

Volunteer Safety Checklist

When planning to deploy volunteers the following checklist can be used to identify priorities for safety planning. This list is intended to be used as a guide and may be modified to meet your planning needs.

Safety/Security General	Notes
Who is responsible for the safety and security of volunteers on site?	
Are there specific health risks related to the deployment? <input type="checkbox"/> Infectious <input type="checkbox"/> Environmental <input type="checkbox"/> Behavioral	
Is there a First Aid Kit on site?	
Are there any specific safety topic handouts needed? (Environmental, equipment use, infectious disease)	
Is there a need to establish a buddy system?	

Infectious Risks	Notes
What are the infectious risks related to the deployment?	
Are any pre-deployment vaccinations/prophylaxis needed?	
Is there a sharps injury prevention plan in place?	
If a sharps injury occurs is there a post exposure protocol?	

¹ Originally developed by the University of Minnesota Venter for Public Health Preparedness 2008. View original document at www.umncphp.umn.edu



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Environmental Risks	Notes
What are the environmental risks related to this deployment?	
Does the weather create additional risks, such as extreme heat and the risk of dehydration?	
Is there adequate and safe drinking water?	
Are there other environmental hazards present, such as poor air quality, toxic chemical exposure or radiation risk?	

Safety Equipment/Personal Protective Equipment	Notes
Is special clothing or footwear required?	
Is PPE needed? Such as N95, gloves, gowns, etc	
Are sunscreen, bug lotion, hats, and sunglasses needed?	

Security	Notes
Will volunteers receive or need to bring special vests/shirts to identify them?	

² Originally developed by the University of Minnesota Venter for Public Health Preparedness 2008. View original document at www.umncphp.umn.edu



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What is the plan for ID Badges on site?	
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Note: Related to personnel safety planning, ICS Form 215a, Incident Action Plan Safety Analysis, can be found at <http://training.fema.gov/EMIWeb/IS/ICSResource/assets/ics215a.pdf>