



**Objective: All volunteers (victim volunteers, teachers and chaperones) will finish the registration process (including check-in, t-shirt, triage tag & label, and moulage as appropriate) accurately and on time to get the victims ready to enter the hospital by 8:30 am. Some Volunteer Reception Centers are at a school while some are at the hospital. If at a school, volunteers must be ready in time to be bused, as indicated, to arrive at the hospital before 8:30 am. This is a huge undertaking in a very short period of time. Expect organized chaos. Stay calm and report any problems to your volunteer management lead or hospital staging point of contact.**

- Wear comfortable clothes and shoes. You will receive an exercise t-shirt.
- **Please be prompt!** Arrive at least 15 minutes before the assigned time at your assigned location, so that you can sign-in, turn in your waiver, receive your t-shirt and name tag, report to your assigned volunteer management lead, set-up and be prepared to receive victim volunteers. Assist Moulage Artist with set-up if there is time.
- **Safety first! Please report any injury or illness** to your assigned volunteer management lead who will then report it to the lead teacher if at a school or the hospital staging coordinator or controller if at a hospital.
- If you are assigned to a hospital, check in at the front desk (you may be required to go through security screening first) and go to the assigned area (unless otherwise noted on the Volunteer Management Assignment sheet).
- If you are assigned to a school, please go to the front office a few minutes early to check in. You must provide an ID and they will screen you before admission.
- The registration process consists of:
  - >Collect Waiver from all individuals. Anyone participating (including teachers and chaperones) **MUST** have a signed waiver. If at the hospital, give the waivers to the hospital staging coordinator. If the volunteers are being bused, give the waivers to the teacher or lead chaperone to give to the hospital staging coordinator upon arrival at the hospital.
  - >Find each victim volunteer, find the name on the registration list and place check next to name. The list is alphabetized by last name for each hospital. If you don't find it by last name, search for first name. If you don't find the name, see instructions below.
  - >**By hospital (some locations are supporting multiple hospitals and supplies are boxed separately)**, for all victims, find the name label and place it on the front top of a triage tag. Please use all red triage tags first, then all the yellow triage tags next, and finally the green or walk-in triage tags. Try to match gender when possible. Some name tags include "citizen of another country, e.g., United Kingdom, France, Italy, Mexico). Remind students that they are pretending to be whatever is on their triage tag (in terms of name, citizenship, injuries).



- >If a teacher or chaperone, check them in on the registration list. If there are extra triage tags after all students are registered, teachers and chaperones may act as victims and follow the same process. If not, they will wear the name tag on the front of their t-shirt.
  - >Provide exercise t-shirt. There are no small t-shirts. Larger sizes are at a premium so ask students not to take a larger size than they need.
  - >Once victims are registered, send them to moulage (**must be sent by hospital if supporting multiple hospitals as moulage supplies are packaged by hospital**)
  - >In most locations, a professional artist will lead moulage and volunteer management staff will assist. Training will be provided on April 15 at 3:30 p.m. and a recording will be posted (you will receive the link). In some sites with small numbers, there may not be a professional artist and volunteer management staff will do all moulage. See the Moulage Casualty Reference Guide and Red, Yellow and Green triage tag sheets with make-up and prosthetic information provided as a reference in the Moulage Kit packages for each hospital.
- >Moulage does not have to be “Hollywood” perfect. Try to just portray the idea of the injuries if the time available is limited. Pace the application of moulage based on the number of victim volunteers and the time allotted to do this.
  - >Instruct the victims that make-up can be removed with soap and water and prosthetics can be peeled off after the exercise.
  - >If more than one hospital is served by staging location, do moulage for those who have to travel the farthest distance first, and so on.
  - >Once victims have moulage, they are ready to go to the assigned hospital (by bus or private vehicle), or if at hospital they are ready to be called into the emergency department. Be sure they do not leave the area while waiting to be called.
  - >If an individual arrives who is not pre-registered, write in information on the blank registration form provided and write the name at the top of a triage tag. Everyone going into the hospital must be on a registration list and have their name on a triage tag.
- The registration process should end in time for victim volunteers to be ready to go into the hospital emergency department by 8:30 am if staged at the hospital, or on the bus in time to arrive at the hospital before 8:30 am if being bused or driving.
- Make sure that the staging area is left as you found it (put tables/chairs back into place, clean up any trash, etc.)
- **Volunteer management leads who are at the hospital must stay until the exercise ends at noon. Other volunteer management staff at the hospitals may leave once the students are ready to go into the hospital.**
- Lunch will be provided to everyone at the hospitals when the exercise ends at noon. Buses have been instructed to be at the hospital by 12:30 p.m. (or 12:45 if indicated) to transport students back to their school.
- **Volunteer management leads will collect registration lists and all unused materials (including t-shirts and moulage kits) and turn into the school point of contact or the hospital staging coordinator for return to the Coalition.**

- Following the exercise, you will receive an email with a link to an electronic survey. Please provide your feedback so we can improve future exercises. You will also receive a certificate of appreciation noting 8 hours of community service.
- If you are unable to participate as assigned, please notify the Coalition **immediately** at [info@centralfladisaster.org](mailto:info@centralfladisaster.org) or 407/928-1288.
- Thank you for your participation! We could not do this without you!