of public health workforce/volunteer development.

**A Prepared Public Health  
Workforce Begins  
with TRAIN**

*TRAIN benefits the field of Public Health...*

- Training is offered in 42 subject areas
- Through TRAIN, skills and competencies are built
- Course providers across the nation post their courses on TRAIN, making hundreds of learning opportunities available
- Varied modalities of training are accessible
- Each registered user has a personal transcript
- TRAIN is continually being upgraded to better meet needs that are expressed

#### *MRC TRAIN Coordinators can ...*

- Establish a training plan specific to their MRC unit using existing courses
- Post training opportunities online
- Capture participation in MRC competency-based training
- Utilize pre and post test measures
- Share resources with other TRAIN states and affiliates

## Auglaize County Medical Reserve Corps Handbook

- Avoid duplication of training by utilizing courses already developed, saving time and money (and additional resources)
- Send rapid announcements to all registered learners in their MRC unit
- Post tailored announcements to MRC volunteers
- Generate reports that detail MRC volunteer training history/progress

### *Quick Facts about TRAIN:*

\*Built on TrainingFinder, a familiar resource used by over 200,000 professionals

\*23 States and Affiliates are participating with more expressing interest

\*More than 30,000 registered users

\*Over 750 public health courses

\*More than 270 course providers, including APHA, OSHA, CDC, PHTN, WHO, FEMA, and Centers for Public Health Preparedness

\*1/2 of all courses are free

\*3/4 of all courses offer CEU's or college credit and 80% of those courses are free

\*Based on projections, the system will save participating states an estimated \$11 million over 5 years due to the availability of training. This access will reduce course duplication and travel as well as provide access to a platform for Just-In-Time training.

