



**TACCOR**

## **Early Response Team Leader Training**

**A training program created by the Texas Annual Conference**

**Based on recommendations made by UMCOR**

## Notification Process

- ▶ **Alert (get set)**
  - **If you hear a warning over media, go to [taccor.org](http://taccor.org) for information.**
- ▶ **Activation (go)**
  - **Conference wide e-mail with instructions**
  - **Make decision to respond & check team for same**
  - **Go to [taccor.org](http://taccor.org) and enter when you can go**
  - **Check Log for full team or ask DDRC for help**
  - **Contact PIM for Host Site facility & OSM contact**

## FAQ before you Ask

### **How do I become an ERT Leader?**

***First, become an ERT, trained and badged. Next, commit your management skills to the mission. Can you organize and direct others?***

- Build a team with organization and preparation defining leadership, structure and goals
- Caring Christian presence relieves human suffering
- Be decisive using best available information and practices

### **Why this attention now, before any warning is issued?**

***Because preparation is possible now in the calm before the storm, and without preparation, the Relief will be over before you can mobilize.***

- Begin preparation by completing some tasks ahead of the mission
- Like a PIM mission trip much can be done in the calm before the storm
- Make an escape kit ahead so you can spend time setting up the mission

### **What will happen when a warning is issued?**

***When the likelihood of an incident rises, Team Leaders will get an Alert with as much time as can be afforded after warnings go up.***

- Accept any local media warning as if it were an Alert Notification from us
- Review a checklist as staging for departure requires organizing several tasks
- Be ready to face resistance as reality sets in with your team

## **When will the next contact be?**

***The next contact from your Disaster Response Leaders will come when the disaster occurred and deployment is necessary.***

- This Notification will be from us and it will contain early assessments
- Take care of family first; assess changes in your responsibilities
- Go to [taccor.org](http://taccor.org) and enlist on the ERT Log; mental images from warnings need to be put into motion

## **Who do I call if I have questions along the way?**

***We refer you to the On Site Manager (OSM), who is the person that represents the Methodist church at ground zero and has your answers.***

- OSM is your lifeline on the other side of your journey and don't forget the Host Site personnel
- There are Methodist personnel to guide and shelter your team
- Rely on your training materials as they were organized to answer questions

## ***Where is my support if the people on site fail me?***

***You need never feel abandon. If everyone on site, including base camp, seems to have evacuated, contact those who sent you.***

- The entire TACCOR team will be there to help in any circumstance; contact DDRC first
- Again, consult your available references including local emergency contacts from OSM
- Common sense will navigate even desperate situations; trust that you have what you need

## **Review of Leader's Job Description**

### **Be a Managing Leader**

- Direct effort and delegate responsibility so that the work product is the sum of simultaneous functioning parts.

### **Must have an overall understanding of the roll of an ERT**

- Know what is expected of your team and what they can accomplish without risk.

### **Communicates directly with the OSM at the disaster site**

- Be on a first name basis with the OSM before you leave home.

## **Direct the work of the team**

- Observe who else is working around you and find creative solutions to complete tasks

## **Responsible for getting the team to site, to work and home safely**

- This would apply to mental as well as physical wellness

## **Review of the Support Personnel & Tasks**

Despite these responsibilities to the team, everyone is expected to work the job site. These jobs do not require full time attention.

It is easier to delegate responsibility than to assign blame. Under ICS, the Leader is responsible for all tasks that are not delegated.

How necessary is the job of the Listener/Recorder? Consider that this person should be able to field a variety of inquiries that might otherwise interrupt or impede the work product.

Is that the only position that might be considered a light work load? Actually, the Safety Officer should be stationed at the tail end of a process so they can oversee the effort of each individual.

### **Logistics Officer**

- Procurement of resources and navigation
- Responsible for team/site Safety
- Identifies if a task is beyond team capability and therefore, too risky

### **Camp Manager**

- Food preparation and clean-up
- Shelter maintenance
- Liaison with Volunteer Coordinator

### **Equipment Manager**

- Tool accountability
- Tool repair or replacement

### **Safety Officer**

- Individual member safety responsibility
- Safety equipment to be used properly
- Monitors hydration and exhaustion of individuals

### **Listener/Recorder**

- Photo Documentation of work site damage caused by the incident
- Informs survivors of local support according to their needs
- Keeps personnel records of the team members

## Checklists for Forming Your Team (months before)

- 1) **Contact your DDRC to find out which of your church members are ERT**
- 2) **Promote training of others and/or team with a neighboring church**
- 3) **Begin with team orientation by meeting at the church**
- 4) **Have everyone fill out Medical and Liability forms with a notary present**
- 5) **Recommend that all inoculate for Hepatitis A & B + a Tetanus booster**
- 6) **Pre-apply for insurance @ <http://secure.gbgm-umc.org/MissionVolunteer/register.cfm%20>**
- 7) **Establish vehicle options and insure drivers. Verify coverage for all**
- 8) **Put together an escape kit of personal supplies and a team first-aid kit**

## Checklist for Preparing an ERT mission (3 - 7 days from deployment)

- 1) **When the Alert comes in clear obstacles**
  - Check with family and employer for available time
  - Contact team members for who can deploy
  - Enlist help from non-team volunteers to collect supplies and form prayer teams
- 2) **When the Activation comes in go to [taccor.org](http://taccor.org)**
  - Find out districts and/or conferences which are affected
  - Schedule your mission on ERT Log
  - Outside the conference, follow links to other website
- 3) **Contact PIM Director (activation inside TXC)**
  - Find out your OSM contact
  - Find out your Host Site Base Camp contact
  - Contact GBGM web-site to enter the insurance application
- 4) **Contact OSM at work site**
  - Tell them when you will be there
  - Ask what work will be assigned
  - Ask for updates on work site conditions
- 5) **Contact Volunteer Coordinator at Host Site**
  - Tell them when you will arrive
  - Get conditions and requirements for your stay
  - Make any special requests or exceptions you will need
- 6) **Assemble Team**
  - Assign the positions of responsibility
  - Collect and submit GBGM insurance on all team members
  - Collect medical & liability forms

## **7) Assemble Supplies and Tools**

- Select vehicles and drivers covered by insurance and do all necessary maintenance
- Load inventory of tools and equipment
- Make sure volunteers know what they are responsible to bring

## **8) Garner funds for travel expense**

- Ask your Pastor to dedicate a special onetime collection for travel.
- Ask your DDRC if travel or gas cards are available to augment travel expenses.
- Ask your church Mission Director if any funds can be tapped for travel expenses.

### **Checklist before beginning an ERT mission (day of deployment)**

#### **1) Verify site conditions with OSM**

#### **2) Verify accommodations with Host Site Volunteer Coordinator**

#### **3) Verify travel conditions with Department of Transportation**

#### **4) Verify members personal supplies & mission supply inventories**

#### **5) Verify vehicles roadworthiness (qualified drivers)**

#### **6) Verify your information resources & Safe Sanctuary guidelines**

#### **7) Verify GBGM accident insurance (confirmation email & Medex card)**

#### **8) Verify Medical and Liability forms on-file with Recorder**

### **Checklist for Site Deployment of ERT (upon arrival)**

#### **1) Check-in with Volunteer Coordinator at Host Site with Camp Manager**

- Unpack Base Camp and settle in
- Establish daily routine with respect to VC and host preferences
- Check facilities noting safety issues

#### **2) Check-in with OSM with Assistant Leader**

- Get site location and property access forms
- Find availability and location of emergency services
- Find availability and location of local resources

#### **3) Go to Work Site and check out with Logistics Officer**

- Get property access form signed if OSM did not secure this
- Meet survivors and tell them why you are there; ask their assessment of damage
- Shut down any utilities required to safely perform task

#### **4) Unpack supplies and put team to work with Equipment Manager**

- Pray for volunteers, job and residents
- Explain tasks & assign according to each member's ability and comfort level
- Help Equipment Manager set up any motorized tools

#### **5) Review weather, site conditions and personnel with Safety Officer**

- Make sure that the Safety Officer knows of any special cases involving personnel

- See that rest area is cooled, has hydrating resources and is safe
- Make note of any condition that might become dangerous if not monitored

## **6) Check with residents for their agenda with Listener/Recorder**

- They might have un-resolved issues or need help navigating gov. services made available
- They might help watch over vehicles and tools
- They might help with errands in vicinity

## **Checklist for End of Day (after each work day)**

### **1) Send Camp Manager ahead to prepare for team arrival**

- Call Volunteer Coordinator and let your host know when you and another member will return
- Upon arrival schedule team clean-up process and proceed that with own clean-up
- Schedule dinner and check sleeping arrangements so order can be maintained

### **2) Collect tools with Equipment Manager**

- Don't leave tools in an un-monitored site overnight
- Follow shutdown procedure with motorized items
- Pack tools securely for travel

### **3) Close down site and secure with Assistant Leader**

- Check the status of utilities and security of building if residents will not be on-site
- Check yard for dangers created for residents to find
- Make sure you have access to work in the morning with keys or contact

### **4) Review job progress and supplies needed with Logistics Officer**

- Schedule tomorrow's activity to include team transport and supply procurement
- Check with OSM for help in procurement of supplies or specialty tools

### **5) Initiate debriefing with Listener/Recorder**

- Assign someone to moderate participation so that all volunteers get to review the day
- Remember Vicarious Trauma and the symptoms of internalizing the suffering
- Listener/Recorder should make note of any issues about residents needs that are revealed

### **6) Respond to any team member on work-related issues with Safety**

- Don't marginalize any volunteer by ignoring them or hoping an issue will resolve itself
- If you don't feel comfortable making a call contact OSM for advice
- Be responsible for any member that must leave Work Site

## **Checklist for End of Mission (end of third day)**

### **1) Pray over completed mission**

- Anyone can join in but, pressure no one to take a part in it
- Make sure to include your Hosts as they remain in the disaster when you go home.

### **2) Leave Work Site secure**

- If residents are present, remember to make no promises about what will happen next
- Don't make dependants out of survivors by promising future contact when you get home

### **3) Pack-up Camp Site including all supplies and tools**

- Every individual is responsible for their supplies as well as terminating their responsibility
- Don't forget to take the trash you generated with you; remember, do no harm

### **4) Leave camp site as clean or cleaner than you found it**

- Follow host's instructions and don't forget to leave your Love Offering.
- You are allowed to donate items other than money to the Host or OSM

### **5) Allow for driver shifts if you are leaving at the end of a work day**

- Physical exhaustion can come on quickly and un-expectedly
- Watch your people; don't let an accident mar a successful mission

### **Debriefing the Mission (2 weeks after return)**

- Give your team two solid weeks to re-adjust to their normal lives then, get everyone together.
- Conduct a debriefing session but, with the goal of relating the overall experience of the mission.
- Flags identifying an issue that someone may still have lingering, generally take time to surface.
- If anyone is having a problem re-adjusting to their normal life contact the CARE team Director.

### **Leaders, don't carry the weight of the world with you**

Two men going on a short trip decide to make a stop before leaving town. They decide that one will go into the bank to get money for gas while the other will go into a convenience store to pick up snacks and drinks for the trip. Which one just made the decision to interrupt an armed robbery in progress?

Whichever man placed himself in harm's way it had nothing what-so-ever to do with the other one's decision. In God's world there is no such thing as luck-of-the-draw. Therefore, go on your mission with God's blessing and not assuming responsibility or blame for God's plan.

### **Glossary**

- EOC     Emergency Operations Center is the location of Emergency Management, typically government personnel, with NGO partners that manage the disaster response.
- ICS     Incident Command System is the structural format employed by NIMS. It includes the National Response Framework and National Disaster Recovery Framework among others.
- NIMS     National Incident Management System is the operational process outlined by the Emergency Management Institute (under FEMA) and presented in ICS course study
- NGO     Non-government organizations in both faith-based and private sector non-profit. This can include support from industry that is for profit.
- OEM     Office of Emergency Management is often confused with the EOC however; this specifically refers to the person in charge. Therefore, it is more of a whom than a where.
- OSM     On Site Manager is the term used to identify the Methodist point of contact in a disaster site. This can be a conference, district or local church level person as designated by the Bishop.



## Forms

These are downloadable from the [taccor.org](http://taccor.org) site, under Documents.

### **1) The Volunteer Team Packet is the first product to pull. There are seven forms. (Pages 10-17)**

- **Work Team Information** which will be filled out by TACCOR and sent to the Team Leader identifying specifics of what has happened and what is needed
- **Work Team Application** which the Team Leader will fill out and return to the OSM or TACCOR as instructed in the Work Team Information form
- **Work Team Preparation Checklist** is to be used by the Team Leader to verify that all preparations have been completed before deploying to the disaster site
- **Work Team Project Evaluation** is to be completed by the Team Leader and returned to TACCOR as instructed in the Work Team Information form
- **Property Access** is the form permitting the team to work on a survivor's property. This also identifies the team as community volunteers rendering them covered under Good Samaritan Statutes.
- **Debriefing** is a list of non-confrontational questions recommended for relieving stress in a round table forum at the conclusion of each work day.
- **Work Team Mission Agenda** will be filled out by TACCOR and sent to the Team Leader confirming Host Site accommodations and Work Site assignment allowing for the mission to take place.

### **2) The Volunteer Individual Form is filled out by the Early Responders and used by the Leader to identify Responsibilities and work assignments. (Pages 18-19)**

- This form may be un-necessary if the team members are all known to the Leader.
- Primarily, it will be used to introduce members applying for the mission who are unfamiliar to the Leader. These could be from other churches or even within the Leader's church.
- Though this form is also used by PIM to place Spontaneous Unaffiliated Volunteers in a disaster, this does not suggest that those persons be allowed on an ERT. ERT must be trained and badged.

### **3) Medical & Liability Release Forms are filled out by the Early Responders and need a Notary. (Pages 20-22)**

- These forms must be completed by all team members deploying on the mission.
- Recommended is that these be filled out in advance of an incident. They require a Notary which can be difficult to access during a disaster. Completed forms need to be accessibly filed.
- There is a Parental/Guardian Release form attached to this document that does not apply on ERT deployment as youth are not currently permitted to go on these missions.
- These forms may be hidden and that is because people have accessed these from various sites to circumvent due process and enter un-qualified personnel in arenas where they are not welcome. TACCOR forms contain a watermark to identify them as official ERT forms.

### **4) Personal Supply Checklist is used by every member of a deploying Team in order not to forget anything. (Page 23)**

- This is a listing of the supplies each person will need to bring on a mission trip when deploying.
- You may add other items specific to you in the spreadsheet for easy reference.
- Teams that are not ERT work crews may not have a need for all these items. Check with your Director.

# Work Team Information

This overview of the disaster status from TXCUMC is for sharing with incoming volunteer labor teams.

Disaster ID \_\_\_\_\_ Date \_\_\_\_\_

Project Location: \_\_\_\_\_

\_\_\_\_\_

Phase \_\_\_\_\_ Rescue \_\_\_\_\_ Relief \_\_\_\_\_ Recovery

Team Restrictions \_\_\_\_\_ Teams Needed Until \_\_\_\_\_ Maximum Team Size \_\_\_\_\_

Youth Participation? \_\_\_\_\_ Ratio: 1 adult supervisor to \_\_\_\_\_ youth

Type of Work: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Project host will provide \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Work group needs to bring \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Donations Needed \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Where will teams stay \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Lodging Expense (for food, lodging, materials, etc.) \$ \_\_\_\_\_ cost per person.

On Site Manager (OSM): \_\_\_\_\_

Volunteer Coordinator: \_\_\_\_\_

Send Application and other forms (as instructed) to: \_\_\_\_\_

\_\_\_\_\_

# Work Team Application

The Team Leader or Contact person must fill this out and submit to OSM.

Date \_\_\_\_\_

Team Name \_\_\_\_\_

Team Address \_\_\_\_\_

Contact Person Name \_\_\_\_\_

Phone (personal) \_\_\_\_\_ (day) \_\_\_\_\_

Contact Person E-Mail \_\_\_\_\_

Team Leader \_\_\_\_\_

Phone (personal) \_\_\_\_\_ (day) \_\_\_\_\_

Team Leader E-Mail \_\_\_\_\_

Arrival Date \_\_\_\_\_ Time: \_\_\_\_\_ Departure Date: \_\_\_\_\_ Time: \_\_\_\_\_

Will need lodging & accommodations

Accommodations \_\_\_\_\_

Will need transportation to/from worksite

Transportation Details \_\_\_\_\_

Will need meals

Meal Details \_\_\_\_\_

Will need tools

Tool Details \_\_\_\_\_

Other Needs \_\_\_\_\_

Can bring donation (Cash/Materials)

Specifics \_\_\_\_\_

# Adult Males \_\_\_\_\_

List Skills or Work Assignments \_\_\_\_\_

# Adult Females \_\_\_\_\_

\_\_\_\_\_

# Youth \_\_\_\_\_

\_\_\_\_\_

Total in Group \_\_\_\_\_

\_\_\_\_\_

## Work Team Preparation Checklist

This is to assist the Team Leader finalize team & individual preparations for the mission.

- \_\_\_\_\_ Have team members fill out the Volunteer Application (supplied) and submit it to your leader so; the team skills can be compiled for the Work Team Application. \_\_\_\_\_ Have you filled out the Work Team Application (supplied) and submit to the OSM?
- \_\_\_\_\_ Have you received a finalized Work Team Agenda (supplied) from the OSM?
- \_\_\_\_\_ Have your team fill out and submit the Liability Release Forms (supplied) to the OSM?
- \_\_\_\_\_ Have your team fill out the Medical Information Forms (supplied) to bring?
- \_\_\_\_\_ Do you have filled out Parental Releases Forms (supplied) for all minors to bring?
- \_\_\_\_\_ Have team members completed Safe Sanctuary and had their background check?
- \_\_\_\_\_ Do all team members have their ID Badges?
- \_\_\_\_\_ Have all team members completed their inoculations?
- \_\_\_\_\_ Do team members know what they are responsible to bring?
- \_\_\_\_\_ If you are bringing a youth team, do you have enough adult supervisors? (1 per 5 senior high, 1 per 3 junior high)
- \_\_\_\_\_ Does someone at home have copies of this packet with emergency contact numbers?
- \_\_\_\_\_ Do you know how to get to your place of lodging?
- \_\_\_\_\_ Contact your host about ½ hour ahead of arrival so that they can be prepared for you.
- \_\_\_\_\_ Do you have adequate money for your trip for food, gas and emergencies?
- \_\_\_\_\_ Did you bring copies of Covenant Forms (supplied), just as backup, for property access?
- \_\_\_\_\_ Who is your construction supervisor? Do your Logistic, Safety and Maintenance Officers along with the Recorder and Camp Manager know what is expected of them?
- \_\_\_\_\_ Have you prepared your team to be flexible to changes in work assignments?
- \_\_\_\_\_ Is your team bringing an offering for the church which is providing lodging? Are you making a contribution of/for materials?
- \_\_\_\_\_ Are you preparing your team members to have broad expectations for the trip? Will they be a witness to Jesus Christ and recognize the people they meet as Children of God?
- \_\_\_\_\_ Remember to De-brief (supplied) each night and participation is not mandatory.
- \_\_\_\_\_ Remember to clean-up each morning before traveling to the jobsite. Clean-up the base camp at the end of the mission with your host to make it available for the next team.
- \_\_\_\_\_ Please, fill out and submit the Evaluation Form (supplied) to help us serve better.

# Work Team Project Evaluation

This is to be filled out by the Team Leader at the completion of the mission and submit to OSM.

Team name \_\_\_\_\_

No. of people in group \_\_\_\_\_ Work dates: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

No. of hours worked \_\_\_\_\_ Type of work you did \_\_\_\_\_

1. a Have you been on a relief/rebuilding mission trip before? Yes No

b. If yes, how would this experience compare to the others overall?

Better Equal Worse

Please comment if "Better" or "Worse": \_\_\_\_\_

\_\_\_\_\_

2. How would you rate the adequacy of the information that you received to prepare you for your trip?

Excellent Good Fair Poor

Comment? \_\_\_\_\_

3. How well were your volunteer skills put to use? Excellent Good Fair Poor

Comment? \_\_\_\_\_

4. Were your accommodations adequate? Yes No

Suggestion? \_\_\_\_\_

5. What was the best or most meaningful part of your mission project? \_\_\_\_\_

\_\_\_\_\_

6. What was the most difficult part of your mission project? \_\_\_\_\_

\_\_\_\_\_

7. How was your overall mission project experience? Excellent Good Fair Poor

Comment? \_\_\_\_\_

8. Would you recommend this mission project to others? Yes No

9. Please make other comments or suggestions: \_\_\_\_\_

\_\_\_\_\_

# Covenant Between-Homeowner and Work Team

This must be filled out before any work can be done on a property and submitted to OSM.

We (undersigned) agree that repairs can be made on the house of \_\_\_\_\_

Located @ Address \_\_\_\_\_

Repairs to be done include and are limited to the following \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Estimated cost for materials for this work \$ \_\_\_\_\_ Cost will not exceed \$ \_\_\_\_\_

Repairs will be funded as follows \_\_\_\_\_

\_\_\_\_\_

Target date for beginning repairs \_\_\_\_\_ Target date for completing repairs \_\_\_\_\_

Signatures:

\_\_\_\_\_

(Owner of House)

\_\_\_\_\_

(Coordinator of Work Group)

\_\_\_\_\_

(Inter-religious Representative)

\_\_\_\_\_

(Date)

## LIABILITYWAIVER

I \_\_\_\_\_ understand that the work specified above will be done by volunteer persons, who have basic skills in household repairs. I further accept that they carry insurance specifically to cover accidental injury on my property. Out of respect for their services, I hereby release the work group and the inter-religious group from any liability relative to repairs performed on my property.

\_\_\_\_\_

(Owner of House)

\_\_\_\_\_

(Witness)

\_\_\_\_\_

(Date)

## De-briefing Questions

The most rewarding part for me was \_\_\_\_\_

\_\_\_\_\_

The most difficult part for me was \_\_\_\_\_

\_\_\_\_\_

I handled the difficult part by \_\_\_\_\_

\_\_\_\_\_

The most meaningful part was \_\_\_\_\_

\_\_\_\_\_

I helped by \_\_\_\_\_

\_\_\_\_\_

The funniest experienced I had was \_\_\_\_\_

\_\_\_\_\_

The saddest thing I experienced was \_\_\_\_\_

\_\_\_\_\_

I am satisfied that I \_\_\_\_\_

\_\_\_\_\_

I am still angry that \_\_\_\_\_

\_\_\_\_\_

I am still sad that \_\_\_\_\_

\_\_\_\_\_

I wish I could have \_\_\_\_\_

\_\_\_\_\_

I am glad I \_\_\_\_\_

\_\_\_\_\_

I learned that I can \_\_\_\_\_

\_\_\_\_\_

I was surprised that I \_\_\_\_\_

\_\_\_\_\_

Something I shall always treasure is \_\_\_\_\_

\_\_\_\_\_

Some people I always treasure are \_\_\_\_\_

\_\_\_\_\_

A saying that sums up my experience is \_\_\_\_\_

\_\_\_\_\_

I learned that people are \_\_\_\_\_

\_\_\_\_\_

I am thankful that \_\_\_\_\_

\_\_\_\_\_

I am richer now because \_\_\_\_\_

\_\_\_\_\_

I still need to say good-bye to \_\_\_\_\_

\_\_\_\_\_

I look forward to saying hello to \_\_\_\_\_

\_\_\_\_\_

If I had it to do over again, I would \_\_\_\_\_

\_\_\_\_\_

I think that God is trying to tell me \_\_\_\_\_

\_\_\_\_\_

I want to tell God \_\_\_\_\_

\_\_\_\_\_

Scripture says "Well done good and faithful servant. You have been in charge of a little. Now I put you in charge of much." To me, this now means \_\_\_\_\_

And now I am \_\_\_\_\_

And now I could \_\_\_\_\_

And now I will \_\_\_\_\_



# Work Team Mission Agenda

This form, filled out by the TXCUMC, will be sent to the Team Leader after final preparations with OSM.

Disaster ID \_\_\_\_\_

Mission Dates (from) \_\_\_\_\_ (to) \_\_\_\_\_ (arrival) \_\_\_\_\_

Sponsoring Organization \_\_\_\_\_

OSM Contact \_\_\_\_\_

Phone (personal) \_\_\_\_\_ (day) \_\_\_\_\_

E-Mail \_\_\_\_\_

Lodging ID \_\_\_\_\_

Lodging Address \_\_\_\_\_

Volunteer Coordinator \_\_\_\_\_

Phone (personal) \_\_\_\_\_ (day) \_\_\_\_\_

E-Mail \_\_\_\_\_

Team Members (adult male) \_\_\_\_\_ (adult female) \_\_\_\_\_ (youth male) \_\_\_\_\_ (youth female) \_\_\_\_\_

Accommodations \_\_\_\_\_

Transportation \_\_\_\_\_

Meals \_\_\_\_\_

Tools \_\_\_\_\_

Additions Provided \_\_\_\_\_

Work Assignment \_\_\_\_\_

Location (reference to lodging) \_\_\_\_\_

Team Donation (cash) \_\_\_\_\_

Team Donation (materials) \_\_\_\_\_



## Trained & Unaffiliated Volunteer Registration Form

Qualifications & Job request    **ERT**    **CARE**    **Call Center**    **Logistics**    **SUV**    **Other**

Available Work Dates (days) \_\_\_\_\_

Team or Team Leader \_\_\_\_\_

Personal Information	
Name	
Address	
City	
State Zip	
Your District/Conference	
Your Home Church	
Contact Information	
Personal Phone	
Day Phone	
E-Mail	
Emergency Contact Person	
Contact Phone	
Contact E-Mail	
For Your Work & Accommodations	<div style="display: flex; justify-content: space-between;"> <span>Adult (&gt;17 years)</span> <span>Youth (&lt;18 years)</span> </div>
For Your Work & Accommodations	<div style="display: flex; justify-content: space-between;"> <span>Male</span> <span>Female</span> </div>

From this Skill Legend, place the letter that best describes your talent in each service. List any specifics under Additional Skills. If a skill does not apply to you, leave it blank.

A	No Experience	B	Helper	C	Practiced	D	Experienced	E	Licensed
	Early Response				Rebuilding				Spiritual Response
	Assessmnt				Carpentry / Cabinetry				Adult council/ministry
	Camping Experience				Carpet / Flooring				Youth council/ministry
	Chainsaw Operator				Contractor				Child council/ministry
	Clerical / Telephone				Door / Window Install				Casework
	Computer / Photograph				Drywall / Floating				Chapliancy
	Debris Clean-up				Engineering discipline				Critical Incident SM
	Excavation / Demolition				Electrician				Health Care
	Food Preparation				Fraiming				Psychological First Aid
	Medical / Nursing				Heavy Equipment opt				Shelter Training
	Motor Repair				HVAC				Stephens Ministry
	Polling / Canvasing				Mason / Tile				Social Work
	Roof Tarping				Painter				UMCOR SEC
	Tool Maintenance				Plumber				Volunteer Management
	Trucking / Haul Trailer				Roofer				Multi-Language Skills
	Search / Rescue				Siding				

**PHYSICAL & HEALTH RESTRICTIONS**


**DISASTER EXPERIENCE**


**TRAININGS, CERTIFICATIONS & ADDITIONAL SKILLS**


**ERT RESPONSIBILITY**

Leader

Assistant Team Leader

Logistics Manager

Base Camp Manager

Equipment Manager

Recorder

Safety Officer

**PARTICIPANT LIABILITY RELEASE FORM**

**Participants in a Disaster Response Mission will complete this form. Submit to OSM.**

Please read before signing, as this constitutes the agreement as a volunteer and the understanding of our working relationship as a volunteer with the disaster response team from

\_\_\_\_\_ (church)

I, \_\_\_\_\_ acknowledge and state the following:

I have chosen to travel and perform disaster response duties designed to help survivors of disaster incidents.

I understand that this work entails a risk of physical injury and often involves hard physical labor, heavy lifting and other strenuous activity. I certify that I am in good health and physically able to perform this type of work.

I understand that I am engaging in this project at my own risk. I understand that our team’s purpose is to support individuals adversely affected by the disaster caused by severe weather or other circumstances. I assume all risk and responsibility for any damage or injury to my property or any personal injury, which I may sustain while involved in this project and related medical costs and expenses.

In the event that my supervising disaster organization, TXC of the United Methodist Church, arranges accommodations, I understand that they are not responsible or liable for my personal effects and property and that they will not provide lock-up or security for any items. I will hold them harmless in the event of theft or for loss resulting from any source or cause. I further understand that I am to abide by whatever rules and regulations may be in effect for the accommodations at that time.

By my signature, for myself, my estate, and my heirs, I release, discharge, indemnify and forever hold the TXC of the United Methodist Church, together with their Trustees and employees, harmless from any and all causes of action arising from my participation in this project, and travel or lodging associated therewith, including any damages which may be caused by their negligence.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Dates covered by this liability form \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Person to Contact in case of an emergency \_\_\_\_\_

Phone \_\_\_\_\_ Witness \_\_\_\_\_

**The Team will need GBGM Accident Insurance unless; all members choose to rely on their personal coverage. The cost of GBGM Accident Insurance is \$.80 per day. Applications will be filled out online providing that the Team Leader is current on PIM Leadership training. If the Team Leader does not have current certification in this training, the Team will not qualify for GBGM Insurance. Link to apply:**

<http://new.gbqm-umc.org/about/us/mv/mission-teams-umvim/insurance-application-form/>

# Medical Information for Individual Volunteers

Participants in a Disaster Response Mission will complete this form. Submit to OSM.

Name \_\_\_\_\_

Dates of Mission Trip \_\_\_\_\_

1 Blood Type \_\_\_\_\_

2 Prescriptions I use \_\_\_\_\_

3 I am allergic to \_\_\_\_\_

4 Date of last tetanus shot (which is required to work on-site) \_\_\_\_\_

5 I am diabetic Yes \_\_\_\_\_ No \_\_\_\_\_

6 I have a history of seizures Yes \_\_\_\_\_ No \_\_\_\_\_

7 I am asthmatic Yes \_\_\_\_\_ No \_\_\_\_\_

8 I have high blood pressure Yes \_\_\_\_\_ No \_\_\_\_\_

9 Physical Limitations \_\_\_\_\_

10 Other health information \_\_\_\_\_

11 Name of Contact Person \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (personal) \_\_\_\_\_ (day) \_\_\_\_\_

Relationship to Volunteer \_\_\_\_\_

12 My health insurance company is \_\_\_\_\_

Policy Number \_\_\_\_\_

13 I consider myself healthy enough to fulfill my responsibilities on the mission. Yes \_\_\_\_\_ No \_\_\_\_\_

I, (signature) \_\_\_\_\_, authorize the Team Leader to consent to any necessary examination, anesthetic, medical diagnosis, surgery, or treatment and/or hospital care rendered under the general supervision and on the advice of any physician or surgeon licensed to practice medicine by the state in which they practice, and further authorize the release of medical information from my personal medical records for any medical treatment that may be required during the duration of the trip identified above, but I do not give permission for any other use or re-disclosure of this information.

# Parental Release Form

Guardian of a youth in a Disaster Response Mission will complete this form. Submit to OSM.

Name of volunteer \_\_\_\_\_

I hereby give permission for my child to serve in the Disaster Response project coordinated and lead by

\_\_\_\_\_ from \_\_\_\_\_

In the event of an emergency during the duration of the trip, I hereby give consent to a licensed physician to hospitalize, secure proper treatment, anesthesia and/or surgery for my child named above.

I understand that I am responsible for his or her individual medical insurance and will not hold the Team, its leaders nor the Disaster Response Organization in charge liable for any injury or damage to my child while engaged in the disaster project.

Parent/Guardian \_\_\_\_\_

Phone (personal) \_\_\_\_\_ (day) \_\_\_\_\_

Your relationship to participant: \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

## **Notarization of Liability, Medical and Parental Release Forms**

State of \_\_\_\_\_ Parish or County of \_\_\_\_\_

On this \_\_\_\_\_ day of \_\_\_\_\_ (month) \_\_\_\_\_ (year), before me personally appeared

\_\_\_\_\_ to me known to be the same person described in and who executed the within instrument, and who acknowledged the same to be the free act and deed thereof.

Notary Public \_\_\_\_\_

Parish or County \_\_\_\_\_

State of \_\_\_\_\_ My Commission Expires \_\_\_\_\_



**TACCOR**

**Personal Supply  
checklist**

**For 3 day mission**

Item	CK	Quantity
Alarm clock and camera, if not in Mobile Phone		1
Batteries (extra for flashlight, lamp & fan)		voluntary
Bedding (pillow, sheets, blanket and air-mattress or cot)		check requirements
Boots pr.(wading, steel support rubber with reflective striping)		1pr
Boots pr.(work, steel shank and toe)		1pr
Braces (Back, knee, ankle)		voluntary
Clothes-Relax (shirts, jeans, underwear & socks + bedtime)		2 sets
Clothes-Work (shirts, jeans, underwear & socks)		3 sets + 1 extra
Ear Plugs (noise abatement)		voluntary
Entertainment (Computer, TV, book, cards, etc)		voluntary
Flashlight (and personal lamp or fan)		1
Glasses (safety or goggles)		1
Glasses (sun, reading, etc)		voluntary
Gloves pr.(latex, waterproof)		1pr
Gloves pr.(leather, work)		3pr
Hard Hat		1
Hat (cap or visor)		voluntary
Insect Repellent		1
Knife (Utility folding pocket)		1
Medicines (prescription) + copies of prescriptions		voluntary
Medicines (vitamins, salt tablets, pain reliever, antacid)		voluntary
Mobile Phone (with charger)		1
Muscle Relaxant or disposable heating pads		1 tube or 3pads
Note Pad and pen		1
Radio (2-way communication / NOAA channels) >5mi		1
Rain Suit (jacket & pants with reflective striping)		1
Respirators (paper N95 to P100)		12
Robber sole sports shoes (flexible for roofs)		1pr
Sun-block (SPF 30+)		1
Toiletries (soap, shampoo, toothpaste, razor, etc.)		1 of everything
Towels & Washcloths		1 set
UMCOR Badge & Second Photo ID		1