

From the Beginning

When should I run my blood drive?



The first step in the coordination process is to determine when you would like to schedule a blood drive at your organization. The months that are most critical are those during the summer (July, August and September) and winter (December, January and February). You can help ensure the patients in our community have enough blood by selecting a summer mobile a winter drive or even better both! Your date should be chosen well enough in advance to avoid scheduling conflicts. You may have a preference on the time of the year and or the day of the week. Please choose a few potential dates in case your first choice is not available. We recommend scheduling your blood drive as early as a year in advance.

10?

How many donors will you recruit?

25?

50?

The second step is to determine the number of donors you will be able to recruit. One way you will be able to determine the size of your blood drive is to assume that fifteen percent (15%) of your employees, members or students will participate. If you desire a more exact count, you can work with your Donor Resources Representative to conduct a preliminary survey. You may want to join forces with other organizations located nearby to recruit more donors.

What hours are best for your organization?



The next decision is to determine what time period would be most convenient for your donors. Most businesses and schools choose morning or afternoon blood drives while community organizations such as churches tend to select evening and weekend hours. Your Donor Resource Representative will let you know the number of hours needed in order to process the amount of donors you have selected. If the times you choose extend over a meal period, the hours may need to be increased so out staff and volunteers can have a meal break. Some groups that host blood drives choose to provide a meal for our staff and volunteers. However, this is not required.

WHAT PRELIMINARY STEPS MUST BE TAKEN?

Two Types of Blood Drives:

Bloodmobile - Consists of a self-contained Coach parked on company property and accessible to organization's employees.

On-Site Mobile— Collection set-up within organization facility, i.e. large Conference Room.

COORDINATE A DATE:

After the decision has been made to have the Bloodmobile coach visit your site, you need to coordinate a date with the Blood Center. You may already have a time of year in mind when you would like this visit. Select a few dates and the Donor Resources Staff will try to accommodate your first choice. Your blood drive date will be fairly easy to coordinate if you schedule it as early as possible. Most donor groups do schedule their dates a year in advance.

Confirmed Date: _____

CHOOSE A LOCATION:

Although the coach is self-contained, your site still needs to meet a few requirements. To be approved by a Blood Center Representative, the following criteria must be met:

- A flat, level parking area about 50 to 55 feet long (usually equivalent to seven parking spaces) must be available. The parking site must be convenient, accessible and visible to the donors.
- The site selected must not interfere with traffic in any way. You will need to contact the city traffic bureau if the coach is to be parked on the street.
- An inside area easily accessible to the coach needs to be available for donor registration. This area must be climate controlled, contain an electrical outlet and be located near bathroom facilities.
- A table approximately 6 to 8 feet in length along with 3 chairs is needed in the registration area.
- The parking site must be cleared one and one half hours (1 ½) prior to the scheduled starting time of the blood drive.
- Three reserved parking spaces are needed for Blood Center staff.

Coach Site: _____

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DETERMINE A SIZE:

A minimum of twenty (20) donors is needed to have the coach visit your group. If you cannot meet this requirement or if you wish to host a larger blood drive, you may decide to combine efforts with other organizations located nearby. The best way to determine the size of your blood drive is to assume that fifteen percent (15%) of your employees or group's members will participate. If you desire a more exact count, a preliminary survey may be conducted.

Number of potential donors: _____

DECIDE ON A TIME:

You need to decide if a morning, afternoon or evening time period would be most convenient for your donors. Most businesses choose morning or afternoon visits while community organizations such as churches tend to select evenings or weekends. Your Donor Resources Representative will let you know the number of hours needed in order to schedule the amount of donors you have selected. Generally, a four (4) hour time period will allow for thirty (30) donors.

Coach Hours: _____

Bloodmobile Vehicle Dimensions

***Width measurements include 1.5 feet for the mirror extensions.
Actual vehicle width would be 1.5 feet narrower than listed.***

BETHLEHEM	Length	Width	Height
COACH MOBILE #1	41.0 feet long	11.5 feet wide	11.5 feet high
COACH MOBILE #5	29.0 feet long	9.5 feet wide	11.75 feet high
COACH MOBILE #7	38.0 feet long	11.5 feet wide	11.5 feet high
LCF LARGE TRUCK	25.5 feet long	9.5 feet wide	11.5 feet high
E-450 SMALL TRUCK	24.5 feet long	9.5 feet wide	10.5 feet high
SPRINTER MINI VAN #1	22.5 feet long	9.0 feet wide	9.5 feet high
E-350 MINI VAN #2	19.5 feet long	8.0 feet wide	7.0 feet high

READING	Length	Width	Height
COACH MOBILE #3	38.0 feet long	11.5 feet wide	11.5 feet high
COACH MOBILE #4	37.0 feet long	11.0 feet wide	11.0 feet high
COACH MOBILE #6	29.0 feet long	9.5 feet wide	11.75 feet high
COACH MOBILE #8	38.0 feet long	11.5 feet wide	11.75 feet high
E-350 SMALL TRUCK	22.0 feet long	9.0 feet wide	10.0 feet high

Essentials

*Where will the
blood drive be held?*

The final preliminary decision to be made is determining the location of the blood drive. The blood drive should be located in a place familiar and convenient for most donors. Auditoriums, social halls, gymnasiums, or other large, enclosed areas are suitable. Cafeterias may be used under the condition that no food is being served during the hours of the blood drive. While selecting potential sites, keep in mind that the safety of the donors is the Blood Center's primary consideration.

The potential site you choose needs to meet the following criteria:

- For a Mobile setup:
The room should be approximately 60 X 40 for a blood drive with a goal of 50 or more donors. If the room is smaller, an adjoining area may be used at the recommendation of the Donor Resources Representative.
- The site must be accessible at least 1 ½ hours prior to the starting time of the blood drive for equipment setup and 1 ½ hours after the last appointment time so equipment can be taken down and loaded onto the Blood Center's mobile truck.
- The area should be on the same floor as the building entrance. An elevator which is large enough to accommodate the equipment must be available if the room is on another floor. If there are "steps to building/location – Provide the number of steps that need to be negotiated for unloading, moving, and traffic purposes. One ramp can negotiate five steps." (MS 6108)
- Strong shadow-free lighting is required. Outside light should not be considered.
- Running water is necessary and kitchen facilities are ideal.
- The location of the drive should be a clean environment.
- Multiple electrical outlets distributed throughout the site are needed. The amperage and capacity of the electrical service must be sufficient for operation of canteen appliances, laptop computers and other required equipment.
- A tile or linoleum floor is preferred. A carpeted floor may be used, but the Blood Center cannot be held liable if damage occurs.
- The selected area should be well ventilated. The room must have heating and air conditioning units capable of maintaining a constant, comfortable temperature. Air conditioning is a requirement for summer blood drives.
- For All Blood Drives:
Restrooms for men and women need to be convenient and easily assessable.

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If you are unable to provide a location which meets these specifications, your Donor Resource Representative will discuss the possibility of other options. You can also make arrangements to send a group of donors to one of the Blood Center's fixed-site facilities.

Checklist for Planning a Blood Drive

Two Types

Bloodmobile: Self-contained Coach.

On-Site Mobile: Collection set-up within organization facility.

8 – 12 Weeks

- Coordinate date, time, size and location of bloodmobile with your assigned Donor Resources Representative from the Blood Center. Announce this information to all employees/members.
- Meet with Donor Resources Representative to determine if the site is acceptable for either a Bloodmobile or an On-Site Mobile set-up.
- Reserve site from one and one half (1 ½) hours prior to the start of the mobile until one and one half (1 ½) hours past the last appointment time.
- Identify employee population (names, level & location).
- Obtain promotional material from Donor Resources Representative.
- Notify management of blood drive and request designation of "captains." Your Donor Resources Representative can further explain the captains system and how it can assist you with a successful blood drive. Also notify security of upcoming blood drive if necessary.
- If having an on-site Mobile, recruit volunteers the day of the drive to assist with set-up and clean up at the end of drive.
- Schedule Captains kick-off meeting.

4 – 8 Weeks

- Hold Captains kick-off meeting.
- Publicize management support through desk-to-desk endorsement.
- Organize support staff (captains).
- Establish employee contact list for captains.
- Begin publicity poster, flyers with information re: date, time and location of drive.
- Begin recruiting donors & distribute pre-registration forms to first time donors and information for prospective donors.

4 Weeks

- Check with captains and evaluate recruiting progress.
- Discuss any recruiting problems with your bloodmobile representative.

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Day Before

If having a Bloodmobile:

- Confirm arrangements for 1 (one) table and 3 (three) chairs near an electrical outlet.

If having an on-site mobile set-up:

- Make arrangements to have room unlocked at least 1 hour for mini and 1-½ hours for mobiles.
- If you are providing a set-up crew please confirm with them to be there 1 to 1-½ hours before the mobile to assist with set-up and confirm clean-up crew to arrive toward the end of drive.
- Last minute inspection of the room being used for blood collection, also check for A/C problems, heat, lighting cleanliness, etc.
- Make arrangements to have area available for registration at least one (1) hour prior to mobile.
- Confirm electrical hook up arrangements (If applicable).
- Post-directional signs.
- Fill cancellations with donors from stand by list.
- Confirm reservations for parking spaces.
- Final check with Security.

Bloodmobile Day

- A representative from your company or organization needs to meet the collection coach upon arrival. Arrival time is one hour for a coach and for an on-site mobile 1-½ hours. Before first donor scheduled.
- You or another representative needs to be available throughout the day in case there are any problems or a donor misses his or her appointment time.
- Provide a copy of your schedule to the Miller-Keystone staff.
- Call donors who have not shown-up for scheduled appointment.

Follow-up

- Send a thank you note to the team captains and donors.
- Publicize your blood drive results.
- Report results to top management.
- Complete evaluation form sent from the Blood Center.
- Schedule/confirm your bloodmobiles for the upcoming year.