

American Baptist Men's Disaster Relief Response
RESPONSIBILITIES

A. 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. Arrangements for overnight accommodations if needed.**

B. 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 them to take rest breaks and provide 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) (6) Work site assignment forms (5) Brief testimony and pictures (if possible).**

C. 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!” In appropriate, having prayer with the “victims” 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.**