

DR VOLUNTEER DEPLOYMENT INSTRUCTIONS

1. Make sure every volunteer on your team has personal medical insurance as well as supplemental insurance (Adams and Associates, aaintl.com , 1-800-922-8438). The team leader should also have a medical information form for each volunteer. This form is included in the Involving Southern Baptist in Disaster Relief manual. Each volunteer should also have a Volunteer Release and Indemnity Form filled out in full.
2. The team leader should call the North American Mission Board at 1-888-462-8657 to report their departure from home. They need to report the name of the team, the number of volunteers in the team, how many vehicles, a contact number during travel, their destination, and estimated time of arrival. This should be repeated every 4 hours until they arrive on site. Their arrival should also be reported.
3. Bring all release forms to headquarters and check in with the admin volunteer on site. Get instructions on site procedures, such as housing, meals, devotion times, etc.
4. When departing, check out with the admin volunteer on site. Call the North American Mission Board and repeat the same procedure used when leaving home.
5. These instructions also apply to individuals that do not deploy as part of a team.