



Base Module Manual

SERVGA

Department of Public Health [US] | <https://servga.gov>

[Home](#) | [Contact Us](#) | [FAQ](#) | [Resources](#)

Welcome to Georgia Responds, Home of the Department of Public Health's Volunteers.

Effective medical response relies on volunteers. Volunteers need to be organized, pre-credentialed and ready to mobilize during both times of disaster and times of simple, clear community need. Whether you are a healthcare provider, administrative specialist, a retired professional - anyone ready to help in your community - Georgia needs you. Georgia Responds is the organization that serves as a gateway into Georgia's medical and volunteer health care programs. By signing up today, it's just a Click, Connect and Care away.



The State Emergency Registry of Volunteers in Georgia integrates government-sponsored local, regional and statewide volunteer programs to assist emergency response and public safety organizations during a disaster. It is part of a national initiative to coordinate and mobilize volunteers to respond to all types of emergencies.

Experience has proven that effective emergency response requires volunteers to be organized and pre-credentialed before a disaster or event occurs. This alleviates the issues associated with non-certified and spontaneous volunteers simply showing up at disaster sites. Under the SERVGA program, all volunteers are pre-certified and coordinated according to each event.



Username:

Password:

[Log In](#)

[Forgot Username or Password?](#)

[Register Now](#)



Access the Home Page from www.servga.gov.

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[Home](#) | [Contact Us](#) | [FAQ](#) | [Resources](#)

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Username:

Password:

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[Forgot Username or Password?](#)

[Register Now](#)



From the tool bar at the top you can access the Contact Us screen.

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GEORGIA RESPONDS ✓

click. connect. care.

Home | Contact Us | **FAQ** | Resources

Please complete the form below to contact an administrator.

REQUIRED (*)

* Do you know the organization that you would like to contact?
 Yes No

* Your Name:

* Your Email Address:

* Confirm Email Address:

* Subject:

* Message:

Username:

Password:

Log In

[Forgot Username or Password?](#)

Register Now

DPH
Georgia Department of Public Health

medical reserve corps

CERT
COMMUNITY EMERGENCY RESPONSE TEAM

From the tool bar at the top you can access the FAQ Screen.

GEORGIA RESPONDS

click. connect. care.

Home | Contact Us | **FAQ** | Resources

Volunteer Resources

[Georgia Responds \(PDF, 2.5MB\)](#)

Username:

Password:

Log In

[Forgot Username or Password?](#)

Register Now

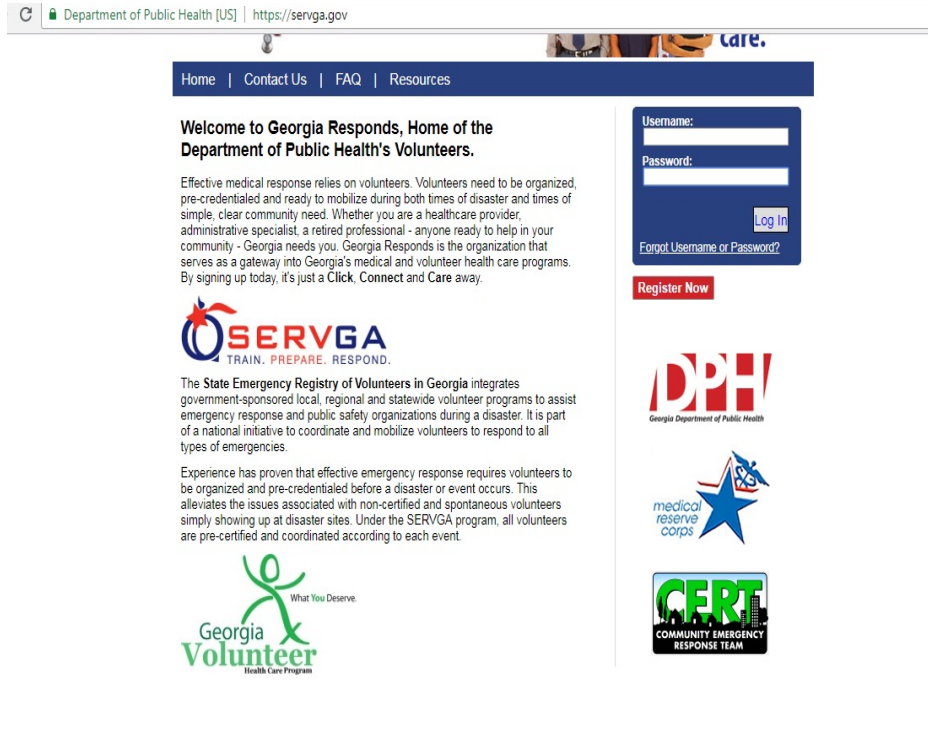
DPH
Georgia Department of Public Health

medical reserve corps

CERT
COMMUNITY EMERGENCY RESPONSE TEAM

Home | Contact Us | Privacy Policy

From the tool bar at the top you can access the Resources Screen.



The screenshot shows the SERVGA homepage. At the top, there is a navigation bar with links for Home, Contact Us, FAQ, and Resources. Below this is a welcome message: "Welcome to Georgia Responds, Home of the Department of Public Health's Volunteers." This is followed by a paragraph explaining the organization's mission. The SERVGA logo is prominently displayed, with the tagline "TRAIN. PREPARE. RESPOND." Below the logo, there is a section titled "The State Emergency Registry of Volunteers in Georgia" which describes the program's integration with local, regional, and statewide volunteer programs. Further down, another paragraph discusses the benefits of the program. At the bottom left, the Georgia Volunteer Health Care Program logo is visible. On the right side of the page, there is a login form with fields for Username and Password, a "Log In" button, and a link for "Forgot Username or Password?". Below the login form is a red "Register Now" button. At the bottom of the page, there are logos for DPH (Georgia Department of Public Health), medical reserve corps, and CERT (Community Emergency Response Team).

To Join, Select the “Register Now” Button to access this screen.



The screenshot shows the SERVGA FAQ page. At the top, there is a navigation bar with links for Home, Contact Us, FAQ, and Resources. Below this is the Georgia Responds logo and a group photo of healthcare professionals. The main heading is "dick. connect. care." Below this is another navigation bar with the same links. The main content area is titled "Acknowledgement" and contains a paragraph explaining the registration process. Below this is a list of frequently asked questions, each with a blue link. On the right side of the page, there is a login form with fields for Username and Password, a "Log In" button, and a link for "Forgot Username or Password?". Below the login form is a red "Register Now" button. At the bottom of the page, there are logos for DPH (Georgia Department of Public Health), medical reserve corps, and CERT (Community Emergency Response Team).

You will then be asked to select “Volunteer Opportunities”. You have the opportunity to select the Georgia Volunteer Health Care Program which works with free clinics to provide health care to the uninsured and/or emergency response programs.

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organizations (MKG, CEK I, GNAS, etc) during a disaster? **State Emergency Registry of Volunteers (SERVGA)** allows you to affiliate with a variety of organizations that are dedicated to emergency preparedness. Volunteers are utilized during both non-emergencies and emergencies.

Organizations

* Select your county:

- Select
- Appling
- Atkinson
- Bacon
- Baker
- Baldwin
- Banks
- Barrow
- Bartow
- Ben Hill
- Berrien
- Bibb
- Bleckley
- Brantley
- Brooks
- Bryan
- Bulloch
- Burke
- Butts
- Calhoun

Account Information

Creating an account is the first step in the SERVGA registration process. You will use your account username and password each time you log into SERVGA.

* Username:

* Password:

* Confirm Password:

* Secret Question:

* Secret Answer:

Volunteer Agreement

Validation Errors:

- ✗ Password must be 6 characters or longer
- ✗ Password must contain a number
- ✗ Password must contain a letter
- ✗ Confirmation password must match

If you select “Yes” for emergency response, select your county of interest.

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organizations (MKG, CEK I, GNAS, etc) during a disaster? **State Emergency Registry of Volunteers (SERVGA)** allows you to affiliate with a variety of organizations that are dedicated to emergency preparedness. Volunteers are utilized during both non-emergencies and emergencies.

Organizations

* Select your county:

Account Information

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* Username:

The username must be at least six (6) characters long and cannot contain spaces. Acceptable characters include alphanumeric (A-Z, 0-9) and the symbols @, -, and _ . Usernames are not case sensitive.

* Password:

* Confirm Password:

* Secret Question:

* Secret Answer:

Volunteer Agreement

Validation Errors:

- ✗ Password must be 6 characters or longer
- ✗ Password must contain a number
- ✗ Password must contain a letter
- ✗ Confirmation password must match

For example: Bibb County.

GEORGIA RESPONDS click. connect. care.

Registration

- 1 For the best experience, do not use the refresh, stop, back or forward buttons on the browser and only single-click buttons within a page.
- 2 An asterisk (*) indicates a required field. You will be alerted if the required information has not been entered.
- 3 For your security, all communications are encrypted and you will be logged out automatically if you are inactive for more than 20 minutes.
- 4 We recommend the latest version of [Microsoft Internet Explorer for Windows](#), [Mozilla Firefox for Mac or PC](#), [Apple Safari for Mac or PC](#) or [Google Chrome for Mac or PC](#) with JavaScript enabled and pop-up blocker turned off to use this site. Please see your browser's help file for more information.

Volunteer Opportunities

* Are you interested in volunteering for the **Georgia Volunteer Healthcare Program (GVHCP)**? As a volunteer you will help increase access to healthcare for uninsured and underinsured Georgians. Sovereign Immunity (SI) is provided to licensed health and dental providers. During an emergency or disaster your services may be requested, however you are not required to volunteer. Yes No

* Are you interested in volunteering to assist emergency response and public safety organizations (**MRC, CERT, GNAS, etc**) during a disaster? **State Emergency Registry of Volunteers (SERVGA)** allows you to affiliate with a variety of organizations that are dedicated to emergency preparedness. Volunteers are utilized during both non-emergencies and emergencies. Yes No

Opportunities in the county selected will populate. See volunteer organization options in Bibb County.

Organizations

* Select your county: Bibb

GA Nurse Alert System

Account Information

Creating an account is the first step in the SERVGA registration process. You will use your account username and password each time you log into SERVGA.

* Username: SERVGAtest1
The username must be at least six (6) characters long and cannot contain spaces. Acceptable characters include alphanumeric (A-Z, 0-9) and the symbols @, ., -, and _ . Usernames are not case sensitive.

* Password:

* Confirm Password:

* Secret Question:

* Secret Answer:

Volunteer Agreement

* Volunteer Agreement: I agree to the [GVHCP Volunteer Agreement](#) and/or the [SERVGA Volunteer Agreement](#) and have read and understand the [Privacy Policy](#) for this site. My submission of this form will constitute my consent to the

- ✓ Password is 6 characters or longer
- ✓ Password contains a number
- ✓ Password contains a letter
- ✗ Confirmation password must match

Screenshot of completing the initial registration.

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organizations (MKG, CEK I, GNAS, etc) during a disaster? State Emergency Registry of Volunteers (SERVGA) allows you to affiliate with a variety of organizations that are dedicated to emergency preparedness. Volunteers are utilized during both non-emergencies and emergencies.

Organizations

* Select your county:

Appling
Atkinson
Bacon
Baker
Baldwin
Banks
Barrow
Bartow
Ben Hill
Berrien
Bibb
Bleckley
Brantley
Brooks
Bryan
Bulloch
Burke
Butts
Calhoun

* Password:

* Confirm Password:

* Secret Question:

* Secret Answer:

Volunteer Agreement

Creating an account is the first step in the SERVGA registration process. You will use your account username and password each time you log into SERVGA.

- * Password must be 6 characters or longer
- * Password must contain a number
- * Password must contain a letter
- * Confirmation password must match

Volunteer Agreements for each program need to be reviewed at initial registration.

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organizations (MKG, CEK I, GNAS, etc) during a disaster? State Emergency Registry of Volunteers (SERVGA) allows you to affiliate with a variety of organizations that are dedicated to emergency preparedness. Volunteers are utilized during both non-emergencies and emergencies.

Organizations

* Select your county:

Account Information

Creating an account is the first step in the SERVGA registration process. You will use your account username and password each time you log into SERVGA.

* Username:

The username must be at least six (6) characters long and cannot contain spaces. Acceptable characters include alphanumeric (A-Z, 0-9) and the symbols @, ., -, and _ . Usernames are not case sensitive.

* Password:

* Confirm Password:

* Secret Question:

* Secret Answer:

Volunteer Agreement

- * Password must be 6 characters or longer
- * Password must contain a number
- * Password must contain a letter
- * Confirmation password must match

Information required at registration is marked with an asterisk.

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* Contact Method 1: Select

* Number to Attempt: [] [] [] x []

+ Add Another Contact Method

Occupation Information

* What is your occupation type? Medical

* Occupation: Select
If your occupation does not appear in the list, please select Other.

* What is your current professional status for this occupation? Select

Registration Feedback

How did you hear about the site? Select
If Other, please specify in the comments.

Comments:

If you select Medical Occupation, this is the screen that appears requesting additional information.

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Organizations (MRC, CER, GNA, etc) during a disaster? State Emergency Registry of Volunteers (SERVA) - Statewide Efforts

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* Con

* Sec

* Sec

Volunteer Agreement

Organization Selection

E.g. GA MRC

- Central Georgia Medical Reserve Corps
- College Preparedness Student Volunteers
- Disaster Mental Health Response Team
- GA Nurse Alert System
- GA Nurse Alert System - Nursing Student Unit
- GA Pharmacist Alert System
- Georgia Critical Incident Stress Foundation, Inc.
- Georgia Society for Respiratory Care Volunteers
- Georgia Veterinary Medical Reserve Corps
- Macon-Bibb EMA Volunteer Group
- Medical Association of Georgia-MAG MRC
- Refugees and Immigrants Ready to Serve GA

Cancel Select

Screenshot of Medical Occupations.

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Organizations

* Select your county: Bibb Select Organization

GA Nurse Alert System x

Account Information

Creating an account is the first step in the SERVGA registration process. You will use your account username and password each time you log into SERVGA.

* Username: SERVGATest1
The username must be at least six (6) characters long and cannot contain spaces. Acceptable characters include alphanumeric (A-Z, 0-9) and the symbols @, -, and _ . Usernames are not case sensitive.

* Password: [masked]
* Confirm Password: [masked]
✓ Password is 6 characters or longer
✓ Password contains a number
✓ Password contains a letter
✗ Confirmation password must match

* Secret Question: Select

* Secret Answer: [text input]

Volunteer Agreement

* Volunteer Agreement: [checkbox] I agree to the [GVHCP Volunteer Agreement](#) and/or the [SERVGA Volunteer Agreement](#) and have read and understand the [Privacy Policy](#) for this site. My submission of this form will constitute my consent to the collection and use of this information and the transfer of this information across the Internet to processing and storage

Screenshot of Professional License Status Drop down Menu

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Occupation Information

* What is your occupation type? Medical

* Occupation: RN-Registered Nurse
If your occupation does not appear in the list, please select Other.

* What is your current professional status for this occupation? Select

Registration Feedback

How did you hear about the site?

Comments:

Professional Status Dropdown Menu:

- Licensed/Certified and Active
- Licensed/Certified and Active Part-Time
- Licensed/Certified and Inactive for Less than 5 Years
- Licensed/Certified and Inactive for More than 5 Years
- Non-Licensed and Active
- Non-Licensed and Retired
- Non-Licensed and Student

Medical Example:

When selecting occupation types, select APRN, not “RN-Nurse Practitioner “ because it does not interface with the system. This is the only instance that has created issues to date. All additional types are recognized.

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Account Information

Creating an account is the first step in the SERVGA registration process. You will need to log in each time you log into SERVGA.

* Username:
The username must be at least six (6) characters long and cannot contain spaces. Acceptable characters include alphanumeric (A-Z, 0-9) and the symbols @, -, and _ . Usernames are not case sensitive.

* Password:
* Confirm Password:
* Secret Question:
* Secret Answer:

* Password must be 6 characters or longer
* Password must contain a number
* Password must contain a letter
* Confirmation password must match

Volunteer Agreement

* Volunteer Agreement: By checking this box, I indicate that I agree to the [GVHCP Volunteer Agreement](#) and/or the [SERVGA Volunteer Agreement](#) and have read and understand the [Privacy Policy](#) for this site. My submission of this form will constitute my consent to the collection and use of this information and the transfer of this information across the Internet to processing and storage facilities supporting this system. I also agree to receive required administrative and legal notices such as this electronically.

* Information Pledge: By checking this box, I pledge to provide only correct information when completing this registration process. I also give consent to SERVGA/GVHCP and their designated agents to collect, use, verify, and maintain any information that is collected through the use of this site.

Screenshot if you select Non-Medical Occupation

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Name and Address

Prefix:
Example: Dr., Col., Mr., Mrs., Ms.

* First Name:
Middle Name:
* Last Name:
Suffix:
Example: Jr., Sr., MD, PhD, RN

* Home Address Line 1:
Home Address Line 2:
* City:
* State:
* County:
* Zip Code:
Work State:

Contact Information

Screenshot of non-medical occupation options.

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* Contact method: Select

* Number to Attempt: [] [] [] x [] [Add Another Contact Method](#)

Occupation Information

* What is your occupation type? Medical

* Occupation: Select
If your occupation does not appear in the list, please select Other.

* What is your current professional status for this occupation? Select

Registration Feedback

How did you hear about the site? Select
If Other, please specify in the comments.

Comments: []

Screenshot of Current Professional Status

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* Contact method: Select

* Number to Attempt: [] [] [] x [] [Add Another Contact Method](#)

Occupation Information

* What is your occupation type? Medical

* Occupation: Select

- Select
- Advanced Emergency Medical Technician (AEMT)
- Athletic Trainer
- Audiologist
- Behavioral Health Professional, Unlicensed
- Cardiovascular Technologist / Technician
- Chiropractor
- Counselor, Mental Health
- Counselor, Rehabilitation
- Counselor, School
- Counselor, Substance Abuse and Behavioral Disorder
- Dental Assistant
- Dental Hygienist
- Dentist
- Dietetic Technician
- Dietitian
- Emergency Medical Responder (EMR)
- EMT-Basic
- EMT-Intermediate
- EMT-Paramedic

* What is your current professional status for this occupation? Select

Registration Feedback

How did you hear about the site? Select
If Other, please specify in the comments.

Comments: []

Screenshot of Registration Feedback. Indicate how you learned about SERVGA.

The screenshot shows a user profile page for Robin Hood. A modal window titled "Attention Required" is displayed, containing the following text: "Alert 1 of 1", "Congratulations, you are now registered for SERVGA.", "Congratulations, you are now a registered volunteer in Georgia Responds. Your initial registration for Georgia Responds is now complete. However, additional information is needed in order to make you eligible for potential deployments and/or volunteer opportunities. Please take the time to fill out all of the sections listed in your [Profile Summary](#).", and "This message will appear each time you return to the Home page until your profile is complete." Below the modal, a blue link reads "You do not have responders whose background checks are due." The page also features a "Success" message: "Your password has been changed." and a "Help Resources" section with links for Online Help, Video Help, Quick Reference Guides, and What's New.

Completing the above steps correctly will result in a successful registration:

The screenshot shows the same user profile page, but with a profile completion progress bar at 57%. The "Attention Required" modal is no longer present. The "Recent Messages" section lists several messages, including "First Annual SERVGA Administrator Conference Regi...", "SERVGA Administrator Test Message", "Background Training Message", "Background check and training", "SERVGA Administrator Dates To Remember- 2019", "New Year! New SERVing Georgia Newsletter!", "UPDATE: UPDATE: Gwinnett Chamber names 2018 Healt...", "**SERVGA Conference Save the Date Follow Up** w/ a...", "**SERVGA Conference Save the Date Follow Up**", and "**SERVGA Conference Save the Date**". The "Verifications" section contains two links: "You have responders whose credential verifications are due." and "You do not have responders whose background checks are due." The "Help Resources" section is also visible on the right side.

57% of your profile is successfully complete.

Robin Hood | Log Out | Help | Contact Us | Search users

Home | My Profile | Messages 63 | Organizations | Documents | Volunteers | Administration | Accountability

Summary | Identity | Deployment Prefs | Contact | Occupations | Training | Skills & Certifications | Medical History | Background Check | Settings

Summary

57% Complete

In order to make you eligible for potential deployments, all profile information must be complete. Please take the time to fill out each section below.

- Identity (incomplete - required fields missing)**
Your name, current address, physical characteristics, and ability to operate a licensed motor vehicle.
- Deployment Preferences (incomplete - required fields missing)**
Your availability for deployments, activity preferences for deployments, and existing emergency response commitments.
- Contact (complete)**
Your contact information and emergency contacts for use during a deployment.
- Occupations (incomplete - must complete occupations)**
Your professional experience.
 - RN-Registered Nurse (needs attention - Credential information incomplete)**
Credentials are the formal qualifications you possess and are verified by the system.
 - Hoist and Winch Operator (needs attention - Credential information incomplete)**
Credentials are the formal qualifications you possess and are verified by the system.
- Training (complete)**
Your completed training courses.
- Skills and Certifications (complete)**
Your expertise to be considered for deployment eligibility and prior deployment history.
- Medical History (incomplete - required fields missing)**
Your health conditions that may affect deployment eligibility and your vaccination history.
- Background Check (complete)**
Your background check may affect deployment eligibility.

Occupation Information

* What is your occupation type? Non-Medical

* Occupation: Select

* What is your current professional status for this occupation? Select

Registration Feedback

How did you hear about the site?

Comments:

Previous Next

There are different roles available in the system: i.e. System Coordinator (State view), Local Administrators, and Responders. The following screenshots are what the responders have permissions to see and/or change only. Incomplete fields are written in red, to alert users they are not finished.

Screenshot of the Identity Tab

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Occupation Information

* What is your occupation type? Non-Medical

* Occupation: Select
If your occupation does not appear in the list, please select Other.

* What is your current professional status for this occupation? Select
Active
Inactive
Retired
Student

Registration Feedback

How did you hear about the site?
If Other, please specify in the comments.

Comments:

Previous Next

[Privacy Policy](#) | [FAQ](#) | [Contact Us](#)

Name and Address Information:

- please include suffix in the suffix box ONLY- not in the last name box.
- using your official first name here, helps with an accurate interface on your license.

Department of Public Health [US] | <https://servga.gov/agreement.php>

Occupation Information

* What is your occupation type? Non-Medical

* Occupation: Select
If your occupation does not appear in the list, please select Other.

* What is your current professional status for this occupation? Select
Active
Inactive
Retired
Student

Registration Feedback

How did you hear about the site?
If Other, please specify in the comments.

Comments:

Previous Next

[Privacy Policy](#) | [FAQ](#) | [Contact Us](#)

- Only 1 email address can be assigned to 1 account. Your email address is used as your unique identifier. Hence there can be no sharing of an email account in SERVGA i.e. spouse scenario.
- Emails are optional, but highly recommended.

Primary Email Address X

Email Address: Robin.Hood@gmail.com

New Email Address:

If you have an email account, it is important for you to provide this information. Without your email address, you may miss important messages and notifications. Please note that the system will not allow two accounts with the same email address. If you do not have an email address or your email address is already registered with the system, you can learn more about obtaining a free email address by [clicking here](#).

Confirm Email Address:

[Add Another Email Address](#)

Contact Method

Enter your preferred contact numbers for notifications during an emergency and for other system related issues. Additional information is required for pager numbers.

Contact Method 1 X

* Contact Method 1: SMS/Text Msg

* Number to Attempt 1: 770 444 2222 x

[Add Another Contact Method](#)

Contact Method 2 X

* Contact Method 2: Select

* Number to Attempt 2: x

[Add Another Contact Method](#)

Emergency Contact

The individuals to contact in the event of a personal emergency during deployment.

Contact Method

- You can have up to 4 phone numbers
- Note, if you wish to receive text messages, select SMS Text.

The screenshot shows the Georgia Responds website interface. At the top, there is a navigation bar with the logo, user name (Robin Hood), and links for Log Out, Help, and Contact Us. Below the navigation bar, there is a main menu with links for Home, My Profile, Messages (63), Organizations, Documents, Volunteers, Administration, and Accountability. The main content area displays a "Success" message: "Your password has been changed." Below this, there is a profile section for "Robin Hood" with a profile picture of a dog and a progress bar indicating "57% Complete". A modal window titled "Attention Required" is open, displaying a congratulatory message: "Congratulations, you are now registered for SERVGA." The modal also provides instructions on how to complete the registration process. On the right side of the page, there is a "Did you know?" section with "Help Resources" and a "What's New" section.

SMS/Text Screenshot: Volunteers must select this option in order to receive mobile text messages.


GEORGIA RESPONDS click. connect. care.

Robin Hood | Log Out | Help | Contact Us | Search users

Home | My Profile | Messages 63 | Organizations | Documents | Volunteers | Administration | Accountability

Home

Success
Your password has been changed.



Your profile is: **57 % Complete**

RN-Registered ...
Account Status: Active
[Edit Account Status](#)

Organizations:
Georgia Volunteer H...

Last Logged In:
8/24/2018

Updates

3:09 PM 44 volunteers are pending for membership in Georgia Volunteer Healthcare Progr...

Recent Messages 53

Message	Time
First Annual SERVGA Administrator Conference Regi...	Friday 10:02 AM
SERVGA Administrator Test Message	1/17/2019 12:33 PM
Background Training Message	1/16/2019 4:07 PM
Background check and training	1/16/2019 2:39 PM
SERVGA Administrator Dates To Remember- 2019	1/10/2019 12:52 PM
New Year! New SERVing Georgia Newsletter!	1/8/2019 9:13 AM
UPDATE: UPDATE: Gwinnett Chamber names 2018 Healt...	12/21/2018 12:30 PM
SERVGA Conference Save the Date Follow Up w/ a...	12/21/2018 10:40 AM
SERVGA Conference Save the Date Follow Up	12/21/2018 10:31 AM
SERVGA Conference Save the Date	12/21/2018 9:02 AM

Verifications

[You have responders whose credential verifications are due.](#)

[You do not have responders whose background checks are due.](#)

Did you know?

Help Resources

You can get help with SERVGA! Go to Help Center to access all help documentation including:

- Online Help
- Video Help
- Quick Reference Guides
- What's New

For additional assistance, send a message to your administrator using the Contact Us link at the bottom of the page.

GEORGIA RESPONDS click. connect. care.

Robin Hood | Log Out | Help | Contact Us | Search users

Home | My Profile | Messages 63 | Organizations | Documents | Volunteers | Administration | Accountability

Summary

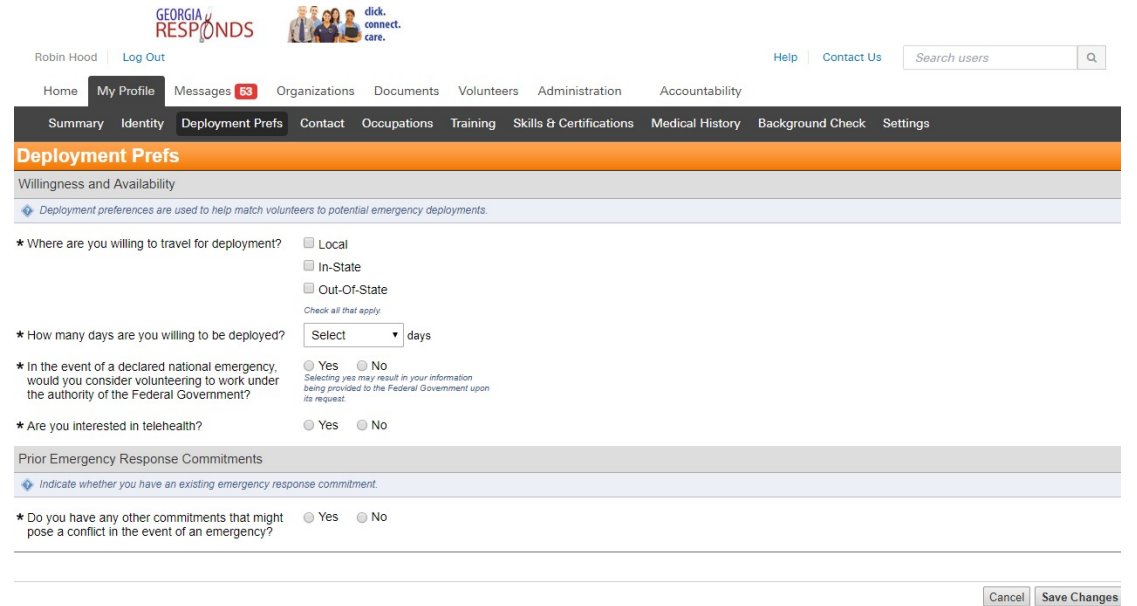
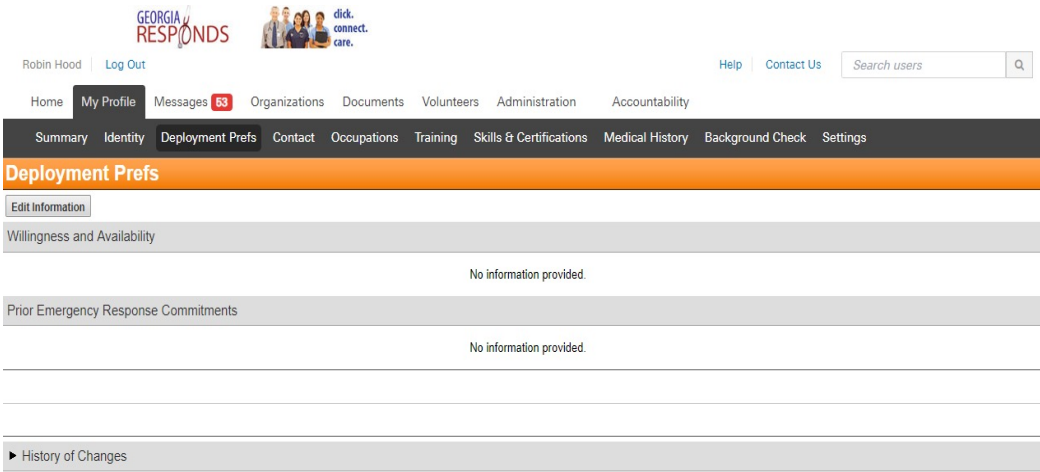
57 % Complete

In order to make you eligible for potential deployments, all profile information must be complete. Please take the time to fill out each section below.

- Identity (incomplete - required fields missing)**
Your name, current address, physical characteristics, and ability to operate a licensed motor vehicle.
- Deployment Preferences (incomplete - required fields missing)**
Your availability for deployments, activity preferences for deployments, and existing emergency response commitments.
- Contact (complete)**
Your contact information and emergency contacts for use during a deployment.
- Occupations (incomplete - must complete occupations)**
Your professional experience.
 - RN-Registered Nurse (needs attention - Credential information incomplete)**
Credentials are the formal qualifications you possess and are verified by the system.
 - Hoist and Winch Operator (needs attention - Credential information incomplete)**
Credentials are the formal qualifications you possess and are verified by the system.
- Training (complete)**
Your completed training courses.
- Skills and Certifications (complete)**
Your expertise to be considered for deployment eligibility and prior deployment history.
- Medical History (incomplete - required fields missing)**
Your health conditions that may affect deployment eligibility and your vaccination history.
- Background Check (complete)**
Your background check may affect deployment eligibility.

Under the Identity Tab, simply clicking the edit field will allow you to update your profile.

You can also add detailed personal information in this secure system.



Deployment Preferences will help Administrators identify potential volunteers during times of need.



Primary Email Address

Email Address: Robin.Hood@gmail.com

New Email Address:

If you have an email account, it is important for you to provide this information. Without your email address, you may miss important messages and notifications. Please note that the system will not allow two accounts with the same email address. If you do not have an email address or your email address is already registered with the system, you can learn more about obtaining a free email address by [clicking here](#).

Confirm Email Address:

[Add Another Email Address](#)

Contact Method

Enter your preferred contact numbers for notifications during an emergency and for other system related issues. Additional information is required for pager numbers.

Contact Method 1

* Contact Method 1: SMS/Text Msg

* Number to Attempt 1: 770 444 2222 x

[Add Another Contact Method](#)

Contact Method 2

* Contact Method 2: Select

* Number to Attempt 2: x

[Add Another Contact Method](#)

Emergency Contact

The individuals to contact in the event of a personal emergency during deployment.

Emergency Contact 1

* Emergency Contact Name 1:

Contact Method

Enter your preferred contact numbers for notifications during an emergency and for other system related issues. Additional information is required for pager numbers.

Contact Method 1

* Contact Method 1: SMS/Text Msg

* Number to Attempt 1: 770 444 2222 x

[Add Another Contact Method](#)

Contact Method 2

* Contact Method 2: Mobile Phone

* Number to Attempt 2: x

[Add Another Contact Method](#)

Emergency Contact

The individuals to contact in the event of a personal emergency during deployment.

Emergency Contact 1

* Emergency Contact Name 1:

Contact: This allows the responder to receive notifications in a variety and/or preferred way. For example: Texts, Emails, Voicemail, Internal Messaging, and ALL of the ABOVE.



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Home | My Profile | Messages 63 | Organizations | Documents | Volunteers | Administration | Accountability

Summary | Identity | Deployment Prefs | Contact | Occupations | Training | Skills & Certifications | Medical History | Background Check | Settings

Identity

Name and Address

Prefix:
Example Dr., Col., Mr., Mrs., Ms.

* First Name:

Middle Name:

* Last Name:

Suffix:
Example Jr., Sr., MD., PhD., RV

* Home Address Line 1:

Home Address Line 2:

* City:

* State:

* County:

* Zip Code:

Work State:

Identifying Information

* Date of Birth:

Social Security Number:
SSN is used to verify certain licensure information and for identification purposes.

* Gender:

Height: -
Height measurements are required for equipment fitting/sizing as well as transportation logistics.

Weight: lbs.
Weight may be used in determining maximum loads for air transportation or for fitting of personal protection equipment.

Driver's License or State-Issued Identification Card Information

Enter information exactly as it appears on the driver's license or state-issued identification card.

* First Name on Card:

Middle Name on Card:

* Last Name on Card:

Suffix on Card:

* Driver's License/ID Card Number:

* Expiration Date:

* Issuing State:

Driver's License Endorsements

Indicate all driver's license endorsements for operating motorized vehicles.

Licensed to operate: Class A
 Class B
 Class M
 Class C

Are you certified to transport hazardous materials? Yes No

Emergency contact is a mandatory field when updating information to complete your profile.

The next category in your profile is "Occupations".
Note you can add up to four occupations

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Summary | Identity | **Deployment Prefs** | Contact | Occupations | Training | Skills & Certifications | Medical History | Background Check | Settings

Deployment Prefs

Edit Information

Willingness and Availability

No information provided.

Prior Emergency Response Commitments

No information provided.

► History of Changes

When updating your occupations, be sure to complete all asterisked fields.

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Home | My Profile | Messages 63 | Organizations | Documents | Volunteers | Administration | Accountability

Summary | Identity | **Deployment Prefs** | Contact | Occupations | Training | Skills & Certifications | Medical History | Background Check | Settings

Deployment Prefs

Willingness and Availability

Deployment preferences are used to help match volunteers to potential emergency deployments.

* Where are you willing to travel for deployment? Local In-State Out-Of-State

Check all that apply

* How many days are you willing to be deployed? Select days

* In the event of a declared national emergency, would you consider volunteering to work under the authority of the Federal Government? Yes No

Selecting yes may result in your information being provided to the Federal Government upon its request.

* Are you interested in telehealth? Yes No


Prior Emergency Response Commitments

Indicate whether you have an existing emergency response commitment.

* Do you have any other commitments that might pose a conflict in the event of an emergency? Yes No

Cancel Save Changes

You must complete the fields in order to save changes. If you do not, you will receive an error message of this type.

GEORGIA RESPONDS 

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Home **My Profile** Messages **53** Organizations Documents Volunteers Administration Accountability

Summary Identity Deployment Prefs **Contact** Occupations Training Skills & Certifications Medical History Background Check Settings

Contact

[Edit Information](#)

Email

Primary Email Address

Email Address 1: Robin.Hood@gmail.com

Contact Method

Contact Method 1


Contact Method 1: SMS/Text Msg
Number to Attempt 1: 770-444-2222

Emergency Contact

Emergency Contact 1

Emergency Contact Name 1: Fryer Tuck
Relationship 1: Co-Worker
Primary Contact Number 1: 444-444-4444
Secondary Contact Number 1:

Non-medical Occupation selection- provides this sequence of questions.

GEORGIA RESPONDS 

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Home **My Profile** Messages **53** Organizations Documents Volunteers Administration Accountability

Summary Identity Deployment Prefs **Contact** Occupations Training Skills & Certifications Medical History Background Check Settings

Contact

Email

The information you provide here will be used for communications about potential deployments and other system-related issues.

Primary Email Address X

Email Address: Robin.Hood@gmail.com

New Email Address:

If you have an email account, it is important for you to provide this information. Without your email address, you may miss important messages and notifications. Please note that the system will not allow two accounts with the same email address. If you do not have an email address or your email address is already registered with the system, you can learn more about obtaining a free email address by [clicking here](#).

Confirm Email Address:

[Add Another Email Address](#)

Contact Method

Enter your preferred contact numbers for notifications during an emergency and for other system related issues. Additional information is required for pager numbers.

Contact Method 1 X

* Contact Method 1: SMS/Text Msg

* Number to Attempt 1: x

[Add Another Contact Method](#)

Emergency Contact

The individuals to contact in the event of a personal emergency during deployment.

Note: edits and changes can be tracked in the history.

Contact Method

Enter your preferred contact numbers for notifications during an emergency and for other system related issues. Additional information is required for pager numbers.

Contact Method 1

* Contact Method 1: SMS/Text Msg

* Number to Attempt 1: 770 444 2222 x

Emergency Contact

The individuals to contact in the event of a personal emergency during deployment.

Emergency Contact 1

* Emergency Contact Name 1: Fryer Tuck

* Relationship 1: Co-Worker

* Primary Contact Number 1: 444 444 4444 x

Secondary Contact Number 1: x

Cancel Save Changes

Department of Public Health [US] | https://servga.gov/pr

Select

Alabama
Alaska
American Samoa
Arizona
Arkansas
California
Colorado
Connecticut
Delaware
District of Columbia
Federated States of Micronesia
Florida
Georgia
Guam
Hawaii
Idaho
Illinois
Indiana
Iowa

Professional Status

Please select the status for your occupation. If you select appropriate status.

* What is your current professional status for this occupation:

Professional License

Enter the number listed on your license exactly as it appears on the license. If you have additional licenses for different occupations, you may enter them here.

Is the name on this license the same as the name you provided in your personal information:

License Number:

* Issuing State or Jurisdiction:

Expiration Date:

Is your license in good standing: Yes No

Is your license free of adverse actions and restrictions: Yes No

Add Another

ABNS

If you possess a specialty from a licensing board, provide the relevant information. You can add additional specialties by clicking the Add Another button.

Medical Occupation Edit View **Professional License information must be accurate for a successful verification.**

SERVGA


The screenshot shows the user profile page for Robin Hood. The navigation menu includes Home, My Profile, Messages (63), Organizations, Documents, Volunteers, Administration, and Accountability. The 'Occupations' tab is selected, and the 'Add New Occupation' form is displayed. The form has three fields: 'What is your occupation type:' with a dropdown menu showing 'Medical'; 'Occupation:' with a dropdown menu showing 'Select' and a note: 'If your occupation does not appear in the list, please select Other.'; and 'What is your current professional status for this occupation:' with a dropdown menu showing 'Select'. At the bottom right of the form are 'Cancel' and 'Save Changes' buttons.

The next category is “Training” where completed trainings and copies of certificates can be entered in the system.

The screenshot shows the 'Training' page in the SERVGA system. It features a table of completed training courses with columns for Course Name, Course Type, Course Date, Course ID, Location, Verification Status, and Delete. Below the table is a section for 'Training Sessions' which is currently empty.

Course Name	Course Type	Course Date	Course ID	Location	Verification Status	Delete
ICS-200: Basic Incident Command System	SERVGA	01/22/2018	Not Applicable	--	Not Checked	X
ICS-700: An Introduction to National In...	SERVGA	01/23/2018	Not Applicable	--	Not Checked	X
ICS-800: An Introduction to National Re...	SERVGA	01/25/2018	Not Applicable	--	Not Checked	X
Hazardous Materials Awareness	SERVGA	07/27/2016	Not Applicable	--	Not Checked	X
ICS-300: Intermediate Incident Command...	SERVGA	08/08/2016	Not Applicable	--	Not Checked	X
ICS-100: Introduction to the Incident C...	SERVGA	11/19/2012	Not Applicable	--	Not Checked	X
ICS-400: Advanced Incident Command Syst...	SERVGA	--	Not Applicable	--	Not Checked	X
SERVGA Training	SERVGA	--	Not Applicable	--	Not Checked	X

There is a prepopulated list of the most common emergency preparedness trainings.

GEORGIA RESPONDS 

Robin Hood | [Log Out](#) [Contact Us](#)

Home **My Profile** Messages **53** Organizations Documents

Summary Identity Deployment Prefs Contact **Occupations** Training Skills & Certifications Medical History Background Check Settings


Add New Occupation

* What is your occupation type:

* Occupation:
If your occupation does not appear in the list, please select Other.

* What is your current professional status for this occupation:

Skills and certifications can also be entered into the system.

RESPONDS 

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Home **My Profile** Messages **53** Organizations Documents Volunteers Administration Accountability

Summary Identity Deployment Prefs Contact **Occupations** Training Skills & Certifications Medical History Background Check Settings

Occupations


Add up to 4 occupations that you currently hold or have held in the past. Use the arrows in the Occupation Rank column to move the occupations up or down and determine your primary (1) and secondary (2-4) occupations.

Occupation Name	License Last Checked	Occupation Rank
RN-Registered Nurse	01/03/2019 11:40:40 AM	1 ↓
Hoist and Winch Operator	01/03/2019 11:00:52 AM	2 ↑

Select an action:

▼ History of Changes

Editor	Field	Old Value	New Value	Time
Hood, Robin	Occupation	Registered Nurse	Hoist and Winch Operator	08/24/2018 11:31:14 am

GEORGIA RESPONDS 

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Home **My Profile** Messages 63 Organizations Documents

Summary Identity Deployment Prefs Contact Occupations Training Skills & Certifications Medical History Background Check Settings

Edit RN-Registered Nurse

Professional Status

Please select the status for your occupation. If you selected a medical occupation and are currently in residency please select student. In all other cases please select the appropriate status.

* What is your current professional status for this occupation:

Professional License

Enter the number listed on your license exactly as it appears on your license. Make sure that you include any license prefixes (such as RN) in addition to your license number. If you have additional licenses for different occupations, please add a new occupation to your profile and enter the license number there.

Is the name on this license the same as the name you provided in your personal information: Yes No

License Number:

Professional License number, exactly as it appears on the license.

Issuing State or Jurisdiction:

State or jurisdiction in which this license was issued.


Expiration Date:

Is your license in good standing: Yes No

Is your license free of adverse actions and restrictions: Yes No

[Add Another](#)

Languages spoken can be indicated in the Profile section.

GEORGIA RESPONDS 

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Home **My Profile** Messages 63 Organizations Documents Volunteers Administration Accountability

Summary Identity Deployment Prefs Contact Occupations Training Skills & Certifications **Medical History** Background Check Settings

Medical History

Medical Preparedness

Medical history information will be used to ensure your protection during a potential deployment.

* Are you physically able to participate in a field deployment? Yes No

Allergies

Do you have any known serious allergies: Yes No
Example: latex; anaphylaxis; penicillin; rash.

Psychological Training

Have you received training on the psychological impact of emergency response? Yes No
Selecting Yes will allow you to enter the date of your training.

Hepatitis A

Dose #1:

Dose #2:

Additional Hepatitis A Information:

Hepatitis B

Dose #1:

Dose #2:

Dose #3:

Result: Positive Negative Not Performed

Medical History and immunization records may be important information needed when identifying volunteers for deployment.

The screenshot shows the user profile page for Robin Hood, logged out. The navigation menu includes Home, My Profile, Messages (63), Organizations, Documents, Volunteers, Administration, and Accountability. The Training section is active, showing a table of completed training courses. The table has columns for Course Name, Course Type, Course Date, Course ID, Location, Verification Status, and Delete. The table is currently empty, displaying "No Results Found". Below the table is a section for Training Sessions, which is also empty.

Course Name	Course Type	Course Date	Course ID	Location	Verification Status	Delete
No Results Found						

Session Name	Training Name	Location	Start Date	Your Status
No Results Found				

While the system does not provide background checks, Administrators can manually enter this information based on their organizational standards.

The screenshot shows the user profile page for Robin Hood, logged out. The navigation menu includes Home, My Profile, Messages (63), Organizations, Documents, Volunteers, Administration, and Accountability. The Settings section is active, showing the Account Status section. The user's account is currently Active. There are instructions for Active and Inactive status. Below the Account Status section is the Your Photo section, which shows the current photo and an option to update the photo. The update photo section includes a webcam view option and a file upload option.

Account Status


* Do you want your account to be active or inactive:

Active - Your account information will be available to authorized system administrators. You will be eligible to be contacted for emergency deployments and receive notifications related to potential emergency activations and deployments.

Inactive - Your account information will be available to authorized system administrators, however, you will NOT be considered for or contacted about potential emergency activations and deployments. You may receive non-emergency notifications related to the status of your account.

Your Photo

Your current photo.

Current Photo: 

* Update Photo:

A webcam and Flash are required.

— OR —

No file chosen

The photo must be of type GIF or JPEG and may be no larger than 2 MB in size.

Uploaded images should have an aspect ratio of 3:4. Unupload a photo with a different aspect to

Settings: An individual can change their status based on their availability preferences.

The screenshot shows the user profile page for Robin Hood. The top navigation bar includes 'Home', 'My Profile', 'Messages' (with a red notification badge showing '53'), 'Organizations', 'Documents', 'Volunteers', 'Administration', and 'Accountability'. Below this is a secondary navigation bar with 'Summary', 'Identity', 'Deployment Prefs', 'Contact', 'Occupations', 'Training', 'Skills & Certifications' (highlighted in orange), 'Medical History', 'Background Check', and 'Settings'. The 'Skills & Certifications' section is active, showing a sub-section 'Healthcare Skills and Certifications' with the text 'No information provided.' Below it are sections for 'Other Relevant Skills and Certifications' (also with 'No information provided.'), 'Languages' (with 'No Information Provided.'), and 'Prior Deployment Experience'. At the bottom, there is a 'History of Changes' link.

This screenshot shows the 'Skills & Certifications' form. The top navigation is similar to the previous screenshot. The 'Skills & Certifications' section is highlighted in orange. Below the section title, there is a heading 'Healthcare Skills and Certifications' and a note: 'Please indicate your healthcare skills and certifications below. The skills and certifications below are those that have been obtained either through a certification process or through non-required training. These will be used to determine potential eligibility in deployments.' The form includes a 'Select all that apply:' section with a list of skills: 'Automated External Defibrillator', 'Cardio-pulmonary Resuscitation', 'Disease Surveillance', and 'First Aid'. There are arrows to move these skills to a right-hand list. Below this is another section for 'Other Relevant Skills and Certifications' with a similar note and a list of skills: 'Data Entry', 'Radio Operator', 'Clerical Work', and 'Inventory Management'. There are also arrows to move these skills to a right-hand list. At the bottom, there is a 'Languages' section with a note: 'Indicate any languages, other than English, that you are able to write and/or speak. The information you provide may be used to match you to potential deployments.' Below this is a 'Language 1' form with fields for 'Language' (a dropdown menu), 'Spoken Ability' (a dropdown menu), and 'Written Ability' (a dropdown menu). There is an 'Add Another Language' link at the bottom right of the language section.

Under the Settings tab in My Profile, individuals can change their username, password and account status.

A responder can only see their organization.

Radio Operator
Clerical Work
Inventory Management

Languages

Indicate any languages, other than English, that you are able to write and/or speak. The information you provide may be used to match you to potential deployments.

Language 1

Language:

Spoken Ability:

Written Ability:

[Add Another Language](#)

Prior Deployment Experience

Please list any deployments you may have participated in as part of a volunteer organization with members of the public. Activities could range from assisting in a multi-day mass care incident, staffing a flu clinic, or participating in a health fair.

Prior Deployment Experience 1

Deployment Event:

Initial Deployment Date:

Period of Deployment: Days

Description of Experience During Deployment:

Under Messages, a responder can compose an email and send it to their Administrator. Note that normal email functions apply here i.e. sent, save drafts, etc.

GEORGIA RESPONDS

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Home | My Profile | Messages **63** | Organizations | Documents | Volunteers | Administration | Accountability

Summary | Identity | Deployment Prefs | Contact | Occupations | Training | Skills & Certifications | **Medical History** | Background Check | Settings

Medical History

Medical Preparedness

Medical history information will be used to ensure your protection during a potential deployment.

* Are you physically able to participate in a field deployment? Yes No

Allergies

Do you have any known serious allergies: Yes No
Example: latex, anaphylaxis, penicillin, rash.

Psychological Training

Have you received training on the psychological impact of emergency response? Yes No
Selecting Yes will allow you to enter the date of your training.

Hepatitis A

Dose #1:

Dose #2:

Additional Hepatitis A Information:

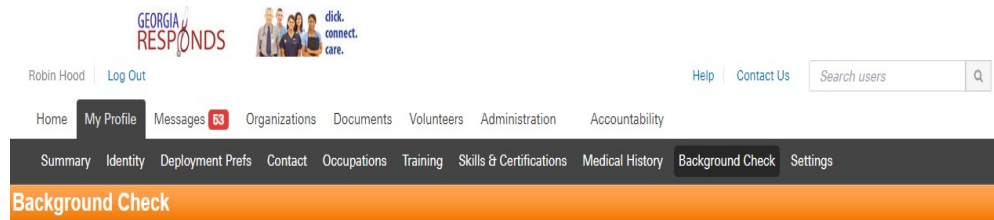
Hepatitis B

Dose #1:

Dose #2:

Dose #3:

Titration: Positive Negative Not Reported



Robinson Hood | Log Out | Help | Contact Us | Search users

Home | My Profile | Messages 53 | Organizations | Documents | Volunteers | Administration | Accountability

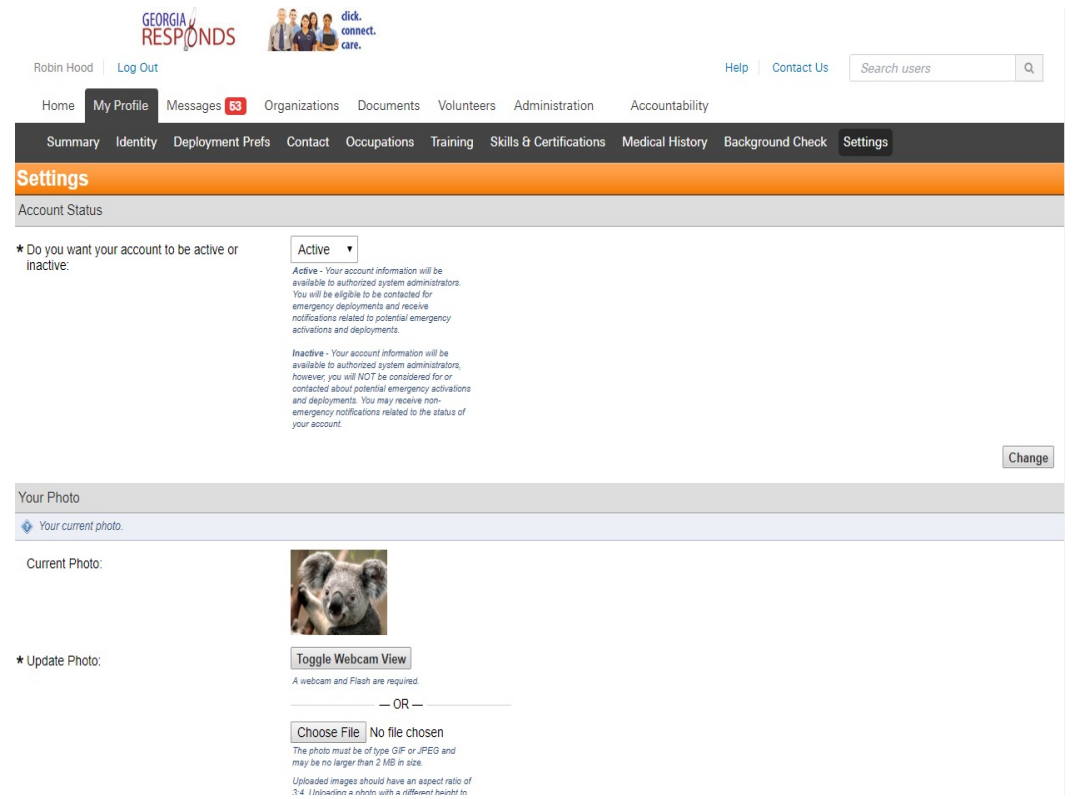
Summary | Identity | Deployment Prefs | Contact | Occupations | Training | Skills & Certifications | Medical History | Background Check | Settings

Background Check

1 row displayed

Check Type	Check Status	Last Updated	
Manual Background Check	Unknown		View Details

Documents used by the unit can be accessed here



Robinson Hood | Log Out | Help | Contact Us | Search users

Home | My Profile | Messages 53 | Organizations | Documents | Volunteers | Administration | Accountability

Summary | Identity | Deployment Prefs | Contact | Occupations | Training | Skills & Certifications | Medical History | Background Check | Settings

Settings

Account Status

★ Do you want your account to be active or inactive: Active


Active - Your account information will be available to authorized system administrators. You will be eligible to be contacted for emergency deployments and receive notifications related to potential emergency activations and deployments.

Inactive - Your account information will be available to authorized system administrators, however, you will NOT be considered for or contacted about potential emergency activations and deployments. You may receive non-emergency notifications related to the status of your account.

[Change](#)

Your Photo

Your current photo.

Current Photo: 

★ Update Photo: [Toggle Webcam View](#)

A webcam and Flash are required.

— OR —

[Choose File](#) No file chosen

The photo must be of type GIF or JPEG and may be no larger than 2 MB in size.

Uploaded images should have an aspect ratio of 3:4. Instructions a photo with a different height to

You can search documents based on your level of permissions assigned by Administrators.



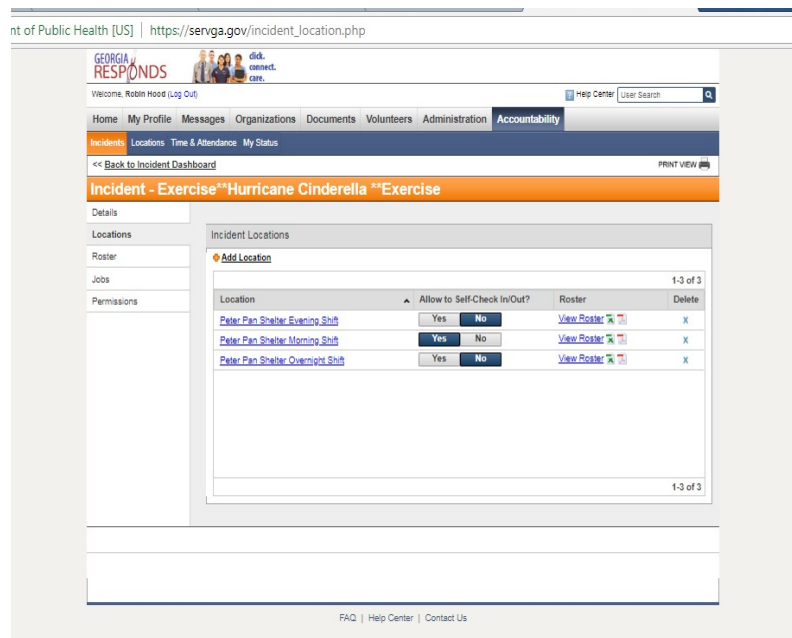
Accountability Module

The screenshot shows the 'Create Incident' form in the SERVGA system. The form is titled 'Create Incident' and has a 'Details' tab selected. The 'Incident Identification' section includes fields for Name, Type, Start Date, Start Time, End Date, and End Time. The Name field contains 'Exercise**Hurricane Cinderella **Exercise', the Type is 'Hurricane', the Start Date is '08/24/2018', the Start Time is '15', the End Date is '08/31/2018', and the End Time is '07:00'. The Notes field contains 'Forecasted to impact all 159 counties of Georgia. Surge levels are over 20ft.'. The 'Incident Administration' section includes a checkbox for 'Allow organization administrators to manage locations, roster, time, and attendance for this incident?' which is checked, and an 'Add Organizations' button. The Organization(s) field contains 'GA Nurse Alert System'.

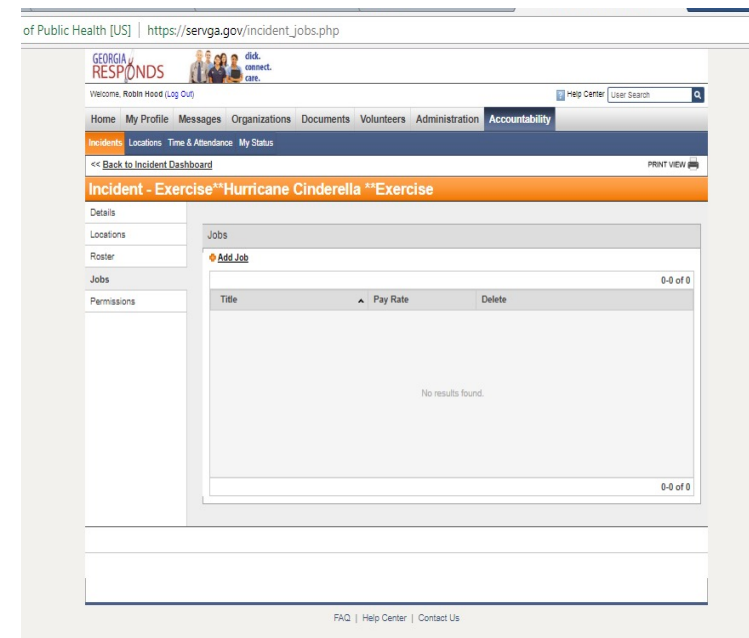
Select “Create Incident”. Start and end times can be modified.
Administrator permissions.

The screenshot shows the 'Incident Dashboard' in the SERVGA system. The dashboard is titled 'Incident Dashboard' and has a 'View Incident: Exercise**Hurricane Cinderella **Exercise' link. The 'Incident Details' section includes a large number '6' icon, the incident name 'Exercise**Hurricane Cinderella **Exercise', and fields for Start Date (08/24/2018), End Date (08/31/2018), Notes (Forecasted to impact all 159 counties of Georgia. Surge levels are over 20ft.), and Creator (Robin Hood). The 'Locations (0 Total)' and 'Roster (0 Volunteers)' sections are empty, showing 'No results found.'.

Incident Dashboard – come back to this screen for most options.



Administrators determine if volunteers can self check-in/out.



Create jobs using navigation bar on left side.

The screenshot shows the 'Create Incident' form in the SERVGA system. The form is titled 'Create Incident' and has a 'REQUIRED' indicator. It is divided into several sections: 'Incident Identification', 'Incident Administration', and 'Add Organizations'. In the 'Incident Identification' section, the 'Name' field contains 'Exercise**Hurricane Cinderella **Exercise', the 'Type' is set to 'Hurricane', the 'Start Date' is '08/24/2018', the 'Start Time' is '15', the 'End Date' is '08/31/2018', and the 'End Time' is '07:00'. The 'Notes' field contains the text: 'Forecasted to impact all 159 counties of Georgia. Surge levels are over 20ft.'. In the 'Incident Administration' section, there is a checkbox for 'Allow organization administrators to manage locations, roster, time, and attendance for this incident?' which is currently unchecked. In the 'Add Organizations' section, the 'Organization(s)' field contains 'GA Nurse Alert System'.

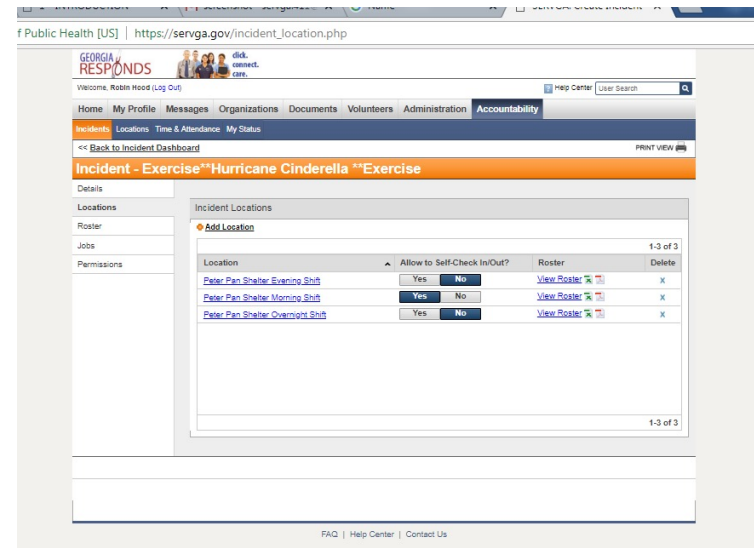
Create types of jobs. This can be done prior to emergency.

The screenshot shows the 'Incident Dashboard' in the SERVGA system. The dashboard is titled 'Incident Dashboard' and has a 'PRINT VIEW' button. It is divided into several sections: 'Incident Details', 'Locations (0 Total)', and 'Roster (0 Volunteers)'. The 'Incident Details' section shows the incident name 'Exercise**Hurricane Cinderella **Exercise', a start date of '08/24/2018', an end date of '08/31/2018', and notes: 'Forecasted to impact all 159 counties of Georgia. Surge levels are over 20ft.'. The 'Creator' is listed as 'Robin Hood'. The 'Locations (0 Total)' section shows a table with columns for 'Location', 'Checked In', and 'Roster', and a message 'No results found.'. The 'Roster (0 Volunteers)' section shows a table with columns for 'Deployment Status' and 'Volunteers', and a message 'No results found.'.

Create roster for jobs. Allows you to add volunteers based on groups, administrators, organizations and/or access levels.

Creating pool of volunteers

- Identify need
- Create message that allows for volunteers to indicate availability
- Create groups based on volunteer responses



You should only be able to select organization for which you have rights/permissions as Administrator.

Creating pool of volunteers

- Identify need
- Create message that allows for volunteers to indicate availability
- Create groups based on volunteer responses

Once volunteers are identified, you can message and/or assign locations.

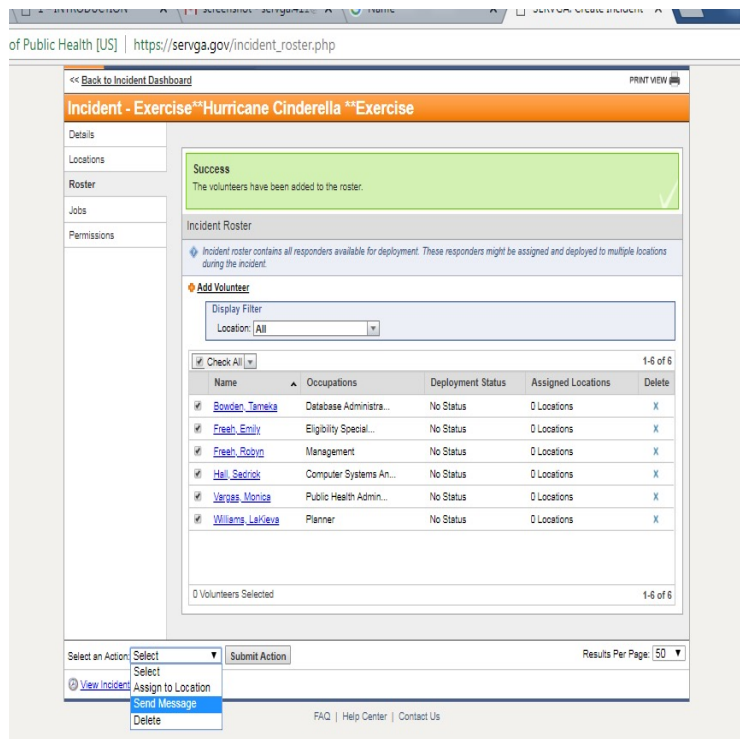
The screenshot shows the SERVGA web application interface. At the top, there is a navigation menu with options: Home, My Profile, Messages, Organizations, Documents, Volunteers, Administration, and Accountability. Below the navigation menu, there is a sidebar with options: Details, Locations, Roster, Jobs, and Permissions. The main content area displays the 'Incident - Exercise**Hurricane Cinderella **Exercise' page. The page includes a 'Cancel' button and a 'Job Details' section. The 'Job Details' section contains the following information:

- * Job Title: Puppetmaster
- Job Description: coordinates staff for the morning shift.
- Pay Rate: \$ 10.00 per hour

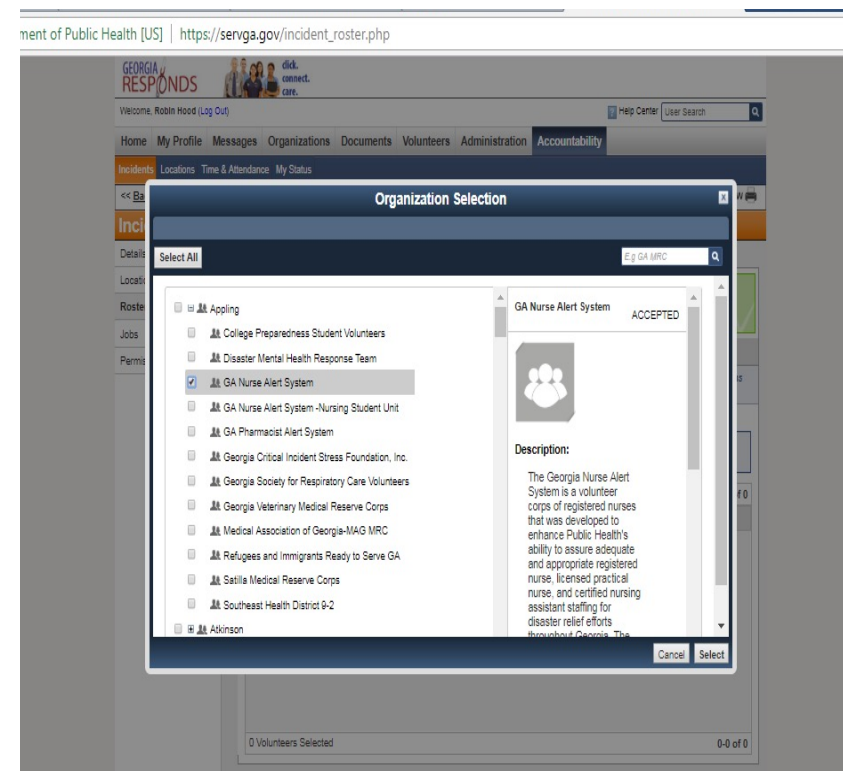
At the bottom of the form, there are 'Cancel' and 'Save' buttons.

Select and assign your volunteers to a location/shift. If you only add to roster but don't assign to location, you can't assign a job.

SERVGA



Select "submit action" to generate your location/shift options.



Blue dot indicates the volunteers assigned to location/shift.

Incident - Exercise**Hurricane Cinderella **Exercise

Success
The volunteers have been added to the roster.

Incident Roster
Incident roster contains all responders available for deployment. These responders might be assigned and deployed to multiple locations during the incident.

Add Volunteer

Display Filter
Location: All

<input checked="" type="checkbox"/>	Check All	Name	Occupations	Deployment Status	Assigned Locations	Delete
<input checked="" type="checkbox"/>		Bowden, Temeka	Database Administra...	No Status	0 Locations	X
<input checked="" type="checkbox"/>		FRESH, Emily	Eligibility Special...	No Status	0 Locations	X
<input checked="" type="checkbox"/>		FRESH, Robyn	Management	No Status	0 Locations	X
<input checked="" type="checkbox"/>		Hall, Sedrick	Computer Systems An...	No Status	0 Locations	X
<input checked="" type="checkbox"/>		Vargas, Monica	Public Health Admin...	No Status	0 Locations	X
<input checked="" type="checkbox"/>		Williams, LaKieva	Planner	No Status	0 Locations	X

0 Volunteers Selected 1-6 of 6

Select an Action: Select Submit Action Results Per Page: 50

[View Incident](#)
Assign to Location
Send Message
Delete

FAQ | Help Center | Contact Us

Note two volunteers at 2nd location. See 0/2 for evening shift.
Once you select “view”, you can assign specific jobs.

Incident - Exercise**Hurricane Cinderella **Exercise

Success
The volunteers have been added to the roster.

Incident Roster
Incident roster contains all responders available for deployment. These responders might be assigned and deployed to multiple locations during the incident.

Add Volunteer

Display Filter
Location: All

<input checked="" type="checkbox"/>	Check All	Name	Occupations	Deployment Status	Assigned Locations	Delete
<input checked="" type="checkbox"/>		Bowden, Temeka	Database Administra...	No Status	0 Locations	X
<input checked="" type="checkbox"/>		FRESH, Emily	Eligibility Special...	No Status	0 Locations	X
<input type="checkbox"/>		FRESH, Robyn	Management	No Status	0 Locations	X
<input type="checkbox"/>		Hall, Sedrick	Computer Systems An...	No Status	0 Locations	X
<input type="checkbox"/>		Vargas, Monica	Public Health Admin...	No Status	0 Locations	X
<input type="checkbox"/>		Williams, LaKieva	Planner	No Status	0 Locations	X

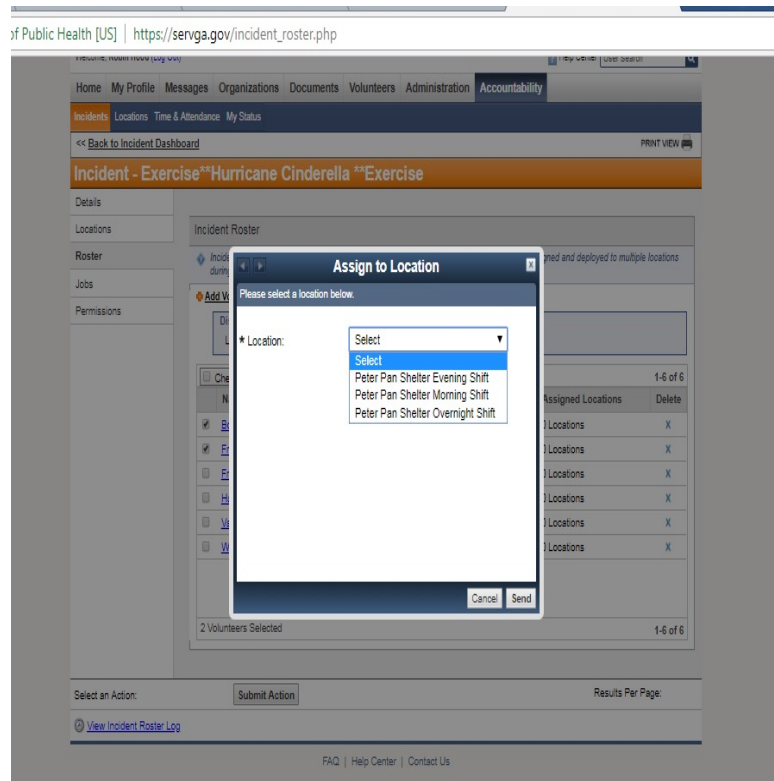
2 Volunteers Selected 1-6 of 6

Select an Action: Assign to Location Submit Action Results Per Page: 50

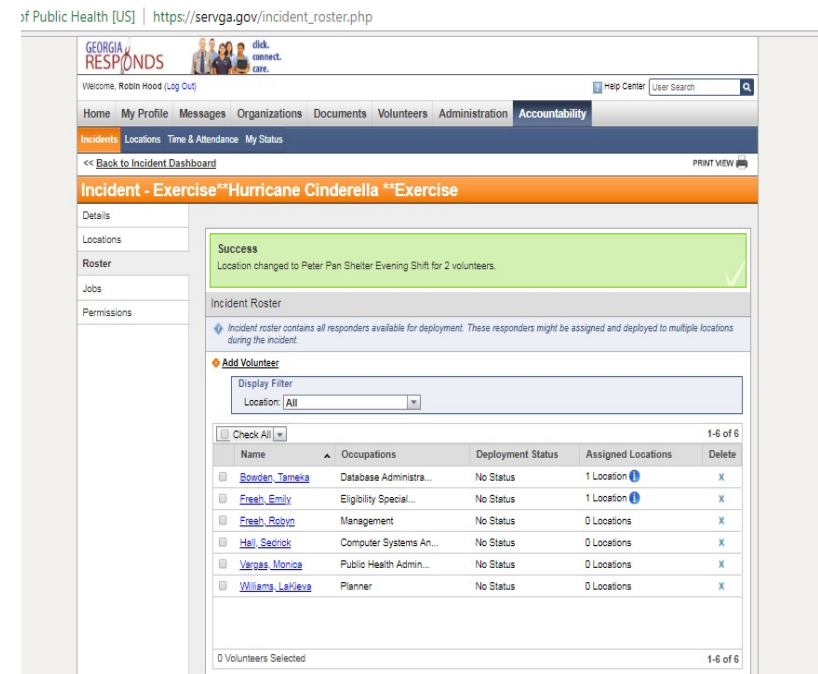
[View Incident Roster Log](#)

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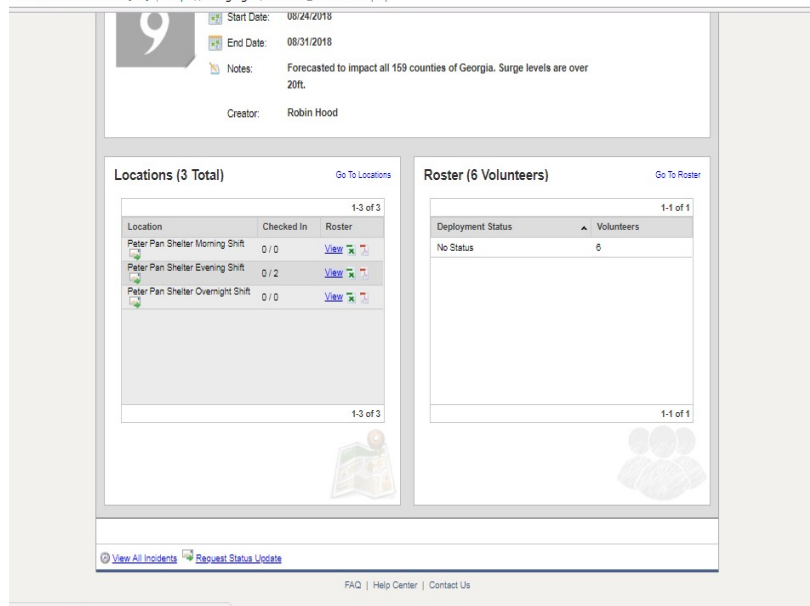
See “Job Title” and change unassigned to desired position to be filled.



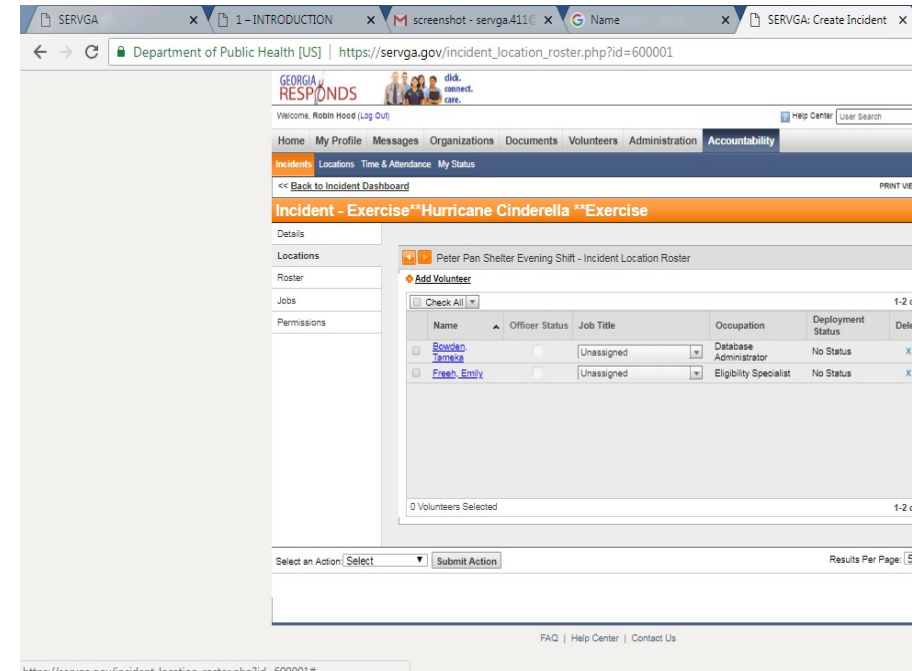
See Tameka Bowden change to RN.



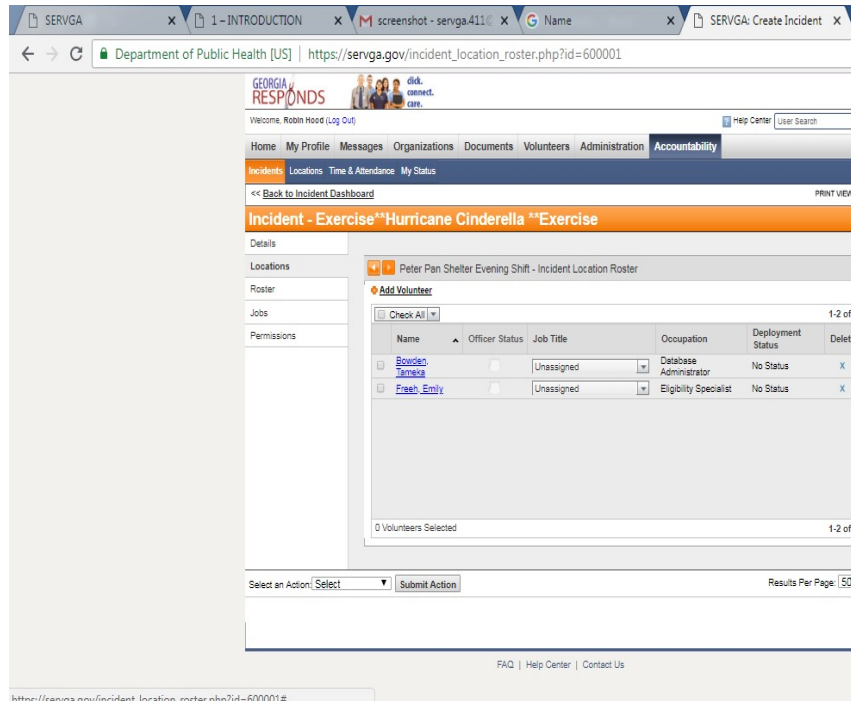
An administrator can also update their status (in transit, mobilized, off duty, etc.)



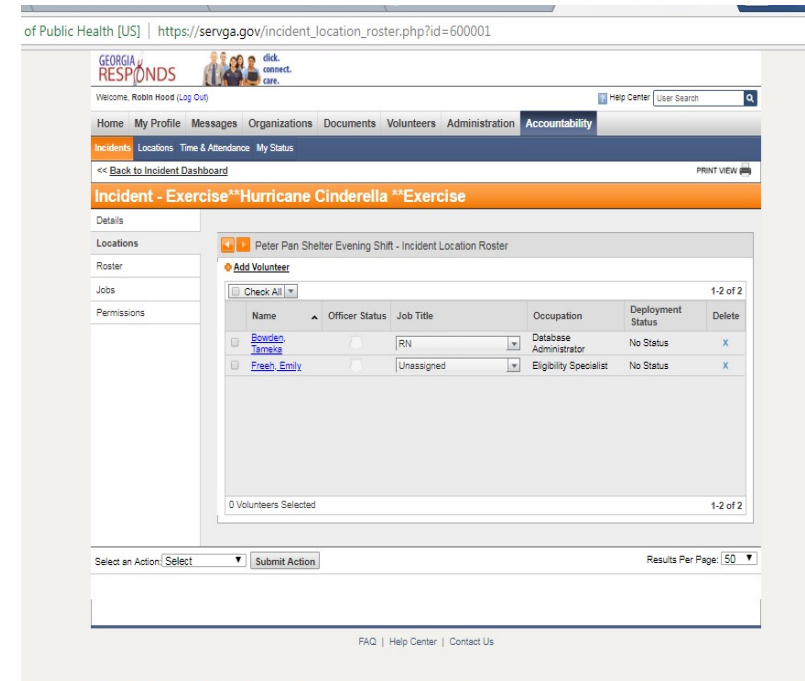
An administrator and/or shelter point of contact can also check in/make changes.



Under Time and Accountability, you can look at individual time activity log for the incident.



Under roster log, all activities are tracked for entire incident. No activities can be deleted.



To close an incident, click "Go to Details"

of Public Health [US] | https://servga.gov/incident_roster.php

<< Back to Incident Dashboard PRINT VIEW

Incident - Exercise**Hurricane Cinderella**Exercise

Details
Locations
Roster
Jobs
Permissions

Success
The volunteers have been added to the roster.

Incident Roster
Incident roster contains all responders available for deployment. These responders might be assigned and deployed to multiple locations during the incident.

Add Volunteer
Display Filter
Location: All

Check All 1-6 of 6

Name	Occupations	Deployment Status	Assigned Locations	Delete
<input checked="" type="checkbox"/> Bowden_Tameka	Database Administra...	No Status	0 Locations	X
<input checked="" type="checkbox"/> Fresh_Emily	Eligibility Social...	No Status	0 Locations	X
<input checked="" type="checkbox"/> Fresh_Robyn	Management	No Status	0 Locations	X
<input checked="" type="checkbox"/> Hall_Santino	Computer Systems An...	No Status	0 Locations	X
<input checked="" type="checkbox"/> Vargas_Monica	Public Health Admin...	No Status	0 Locations	X
<input checked="" type="checkbox"/> Williams_LaKieva	Planner	No Status	0 Locations	X

0 Volunteers Selected 1-6 of 6

Select an Action: Results Per Page: 50

-
-
-
-

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“Go to Details” screenshot. Option to close incident is at the bottom.

of Public Health [US] | https://servga.gov/track.php

GEORGIA RESPONDS
Welcome, Robin Hood (Log Out) Help Center User Search

Home My Profile Messages Organizations Documents Volunteers Administration Accountability

Incidents Locations Time & Attendance My Status REQUIRED (*)

Time & Attendance

Sort By: Name Display Filter: Incident: Exercise**Hurricane Cind Location: Peter Pan Shelter Evening

1-2 of 2

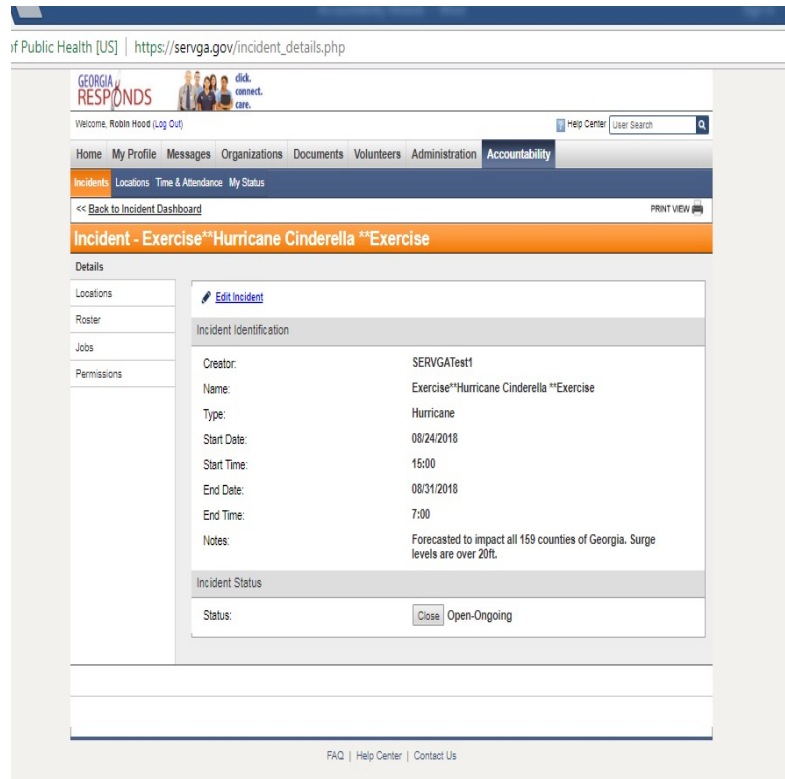
<input type="checkbox"/> Bowden_Tameka	Job Title: RN	Checked In: 3:17 PM	Checked Out: 3:17 PM	<input type="button" value="Check In"/>
<input type="checkbox"/> Fresh_Emily	Job Title: RN	Checked In: -----	Checked Out: -----	<input type="button" value="Check In"/>

1-2 of 2

Select an Action: Results Per Page: 50

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Under Incident Status, select “Close” to end the incident. Note: The incident is updated when the green “Success” messages populates. Incident is now closed but can be reopened.



Administrators can generate Accountability Roster reports from Administration Tab.

After incident:

- **Make changes to positions and locations for future incidents.**
- **Thank responders.**