



OCCUPY SANDY

COMMUNICATIONS VOLUNTEER REFERENCE



**New User? Click
"Register for Account"**

STEP TWO: SIGN IN TO YOUR FACILITY'S EMAIL ACCOUNT

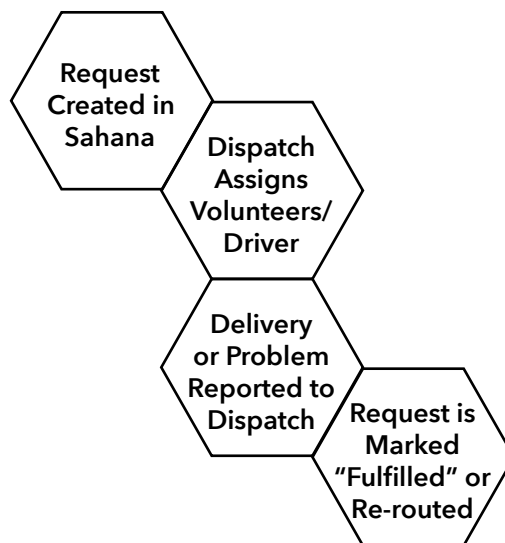
- Check unread mail and respond
- If you are not certain how to respond, mark email as "unread"
- Capture all requests for supplies or volunteers in Sahana

STEP THREE: CONNECT YOUR PHONE to your facility's Google Voice number (if applicable)

- Mention facility name when answering phone
- If you are not clear on how to help and no one nearby can assist, take down contact info and find someone who can help

CAPTURING A REQUEST

- Go to Sandy Relief home page
- Select "Request Supplies" or "Request People"
- Add location, site contact, priority, date needed and items/quantities requested
- If request is urgent, recurring or very large, ask for assistance or notify a Coordinator
- Dispatch will see request, assign a driver and deploy volunteers and supplies
- Driver or point person contacts Comms/Dispatch to confirm delivery or request assistance
- If no report-back given, driver/point person should be contacted



NEED HELP?

[IRC]
[Phone]
sahana@lists.occupy.net

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DON'T FORGET TO:

Eat Food
Drink Water
Take Breaks