

Baptist General Convention of Oklahoma
Disaster Relief
Spontaneous Unsolicited Volunteer
SUV Manual

History of BGCO Volunteer Program

For the first 40 years of Oklahoma Baptist Disaster Relief ministry the trained volunteers did the work of disaster response except for a brief time following the May 3, 1999 tornado in Moore/Oklahoma City when untrained, "walk-up" volunteers were used to clear debris from the thousands of home sites destroyed. Since then we have continued to use only trained members of the Oklahoma Baptist Disaster Relief team.

In the past 10 years there has been a surge of volunteerism across the USA in such a way that when a significant disaster takes place thousands of people converge upon the site of the disaster, which can cause much more confusion without a place to serve and without direction.

BGCO Disaster Relief will continue to use only trained members to serve in the established ministries of relief/response work that requires training in such areas as food preparation, chain saw work, running heavy equipment, as well as chaplain ministry/counseling. However, when there is an overwhelming need after a catastrophic disaster event, we must be faithful to use as many volunteers as feel called to respond even though they have not prepared ahead of time and participated in our ongoing training events across the State of Oklahoma.

This will not take away from the need to have hundreds of ready trained team members that we can count on at any time.

We will welcome especially church youth groups, Baptist collegiate ministry teams and/or adult teams to do general debris clean up. We do want to especially help our Southern Baptist churches and individuals to make a significant impact when a major disaster strikes.

This has been a needed addition to the Southern Baptist Disaster Relief organization nationwide for years.

The plan is to use very user friendly trained Disaster Relief members who have a good working knowledge of all areas of disaster relief work. Our prayer is that many of the SUV's will have a good experience and desire to become a part of the ongoing ministry of Baptist disaster relief. To become a part of that ministry they must attend a scheduled training event which is the place all Disaster team members begin their journey to impact others through Disaster Relief.

Those who volunteer to participate with the Oklahoma Baptist Disaster Relief team should have the attitude of participating for the glory of God and demonstrating their faith in Christ while recognizing that personal risks exist and have always been associated with missionary service. (2 Corinthians 11:23-28).

Purpose

The SUV unit of the Oklahoma Baptist Disaster Relief effort exists to bridge the gap between those individuals that want to help a community in a time of crisis but have not been able to go through the training needed to be a part of a Disaster Relief team.

Determining Need for Volunteers (SUV Activation)

The Incident Management Team will activate the SUV unit after an initial walk through of the disaster zone has been completed or when the number of needed volunteers requires a call up. When the SUV unit is activated, a message will be sent out through the web page, social media and email.

Who Can Come?

Church Groups or Organizations

- Any church group or organization that wants to bring a group of volunteers may register online at www.okdisasterhelp.com. When visiting this website, the group leader will be asked to complete a brief survey that will provide a brief synopsis of the group's capabilities, age range, size, days available to work, and any other related material. The group leader will also be able to download any paperwork that will need to be turned in upon their arrival. If most of this can be completed in advance, the orientation process upon arrival can go smoother.

Walk-Up Volunteers

- Any person(s) who want to help can attend one of the orientation meetings on any given day. Registration is complete when the following steps are complete:
 - Signing a liability waiver;
 - Completing a background check (provided this option is available); and
 - Signing In.
- After signing in, a walk-up volunteer will then be assigned to a team.
- The SUV unit reserves the right to refuse a walk-up volunteer's help.

Volunteer Processing

- Staging Area
- All volunteers will be asked to report to a location that will be designated shortly after SUV Unit activation for orientation. This location can be found at www.okdisasterhelp.com, social media, or by calling the state office at 405-942-3000 ext. 4336.

- Volunteer Background Checks
 - Background checks will be performed on all walk-up volunteers who are not part of a group or organization by the local police department. This step can be skipped if this option is not available.
 - Groups or Organizations will not have to have background checks performed on their participants. They will be under the direction of the group with which they came to the site and with which they are serving.
- Check In/Check Out
 - All volunteers must sign in at the registration table upon arrival and must check out with their SUV guide at the end of the day.
 - Upon signing in, the volunteer will receive a free T-Shirt that should be worn while doing their assignment.
 - T-Shirts are not a requirement to work; just a sign of gratitude as long as supplies last.
- Liability Waiver
 - Everyone must sign a liability waiver. NO EXCEPTIONS.
- Minimum Requirements
 - Must be 18 years or older
 - A minor who is accompanied by a parent, legal guardian or organizational leader must be 11 years or older or completed the 6th grade
 - No registered sex offenders
 - No registered violent offenders
 - No criminal convictions for crimes against persons or property crimes
 - Wearing clothing, gloves and shoes appropriate for work to be performed
- Volunteer Orientation Meeting
 - An orientation meeting will be held daily for all volunteers at the designated location at 8:00, 10:00, and 1:00.
 - Everyone must attend an orientation meeting every day they go into the disaster site.
 - The orientation meeting will cover:
 - Expectations
 - Model Christ at all times.
 - Be a servant.
 - Do the job to the best of your ability.
 - Safety
 - Make sure everyone understands the hazards both known and unknown that exist in the disaster zone.
 - Make sure everyone has been reminded of the minimum requirements to work with SUV unit.

- Work Orders will be assigned at the end of the orientation meeting. Groups will not receive assignments until all individuals have a name badge with date, time, & sign in sheet number.
- SUV Guide will be assigned to each group that is sent out.
- If tools are needed to accomplish a task, volunteers may visit the tool trailer to get equipment. Tools must be returned at the end of every day.

SUV Structure

- Job descriptions
 - SUV Coordinator
 - The SUV coordinator needs to be an outgoing person who likes interacting with people as well as being organized.
 - Meets with Operation's director to obtain work orders (job assignments).
 - Meets with SUV Guides to make sure they understand each work order.
 - Hosts orientation meetings.
 - Makes sure the SUV Greeters have everything needed.
 - Responsible for everything that fits under SUV Unit.
 - SUV Guide
 - The guide serves as liaison between the SUV Unit and the volunteer groups.
 - Takes group to work site.
 - Makes sure group has tools/supplies needed.
 - Checks in with each group to make sure the job was complete.
 - Reports to SUV Coordinator regarding work order changes after dropping off the group.
 - Returns after verifying changes unless the SUV Coordinator gives permission to stay with group.
 - SUV Greeter
 - The greeter serves as the first face that the volunteer sees. They MUST have an out-going personality and enjoys working with people.
 - Welcomes all new SUVs.
 - Helps them sign in and fill out paper work.
 - Answers general questions.
 - Turns in paperwork at the end of the day.
 - Interacts with volunteers and those who have been affected by the disaster, so they must be familiar with the Disaster Relief operation and where to send people.
 - SUV Adjuster
 - Can be SUV Guide

- During less busy days, drives the disaster zone and checks on work orders that have been assigned to the SUV unit and updates the orders as needed.
- Signs off on all jobs that have been completed. Makes sure they are to the standards of the BGCO Disaster Relief Team.
 - If a job has not been done according to the standards of the BGCO Disaster Relief Team, this person notes what needs to be completed.
- Reports back to the SUV Coordinator to give him/her an update of each job assignment.

Work Orders

- Two copies of every work order must be made by SUV Greeter.
 - Original stays with the Operations unit.
 - One copy given to group leader.
 - One copy kept in a folder.
- When a work order is issued to a volunteer group, the work order number should be entered into the database along with the group's name.
- When the SUV adjuster has signed off on the work order, he will sign the copy that is in the folder. The SUV coordinator will then tally the total number of hours worked, people in the group and what kind of work was done on the copy. Completed work orders need to be turned into Operations.
- More than one work order can be assigned to a group.

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RELEASE OF LIABILITY

I do hereby represent and acknowledge that I am entering upon a missionary venture with others; that as a volunteer, I am paying my own expenses for the purpose of helping in times of disaster; that the work may at times be hazardous and somewhat arduous; that I will be supervised by trained disaster relief volunteers and qualified professionals; and that the vehicles me and other transporting volunteers will be operated by volunteers who may or may not be professional drivers.

I recognize and acknowledge the potential for accidents at the disaster site, in or about the living, sleeping and eating areas of the disaster relief team, or involving motor vehicles. I am fully aware that I may be injured.

For and on behalf of myself, my heirs, administrators, executors, and assigns, I do hereby release and discharge from liability all persons who serve on the Oklahoma Disaster Relief team; those who notified, selected or assigned me to the said team; the Baptist General Convention of the State of Oklahoma; the Partnership and Volunteer Missions office of the Baptist General Convention of the State of Oklahoma; the Southern Baptist Convention; and their employees and representatives, successors or assigns, from any and all claims, demands, damages, actions, causes of actions which I have or may hereafter have on account of, or any way growing out of injuries or damages either to persons or property resulting or that may hereafter result from my voluntary activities.

I further state that I HAVE CAREFULLY READ THE FOREGOING RELEASE OF LIABILITY AND UNDERSTAND ITS CONTENTS, AND I VOLUNTARILY SIGN THIS RELEASE AS MY OWN FREE ACT. THIS IS A LEGAL DOCUMENT AND I UNDERSTAND THAT I HAVE THE OPPORTUNITY TO CONSULT WITH AN ATTORNEY BEFORE SIGNING.

Witnessed my hand on this _____ day of _____, 20__.

Print Name _____
Signature _____
Team _____
Address _____
City _____ State: _____ Zip: _____
Emergency Contact _____ Contact # _____

IMPORTANT: Please have two (2) witnesses observe your signature and have them sign below. They must be at least 18 years of age and should not be relatives.

Witness _____	Witness _____
Address _____	Address _____
City _____	City _____
State and Zip _____	State and Zip _____

SUV Release and Waiver of Claims Form For Minors

My child, _____, who is under the age of 18 years, will be participating as a volunteer with the Disaster Relief Ministry operated by the Baptist General Convention of the State of Oklahoma ("BGCO"). In the event that my child should need emergency medical care or attention, the BGCO or any of its agents or employees is hereby authorized to consent to the provision of such emergency medical care, including without limitation, medical, dental, surgical care or hospitalization, to my child as is recommended or suggested by a physician, nurse, surgeon or other health care professional.

- If such emergency care is provided, I understand that any expenses not covered by my insurance shall be my responsibility. I understand that the BGCO will not be obligated to pay either the health care professional or me for any medical expenses incurred.
- I understand that the risk of injury from any disaster relief activity is significant, including, but not limited to, the potential for permanent paralysis and death. While particular rules, equipment, and personal discipline may reduce this risk, the risk of serious injury does exist. I knowingly and freely assume all risks, both known and unknown, even if arising from negligence, and assume full responsibility for my child's participation in or observation of such activity.
- Furthermore, in consideration of my child being allowed to participate as a volunteer with the Disaster Relief Ministry, I, on behalf of myself and my child, hereby waive any and all claims which I or my child may have, and I hereby agree to indemnify and hold harmless the BGCO its agents or employees, against any and all causes of action, rights, claims or suits which I or my child may have against the BGCO or its agents or employees as a result of injury to my child, including, but not limited to: (1) injuries arising from my child's participation in activities, and (2) injuries arising from the decision of the leadership of the BGCO, or any of its agents or employees to consent to the provision of emergency medical care to my child.
- I give authority and permission to the BGCO and any of its staff or agents to inspect my child's belongings while my child participates as a volunteer with the Disaster Relief Ministry.
- I have received and read the Information about the Disaster Relief Ministry and I have received satisfactory answers to all my questions about such information.

Parent Signature: _____

Relationship to child: _____ Date: _____