



Activation Level 2 – Standby

Seq

Responsibility

Task

1

TGCRVOAD
Executive Committee

- ☐ Chair or Vice-Chair determines that one or more threats **is likely** to develop into an incident requiring an in-scope short-term recovery response.
- ☐ EC issues a Situation Brief to Members, Partners, Guests and Volunteer Partners
 - Include a Brief on the event from authoritative sources describing the likely size, duration and scope of the short-term recovery effort
 - Encourage the use of Spontaneous Volunteers, registration pm Just Serve or Volunteer Houston
 - Schedule and publicize a Pre-Event Collaboration Call
 - Request activation of Members and Guests to perform specific tasks including
 - Monitoring authoritative sources for updates
 - Take actions to improve response time, if safe, such as pre-position key supplies
- ☐ Prepare a Draft Course of Action
- ☐ Monitor member readiness and support pre-event coordination



Seq

Responsibility

Task

2

TXGCVolunteers

- ☐ Establish a Battle Rhythm for the Response. Typically,
 - o 0900 - 0950 – Collaboration Call
 - o 1000-1050 – Collaboration Call in Spanish
 - o 1400 - SitReps Due to Jurisdictions
 - o 1500 - 1550 Faith Community Collaboration Call
 - o 1600 – 1625 OEM:VOAD Collaboration Call

- ☐ Share a “Standby to Respond” message with Volunteer Partners.
- ☐ Encourage VOAD Members and Partners, Guests, and Jurisdictions to register with Volunteer Houston, Just Serve or both

3

Just Serve
Volunteer Houston

- ☐ Participate in the TGCRVOAD Collaboration Call.
- ☐ Activate Virtual Disaster Volunteer Centers
- ☐ Assist VOAD Members and Partners, Guests, and Jurisdictions wishing to create accounts and prepare to post jobs.

3

Members and
Partners/Jurisdictions

- ☐ Review updated Sit-Briefs and internal readiness (personnel, equipment, staging).
- ☐ Participate in pre-event collaboration calls.



Seq

Responsibility

Task

Resources:

- ☐ Inventory materials, share status with TGCRVOAD, and request additional resources via Aid.Arena if needed.
- ☐ Pre-position or stage resources when safe and appropriate.

Volunteers:

- ☐ Review job descriptions and set up shifts for spontaneous volunteers.
- ☐ Update and refresh volunteer communication templates.

Posture:

- ☐ Submit a SitRep: communicate readiness, capabilities, and anticipated needs to TGCRVOAD.
- ☐ Remain on standby — posture for readiness, but avoid deployment unless activated.