

Mutual Aid Intake Tracking Form

(Please Print)

INCIDENT : _____ DATE : _____ RCVG GROUP: _____

PAGE ____ OF ____

SENDING GROUP NAME	VOLUNTEER NAME	CALLSIGN	TRAVELLING WITH	PERSONAL KIT	OTHER KIT	INTAKE FORM REC'D (DMAP 03)	BRIEFING REC'D	ASSIGNED TO	ACCOM	DEBRIEF DONE	RELEASED BY

Instructions

This form provides a one page form to track incoming mutual aid/local volunteers. At a minimum, copies are required at the intake point and the incoming mutual aid Team Leader. Not all copies will have all information.

INCIDENT: This is the name which has been given to the emergency or exercise.

Date: Please insert the date on which the intake of volunteers occurs. Start new pages on day change.

RCVG Group: This is the name of the ARES group *that has requested the volunteers* and will be deploying them in the name of the served agency.

Page ___ of ___ : This is to ensure that pages are not lost once the forms are complete for that day.

Sending Group Name: If the volunteer is provided by another ARES/EMCOMM group, insert name of group.

Volunteer Name: Must be same as on provided identification.

Callsign: Amateur Radio Callsign

Traveling With: This is the name/names of any persons traveling with the volunteer. Could be other volunteer or a spouse or a friend.

Personal Kit: Indicates whether the volunteer has brought any personal kit with them. Personal kit should have identification attached for tracking lost/left behind items.

Other Kit: Indicates whether the volunteer has brought any other kits with them. Such as a station kit, generator, mast, antenna etc.

Intake Form Received: Indicates that the volunteer has filled out an Intake Form (DMAP03) and submitted it to the intake coordinator at the intake point.

Briefing Received: Indicates that the volunteer has received a briefing on the situation, the overall requirements of the volunteers and what will be provided to the volunteer during their deployment.

Assigned to: Indicates what location the volunteer has been assigned. E.g. EOC, Shelter One, Fire Station 3

Accommodations: Indicates where the volunteer will be accommodated while deployed. E.g. West Wind Motel, Home of VE3XXX, No accommodations

Debrief Done: Indicates that the volunteer was debriefed at the end of the deployment by the Receiving Group. If this has not been done, the Receiving group should notify the sending group so that they can do a debrief of the member.

Released by: This identifies the team leader of the receiving group who has released the volunteer. Prior to releasing, the team leader should ensure that all forms have been completed, any equipment or personal kit is with the volunteer and a message should be sent to the sending group to inform them that the volunteer is being returned to them.