**Purpose**

To define the role of volunteers during an emergency.

**Procedure**

* 1. Volunteers known to the organization and currently working with the Ohio Living Home Health or Hospice will attend the same emergency preparedness training that the employed staff attends, initially and annually.
	2. Volunteers will be invited to attend community at-large training with the local Emergency Management Agencies as offered.
	3. A list of volunteer’s names and contact information will be kept in a conspicuous place as identified by each individual Ohio Living office location.
	4. Volunteers known and unknown (those that want to help in the face of the disaster) to the organization, will be directed to the command center for registration and assignment.
		1. The Social Worker, Chaplain, or designee will register each volunteer using the Volunteer Registration Form.
		2. Each volunteer will be assigned to a staff member. Their roles will be dependent upon their credentials. For example, if the volunteer is a licensed individual (nurse, physician, etc.), the staff member may assist the volunteer in their role. If the volunteer is a lay person, the volunteer may assist the staff member with their role/assignment.