

VOLUNTEER ASSIGNMENT INFORMATION FORM INSTRUCTIONS AND CHECKLIST

When you are first called to go out on a Children's Disaster Services project, use this form to get necessary information from your caller. Fill in this top section first. If your caller does not have the information, ask that you be called back or you may call the Associate Director of Children's Disaster Services in New Windsor, MD. Do not travel without having complete information and reviewing the checklist.

Date of first call: _____ Name of caller: _____ Phone: _____

Type of response: (check one) ARC: _____ (DR # _____) FEMA: _____ COB: _____ Other: _____

Location of disaster: (town, city, state): _____

Duration of assignment: two weeks other _____

Traveling from: (name of airport or, if driving, your departure Point) _____

Date/time of departure from home: _____ Approx. arrival (if driving only) _____

Important Contacts: Carry these important phone numbers in your wallet.

Associate Director, Children's Disaster Services - Office: 800-451-4407 (#5) - Cell: 410-596-8697

Alternate BDM staff person: Name: _____ Office: _____

Home: _____ Cell: _____

Disaster Project Manager:(name) _____ Phone on site: _____

Residence on site: _____ Phone: _____

American Red Cross Info Line 1-888-673-8395 **Remember DR# !!!**

ARC Staffing Officer at ARC headquarters: (name) _____ Phone: _____

ARC/BCD World Travel: 1- 866-886-3013 (need DR#, DSHR#, departing city and state)

Instructions for travel

1. If you are driving to the disaster site, consult with a CDS staff person about driving conditions and best routes. Get instructions for getting to the designated location. Carry good, up- to-date maps. Be cautious at all times in strange places, particularly in disaster areas. Give CDS staff person your departure and approximate arrival times. Make sure you have all the phone numbers and information filled in above.

2. If an ARC response, and you are flying to the disaster site, call the American Red Cross Travel Services (presently **BCD World Travel**) to make your own travel arrangements. Phone: **866-886- 3013**. Tell the agent you are traveling with the Red Cross to Location: _____ DR# _____. Ask for the most direct route to arrive mid-day. Do not make return reservations at this time. The travel agent will issue an electronic ticket which you will pick up at the airport ticket counter when you check in on the day of your departure. Ask the BCD World Travel agent to email your itinerary to **CDS_gb@brethren.org**. If you have problems, call the Associate Director at the phone number listed above.

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3. Immediately phone the CDS staff person who assigned you to the project. Give them your complete travel information and write down any new information. Also, give that staff person names and phone numbers at your home in case of an emergency while you are away.

4. For responses, other than with the ARC, call CDS to discuss obtaining flight information.

Record your travel information here!

Private **auto, train** or **bus**: Departure date/time: _____ Approximate arrival date/time: _____

Airline information: Name of carrier _____ Departure airport: _____ Arrival airport: _____

Departure date: _____ Flt. # _____ Departure time: _____ Arrival time: _____

Departure date: _____ Flt. # _____ Departure time: _____ Arrival time: _____

Instructions for transportation to ARC Headquarters, hotel or assignment location: _____

Conditions and Hazards in Disaster Area

Weather situation _____ Temperature _____ Humidity _____

Health and Safety Risks in area _____

Housing for Volunteers, Location/Address/phone number, if available: _____

Checklist: Ask what to take for this specific assignment. Consult your training manual about what what s should be taken on assignment.

- **Take** Government-Issued Photo ID (Driver's license is fine) for identification when checking in at the airport.
- **Take** medical and dental cards in case of emergency.
- **Take** cash (\$100-150) and/or credit card for emergencies. If needed, you will be glad you have it.
- **Take** at least **two** blank checks, one will be needed to return any balance of cash left over from the Red Cross advance when you out-process.
- **Carry** personal bottles of drinking water.
- **When flying, carry emergency items with you in a carry-on bag.** Include items such as a change of underwear, soap, toothbrush, deodorant, medications and healthy snacks in case you get stuck in an airport..
- **Pack** clothing and personal items for 2 weeks. Choose appropriate clothing for working with children in variable weather conditions. Wear sturdy, comfortable shoes at all times when working. Don't forget your personal medications, flashlight with extra batteries and an alarm clock.

Arrival on site: (When you arrive at your final destination, **always make three calls.**)

- *Call home.* Let them know you have arrived safely.
- *Call ARC Info line* for instructions on how and where to proceed. ARC Info Line 888-673-8395. If you need help, call ARC Staffing or the assigned Disaster Project Manager. See contact numbers above.
- *Call the CDS office* or the assigned Disaster Project Manager to check in.

Once on the job, your Project Manager will help you solve problems or take care of personal needs. If this is not possible, you may call the CDS Associate Director for assistance.

Remember, *you are a certified Children's Disaster Services volunteer representing a Christian agency. We trust you to give your best, to care for children with compassion and sensitivity. We expect you to be a team player, to be flexible and to care for yourself so that you will have a joyful and meaningful experience.*