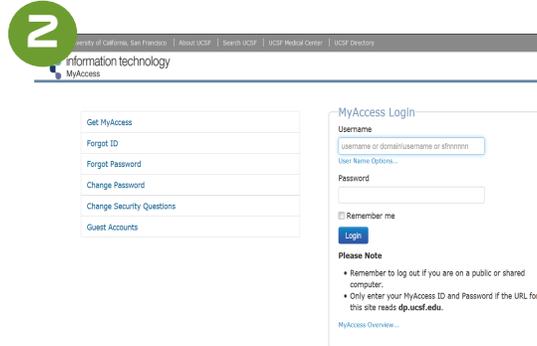


A labor pool is a source of trained and skilled workers that can be utilized at a central point for assignment. The Labor Pool/Internal Volunteer for Emergency Incident/Events site will collect and inventory your skills and align them with the needs of the medical center before, during, and after an emergency incident/event.

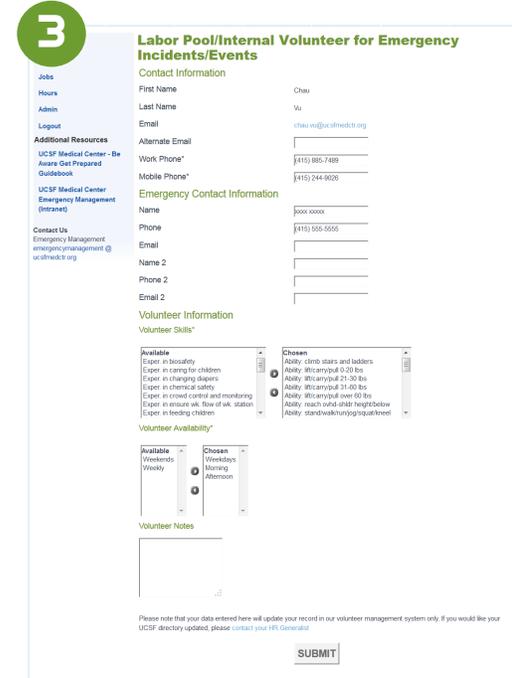
An internal volunteer for the labor pool is any individual, trained and skilled, within UCSF that are identified for a specific function or activity that is needed in support of any emergency incident/event.



1. Go to www.laborpool.ucsfhealth.org Select "Sign Up Here for UCSF Staff Only" on the home page.

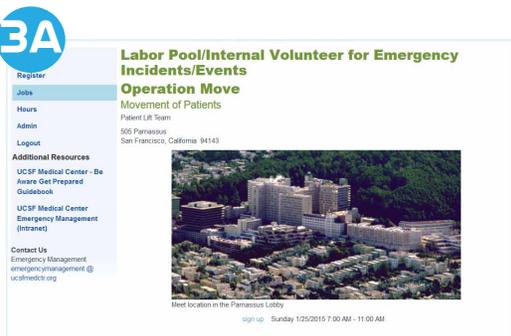


2. Enter your UCSF credentials along with your password.



3. If you are a potential internal volunteer, put in any updated information into the Labor Pool/Internal Volunteer site. Please note that this updated information will only be updated within this site and not on any HR database. To update your information with HR a link is located on the bottom to contact your HR Generalist to do so. The * indicates a required field. Please select any skills you have by clicking on the skill and clicking on the arrow on the side. Once this skill has been moved to the "Chosen" column, then you have successfully selected and identified your skill. Submit your availability and once you are done, hit "Submit." You can make changes at any time by relogging in and update any information.

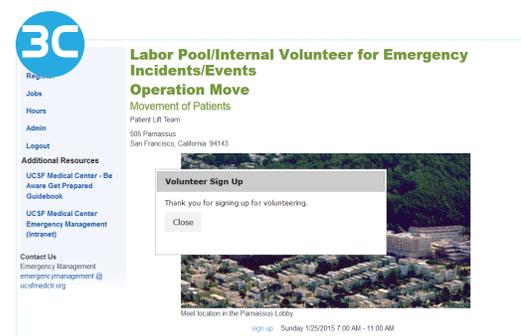
If there are no opportunities to sign up for, this will be the end of your sign up and you will be brought back to the "home" page. If there are opportunities to sign up for, then follow 3A, 3B, and 3C.



3A. Select an existing job by selecting the "sign up" link.



3B. A pop-up box will appear and if your information is correct, select again "sign up."



3C. Success!

You can log back in to sign up with any new labor pool/internal volunteer opportunity when notified. You will be communicated to regarding any shifts or changes to the labor pool/internal volunteer opportunity. Any questions and/or concerns can be sent to Emergency Management at emergencymanagement@ucsfmedctr.org. Thank you.