South Carolina Baptist
Disaster Relief
disasterrelief@scbaptist.org (803)227-6149

UNIT LEADER (BLUE HAT) CHECKLIST

PREPARING FOR DEPLOYMENT:

❑ SCDR office will provide site info and Formstack Roster link (by email)	❑ Communicate plans to all team members
❑ Enlist chaplains for team; contact SCDR Office for assistance if needed	❑ Confirm that a medical kit is on the unit
❑ Arrange carpooling, determine departure time/location	❑ Submit Formstack Roster

PREPARING TO DEPART:	**WHEN ARRIVING ON SITE:**
❑ Submit Formstack Departure Notice with expected ETA	❑ Submit Formstack Arrival Notice
❑ Collect signed PI/Liability Forms from all team members	❑ Check in with IC/IMT

SUPPLIES TO HAVE ON HAND EACH DAY:	
❑ Extra blank work order forms (Property Owner Request for Assistance)	❑ "Sorry We Missed You" signs or Door Hangers
❑ Bibles, gospel tracts	❑ Pens / Notebook / Clipboard
❑ Restock expendable supplies	❑ Bottled Water / Gatorade / Ice

INFORMATION TO OBTAIN EACH DAY:	
❑ Weather Forecast	❑ Safety Information / Updates
❑ Obtain & communicate lunch plans	❑ Obtain & communicate dinner plans
❑ Updates from the IMT (IC or Operations Chief)	❑ Map / travel plan

REPORTING TO BE COMPLETED EACH DAY:	
❑ All team members sign IMT Daily Roster if required	❑ Report in to IMT daily – follow instructions
❑ Submit Formstack Daily Report (Travel days count as volunteer days)	❑ Text/Email pictures (or assign team member to text/email) to SCDR Office
❑ Formstack Incident Report and SCBC Incident Form (only if an accident/injury occurs)	❑ Give any Decision Cards to IC/IMT and submit Formstack "Follow-up Needed" Report

SPIRITUAL FOCUS FOR EACH DAY:	
❑ Morning Devotions - can be assigned to chaplains or team members, or a site devotion may be held by IC	❑ Evening Devotions/Debrief (can be assigned)
❑ Pause to rest, pray, care	❑ Look for the miracle / "Wow" moments
	❑ Call/Text/Email SCDR Director with "Wow" moments/stories, salvations, etc.

PREPARING TO DEPART SITE:	**WHEN ARRIVE HOME:**
❑ Check out at IMT office, return all work orders (can be done the evening before departure)	❑ Submit Formstack Arrival Notice OR call/text SCDR Operations Manager
❑ Submit Formstack Departure Notice	❑ Send all PI Forms to SCDR office