

Disaster Relief Response Responsibilities

Coordinator and/or Team Captain or Advance Team Leader

1. Visit (if possible) the site(s) to determine work to be done.
2. Make contact with one or more of the following: FEMA, IEMA, MEMA, Red Cross, City Mayor or Manager, Local Disaster Relief Coordinators.
3. Check with local American Baptist pastor and church (if available), or other church or community organization assigned to feed and sleep the team.
4. For each assigned site: complete "Liability Release & On-Site Information" form with "victims" to be helped and leave brochure, "When Disaster Strikes", with "We are here to help you!" enclosure. (One form and brochure for each site. Supply will be in the trailers)
5. Determine place to park trailer and who will be in charge of trailer (trailer coordinator at site).
6. With Trailer Coordinator, alert Driver to plans.
7. Make arrangements for meals and rest room facilities.
8. Make arrangements for overnight accommodations if needed.

Team Leader On-Site

(May be team captain or assistant OR designated team leader)

1. Call members of team and alert them to need to respond.
2. Give information on what to bring and where to meet. Each day have all team members sign-in (for insurance purposes and for emergency contact). (Form in trailer. Clerk can help.)
3. Announce meal plans and sleeping arrangements.
4. Select on-site trailer coordinator and clerk (if possible)
5. Meet with team before work begins, explain work to be done and assign tasks. (Make sure "Liability Release and Site Information" completed.)
6. Have a time for a brief devotional and prayer before work begins. If "victims" are present, you may want to pray with them, also.
7. Keep the safety of your team members in mind at all times and be sure they do not

take unnecessary risks. (Most are not professionals in this work.)

8. Encourage team members to take rest breaks and provide them bottled water.
9. Continue as "boss" and "overseer" of the work to be done.
10. Keep in touch with the Coordinator.
11. When assignment completed, send coordinator:
 - (1) names of all volunteers
 - (2) No. of sites worked
 - (3) No. of days worked
 - (4) Total hours worked (no. of volunteers x hours worked each day x days worked)
 - (5) Work site assignment forms
 - (6) Brief testimony and pictures (if possible).

On-site Clerk

1. Assist Team Leader and trailer coordinator when needed.
2. Serve as secretary for each mission.
3. Take care of paper work.
4. Make calls to potential sites as needed.
5. Check volunteers in each day.
6. Assist team leader in contacting local leaders
7. If orange shirts and/or vests need laundering, try to get this done.

On-Site Trailer Coordinator

1. In charge of trailer while on assignment.
2. Assist team leader in assigning tools and supplies. (Use form in desk for checking out and back in supplies)
3. Distribute magnetic ID signs for on-site use on volunteers' vehicles. (Use forms in desk for assigning signs out and in)
4. See that all tools & supplies are in working order
5. Make sure the chains are kept sharpened.
6. Report needed repairs to Trailer Coordinator in field. (Leave note in desk)
7. Assist in taking ID pictures, when needed.

8. Make sure the trailer is locked when no one is in charge.
9. If no water bottles in trailer and it is hot, check to see if local hosts are providing. If not, purchase as needed and send bill to Coordinator or Treasurer.
10. Distribute green/yellow vest to all workers and orange t-shirts as supply lasts. (Donation for t-shirts: \$10.00 optional. Vests are to be returned to trailer)
11. As needed, see that vests are laundered and any used t-shirts that were not purchased.
12. Check in all supplies after use.

General Recommendations For ALL

1. Always be sensitive to the needs of the disaster victims. This is not a time to evangelize or theologize about their predicament. Inevitably opportunities will arise to explain why you are there. The best response is our mission motto: "Because Jesus Came, We Come!" If appropriate, having prayer with them before or after your work may be helpful. (Also, we will discuss the possibility of leaving a Bible.)
2. When doing debris cleanup, salvage pictures and personal documents if at all possible.
3. Always enter the disaster area with a full tank of gas. See "Learnings" list for more information.