
 Organization Name _____

Disaster Relief Teams Checklist

On the heels of a disaster like a hurricane, tornado, or wildfire, many people feel an overwhelming need to help those who have lost homes and loved ones. If your ministry organizes a disaster relief team, a few simple steps can help your volunteers be as effective as possible when they reach their destination.

	Yes	Needs Attention
1. Do you partner with a relief organization or church in the affected area? This can save time and make the best use of your volunteers.	<input type="checkbox"/>	<input type="checkbox"/>
2. Do you have a team leader to supervise the work once you reach your destination?	<input type="checkbox"/>	<input type="checkbox"/>
3. Do you have your vehicle(s) fully inspected before your team's departure?	<input type="checkbox"/>	<input type="checkbox"/>
4. Do you know where your team will sleep, eat, and shower upon arrival at its destination?	<input type="checkbox"/>	<input type="checkbox"/>
5. Do you know if you will have access to adequate supplies when you reach your destination, or are you prepared to take your own?	<input type="checkbox"/>	<input type="checkbox"/>
6. Do all team members have health insurance coverage and travel insurance?	<input type="checkbox"/>	<input type="checkbox"/>
7. Do you consider purchasing supplemental accident and sickness insurance coverage for your team's trip?	<input type="checkbox"/>	<input type="checkbox"/>
8. Do you confirm that ministry employees who are going on the trip have workers' compensation coverage?	<input type="checkbox"/>	<input type="checkbox"/>
9. Are all team members in good physical health, and did each of them sign a medical release form?	<input type="checkbox"/>	<input type="checkbox"/>
10. Do all team members have up-to-date tetanus shots?	<input type="checkbox"/>	<input type="checkbox"/>
11. Do you know how to find the nearest emergency room where you will be working in case someone gets sick or hurt?	<input type="checkbox"/>	<input type="checkbox"/>
12. Will all team members be required to sign an activity participation agreement?	<input type="checkbox"/>	<input type="checkbox"/>

 Notes: _____

Completed by: _____ Date: _____

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