

# Local Volunteer & Donation Management Course Information Sheet

G 288

Location: Burlington County Emergency Services Training Center  
53 Academy Drive Westampton, NJ 08060

Dates: **August 9, & 10, 2016**

Time: **8:30 a.m. - 4:00 p.m. (1.5 days)**



## Additional Information:

The G 288 Local Volunteer and Donations Management is required prior to attending the **G 489 Management of Spontaneous Volunteers on August 11, 2016.** \*\*

**Prerequisite:** Recommended available free online at <http://training.fema.gov/IS>.

- IS-288, The Role of Voluntary Agencies in Emergency Management
- IS-700.a, National Incident Management System (NIMS), An Introduction
- IS-800.b National Response Framework
- IS-100.b, Introduction to the Incident Command System (ICS), ICS-100

## Course Purpose:

This 1½-day training will support local governments and their emergency management partners in preparing for, responding to, and recovering from disaster events at the local level.

The course is designed to strengthen the abilities of local jurisdictions to successfully prepare for and handle volunteer and donations management issues that may arise. The course content and activities may also serve as a template, thereby enhancing uniformity in addressing areas of donated unsolicited goods, unaffiliated volunteers, and undesignated cash.

This training also provides information regarding the State's volunteer and donations management responsibilities, which are designed to help build relationships between government and non-government organizations

## Course Goal:

To provide local emergency management personnel and voluntary agency representatives with the knowledge and skills necessary to develop and execute an effective volunteer and donations management program as well as develop a volunteer and donations management support annex.

Given these tools, the participants will be better equipped to prepare a program to effectively manage the masses of unaffiliated volunteers, unsolicited goods, and offers of undesignated cash donations that, if left uncoordinated and unmanaged, can interfere with disaster operations and cause a secondary disaster

## Course Objectives

At the end of the course, participants should be able to:

- Identify key organizations and individuals who have a role in managing unaffiliated volunteers, unsolicited goods, and undesignated cash donations in disasters.

- Identify specific agencies and organizations and how they collaborate to form a Volunteer and Donations Coordination Team (VDCT).
- Develop an effective public education and information structure to support the successful management of unaffiliated volunteers, unsolicited goods, and undesignated cash donations in disasters.
- Identify how to effectively manage the surge of unsolicited goods.
- Gather information from organizations, agencies, volunteers, media, and others for donations intelligence purposes
- Facilitate the matching of unaffiliated volunteers with appropriate organizations or agencies during program implementation.
- List the planning considerations for cash donations.
- Incorporate technology needed to successfully manage information on unaffiliated volunteers and unsolicited goods.
- Relate volunteer and donations management program responsibilities to the planning components of the annex

### **Target Audience**

The target audience for this course is emergency management personnel who may serve in or manage an emergency operations center, to include office of emergency management staff and administration, support function staff, representatives from municipal agencies/departments that may assist in the recovery process.. Class size limited to 24, registration is required: [NJ OEM Application form](#).

The target audience for this course includes the following local government positions and allied professionals:

- Local elected officials (Mayor, City/County Council, Committee Member)
- City/County Manager / Administrator and staff
- Finance Director CFO and staff
- Tax Assessor and staff
- Emergency Manager and Staff
- Public Works Director and Staff
- Construction Code Enforcement / Inspector's and Staff
- Fire Prevention-Code Enforcement/Fire Marshal/Officials
- Community Planner and Staff
- Health Official/Care Administrator or Planner
- Public Information Officer
- Housing Director or Planner and staff
- Voluntary Agency Coordinator or Unmet Needs Committee Coordinator
- Business and Private Organization Representative

### **REGISTRATION**

Registration is required: [NJ OEM application](#). Fill out the application completely and mail or email it to FTU@gw.njsp.org Questions may be directed to [LPPREIDL@gw.njsp.org](mailto:LPPREIDL@gw.njsp.org), 609-882-2000 ext 6962 or **fax it to 609-671-0160**. You will be contacted by email when your application is received and approved.

**\*\* Registration for the G 288 will automatically register you for the G 489 course.**

**G 489 Management of Spontaneous Volunteers in Disasters:**



Location: Burlington County Emergency Services Training Center  
53 Academy Drive Westampton, NJ 08060

Dates: **August 11, 2016**

Time: **8:30 a.m. - 4:00 p.m. (1 day)**

**Additional Information:**

The G 288 Local Volunteer and Donations Management is required prior to attending the **G 489 Management of Spontaneous Volunteers on August 11, 2016.** \*\*

**Prerequisite:** Recommended available free online at <http://training.fema.gov/IS>.

- IS-288, The Role of Voluntary Agencies in Emergency Management
- IS-700.a, National Incident Management System (NIMS), An Introduction
- IS-800.b National Response Framework
- IS-100.b, Introduction to the Incident Command System (ICS), ICS-100
- **G-288 Local Volunteer and Donations Management -REQUIRED**

**Course Purpose:**

This 1-day training will support local governments and their emergency management partners in preparing for, responding to, and recovering from disaster events at the local level.

**Course Goal:**

The purpose of this course is to introduce the skills and planning considerations that are required to manage large numbers of people who are not affiliated with an experienced relief organization, but who want to help in disasters.

**Course Objectives**

At the end of the course, participants should be able to:

- Identify issues and challenges in the management of spontaneous volunteers
- Identify the elements of a spontaneous volunteer management plan
- Identify best practices for the management of spontaneous volunteers in disasters
- Develop and implement a spontaneous volunteer management plan
- Explain the role of the Volunteer Reception Center (VRC) and virtual VRC in the transition from response to recovery.

**Target Audience**

The target audience for this course is emergency management personnel who may serve in or manage an emergency operations center, to include office of emergency management staff and administration, support function staff, representatives from municipal agencies/departments that may assist in the recovery process.. Class size limited to 24, registration is required: [NJSP OEM 119-25-1 application](#)

The target audience for this course includes the following local government positions and allied professionals:

- o Local elected officials (Mayor, City/County Council, Committee Member)
- o City/County Manager / Administrator and staff
- o Finance Director CFO and staff
- o Tax Assessor and staff
- o Emergency Manager and Staff
- o Public Works Director and Staff
- o Construction Code Enforcement / Inspector's and Staff
- o Fire Prevention-Code Enforcement/Fire Marshal/Officials
- o Community Planner and Staff
- o Health Official/Care Administrator or Planner
- o Public Information Officer
- o Housing Director or Planner and staff
- o Voluntary Agency Coordinator or Unmet Needs Committee Coordinator
- o Business and Private Organization Representative

**REGISTRATION**

Registration is required: [NJSP OEM application](#). Fill out the application completely and mail or email it to [FTU@gw.njsp.org](mailto:FTU@gw.njsp.org) Questions may be directed to [LPPREIDL@gw.njsp.org](mailto:LPPREIDL@gw.njsp.org), 609-882-2000 ext 6962 or **fax it to 609-671-0160**. You will be contacted by email when your application is received and approved.

**\*\* Registration for the G 288 will automatically register you for the G 489 course.**