



To All Community Agencies:

RE: EMERGENCY VOLUNTEER REGISTRY (EVR)

Will your agency need volunteers if there is a large-scale emergency, disaster, or flu pandemic in the City or County of Peterborough? This letter provides the information you need to become a registered agency on the EVR, allowing you to access pre-screened, ready-and-willing volunteers who are pre-registered on the EVR.

The EVR has been developed for fast, efficient deployment of volunteers to registered agencies. In order to access emergency volunteers, you are asked to complete and submit the following:

- ▶ Agency Registration form
- ▶ Agency Job Description for each anticipated emergency volunteer position
- ▶ Essential Skills Checklist for each volunteer position description
- ▶ Signed Memorandum of Understanding.

There is no limit to how many different volunteer job descriptions you can submit. EVR agency forms are all available at www.uwpeterborough.ca or call Community Information Services at (705) 742-0393. The Emergency Volunteer Registry is a joint project of The Peterborough Interagency Pandemic Influenza Planning Team, City of Peterborough, County of Peterborough, and United Way of Peterborough & District.

Please also become familiar with the Agency Deployment Request form that will be used to request volunteers *during a declared emergency*.

Our goal is to populate the EVR database with at least 1,000 pre-screened volunteers by the end of 2009. Please help us accomplish this by displaying our recruitment poster and information brochure in a high-traffic location.

United Way will be happy to come and speak with your agency about the EVR. Simply call Community Information Services at (705) 742-0393 to set a date and time.

Emergency plans are only effective when procedures and participants can move into action at a moment's notice. We urgently encourage you to take the time *now* to register your agency with the EVR.

Yours truly,

Lisa Smith

Director, Organizational & Community Development
United Way of Peterborough & District
(705) 742-8839 ext. 29
lsmith@uwpeterborough.ca



EVR

Peterborough City & County

Emergency Volunteer Registry

Agency Registration

For Office Use Only: Search Key _____ Registration Date: _____
Year Month Day

General Information (*Please print legibly throughout—circle choices or check box.*)

Agency Name: _____
Web Site Address: _____
Agency Address: _____
_____, ON _____
Postal Code

Contact Information

Primary Emergency Volunteer Registry Contact Person

Name: _____
Prefix First Middle Last Suffix
Day Phone _____ Evening Phone _____
Cell Phone _____ Fax _____
Email _____
Best time to call: After 6 PM before 9 PM Call Any time Weekdays Evenings Weekends Only
After 4 PM before 10 PM

Agency Executive Director/Chief Executive Officer

Name: _____
Prefix First Middle Last Suffix
Day Phone _____ Evening Phone _____
Cell Phone _____ Fax _____
Email _____
Best time to call: After 6 PM before 9 PM Call Any time Weekdays Evenings Weekends Only
After 4 PM before 10 PM



Services

Please check all that apply to your agency:

- | | | | |
|-------------------------------------------------------|---------------------------------------------------------------|-----------------------------------------------------------------------------|--------------------------------------------------|
| <input type="checkbox"/> Addiction Services | <input type="checkbox"/> Adoption Services | <input type="checkbox"/> Advocacy | <input type="checkbox"/> AIDS Services |
| <input type="checkbox"/> Anger Management | <input type="checkbox"/> Animal Services | <input type="checkbox"/> Bereavement Services | <input type="checkbox"/> Business Services |
| <input type="checkbox"/> Cancer Services | <input type="checkbox"/> Caregiver Services & Long Term Care | | <input type="checkbox"/> Child Services |
| <input type="checkbox"/> Youth Services | <input type="checkbox"/> Counselling & Mental Health Services | | <input type="checkbox"/> Crisis/Victim Services |
| <input type="checkbox"/> Disability Services | <input type="checkbox"/> Education | <input type="checkbox"/> Emergency & Police Services | |
| <input type="checkbox"/> Employment & Labour Services | | <input type="checkbox"/> Environment | <input type="checkbox"/> First Nations Services |
| <input type="checkbox"/> Food | <input type="checkbox"/> Funding Services | <input type="checkbox"/> Health, Sexual Health & Pregnancy Support Services | |
| <input type="checkbox"/> Housing Services | <input type="checkbox"/> Human Rights | <input type="checkbox"/> Information & Referral Services | |
| <input type="checkbox"/> Leadership Services | <input type="checkbox"/> Learning Disabilities | <input type="checkbox"/> Legal Services | <input type="checkbox"/> Libraries |
| <input type="checkbox"/> Licensing Services | <input type="checkbox"/> Media | <input type="checkbox"/> Recreation Services | <input type="checkbox"/> Religious Organizations |
| <input type="checkbox"/> Seniors Services | <input type="checkbox"/> Service Clubs | <input type="checkbox"/> Shelters | <input type="checkbox"/> Transportation Services |
| <input type="checkbox"/> Used Goods | | | |

Transportation for Volunteers

Please check all that apply to your agency:

- Provide Accessible Transportation
- Accessible Parking Available
- Provide Non-Accessible Transportation
- Provide Vouchers for Public Transportation
- Provide No Transportation Resources/Services

Other

Does your agency accept in-kind donations? No Yes—Comments: _____

Please attach a copy of your Mission Statement. Yes, we've attached a copy.

Please provide any other information that we may not know about your agency that is pertinent to emergency volunteer deployment: _____



Memorandum of Understanding

This Memorandum of Understanding defines the working relationship between United Way of Peterborough & District and registered agencies requesting volunteer support in the event of a declared disaster, emergency or pandemic within the County and City of Peterborough. This Memorandum is effective upon acceptance and signature by both United Way and the organization completing this form. The Memorandum will remain in effect until terminated by either party through written notice.

The United Way of Peterborough & District will:

- Prepare for an emergency event by recruiting and developing a pool of pre-screened emergency volunteers.
- Deploy emergency volunteers to registered agencies in the event of a declared emergency or disaster.
- Maintain records regarding registered agencies, volunteer job descriptions, emergency volunteers, volunteer deployment history, and event history.
- Promote the Emergency Volunteer Registry (EVR) throughout the County & City of Peterborough.
- Screen volunteers by conducting reference checks, police record checks, vulnerable sector checks, interviews, and confirmation of education, professional credentials, and/or licenses.
- Provide colour-coded security badges for every deployed volunteer to indicate their level of security clearance and to provide personal health and emergency information about the volunteer in a discreet but readily available manner.
- Match volunteer skills to agency volunteer job descriptions and deploy volunteers to registered partner agencies based on official requests from the agency.

The EVR Partner Agency will:

- Provide insurance coverage to volunteers deployed by the EVR.
- Be responsible for on-site supervision and management of EVR volunteers.
- Ensure the safety of volunteers by providing adequate training, supervision and support along with appropriate safety equipment.
- Ensure the overall health of volunteers by providing reasonably safe work assignments, breaks, meals, and other required supports to ensure the physical and emotional well-being of volunteers.
- Ensure that volunteers are utilized for assignments as deployed and perform duties appropriate to their level of security clearance as identified on their EVR badge.
- Immediately advise United Way of Peterborough & District of any issues regarding a volunteer who is deployed to the agency.
- Send volunteers back to the United Way for re-deployment as soon as their volunteer placement has ended.

Your signature on Page 4 signifies your acceptance of this Memorandum of Agreement.





We have read and understood the Memorandum of Agreement on Page 3 of this Agency Registration form. By signing below, we agree to abide by the terms and conditions of the Memorandum of Agreement. Please keep a copy of this completed form for your records.

Please Print Name

Please Print Name

Signature

Signature

Position Title

Position Title

Agency

UNITED WAY of Peterborough & District

Date (dd/mm/year)

Date (dd/mm/year)

United Way wants to populate the EVR database with as many potential emergency volunteers as possible. To accomplish this, do you give permission to United Way to promote the EVR to your current volunteers? YES NO

Will you help United Way promote the EVR to your current volunteers by distributing EVR

Dear EVR Partner Agency,

We hope that we will never see a local emergency, disaster or pandemic. But if we do, with your help we are better prepared to respond quickly and effectively. Together, we can save lives, restore our community, and thrive!

Sincerely yours,

The Peterborough Interagency Pandemic Influenza Planning Team

For more information contact: **United Way of Peterborough & District**

277 Stewart Street, Peterborough, ON K9J 3M8

Phone 705-742-8839 Fax 705-742-9186 Email volunteer@uwpeterborough.ca



Agency Name: _____

Job Title: _____

For Office Use Only: Date Received _____ Date Entered into EVR _____ By _____

Volunteer Job Description

Using a separate form for each position, please write a clearly defined job description for every position your agency anticipates needing. Volunteers will be referred whose Essential Skills and stated preferences best match the Job Descriptions that you provide.

Position Description: Describe the overall purpose of the position and list the primary duties.

Skills/Knowledge Required: Using the 2-Page Essential Skills Checklist, please check every applicable ***essential*** skill that the position requires. The Essential Skills Checklist fields match the EVR computer database fields and are key to successful volunteer sorting and deployment.

Physical Activities: Provide specifics (i.e. lbs/kg weight lifted, walking, climbing, bending, carrying)

Environmental Conditions: Indoors? Outdoors? In extreme weather? Specific details please.

Safety Equipment: Will your agency provide all required safety equipment? **Yes No**

Specify safety equipment that will be used: _____

Licenses or Certifications: Do you need proof of a volunteer's licenses or certificate(s)? **Yes No**

If Yes, please state which specific ones: _____

Education Required: Use only if the Essential Skills Checklist does not adequately define this. Please state level of education and/or training that is required for the position.



Agency Name: _____

Essential Skills Checklist

Job Title: _____

ADMINISTRATIVE SKILLS

- Clerical Skills
- Data Entry - Database Clerk
- Information Inquiries
- Media Relations
- Medical Terminology
- Other Administrative _____
- Reception
- Supervisory Skills
- Switchboard - Phone Management
- Word Processing

EQUIPMENT OPERATION - DRIVING LICENSES

- Certified Chain Saw Operator
- Construction Equipment Operator
- Experienced Chain Saw Operator
- Heavy Equipment Operator
- Large Passenger Van Driver
- Light Equipment Operator
- Other Equipment Operator _____
- Other Truck Driver _____
- Passenger Bus or Coach Driver
- School Bus Driver
- Tractor Trailer Driver

ANIMAL - PEST CONTROL SKILLS

- Experience in the Care of Domestic Pets
- Exterminator
- Other _____
- SPCA - Humane Society Experience
- Trapping and Removal of Nuisance Animals
- Veterinarian (Licensed)

FOOD HANDLING SKILLS

- Current Safe Food Handling Certification
- Experience in a Community Food Program
- Experience in Food Warehouse - Food Bank
- Experience Preparing Large Quantities of Food
- Experience with Food Delivery Programs
- Experience Working in a Restaurant

DISASTER RESPONSE SKILLS

- Current CPR Certifications
- Current First Aid Certification
- Damage Assessment
- Disaster Clean-Up
- Fire Fighting
- Flood Control or Clean-Up
- Health Hazard Investigation
- Other _____
- Police Officer
- Search and Rescue
- Security Guard
- Shelter Worker

EMOTIONAL SUPPORT/ COUNSELING

- General Counselling Skills
- Group Therapist
- Mediation Skills
- Other _____
- Psychologist (Licensed)
- Social Worker - Social Service Worker (Licensed)

Does this position require use of volunteer's own vehicle?

- All Terrain Vehicle
- Boat
- Bus (Coach)
- Farm Wagon
- Horse (Working)
- Other _____
- Pick-Up Truck
- School Bus
- Snowmobile
- Tractor (Farm)
- Tractor (Truck)
- Tractor Trailer
- Trailer
- Accessible Van
- Van

GENERAL SKILLS

- Cleaning Domestic
- Cleaning Industrial
- General Labourer
- Pick-Up and Delivery of Supplies

VOLUNTEER MANAGEMENT

- Assign Volunteers
- Other _____
- Recruit Volunteers
- Supervise Volunteers
- Support Volunteers
- Train Volunteers



Agency Name: _____

Essential Skills Checklist

Job Title: _____

HEALTH CARE PROFESSIONALS/SKILLS

- Audiologist & Speech Language Pathologist
- Chiropodist (Licensed)
- Chiropractor (Licensed)
- Dental Hygienist (Licensed)
- Dental Surgeon (Licensed)
- Dentist
- Denturist (Licensed)
- Dietician (Licensed)
- Emergency Medical Technician - Paramedic
- Health Records - Terminology
- Infection Control
- Massage Therapist (Licensed)
- Medical Laboratory Technologist (Licensed)
- Medical Radiation Technologist (Licensed)
- Midwife (Licensed)
- Naturopath - Drugless Practitioner (Licensed)
- Nurse Practitioner
- Occupational Therapist (Licensed)
- Optician (Licensed)
- Optometrist (Licensed)
- Other Health Care _____
- Personal Support Worker
- Pharmacist (Licensed)
- Physician and Surgeon (Licensed)
- Physiotherapist (Licensed)
- Public Health Professional
- Registered Nurse (Licensed)
- Registered Practical Nurse
- Respiratory Therapist (Licensed)
- Triage - Emergency Medical Care

LANGUAGE SKILLS

- American Sign Language
- Chinese
- English
- French
- Japanese
- Korean
- Other _____
- Spanish

SKILLED AND PROFESSIONAL TRADES

- Agriologist (Licensed)
- Architect (Licensed)
- Building Inspector
- Certified General Accountant
- Chartered Accountant
- Construction
- Electrical Engineer
- Electrician
- Engineering Technician & Technologist (Certified)
- Forester (Licensed)
- Funeral Director (Licensed)
- Geoscientist (Licensed)
- Insurance Broker (Licensed)
- Land Surveyor (Licensed)
- Lawyer (Licensed)
- Management Accountant (Licensed)
- Other _____
- Plumber
- Professional Engineer (Licensed)
- Real Estate Agent (Licensed)
- Stationary Engineer
- Structural Engineer
- Teacher (Licensed)
- Welder

SPECIAL NEEDS - VULNERABLE POPULATIONS

- Developmental Social Worker
- ECE Training - Certification
- Educational Assistant
- Experience with Individuals with Cognitive Disabilities
- Experience with Individuals with Physical Disabilities
- Experience with Individuals with Hearing Loss
- Experience with Individuals with Vision Loss
- Experience Working with Seniors
- Nursing Home Administrator
- Other _____
- Youth Program Leader

