

Mission Set Title: Regional Coordinating Center (RCC) / LTC Coordinating Center Support		
Resource Description: CR-MRC volunteers will be assigned a role at an in-person or virtual Regional Coordination Center / LTC Coordinating Center (LTC CC), setup to support activation of the Regional Long-term Care Mutual Aid Plan (LTC-MAP) during an emergency. Volunteers will fill non-medical roles to assist with monitoring situational awareness, communicating with facilities regarding operational status and resource needs, electronic reporting using the LTC-MAP web-based management system (www.mutualaidplan.org/ct), and documentation. Volunteers will be supervised by an RCC / LTC CC team member.		
Resource Components:		
Personnel:	Type (use NIMS Resource Typing if applicable)	Licenses or Certifications Required? (yes/no) if yes, list requirement.
	<ul style="list-style-type: none"> LTC CC Operations Section Chief LTC CC Planning Section Chief LTC CC Logistics Section Chief 	No
Training Requirements:	List minimum personnel training requirements to support mission by personnel type. All Volunteers: <ul style="list-style-type: none"> MRC Orientation Loyalty Oath IS 100 and IS 700 Psychological First Aid HIPAA Awareness Regional Coordination Center / LTC Coordinating Center Training Just in Time Training for all positions provided by the RCC / LTC CC Job Action Sheets provided by the RCC / LTC CC 	
Equipment Required:	List minimum equipment required to complete the mission. <ul style="list-style-type: none"> The requesting agency must provide all supplies. Up to two personal computers from the CR-MRC are available for deployed volunteers to use. 	
Deployment Timeline:	Provide anticipate timeline to deploy volunteers (ex: N+48 hours) <ul style="list-style-type: none"> N+24 hours 	
Requirements for Rotation of Personnel:	Provide shift rotation requirements. <ul style="list-style-type: none"> CR-MRC volunteers will not work more than a 12-hour shift. CR-MRC volunteers will not work more than two consecutive shifts. Family emergency plan. 	

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Pre-Planning Considerations:	Space Requirements: <ul style="list-style-type: none">• Established security plan for in-person deployments.• Quiet work area with strong, reliable Internet connection. Support Requirements: <ul style="list-style-type: none">• Requesting agency liaison to CR-MRC unit and volunteers assigned.• Activation of CR-MRC including Loyalty Oath.• Pre-event deployment in advanced warning weather events.• Just in time training (JITT).• Personal protective equipment as indicated.• Safe parking.• Appropriate supervision.
Limiting Factors:	List any limiting factors to complete the mission: <ul style="list-style-type: none">• CR-MRC volunteers serve in a support role only.• CR-MRC volunteers are not obligated to respond to all emergencies.• Requesting agencies will not schedule volunteers for future shifts without coordinating with the CR-MRC Unit Director.• Consumable products.

Job Action Sheets are in the RCC / LTC Coordinating Center binders located at the RCC as well as on the LTC-MAP website at www.mutualaidplan.org/ct.