Alabama
Volunteer Organization
Active in Disasters

Operating a Volunteer Reception Center (VRC)

1 Pre-Activation

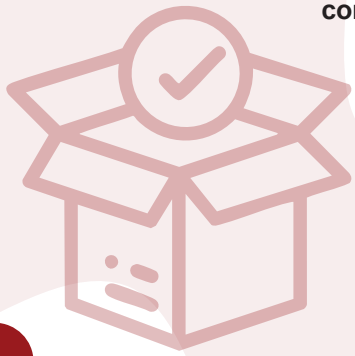
PRE-DISASTER

- Identify potential VRC sites, partners + operating procedures
- Set up volunteer managment and training tools
- Secure communication tools

2 Activation

24 HOURS AFTER DISASTER DECLARATION

- Confirm safe site location
- Deloy staff + supplies
- Launch proper communication



3 Intake & Processing

1–7 DAYS POST-ACTIVATION

- Collect proper volunteer info
- Provide safety briefing
- Coordinate volunteer assignments
- Log tasks and hours

4 Operations Sustainment

DAYS 3–21+

- Manage shift operations and mental health support to decrease burnout
- Update volunteer info
- Incorporate daily briefings

5 Deactivation

WHEN VOLUNTEER NEEDS DECLINE

- Communicate plan of closure
- Account for all supplies
- Prepare final reports + data
- Coordinate recognition event + internal review