



Thank you for requesting Chicago Medical Reserve Corp (MRC) volunteers to support your COVID-19 response activities. In order for your volunteer request to be fulfilled, follow the steps below:

1. Submit 213RR form directly in EMResources (hospitals, long-term care and dialysis only).
2. If not, EMResources user, submit fillable PDF version of 213RR via email to CDPHPHEOC@cityofchicago.org
3. Complete Medical Reserve Corps (MRC) Request Form and email to Jannita.caine@cityofchicago.org
4. Indicate who would provide liability coverage for volunteer (s) by selecting “requesting agency” or “responding agency” on the MRC form.
5. Provide Job Role Descriptions for Specialties (positions) requested.
6. Identified an Illinois System Administrator that will be responsible for querying organization’s volunteers, receive, track and demobilize volunteers. The appointed person must have a complete registration profile and submit to a national background check via Illinois Helps; www.illinoishelps.net.
7. Your agency’s System Administrator should watched the pre-recorded training, “Illinois Helps System Administrator Training” Webinar via TRAIN Illinois; <https://www.train.org/illinois/course/1084178/>
8. “Create an Account” if the System Administrator does not have a TRAIN Illinois account; <https://www.train.org/illinois>
9. Make sure to designate a contact person(s) to mobilize, train and demobilize volunteer on site.

