Welcome to the CCMRC! We are glad you are interested in volunteering with one of the best MRC unit’s in the Nation. Our MRC are a dedicated group of both medical and non-medical professionals interested in emergency preparedness and serving the community.

Contra Costa County has 2 different ways Medical Volunteers can pre-register and help during emergencies and disasters.

We have what we refer to as the Contra Costa County Unit and The Contra Costa Medical Reserve Corps.

**What's the Difference between Contra Costs MRC & Contra Costa County Unit?**

**MRC** members are engaged and active participants in unit activities. They want to learn more about disaster preparedness and response by attending team meetings and trainings. They want to utilize their skills and have a general willingness to help the community during both emergencies and non-emergency community events such as CPR training, First Aid Stations at events, Flu Clinics and high school mentorship. The MRC unit is requested and deploys as a team under the SEMS structure for California and are pre-trained and vetted to do so. The unit does have a participation requirement of 2 events a year, this can be as little as 5 hours though!

The **County Unit** are people who have preregistered on the DHV site so their credentials can be verified, and they can quickly be notified of a need through this system. This unit essentially serves as a reserve list of personnel that can back up the MRC or CCHS Public Health during emergencies that have surge related to large scale, catastrophic events. There is no formal commitment, or training.

You will have to decide your level of participation and commitment prior to completing the application. You can learn more about the MRC and start the application by visiting our website: [https://cchealth.org/mrc/](https://cchealth.org/mrc/)

Below you will find detailed steps on the application procedures.
Completing the Contra Costa County Medical Reserve Corps Complete Application

Contra Costa County Disaster Healthcare Volunteer (DHV) Application

Applying for either the County Unit or the MRC will require you to complete an application on the DHV website. This website helps us verify all applications and check credentials status on a routine basis.

You will visit [https://healthcarevolunteers.ca.gov/](https://healthcarevolunteers.ca.gov/) to create an account.
Completing the Contra Costa County Medical Reserve Corps Complete Application

This is when you will have to decide if you wish to be an MRC team member or on the County Unit list as a reserve. When you click **Register**, the following screen will appear. Click the drop-down arrow and select either **County Organizations** or **Medical Reserve Corps Organizations**.

Once you selected an item from the drop-down, click the grey box next to the drop-down title **Select Organization**.
Completing the Contra Costa County Medical Reserve Corps Complete Application

If you have decided to join the County reserve unit, then your application process is complete.

If you are joining the MRC, there is another step to ensure we get all the information needed. Please see the next page for these steps.

The following box will appear based on the Organization you have selected.

Select either Contra Costa County Unit or Contra Costa County Medical Reserve Corps

Then click select at the bottom, right hand side of the page.

Once you have done this, finish completing the details to create your user account.

After your account is created, you will be asked to log-in and enter additional details related to your profession, medical license, skills and training.

If you have decided to join the County reserve unit, then your application process is complete.

If you are joining the MRC, there is another step to ensure we get all the information needed. Please see the next page for these steps.
The Contra Costa Medical Reserve Corps unit has an extra application step in order to meet the requirements of the Contra Costa County Volunteer Program. This program provides malpractice and liability insurance for all team members while operating under their scope at MRC activities. In order to reduce paper waste and better secure your personal information and records, we have moved this process online as well.

You will have to create an account on Image Trend for this step. If you are an EMT or Paramedic, your login will work for this application step as well. Please login here:  https://cccems.imagetrendlicense.com/public/contracosta/portal#/login

Find the Medical Reserve Corps Application to Complete. Be sure you have the following paperwork to upload:

1)  Picture for your badge. This will be a headshot from the shoulder up, white background. Must be a jpeg file.
2)  Driver’s License
3)  Car Insurance Card
4)  CPR card/certificate
5)  Course completion certificates for FEMA 100, 200, 700, 800, Psychological First Aid, Basic Disaster Life Support (BDLS) and Advanced Disaster Life Support (ADLS) if you have previously completed them.

When you start your application, you will again be asked if you wish to be an Active MRC member or part of the County Reserve Unit. This stops you from unnecessarily completing the full application.

Click Active, to continue with the application process.

You will need to complete all 6 of the tabs on the application screen in order to submit your application. Any item with an asterisk is required.
Completing the Contra Costa County Medical Reserve Corps Complete Application

Section 4: Document Upload

- If you do not have these documents to submit, move onto the next section. You will have 6 months to complete these courses once you are an MRC member.

Section 5: Volunteer Acknowledgement

- This section will ask you to verify you received and read the MRC Code of Conduct, HIPAA Info Sheet, and Admin Bulletin 421.1
Section 6: Submission

The last section will indicate if you have missed any necessary information and highlight it in pink. Additionally, if you are in a non-medical position, you are acknowledging that you agree to complete a Criminal Background Check. This is paid for by the organization and you will receive details after submitting the application.

After your applications are submitted you will be contacted by the MRC Coordinator to schedule New Member Basic Training. If you have any questions about completing the application please call (925) 723-2435.