Disaster Response Process

Here is a guide to setting up a disaster response. This is just a basic intro to what can be a very complicated system with a lot of moving parts.

Assess the damage.

Try and contact your family, friends and staff.

Take care of yourself first, even if it is just picking up debris in the front yard. This will clear your mind so you can help those next on the list.

Take care of your staff. Make sure your staff are taken care of, this will then free them up to help those next on the list.

Take care of those in your body. This may or may not be the bulk of those that need help, but if it isn't you can help their neighbors. And word will spread.

Determine what kind of assistance you are going to offer.

Handing out resources, food and water?

Clearing debris?

Tarping roofs?

Start a Needs list of those that need help. Assign one person to act as a "Needs Coordinator ". Use the "Onsite Work Schedule" form to make a list of everyone that needs help, and this will be helpful in scheduling.

Assign another person to "Needs Assessment" This person can contact the person requesting assistance by calling or going to their location. They need to clarify what exactly is needed and fill out the "Homeowner Release Form" and note how much labor will be needed. (Example 4 guys/2 Days). Copies of the Homeowner Release Form must be made so one copy can be given to the person or team lead that is assigned to that Need. This assures they have all the location information they need. If a copy machine is not available you will need to transcribe the information to index cards and then these can be given to the Team Leads.

Each group of volunteers should have a Team Lead. If you have volunteers from your church assign one to guide each team around.

Team Lead Responsibilities

- Pick up daily assignment from Labor Coordinator.
- Report status of assignment back to the Labor Coordinator at the end of the day.
- lead the team each day in a devotion or assign someone to share.
- Lead the team each day in outreach ministry focusing on the Lord and what He would have you do.
- Keep an eye on the physical and spiritual stature of the team members.
- Make sure they get enough food, water, sleep, and prayer.

Also give all volunteers the Deployment Protocols Sheet and the CDR Volunteer Release Form.

Assign one person as a "Labor Coordinator " If you have volunteers or teams showing up to help, use the "Incoming Team Sheet" to list them. This will show you how much labor you have each day and what teams are scheduled to arrive or depart that week. Work with the Needs Coordinator to let them know how many volunteers they will have every day. At the end of the day each team lead reports their progress back to the Labor Coordinator and the Needs list is updated. The Labor Coordinator schedules the next day's work according to the Needs on hand and the Labor available. Resource Coordinator - Makes sure teams have the proper supplies they need to complete an assignment. - Tracks all incoming and outgoing supplies. Example generators, number of tools given to teams, etc.

- See the "Supplies list per team sheet" this will give you an idea of what tools are needed.

- Make sure there is water, ice chests and ice available for all volunteers.

List of documents.

1. CDR Homeowner Work Request and Authorization Form
2. Onsite Work Schedule
3. Incoming Team Sheet
4. Deployment Protocols Sheet
5. CDR Volunteer Release Form
6. Supplies list per team sheet.

Fine tuning the procedure.

1. Every morning schedule a devotion and a briefing. This will help keep everyone spiritually and mentally prepared.

2. Feed your volunteers. It is very important to feed your volunteers. Give them breakfast, a sack lunch and a hot dinner when they return. This will add another position of Cook and Cooking Coordinator. Let us know if you want more information on these positions.

3. Give them something to drink. It is also very important to make sure everyone is hydrated. Have ice chests available with ice cold water and Gatorades available throughout the day. Also make sure you have some available for them to take with them. This can be as easy as getting a bucket and throwing in some drinks and ice.

This is also a great outreach to those you will be ministering to.

List of documents.

1. Cooking Coordinator.

2. Meal list