



Introduction to Southern Baptist Disaster Relief

A Christ-centered ministry of the local church, through associational, state, and national partnerships

"Bringing Help, Hope, and Healing"



2023

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Southern Baptist Disaster Relief

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INTRODUCTION:

Welcome! You are about to embark on an adventure that has the potential to change your life. From its beginnings to the well-developed organization of today, Southern Baptist Disaster Relief (SBDR) continues to touch the lives of thousands of disaster survivors and volunteers. It is a biblically based ministry driven by the love of Jesus welling up and overflowing through the lives of our volunteers. We are excited that you want to join our family of highly motivated and trained volunteers.

The apostle, John, challenged us to consider the call of this ministry upon our lives, ***“If anyone has this world’s goods and sees a fellow believer in need but withholds compassion from him—how does God’s love reside in him?”*** (1 John 3:17) and Hebrews 10:24 says, ***“And let us watch out for one another to provoke love and good works . . .”***

This manual will introduce who we are, why we do what we do, and how we do it. It is life-changing when a disciple of Jesus discovers the gospel can be shared so easily when human needs are being met. SBDR strives to meet needs and tell people about the hope within us.

This ministry will always remain connected to Jesus and His Kingdom purpose. Through our work, we want people to know Jesus and follow Him. Many disaster relief organizations serve *only* humanitarian purposes, but SBDR does much more. We are compelled by Christ’s love for all humanity AND His desire that no one should perish. We keep our focus by nurturing our relationship with Jesus Christ in the context of a local body of believers who recognize and call out our giftedness in service to God and our neighbors.

We acknowledge that our labor is vanity apart from Christ. As Titus 3:14 says, ***“Let our people learn to devote themselves to good works for pressing needs, so that they will not be unfruitful.”*** Our fruitfulness is dependent on our connectedness to the True Vine. For us, disaster relief work is fruit of our glorious relationship with Christ. We want everyone to see this and give God the glory.

Our world continues to experience devastation and destruction. Human-caused events and “acts of God” often lead people to ask, “Why?” The truth is that God does not expect us to figure out why things happen the way they do nor who or what is to blame. But a better question might be, “What?” What can I do?

Southern Baptist volunteers are preparing themselves to assist during a crisis event. Even now, Southern Baptist churches, associations, and state conventions are working together to build relationships, develop comprehensive volunteer plans, and provide significant amounts of money and other resources for crisis response. SBDR deploys trained and experienced volunteers quickly to the point of need and provides logistical support.

The ever-morphing landscape of volunteer disaster response demands that we adjust quickly and train our volunteers accordingly. Additionally, every disaster requires us to make adjustments in preparation for the next response. By requiring our volunteers to re-train every three years, we can communicate changes and adjust procedures throughout the organization.

For SBDR, we will remain steadfast in our call from Christ to love our neighbor. **So how can we continue to provide an effective, efficient, and loving response?**

Through you as a trained volunteer who is prepared to respond, no matter what the need, with the best equipment available, the materials and supplies to do the job, the knowledge to respond safely, and the motivation to serve in Jesus’ name. So, **we need you!** Thank you for joining other trained disaster relief volunteers who stand ready to serve. May God bless you as you prepare to bring *Help, Hope, and Healing* to those who are hurting.

CHAPTER ONE: WHO WE ARE

Southern Baptist Disaster Relief (SBDR) is a cooperative effort between prepared and highly motivated church members from 42 State Conventions, the Canadian Baptist Convention, and Send Relief, Inc. to deliver the Gospel message of Jesus Christ through the ministry of disaster relief. Send Relief is a collaboration between the International Mission Board and North American Mission Board, Send Relief shares practical help and the hope of Christ while meeting human needs across the globe through compassion ministry.

Our MOTTO: “BRINGING HELP, HOPE, AND HEALING.”

Our MOTIVATION can be summed up in one phrase: **“A cup of cold water in Jesus’ name”** (*Matthew 10:42*). There is no one who needs “something else to do” as many of us are overcommitted in our schedules. However, the motivation for serving others and obeying the Great Commission to “go” comes from the Scriptures and our experience of faith in Christ. So how can we not go?

- We are motivated by the commands and compassion of Christ (*2 Corinthians 5:14*).
- Jesus communicated through His words and deeds (*Luke 24:19*)
- He values people in crisis (*Matthew 9:36*).
- In *Luke 19:10*, Jesus speaks of His mission *to seek and save* the lost. It is a word picture describing Jesus’ desire to go to the ends of the earth to save people facing an eternal crisis, the ultimate disaster.
- In *Luke 10:25-37* and *Matthew 22:37-40*, Jesus defines our neighbor as anyone in crisis and further states that the authenticity of our relationship with God is tied to caring for our neighbor.
- In *Matthew 25:32-46*, Jesus establishes our demonstration of His compassion for people in crisis as the standard by which all followers of Christ will be measured.
- Disaster relief is meeting needs in a timely response with loving care:
 - *James 2:15-16* shows that meeting human needs is a faith lived out.
 - *Acts 2:45* shows that meeting human needs is a cooperative effort.
 - *Luke 9:2-6* shows that meeting human needs is a companion calling to the proclamation of the Gospel.

Our MISSION

To be a Christ-centered partnership of national, state, and associational ministries serving through the local church to bring *help, hope, and healing* to individuals and communities affected by disasters.

Our VISION

To become a well-defined, unified disaster response organization, demonstrating the love of Christ by providing physical, emotional, and spiritual help to individuals and communities affected by disasters.

Our VALUES

These core values are the foundation for the ministry of SBDR. They comprise the constant guide by which we perform disaster relief ministry and interact with an affected community, our partners, other organizations, volunteers, and Southern Baptist constituents.

CHRIST-CENTERED

SBDR is comprised of individuals who are believers in Jesus Christ. Volunteers are under the imperative to minister to people and demonstrate God’s love as they share the message of hope in Jesus Christ.

This is how we have come to know love: He laid down his life for us. We should also lay down our lives for our brothers and sisters. If anyone has this world’s goods and sees a fellow believer in need but withholds compassion from him—how does God’s love reside in him? (1 John 3:16-17)

What would this Christ-centered life look like in your ministry with SBDR?

- You are consistent in your faith – even when not on a disaster response.
- You are active and involved in your local church.
- You have a Christ-like relationship with your family and church.
- You maintain a steady diet of scripture.
- Your character is growing in conformity with Christ's: being patient and caring, possessing a spirit of love, and desiring to see others saved.
- You are prepared to use every opportunity to share your faith in Christ.

PARTNERSHIP ORIENTED

SBDR seeks to be a valuable partner, building strong biblical relationships which empower leaders, volunteers, and partners to serve communities affected by disaster with passion, integrity, professionalism, and credibility.

Always praying with joy for all of you in my every prayer, because of your partnership in the gospel from the first day until now. I am sure that he who started a good work in you will carry it on to completion until the day of Christ Jesus. (Philippians 1:4-6)

EFFECTIVE IN ACTION

SBDR empowers leaders, volunteers, and partners through training, mentoring, accountability, and structure. In this way, SBDR enables them to use their skills, talents, abilities, and resources to be effective followers of Christ ministering to others affected by disaster.

Just as each one has received a gift, use it to serve others, as good stewards of the varied grace of God. (1 Peter 4:10)

LOCAL CHURCH FOCUSED

SBDR maintains a strategic and intentional partnership with local churches to support, reinforce, and encourage their ministry of making disciples of Jesus Christ and growing the Kingdom of God.

Now to him who is able to do above and beyond all that we ask or think according to the power that works in us— to him be glory in the church and in Christ Jesus to all generations, forever and ever. Amen. (Ephesians 3:20-21)

DOES MY PERSONAL RESPONSIBILITY STRENGTHEN OUR ORGANIZATIONAL INTEGRITY?

A volunteer needs a positive mental, social, and spiritual attitude to take on the task of providing physical assistance. As a volunteer, you are responsible for your preparation, motivation, attitude, availability, participation, training, and improvement.

Ask these questions of yourself:

- Do I have a servant's heart, or am I thinking about myself often?
- Am I willing to take directions from others, or am I resentful of demands made on me?
- Am I able to adapt to ever-changing circumstances, or do I become frustrated when things change?
- Do I know how to be part of the team, or must I be in charge?
- Am I going to help people in need, or do I have a personal agenda?
- Am I willing to work wherever needed, or am I inflexible?
- Am I self-controlled in speech, attitude, and actions?
- Am I physically strong enough to work long and strenuous days?

Prayerfully consider if the Lord is leading you to serve in this ministry.

WHY IS IT IMPORTANT TO LEARN FROM OUR HISTORY?

Since 1967, SBDR traces its beginning when a few Royal Ambassador (RA) leaders took some RA boys to respond to a Texas hurricane. Soon, Texas Baptist Men built the first mobile kitchen and Southern Baptist Disaster Relief was begun. So, it is appropriate that the SBDR logo borrowed the blue and gold color scheme from the rich symbolism of the Royal Ambassador shield:



- Blue represents the volunteer's loyalty to Christ which governs our actions and relationships.
- Gold represents the worth of every person to Christ.
- Arch of the Southern Baptist Convention is the umbrella of the SBDR worldwide cooperative network.
- Wheat symbolizes physical help.
- Fish symbolizes spiritual help.
- Name below the logo identifies the Baptist state convention being represented.

Credentialed team members are urged to wear disaster relief (DR) apparel proudly but only during a disaster relief response or disaster relief functions, such as training, promotion, and conferences related to SBDR. SBDR volunteers should check with their state director on properly repurposing their DR apparel upon becoming inactive.

As Lloyd Jackson of Virginia stated, *"Disaster relief provides a unique opportunity to translate the message and person of Jesus Christ into flesh and blood as His followers respond in love and compassion to hurting people regardless of circumstances, social status, financial situation, language, political persuasion, theological stance, education or race. 'As you do unto these, you do unto me' remains the guideline for ministry to people in and through disaster relief."* **To God be the glory!**

Visit www.namb.net/dr to see a more detailed history of SBDR's development.

CHAPTER TWO: WHAT WE DO

We Bring HELP

When disasters happen, people and communities find themselves in immediate need of basic necessities: food, water, shelter, electricity, and fuel, etc. Our network of volunteers and equipment makes it possible for SBDR to respond quickly anywhere in the United States and many places worldwide.

We are known for our mass feeding capabilities; however, we have added other ministries, including but not limited to flood recovery, chainsaw recovery, fire recovery, temporary roofing, chaplaincy, shower, laundry, childcare, communications, power generation, water purification, and more.

We Bring HOPE

There are two kinds of hope. The following quote illustrates the first:

[A substantial percentage] of those impacted by disaster find their usual coping mechanisms have failed and find themselves suffering significant distress. While their immediate life needs may have been met, they still cannot see a better tomorrow; they have no hope that things will get any better. (Pastoral Crisis Intervention 2002 International Critical Incident Stress Foundation, Inc.)

SITUATIONAL HOPE is being able to see a way forward. Those described above can only see in front of them a mountain without a way around it. As a disaster relief volunteer, you may be able to offer them the hope of a way around the mountain.

RELATIONAL HOPE is present regardless of a person's situation because it rests on the person and work of Jesus Christ. In Jesus Christ, hope is eternal. As a SBDR volunteer, you are a messenger of good news and the bearer of relational hope through Jesus Christ.

As *Colossians 1:27* says, "**God wanted to make known among the Gentiles the glorious wealth of this mystery, which is Christ in you, the hope of glory.**" Be ready. Bringing help may open the door to sharing the hope of eternal life through Jesus Christ. Ministry *may* prepare the soil for planting the seed of the gospel. This is our most significant work because it leads to eternal results. Be prepared to answer the question "How much does this work cost?" with "The price has already been paid . . ."

We Bring HEALING

Just the simple act of listening to those affected by disaster initiates the healing process. Usually, the survivor's greatest immediate need is having someone listen to their story. LISTEN to *their* story.

When we arrive with a feeding unit, a team of smiling volunteers who bring words of hope and a nutritious meal, survivors feel that someone cares; they will not have to wonder about their next meal. When a family whose home and possessions have been destroyed by flood, wind, or fire sees a team of caring people in gold hats and shirts removing mountains of debris, they begin to see the possibilities for a new beginning. Suddenly, what seemed hopeless and impossible starts looking like a plan with a purpose. And most importantly, the question "Where is God when I need Him?" is transformed into belief, "God is here, and He cares for me."

It is not unusual for our presence to catalyze reconciliation between neighbors and family members. Nor is it strange for us to help survivors become factors in their own recovery. When our volunteers bring their knowledge and experience to the disaster, they can ease tension and stress by helping individuals and communities align their expectations with reality. Regardless of the form healing takes, it is inspiring to remember that in every town Jesus visited, He left many healed people in His wake.

SBDR DEFINITION OF DISASTER:

**AN OCCURRENCE THAT
CAUSES HUMAN
SUFFERING OR CREATES
HUMAN NEEDS THAT THE
SURVIVORS CANNOT
ALLEVIATE WITHOUT
ASSISTANCE.**

TYPES OF DISASTERS:

- BLIZZARD
- BOAT ACCIDENT
- BOMBING
- BRIDGE COLLAPSE
- CHEMICAL SPILL
- CRASH
- DROUGHT
- DROWNING
- EARTHQUAKE
- EXPLOSION
- FAMINE
- FIRE
- FLOOD
- HIGH WIND
- HIGHWAY ACCIDENT
- HURRICANE
- ICE STORM
- INDUSTRIAL ACCIDENT
- NATURAL GAS ACCIDENT
- NUCLEAR ACCIDENT
- PANDEMIC
- POWER FAILURE
- RIOT
- TERRORIST ATTACK
- TIDAL WAVE
- TORNADO
- TRANSPORTATION ACCIDENT
- TYPHOON

How We Classify Disasters:

Natural / Man-Made Disasters:

- **NATURAL** disasters include tornadoes, hurricanes, ice, wind, earthquakes – any crisis event due to weather conditions.
- **MAN-MADE** disasters can be of major consequence as well – fires, riots, explosions, train derailments, terrorist attacks, war, pandemic, and more.

Primary / Secondary Disasters:

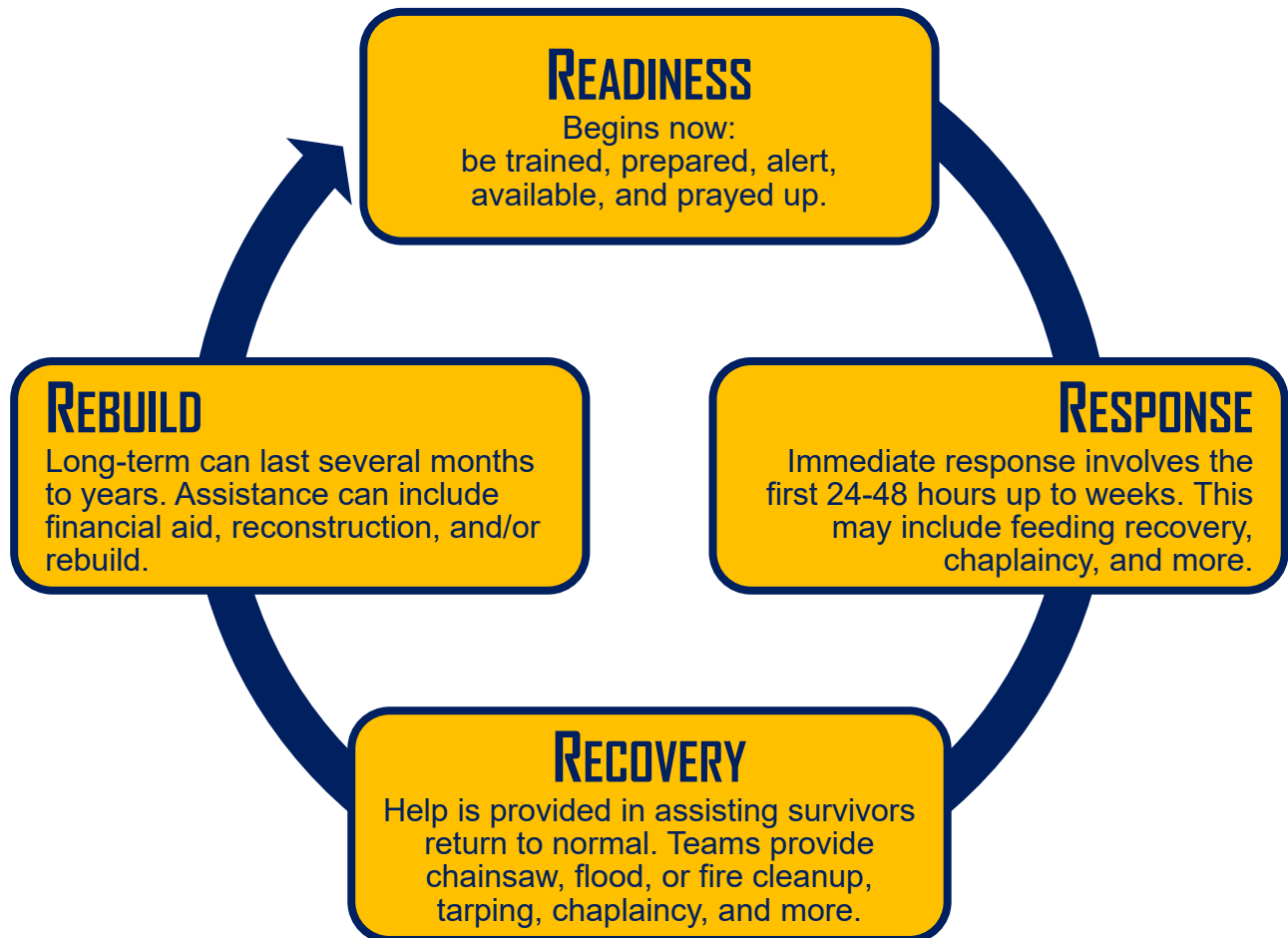
The initial event or impact. A secondary disaster is a consequence of the original occurrence. Earthquakes, tornadoes, floods, snowstorm may trigger secondary disasters such a tidal wave, power failures, dam failures, floods, fires, or more.

Extent of Destruction:

Regardless of the area affected, the duration of the event and reconstruction can help classify disasters as local, widespread, or catastrophic. Although a single-family fire is tragic to those involved, widespread damage or catastrophic will determine the amount of response needed.

PHASES OF DISASTER RESPONSE:

BASED ON REACTION TIME AND LENGTH OF RESPONSE.



READINESS: Begins now: be alert and be available. Proper training and personal preparation are vital to the success of the mission. Demonstrate consistent spiritual preparation. Be ready not only when a disaster strikes, but more importantly, when God sends.

RESPONSE: The immediate response to a disaster usually begins within the first 24-48 hours and can last several weeks. Emergency relief includes feeding, shelter, childcare, chaplaincy, and immediate needs.

RECOVERY: This plays a crucial role in SBDR response. This phase can last a few days to a few months. Help is provided to get people back to some normalcy. Resources provided may include chainsaw, flood recovery, fire clean up, chaplaincy, temporary roofing, etc.

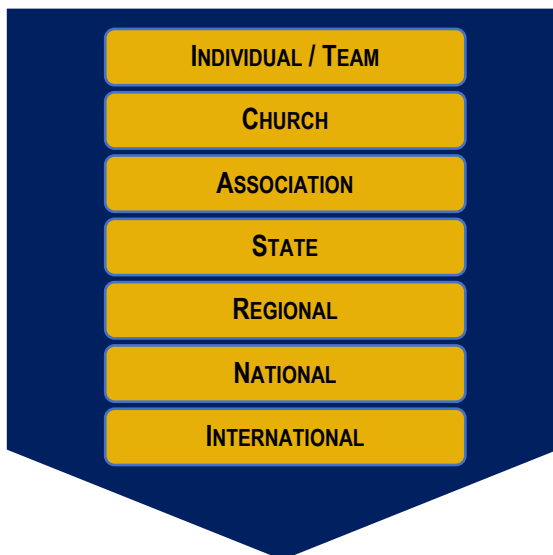
REBUILD: this phase is more long-term and can last a few months to several years. It takes many resources, volunteers, and emotional support. There are many aspects to rebuild including financial aid, repairs, reconstruction, volunteer management, continued debris removal, etc.

TYPES OF SBDR SERVICES

AIRLIFT KITCHENS	Airlifting kitchen equipment, supplies, and volunteers overseas and setting them up for food preparation in a disaster area.
ASSET PROTECTION	Watching and patrolling SBDR sites and equipment.
CHAINSAW	Clearing trees and other major obstructions following wind and flood events.
CHAPLAINCY	Disaster chaplains provide crisis intervention and spiritual care for individuals throughout the disaster cycle.
CHILDCARE	Providing temporary childcare through a mobile unit or at a fixed location such as a church or school.
COMMUNICATION	Volunteers who provide communication capabilities during disaster relief responses.
DAMAGE ASSESSMENT	The preliminary assessment of the disaster includes the extent of damage, meeting homeowners and assessing damage to homes, and providing resources as needed.
FEEDING	Food preparation and distribution from a mobile unit or a fixed location such as a church or school.
FIRE RECOVERY	Sifting and/or removing ash and debris with proper disposal and recovering personal property.
FLOOD RECOVERY	Involves removal of contaminated belongings and dwelling components; includes washing and sanitizing affected areas.
HEAVY EQUIPMENT	Heavy equipment to support disaster operations such as forklift, skid steer, man lift, tractors, etc.
INCIDENT MANAGEMENT TEAM	Directs the SBDR daily operations and provides appropriate leadership for the disaster response.
INTERPRETERS	Translating or interpreting regarding disaster assistance.
MEDICAL SUPPORT	Provides medical support to the SBDR ministry teams. These individuals often work with a variety of SBDR units.
REBUILD	Rebuild / Repair homes and churches.
ROOF TARPING	Covering impaired roof sections with appropriate material and securing them to reduce further damage to the home's interior.
TRANSPORTATION	Involves asset and volunteer transport.
WATER PURIFICATION	Provides filtered potable water in bulk.

LEVELS OF SBDR RESPONSE

From one church member to a national organization, Southern Baptists bring unique skills, preparation, and approaches to disaster relief efforts, always with Christ as the prime example. The Southern Baptist response takes place at seven levels:



INDIVIDUAL OR TEAM: Individual volunteers can provide labor, equipment, or specialized services, such as clean-up or feeding. They provide their equipment at their own expense and serve in cooperation with the organized disaster relief effort. In addition, they may work with or support other groups to provide needed services.

Volunteers can serve as part of a unit designed and equipped to provide specialized services in a disaster area. These units may be self-contained (e.g., feeding or communication units) or intended for use in another facility (e.g., a childcare unit serving from a church building).

Suppose you would like to be a part of the disaster relief response. In that case, you should make your availability known according to the protocols set up by your convention's Disaster Relief Director. In addition, you must complete the required training to participate with a specialty unit so you are ready when called to serve. Trained disaster relief volunteers know **self-deployment** is an **unacceptable** practice. Volunteers are tremendous assets when deployed properly by your state Disaster Relief Director.

Individuals are also encouraged to develop a family disaster preparedness plan and supply kit, so they will be prepared to respond to needs within their family and community in the event of a disaster. Ask your state Disaster Relief Director for a copy of the ***Family Preparedness Manual***.

CHURCH: Talk with your local church about ways they are or could be involved in disaster relief ministry. Churches have an incredible opportunity to provide friendship, crisis intervention, and encouragement to disaster survivors. It is best to cooperate with your Baptist convention and your local association as there are experienced leaders and resources to help train and equip members of your local church and to assist your church in preparing for disaster relief involvement. After receiving the church's approval, prepare the church facilities for disaster relief service. A church can provide facilities and designate space for a specific disaster service, such as a kitchen, shelter, or storage.

Churches should consult the convention Disaster Relief Director, who will be able to provide training and assistance in developing the church disaster preparedness plan. In addition, ask your state Disaster Relief Director for a copy of the ***Church Preparedness Manual***.

ASSOCIATION: Associations can coordinate their member churches' involvement as shelters, feeding units, collection and distribution of food and other commodities, and more

Associations are encouraged to develop an associational disaster preparedness plan. Ask your state Disaster Relief Director for a copy of the ***Associational Preparedness Manual***.

STATE CONVENTION: State conventions develop their disaster relief response plan and training based on the DROP (Disaster Relief Operational Procedures) Manual and the SBDR Framework.

Affected State Conventions determine the types of services, equipment, and organization needed for a disaster response. In addition, state conventions coordinate church, association, and in-state units/teams when responding to a disaster within their state. Assisting state conventions can also deploy units and personnel in multi-convention, national, and international disasters in response to a request from other state Disaster Relief Directors or Send Relief.

All enlistment, training, activation, and deployment of volunteers and units are the responsibility of the state convention Disaster Relief Director.

REGIONAL: SBDR is also organized geographically across North America into regions. A region is a cluster of state conventions in proximity to one another. When a state's resources are inadequate to meet the response needs, the affected state Disaster Relief Director may call upon their regional partners for assistance before inviting help from more distant conventions nationwide.

NATIONAL: Send Relief (SR) is a collaboration between the North American Mission Board (NAMB) and International Mission Board (IMB). Send Relief is the North American Mission Board's compassion ministry arm. Send Relief offers resources, training, and events to help individuals and churches engage in relief work through prayer, giving, and service. Opportunities are provided to support foster care and adoption, fight poverty, end human trafficking, help refugees and internationals, and mobilize for crisis response. Send Relief supports SBDR with response resources, shared equipment and equipment rental, marketing and public relations for major disasters, support for untrained volunteers, and strategic development in coordination with SBDR leadership.

INTERNATIONAL: Send Relief (SR) is a collaboration between the North American Mission Board (NAMB) and International Mission Board (IMB). Send Relief is the International Mission Board's compassion arm and is responsible for international disaster relief and community development. Send Relief coordinates project requests and funds for disaster responses outside the United States. The Send Relief Crisis Response Director coordinates international disaster relief response with Send Relief Area Directors and field partners. Volunteers responding to international disasters are responsible for their travel and other expenses.

CHAPTER THREE: HOW WE DO IT

WE TRAIN

Experience has shown the need for standard training for disaster relief volunteers. There are some general training requirements for a person to be recognized as an SBDR volunteer.

Disaster relief volunteers must retrain and renew background checks every three years. While there may be some variation from one state convention to another, there is consensus on this point: ***Retraining helps to ensure our readiness and maintain our integrity as a dependable and trusted partner.***

Disaster relief volunteers will find regularly participating in disaster relief training helpful. However, even if you already have the training, you can help others by sharing your experiences.

- Participate often in disaster relief projects like training, non-disaster operations, maintenance, and renovations.
- Disaster relief volunteers are expected to participate in training events and learn about disaster conditions and how to deal with the situations they will face.
- Disaster relief volunteers must be willing to provide leadership as needed and as assignments are made.

WE PLAN

During a disaster, SBDR leadership at every level is matching the resources with the needs. Information is gathered and evaluated so wise decisions can be made. Logistical support for volunteers (lodging, meals, showers, laundry) will be arranged before their arrival, and as assets are en route, they must be tracked. It is common for teams to be given a new destination even while on the way because new information leads to adjusted priorities and better efficiency. Trained volunteers must understand the dynamic nature of response planning and practice flexibility. Always pray for your leaders, be gracious, and trust them.

WE PARTNER

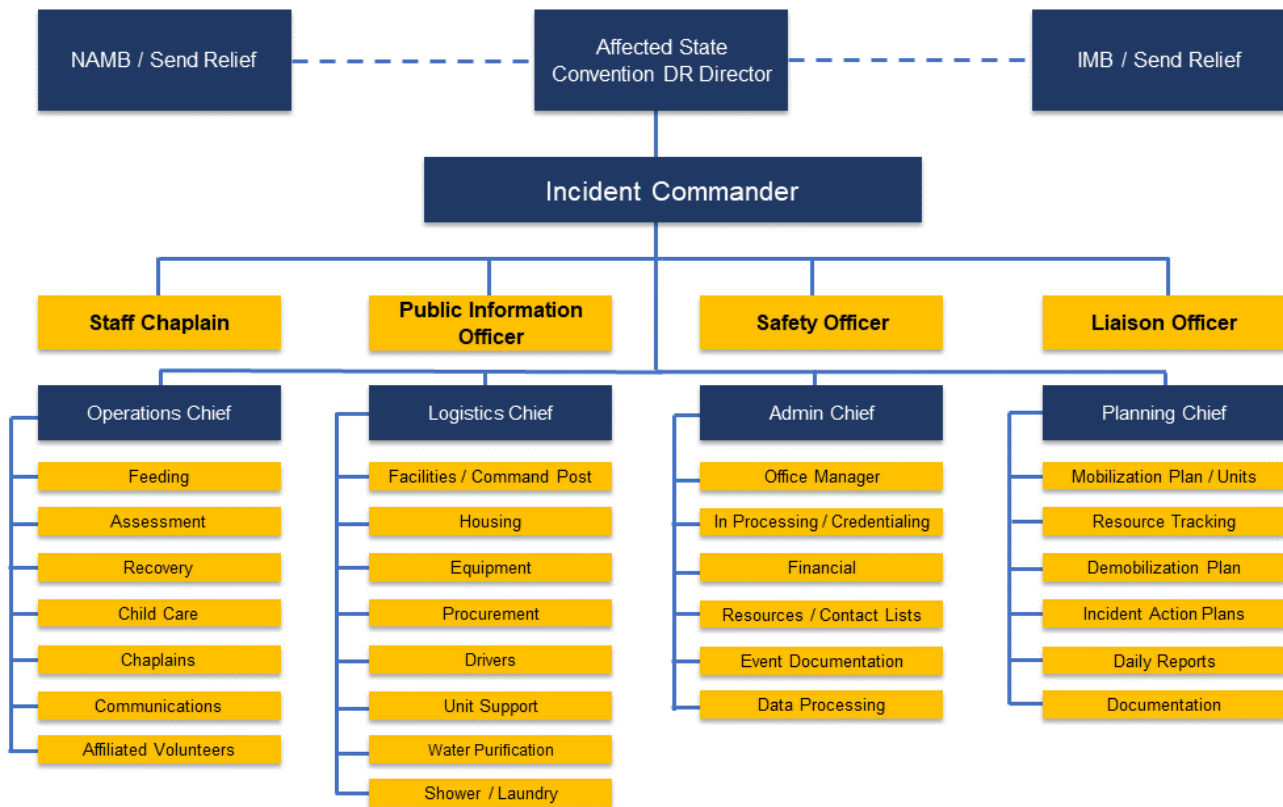
SBDR cooperates with many voluntary organizations, state and local government, emergency management officials, and the Department of Homeland Security. We encourage and assist families and churches to develop a plan of action to minister to their community in the event of a disaster. They also should plan how they will work with others in ministry after a disaster.

WE ORGANIZE

The following list of job descriptions will help you understand the organization of SBDR. Each person on a unit or team has an important responsibility. Involvement in convention trainings is the only way to fully understand the organization because every convention is slightly different.

- **State Convention Disaster Relief Director**—The person designated by a convention to develop and implement disaster response for their convention.
- **Incident Commander (White Hat)**—The person designated by the state director to direct the overall daily operations of the disaster relief response and reports directly to the State Director. They will develop command staff and general staff as needed to provide appropriate leadership for the response.
- **Incident Management Team (IMT)** – The on-site leadership team constructed by the Incident Commander or State Director to manage planning, operations, logistics, and administration for that site. The Incident Commander or White Hat directs the IMT and their work.
- **Unit Leader (Blue Hat)**—The person designated to direct the overall daily operation of a disaster relief unit or team. Reports directly to the Incident Management Team (IMT).
- **Lead Workers**—The people designated to direct one part of the daily operation of a disaster relief unit or team for a period of time (e.g., head cook, inventory person, mechanic). Reports directly to their Unit Leader (Blue Hat).

- **Credentialed Volunteer (Gold Hat)**—A member of a disaster relief unit or team member who has completed the minimum required training and background checks. Reports directly to their Unit Leader (Blue Hat).



CHAIN OF COMMAND

In most state conventions, planning and preparation for disaster relief have been assigned to a state convention staff member or designated volunteer. The chain of command for disaster relief responses is reflected in the chart below. **As a Gold Hat, all you really need to know is that unless told otherwise, you report to your Blue Hat.**

WE DEPLOY

The following suggestions will assist you in preparing for your involvement in disaster relief.

HEALTH GUIDELINES

- Stay in good health and physical condition.
- Have regular physical examinations.
- Consult your physician about your involvement in disaster relief.

PRACTICAL GUIDELINES

- Look over the **“Deployment Checklist (What to Take)”** (Appendix Five) and secure the essential items.
- Disaster relief volunteers need to evaluate and arrange availability.
- If you are employed, discuss your situation with your employer and inquire about volunteerism policies.
- Each volunteer is responsible for their own medical insurance and health coverage in case of accident, injury, or illness.
- For each deployment, volunteers must provide a current, up-to-date **Medical Release Form for Volunteers** (Appendix One). In addition, they must complete and sign a **Release and Indemnity Agreement**, which will vary by state (Appendix Two).
- In times of disaster, be proactive and seek deployment information for further details and mobilization instructions. This, too, will vary by state.

SBDR volunteers need to understand the following:

- You may not be the first called.
- You may not work with the same people every time.
- Use caution regarding physical or personal needs you are not trained to handle.
- Remember to be flexible and make adjustments as needed.
- Always understand your limitations.

Volunteers who respond to disasters are responsible for providing their own transportation and related travel expenses to and from the disaster site. Carpooling is encouraged. Typically, meals, lodging, and showers are provided throughout the duration of the response once on site.

SBDR volunteers should be prepared to recognize stress in themselves and others. Disaster response conditions are stressful. Volunteers will often work long hours under challenging conditions. Volunteers should:

- Take medications as prescribed by your physician. If possible, have a backup prescription order for medications.
- Work within your strengths and limitations: physical (strength and health), emotional (stress management), and mental (knowledge and skills).
- Wear clothing, footwear, and special equipment suited to your task and conditions.
- Wear modest, appropriate, and Christ-honoring clothing at all times, day and night, including sleepwear and loungewear. At times, lodging may be co-ed.
- Avoid extended sitting or standing in the same position, constant exposure to the sun, and prolonged exposure to water, heat, and cold.
- Eat regularly and drink plenty of water.
- Rest when you can. Sleeping will be difficult.
- Do not base your workload on another person. Pace yourself.
- Use caution when encountering heavy traffic, broken glass, nails, and downed electrical lines.
- Report all injuries to the Unit Leader (Blue Hat). Become familiar with policies and procedures for on-site illnesses and injuries, including how and where to get help in an emergency.

ETHICAL GUIDELINES FOR SOUTHERN BAPTIST DISASTER RELIEF VOLUNTEERS

- Take care not to damage the group effort with careless words or actions.
- Each person must remember that they represent the Lord and the church. Therefore, all attitudes and actions should demonstrate the example of Christ.
- Our policy is not to accept contributions in the field. If they insist, refer them to the unit leader (Blue Hat).
- Be sensitive to the fact that information shared by anyone in confidence should remain so. Respect the privacy of every individual.
- Be sensitive to the people involved. Always ask permission before taking pictures.
- When sharing information, be sure your facts are accurate. Do not participate in spreading rumors which may circulate following a disaster.

STAGES OF NOTIFICATION

The first step to activate units and teams begins with the affected state convention placing a call for help. SBDR uses the following process for the activation of units and volunteers. The urgency of some events requires immediate activation of volunteers and material resources.

ALERT	<ul style="list-style-type: none">• There is a POSSIBILITY of a response• Can you GO?• Time to make plans
STANDBY	<ul style="list-style-type: none">• There is a PROBABILITY of a response• Will you go and can you commit?• Be prepared to deploy once instructed
GO / NO GO	<ul style="list-style-type: none">• The decision is to GO!• The decision may be NO GO!• Could revert to ALERT, STANDBY, or STAND DOWN
CLOSING	<ul style="list-style-type: none">• CLOSE or DEMOBILIZATION• Unit is no longer needed• May relocate or return home

ALERT

The first stage of response at any level – local, state, or national, is **ALERT**. At this point, there is simply a *possibility* of a response. The primary question is, “Can you go?” or “What can you do to make yourself as available as possible?” Depending on your state convention’s protocol, you may or may not be asked for a commitment. If so, it is time to begin making plans.

STANDBY

The second stage is **STANDBY**. At this point, there is a *probability* of a response. Your leaders will be looking for a commitment. The unit/team will depart as soon as it is requested. Prepare all personnel and equipment to leave at a moment’s notice. If the unit/team is not asked to respond, they may revert to **ALERT** or be removed from the potential response plan.

GO or NO GO

The third stage of response is **GO or NO GO**. If the decision is **NO GO**, the team’s status may revert to **STANDBY, ALERT, or STAND DOWN**, or it may be taken off the response plan entirely. **GO** means a response is definite, and the team will mobilize as directed.

CLOSING

The final stage of response is **CLOSING** (or called demobilization). The mobile unit is no longer needed at that location. It may be reassigned to another site or allowed to return home. The decision to close or terminate will be made in collaboration with the affected state disaster relief director and the Incident Commander.

During the GO or NO GO stage is when the state convention Disaster Relief Director activates the convention's units/teams, determining the number of volunteers needed and giving its members the following essential details:

- Specific circumstances at the disaster location.
- Location and how to get there or to the staging area.
- Specific assignment of service.
- Contact information of the person to report to.
- Any other pertinent information available at the time of deployment about the response.

WE EVALUATE

Effective organizations take great care to evaluate themselves. We evaluate while tasks are being accomplished and again when they are completed.

- Did we meet the physical and spiritual needs? Was there an evangelistic focus?
- Plans were made. (Remember, things do not always go as planned.)
- Systems were created. Did they work?
- Equipment and tools were used. Did they work? Do they need to be repaired or replaced?
- Communication happened. How well?
- Training took place. Did it match the task?
- Collaboration took place. Are relationships intact? How can relationships be strengthened?
- What must happen to be prepared for the next response?

Everyone is tired at the end of a response. However, remember to take time to evaluate each response. Seek ways to give your unit leader (Blue Hat) helpful feedback while memories are fresh. Feedback needs to be developed into action items.

Ideally, everyone is built up when evaluation takes place. However, things must be addressed when they do not go as planned. SBDR is strengthened because the internal parts find their place and are strengthened. In the end, our Lord is magnified.

WE DEBRIEF

It is important for the health and well-being of all volunteers to participate in debriefing. This is done at various times and in multiple ways.

- At the beginning of each day, you participate in the morning devotion, sharing, instruction, and prayer time.
- During the day and while working in the field as you talk with fellow volunteers sharing your experience.
- At the end of each day, you participate in the evening devotion, sharing, instruction, and prayer time.
- During travel times as you visit with others while in the vehicle.
- Upon return home, talk and share your experience of how God had worked in the lives of those you served and what you learned through the experience.

At times, seeing such destruction and tragedy, volunteers will experience emotional stress and need to seek further aid to process those emotions. Seek qualified counselors who can assist you in healing and recovery.

CHAPTER FOUR: DEEPER DYNAMICS

Disasters affect people. This chapter will help you, as a SBDR volunteer, care for yourself, your teammates, and the people you are sent to help. You will also gain a deeper understanding of the importance of our work.

TYPES OF SURVIVORS



DIRECT:

Direct survivors live in the area affected by the disaster and has suffered losses.



INDIRECT:

Indirect survivors live on the fringe of the disaster area, near those directly impacted. They may have grown up in a home in the impacted area. The indirect survivor may suffer minor inconveniences or guilt feelings over the losses of others while feeling happy that his family was not affected. Early on he or she may take an active role in relief efforts. Or his or her reaction to the disaster may include leaving the area.



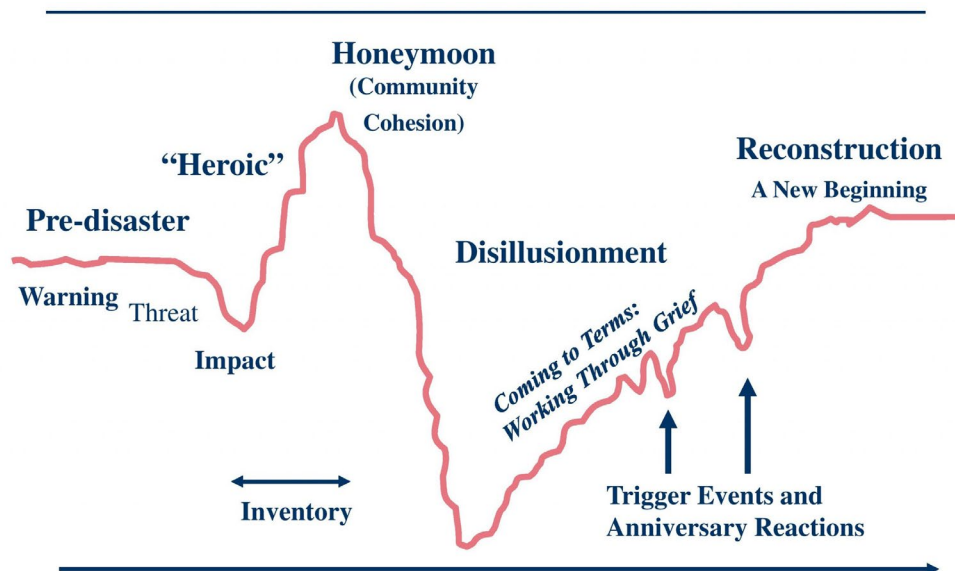
HIDDEN:

Hidden survivors are the disaster relief workers or first responders who could not save everyone or every home. Volunteers tend to be caring people who do not like to see other people hurting, so they take on the burdens of the affected. As they internalize the pain, they may become survivors themselves. Volunteers can avoid this by discussing these feelings during the daily debriefing, with Disaster chaplains or crisis interveners. Operational Stress First Aid (OSFA) is another tool available to volunteers to help one another cope with the stresses of deployment.

PHASES OF EMOTIONS IN A DISASTER RELIEF RESPONSE

DISASTER SURVIVORS COMMONLY GO THROUGH FOUR DISTINCT EMOTIONAL PHASES IN COPING WITH A DISASTER.

HEROIC	The heroic phase occurs during and immediately after the disaster. It corresponds to the emergency relief stage. People respond in almost superhuman ways to save lives and property. Much energy is expended in a desire to help others. The heroic phase may last from a few hours to days.
HONEYMOON	During the honeymoon phase, survivors may share common experiences and losses, engage in clean-up and relief efforts even as they anticipate help. The honeymoon phase may last one week to six months and corresponds to the recovery stage.
DISILLUSIONMENT	During the disillusionment phase, survivors feel disappointment, anger, resentment, and impatience about delays when help does not materialize. They expected normalcy much sooner. The disillusionment phase can last two months to two years.
RECONSTRUCTION	During the reconstruction phase the survivors finally realize they will be solving many of their problems themselves. Restoration begins to reaffirm their beliefs. Healthy growth occurs. This phase extends for six months and beyond and corresponds with the long-term rebuild stage.



Zunin & Myers

PHYSICAL EFFECTS OF DISASTER

God's design for our bodies causes a chain reaction that helps people respond to threats. To some extent, these responses enable people to perform better and faster. At some point, though, the body's response can overwhelm the survivor and lead to a diminished ability to cope. The brain's ability to function can diminish with excessive stress response. The two halves of the brain lose the ability to communicate with each other. The front of the brain begins to shut down.

Because of this, people lose the ability to think clearly, communicate complex thoughts, and solve problems. They become impulsive (response chemicals prompt people to do something – anything) and tend to lose the ability to understand the consequences of their behavior. They may also lose the ability to function appropriately.

DISASTER-RELATED STRESS

A crisis is a temporary state during which a person's usual coping methods do not seem to work. Instead, people tend to feel anxious and upset because of their apparent helplessness in dealing with the situation. A crisis may erupt when a person faces a problem that calls on resources or problem-solving abilities that have not been needed before. In other words, they lack experience in dealing with the situation.

Disaster-related stress is different. Survivors perceive disasters as highly dangerous and life-threatening to themselves and their families. They may fear the recurrence of a similar situation. Family members often jointly experience the terror-filled moments of the impact and extended recovery. Disasters create a sense of helplessness and powerlessness over the forces that caused the crisis. They also create a community-wide perception of destruction and disruption. Finally, disasters result in the sense of loss of great magnitude and diversity.

Volunteers who provide direct ministry to the people affected by disaster can provide valuable assistance when they understand something of the stress caused by a crisis. Affected individuals suffer maximum stress when the crisis comes suddenly, causes widespread destruction, results in death or injury, occurs at night, and creates mountains of uncertainty.

Stress is minimized when the event is a natural disaster which can be blamed on unavoidable circumstances. If the disaster requires an immediate response, the stress is often lessened. The stress caused by a disaster strengthens a community's identity. Disasters reduce societal differences within a community and create a "here and now" mentality.

Psychologically, a disaster will absorb peoples' attention (survivors, relief workers, and the public), but the types of reactions to disaster may vary. People tend to underestimate a disaster's scope and personalize the event. On the other hand, disasters often provide an emotional release because other stresses subside and can provide a sense of renewal due to a break with the past. Personal and community milestones can also be developed.

WHAT DISASTER RELIEF VOLUNTEERS CAN DO

- 1. Be present.** Being with the survivor could mean more to them than you immediately see. In the aftermath of a disaster, people often feel abandoned by family, community, systems, and government, even God. Remember, Christ, the hope of glory is in you. Grasp that you may not only represent Christ, but the people you help may actually see Christ in you.
- 2. Listen.** Let the individual tell their story. Use good listening skills such as:
 - Look at the person and give them your complete attention. A good listener is always trying to understand, not trying to think of the next thing to say.
 - Give occasional responses—nodding your head, changing expressions, making verbal responses, and asking questions. This lets the person know you are with them.
 - Paraphrase and ask for clarification. However, please do not put words in their mouth. Ask what happened.
 - Avoid interrupting unless there is real confusion jeopardizing your ability to help.
 - Tolerate and accept new ideas. Do not condemn.
 - Pay attention to your body language. Convey you care. Be relaxed.

3. **Speak with sensitivity.**

- Use simple sentences
- Be patient
- Avoid continually bringing the conversation back to your own experiences. Do not “one up them.”
- Help with problem solving; but use caution.
- Leave written information when possible
- Be an agent of hope.

Do not say:

“I know how you feel.”
“Remember Romans 8:28”
“It is only stuff, and you can buy more stuff.”
“It could be worse.”
“You’ll get over it.”

Instead, say things like:

“I am sorry.”
“How can we be helpful to you?”
“How can I pray for you?”
“Would you mind telling me about that/him/her?”
“It’s OK to be angry/confused/desperate, etc.”

4. **Pray.** Ask permission, then voice your prayer. This is a powerful moment too often missed because of the fear of the volunteer. Keep it short, simple, and appropriate to the information and emotions shared by the survivor. Remember you are speaking to the Ever-Present Lord who has just witnessed your entire conversation - who knows us better than we know ourselves.
5. **Refer.** Be honest with yourself and the one to whom you are ministering about your inability to help. Try to find someone who can help. Call upon a Disaster Relief Chaplain.

SURVIVOR REACTIONS AT THREE STAGES OF RESPONSE:

SURVIVOR REACTION DURING EMERGENCY RELIEF:

The survivors’ reaction during the emergency relief period will depend upon the severity of the disaster and their personal losses. People tend to repress emotions. They may work until they reach the point of exhaustion and go without sleep, adequate food, or proper medical treatment. For themselves and their loved ones, they often act on the need for self-preservation, trying to salvage and protect what is left and recover what has been lost. They tend to be friendly and talkative, and want to share their experiences.

SURVIVOR REACTIONS DURING RECOVERY:

During the recovery period, relief workers are on the scene. Survivors begin to slow down. Emotions surface. Decisions become difficult. They expect more from relief workers than may be possible. They need someone to listen to their stories.

SURVIVOR REACTIONS DURING REBUILD:

Rebuild may begin one to six months after the disaster strikes. Many disaster relief agencies have left the community, and most local help-givers have moved on to other things. Yet, survivors feel they should be back in their homes. Their emotions range from frustration to anger to pessimism to a state of fault-finding to depression. They feel no one cares and they have been forgotten.

The Appendix

APPENDICES 1-7 ARE SAMPLES OF DOCUMENTS STATE CONVENTIONS MAY HAVE
CUSTOMIZED FOR THEIR OWN USE

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State Deployed by:

MEDICAL RELEASE FORMS FOR VOLUNTEERS
This Document Affects Your Legal Rights – Read Carefully Before Signing

VOLUNTEER INFORMATION – PLEASE PRINT			
<i>Volunteer Name:</i>		<i>Date:</i>	
<i>Address:</i>			
<i>City:</i>		<i>State:</i>	<i>Zip:</i>
<i>Home #:</i>	<i>Cell #:</i>		<i>Date of Birth:</i>
<i>Illnesses or conditions for which you are currently being treated:</i>			
<i>Medications you are currently taking:</i>			
<i>Allergies:</i>			
<i>Date of last tetanus or booster shot:</i>			
<i>Health Insurance Company:</i>			<i>Policy Number:</i>

EMERGENCY CONTACT – PLEASE PRINT			
<i>Relationship to Volunteer:</i>			
<i>Name:</i>			
<i>Address:</i>			
<i>City:</i>		<i>State:</i>	<i>Zip:</i>
<i>Home #:</i>	<i>Cell #:</i>		

PRIMARY PHYSICIAN – PLEASE PRINT			
<i>Name:</i>			
<i>Address:</i>			
<i>City:</i>		<i>State:</i>	<i>Zip:</i>
<i>Phone #:</i>			

Appendix Two: Release and Indemnity Agreement

WAIVER OF LIABILITY AND RELEASE OF CLAIMS

This Document Affects Your Legal Rights – Read Carefully Before Signing

I do hereby acknowledge that I, as a volunteer paying my own expenses, am entering upon a missionary venture with others for the purpose of helping, in times of disaster, for the glory of God; that the work may be hazardous and will be performed by other lay volunteers trained in disaster work; that vehicles transporting said volunteers will be operated by licensed though non-professional volunteers; and that there could be elements of risk in any portion of this venture.

I acknowledge the potential for motor vehicle accidents and accidents at job sites, or accidents in or around the living and eating areas and during other activities for the Southern Baptist Convention’s Disaster Relief Team; I am fully aware of the potential for accidents and injuries to myself and to other members of the Disaster Relief Team; therefore, I desire to protect, release, acquit, indemnify and hold harmless those listed in the following paragraphs from any and all claims and/or causes of action by me, my heirs, administrators, executors, and/or assigns.

Recognizing there is a risk of injury or death associated with virtually any type of activity, including those disaster relief, response relief and ministry activities which will be conducted by the Disaster Relief Team. I, _____ (also referred to herein as the “Participant”), do hereby represent as follows: (check all which apply)

- I have no physical, mental, emotional or other conditions or illness which would interfere with my ability to participate in any activity, or that would endanger my health or safety or the health or safety of others.
- I have a physical, mental, emotional, or other condition or illness which might endanger my health or safety or the health or safety of others if I were to participate in the following activities: _____.
- I do not wish to participate in the following activities: _____.

CONSENT TO TREATMENT AND WAIVER AND RELEASE OF LIABILITY

As evidenced by my signature below, I hereby consent to participate in the **disaster relief response activities and ministry**, to be conducted under the supervision of employees, agents and/or volunteers representing **Southern Baptist Convention** (herein referred to collectively with all of its affiliates, employees, trustees, and representatives as “the Providers”).

In consideration of the Providers furnishing this opportunity to participate in the aforementioned activities, I agree as follows:

I fully understand and acknowledge that: (a) there are risks associated with the aforementioned activities; (b) by consenting to participate in those activities, I am accepting those risks and I recognize participation in those activities may result in injury, death or disability; (c) **these risks may be caused by the negligence or gross negligence of the Providers**; and (d) by consenting to and participating in these activities, I hereby assume all risks and all responsibility for any consequences of participation, whether or not caused in whole or in part by the **negligence, gross negligence, or other conduct** by the Providers.

On my own behalf and my family members, our personal representatives, and our heirs and assigns, I hereby voluntarily agree to release, waive, discharge, hold harmless, defend, and indemnify the Providers from any and all claims, actions, or losses for bodily injury, property damage, wrongful death, loss of services or otherwise which may arise out of the aforementioned activities. I specifically understand that I am releasing, discharging, and waiving any claims or actions that I may have presently or in the future for the **negligent or grossly negligent acts or other conduct** of the Providers.

I HAVE READ THE FOREGOING AND I UNDERSTAND THAT IT IS A VOLUNTARY RELEASE OF ALL CLAIMS.

CONSENT TO TREATMENT

In the event that I am for any reason rendered incapable of making decisions regarding my own medical care, I hereby consent to treatment, including diagnostic and surgical procedure; by a licensed physician should said physician determine that such treatment is necessary.

PARTICIPANT

DATE

Appendix Three: Volunteer Skills Survey

VOLUNTEERS SKILLS SURVEY

VOLUNTEER NAME			DATE
MEDICAL			
<input type="checkbox"/> Doctor	<input type="checkbox"/> Nurse	<input type="checkbox"/> EMT	<input type="checkbox"/> Other _____
LANGUAGE			
<input type="checkbox"/> Spanish	<input type="checkbox"/> French	<input type="checkbox"/> Other _____	
CONSTRUCTION			
<input type="checkbox"/> Carpenter	<input type="checkbox"/> Electrician	<input type="checkbox"/> Plumber	<input type="checkbox"/> General Contractor
<input type="checkbox"/> Architect	<input type="checkbox"/> Cement	<input type="checkbox"/> Drywall	<input type="checkbox"/> Structural Engineer
<input type="checkbox"/> Demolition	<input type="checkbox"/> Hazardous Materials	<input type="checkbox"/> Welder	<input type="checkbox"/> Building Maintenance
<input type="checkbox"/> Other:			
HEAVY EQUIPMENT			
<input type="checkbox"/> Skid Steer	<input type="checkbox"/> Excavator	<input type="checkbox"/> Backhoe	<input type="checkbox"/> Bulldozer
<input type="checkbox"/> Crane	<input type="checkbox"/> Forklift	<input type="checkbox"/> CDL	<input type="checkbox"/> Wheel Loader
<input type="checkbox"/> Van/Bus	<input type="checkbox"/> Track Hoe	<input type="checkbox"/> Man Lift	<input type="checkbox"/> Dump Truck
<input type="checkbox"/> Other:			
OTHER SKILLS			
<input type="checkbox"/> IT Training	<input type="checkbox"/> Mobile Communications	<input type="checkbox"/> Social Media	
<input type="checkbox"/> Security	<input type="checkbox"/> Administration	<input type="checkbox"/> Inventory	
<input type="checkbox"/> Teacher	<input type="checkbox"/> Law Enforcement	<input type="checkbox"/> Fire Department	
<input type="checkbox"/> Childcare/Daycare	<input type="checkbox"/> Legal	<input type="checkbox"/> Cook	
<input type="checkbox"/> Other:			

Appendix Four: Volunteer Agreement with State Disaster Relief Director

VOLUNTEER AGREEMENT WITH STATE DISASTER RELIEF DIRECTOR

As a volunteer member of the Baptist Convention of _____ disaster relief team, I agree, as my availability and ability allow, I am expected to:

1. Be a team player, serving with a Christ-like servant mindset and willing to follow directions of Team, Unit, and IMT leadership.
2. Complete a disaster relief skill checklist and keep current my (1) address and phone number, (2) availability status, and (3) skills and abilities.
3. Complete the required training and renew required training a minimum of every three years; take optional training to increase my usefulness as a team member.
4. Take responsibility for my spiritual and mental preparation as a disaster relief volunteer and my work skills needed at the disaster site.
5. Represent my Lord and Savior, church, fellow Christians, and the team as Christ would want in my attitude, behavior, speech, dress, and work.
6. Wear official disaster relief apparel and display the SBC Disaster Relief logo only as prescribed and only while engaging in a relief event.
7. Protect my health and safety and the health and safety of victims, co-workers, and all other persons while en route to or from and while at the disaster site; abide by the travel guidelines set forth by the state director (Appendix Six); inform on-site team leaders of any physical limitations to be considered in my work assignments.
8. Inform the state director or association disaster relief coordinator of my availability for a disaster response.
9. Take initiative to improve my usefulness; increase my availability by adjusting my other responsibilities to serve as a disaster relief volunteer.
10. Pay my own expenses, arrange my own transportation, and bring clothing, bedding, and personal items I will need at the disaster site.
11. Provide proof of insurance and health information to appropriate persons at the disaster site.
12. Assist with unit preparation, training events and non-emergency use of the unit, as my availability and ability allow.
13. Sign a release and indemnity document, if requested.

Therefore I _____, volunteer to do my best to help carry out the purposes of SBDR in the manner stated above.

Print Name: _____ Date: _____

Signature: _____

Appendix Five: Deployment Checklist (What to Take)

DEPLOYMENT CHECKLIST (WHAT TO TAKE)
(Always check with your Unit Leader for any special requirements)

SPIRITUAL:			
<input type="checkbox"/> Bible	<input type="checkbox"/> Journal	<input type="checkbox"/> Devotional	<input type="checkbox"/> Prayer Team

IDENTIFICATION:		
<input type="checkbox"/> SBDR ID	<input type="checkbox"/> Driver's License	<input type="checkbox"/> Medial Information

MISCELLANEOUS ITEMS:		
<input type="checkbox"/> Cash	<input type="checkbox"/> Credit Card	<input type="checkbox"/> Notebook/pen/pencil
<input type="checkbox"/> Flashlight	<input type="checkbox"/> Water Bottle	<input type="checkbox"/> Snacks
<input type="checkbox"/> Phone / Charger	<input type="checkbox"/>	<input type="checkbox"/>

CLOTHING:		
<input type="checkbox"/> DR Shirts/Hats	<input type="checkbox"/> Coat / Jacket	<input type="checkbox"/> Bedding/Cot/Mattress
<input type="checkbox"/> Sleepwear	<input type="checkbox"/> Jeans/Long Pants	<input type="checkbox"/> Proper Shoes
<input type="checkbox"/> Gloves	<input type="checkbox"/> Rain Gear	<input type="checkbox"/> Laundry Bag
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

HEALTH / SAFETY / HYGIENE:		
<input type="checkbox"/> Medications	<input type="checkbox"/> Allergy Kits/Meds	<input type="checkbox"/> Sunblock
<input type="checkbox"/> Chapstick	<input type="checkbox"/> Personal Toiletries	<input type="checkbox"/> Towels/Washcloths
<input type="checkbox"/> OTC Meds	<input type="checkbox"/> Special Diet Food	<input type="checkbox"/> Deodorant
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Appendix Six: Responding SBDR Team Standard Operating Procedures-Activation, Deployment and Travel

**RESPONDING SBDR TEAM STANDARD OPERATING PROCEDURES:
ACTIVATION, DEPLOYMENT AND TRAVEL**

The following is policy adopted by SBDR State Directors in January 2015

It is understood emergencies arise which may impact the ability or appropriateness of following these procedures. Team leaders will be expected to communicate with the IMT when circumstances prevent adherence to the SOPs. It is expected the IMT and Team Leader will work out an agreed upon course of action in these instances.

1. **Upon Activation** the Unit Leader will prepare a team roster and send it to the IMT using their convention's reporting protocols.
2. **Upon departure** for the response deployment location the Unit leader will report their departure to the IMT using their convention's reporting protocols. (This one report is for all team members. Unit leader is responsible for keeping track of team members traveling separately)
3. Team Leaders will contact the IMT when they are 20 minutes from their assigned deployment location.
4. Additional contact with the IMT is not required unless team arrival will be delayed by more than 1 hour from the reported ETA.
5. If the IMT needs to change an assigned traveling team's deployment location they will notify both the team's SBDR director and the traveling team.
6. Teams will plan their arrival for **not later than 9 pm** at the response deployment location. To allow time to bed down before lights out.
7. Teams will make every effort to arrive **in time for the evening meal**. To allow time for orientation and settling in before lights out.
8. Teams will plan their departure time to allow the team at least 10 hours of rest. Departures before breakfast must be planned in agreement with the IMT and the team's convention SBDR director.
9. **Teams will not travel more than 14 hours** (11 driving) without at least 10 hours of rest. (The Host Churches for Traveling Teams project will work diligently to provide safe, overnight housing for teams.)

Appendix Seven: Abbreviations, acronyms, and definitions

ABBREVIATIONS, ACRONYMS, AND DEFINITIONS

TERM	DEFINITION
Affected State	The state Baptist convention that has experienced a disaster and is responding to the needs of the affected area.
RC	American Red Cross
Assisting State	The designation for a state Baptist convention that has been called upon to provide disaster response assistance to another state that has been affected by a disaster.
Cambro	Hard, plastic container that keeps hot food hot and cold food cold for 24 hours or until the lid is opened.
Canteen	A mobile unit that delivers food and water to residents of a damaged area. (Salvation Army term)
COAD	Community Organizations Active in Disaster
DEMOB	Demobilizing
DOC	Disaster Operations Center
DRC	Disaster Relief Center
DROP	Disaster Relief Operations Procedures - a manual that contains the operational procedures used by SBDR.
DR CRT	Disaster Relief Children's Response Teams
EMA	Emergency Management Agency – the agency assigned by the government (city, county, state, and/or federal) to manage a response to a disaster and/or crisis. The agency has jurisdiction and authority for the government entity's response.
EMD	Emergency Management Director (local government)
EOC	Emergency Operations Center
ERV	Emergency Response Vehicle – a vehicle used to deliver food and other supplies to communities affected by disasters. The ERV usually has a two-person crew and is assigned to a feeding unit.
ESF	Emergency Support Function
Family Processing Center	Location within the disaster area where agencies give assistance to disaster victims.
Feeding Unit	A mobile kitchen that prepares food en masse.
FEMA	Federal Emergency Management Agency
IC	Incident Commander
ICS	Incident Command System
IMB	International Mission Board – The Southern Baptist Convention's agency assigned responsibility for international mission activity.
IMT	Incident Management Team
In-Kind Donations	Non-monetary donations (food, water, clothing, etc.)

Licensing Agency	The state agency responsible for giving permission for DR CRT to function onsite in the aftermath of disasters.
MARC	Multi-Agency Resource Center
Mass Care	Refers to the coordination of all emergency functions to meet the needs of disaster victims.
MOU	Memorandum of Understanding
NAMB	North American Mission Board – The Southern Baptist Convention’s agency assigned responsibility for North American mission activity.
NGO	Non-Governmental Organization
NIMS	National Incident Management System
PIO	Public Information Officer – The spokesperson for the operation, state, or unit to the news media. The PIO develops press releases, new stories, and photos for Baptist Press and public media outlets. The PIO works under the authority of, and is responsible to, the Incident Commander.
PPE	Personal Protective Equipment
QRU	Quick Response Unit – A smaller capacity mobile kitchen designed for a shorter response time
SBC	Southern Baptist Convention
SBDR	Southern Baptist Disaster Relief
SEMA	State Emergency Management Agency
SOP	Standard Operations Procedure
SR	Send Relief – the compassion ministry “arm” of NAMB
SUV CCV EBV	Spontaneous Untrained Volunteer Church/Community Volunteer – (alternative to SUV) Event-Based Volunteer – (alternative to SUV)
TSA	The Salvation Army
VOAD	Voluntary Organizations Active in Disaster
VRC	Volunteer Resource Center (non-SBDR)

ABBREVIATION	STATE CONVENTION
ALSBOM	Alabama Baptist State Convention
ABRN	Alaska Baptist Resource Network
AZMN	Arizona Mission Network of Southern Baptists
ABDR	Arkansas Baptist State Convention
CSBC	California Southern Baptist Convention
CGR	Canadian Global Response
CBGC	Colorado Baptist General Convention
DBC	Dakota Baptist Convention
FBC	Florida Baptist Convention

GBMB	Georgia Baptist Mission Board
HPBC	Hawaii/Pacific Baptist Convention
IBSA	Illinois Baptist State Association
SCBI	State Convention of Baptists in Indiana
KNCSB	Kansas-Nebraska Convention of Southern Baptists
KBC	Kentucky Baptist Convention
LBC	Louisiana Baptist Convention
BCMD	Baptist Convention of Maryland-Delaware
BSCM	Baptist State Convention of Michigan
MWBC	Minnesota-Wisconsin Baptist Convention
MBCB	Mississippi Baptist Convention Board
MBC	Missouri Baptist Convention
MTSBC	Montana Southern Baptist Convention
BCNE	Baptist Convention of New England
BCMN	Baptist Convention of New Mexico
NBC	Nevada Baptist Convention
BCNY	Baptist Convention of New York
NCBM	North Carolina Baptists on Mission (Disaster Relief)
BSCNC	Baptist State Convention of North Carolina
NWBC	Northwest Baptist Convention
SCBO	State Convention of Baptists in Ohio
BGCO	Oklahoma Baptists
PASJ	Baptist Resource Network of Pennsylvania-South Jersey
SCBC	South Carolina Baptist Convention
CIBSPR	Convention of Puerto Rico & US Virgin Islands
TBMB	Tennessee Baptist Convention Missions Mobilization Center
SBTC	Southern Baptists of Texas Convention
TBM	Texas Baptist Men
UISBC	Utah/Idaho Southern Baptist Convention
SBCV	Southern Baptist Conservatives of Virginia
BGAV	Baptist General Convention of Virginia
WVCSB	West Virginia Convention of Southern Baptists