DISASTER RELIEF
Formstack Instructions
July 8, 2024, Revision

Definitions

- SBDR - Southern Baptist Disaster Relief
- NAMB - North American Mission Board
- IMT - Incident Management Team
- QR - Quick Response
- Texans on Mission Declared Disaster – Any disaster response where Texans on Mission has assigned a unique Disaster Number. Declared Disasters are determined by the State Disaster Relief Director.

General Information

- The SBDR Reporting System using Form Stack has been developed and implemented by the North American Mission Board. It is the reporting method for Texans on Mission deployments.
- The reporting system can be accessed from any computer, laptop or tablet.
- Each report is linked to all other reports. Once data has been entered in the original report (Roster) it is automatically linked to all other reports.
- All reports are automatically emailed to appropriate personnel. No additional distribution is required by the reporting person.
- The camera on most mobile devices can be used as a QR reader.
- There are multiple reports available. **Currently Texans on Mission uses five (5) Form Stack reports.**
  - Responding **Team Roster** Submission Form
    - ✓ Submitted as soon as team composition is known
    - ✓ Submitted any time team composition changes
  - Responding Team **Deployment Notification** Report
    - ✓ Submitted when the team or unit leaves its home location
    - ✓ Submitted when the team or unit leaves deployment site for home.
  - Reporting Team **Arrival Notification** at Deployment Location.
    - ✓ Submitted as soon as possible after arrival at the deployment location.
    - ✓ Submitted as soon as possible after arrival at home location.
  - **Daily Report**
    - ✓ Submitted daily including work, travel and rest days
  - **Incident Report**
    - ✓ Submitted as needed to report injuries or damage to property
- Each report is populated only with the information required for the selections made.

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General Instructions

- Select the appropriate link for the desired report or access the QR code.
- Enter data as instructed on the report.
- Insure accurate information. All data entered in the first report is used to populate all other reports. Incorrect information on the first report must be edited on every additional report submitted for the duration of the deployment. **Always review entered data before submitting report.**
- For all reports "Convention" will always be "Texans on Mission".
- Unit Number/Team Name – Always use the Texans on Mission Unit number of the deploying unit. The unit number is available on the Unit Agreement and is generally also displayed on the unit. Only use a team name if a unit is not being deployed (Security Teams, Feeding Teams, Assessment Teams, IMT, or Chaplain Teams). Replacement teams assigned to a Unit should use the Unit Number of the assigned Unit. Do not use both Unit Number and Team Name. For those units reporting multiple units on the same report such as Chainsaw and Man lift or Chainsaw and skid steer, insert all applicable Unit ID's in the Unit Number/Team Name field. (Example – Chainsaw and skid steer, TBRC727C-7N/TBHE720SS-7N).
- For any special or unique situations, contact the DR Reports Coordinator or DR Information Coordinator for instructions.
- Response and Site information will always be provided by Texans on Mission and will be unique for each deployment (Form Stack Briefing Sheet).
- If a report has been submitted with an error, **DO NOT** resubmit the report unless instructed to do so by the DR Reports Coordinator. The reports can generally be corrected.
- Daily Reports are required each day of deployment including work days, travel to and from the disaster site, and any "rest" days.
- For reporting purposes, all days deployed away from the unit home site including travel and rest days are considered work days. The daily report should include number of volunteers and work hours for each day. For "rest" days an 8-hour day should be used for reporting purposes. All other days will be actual hours worked or hours traveled. **The "Work Hours" field is total hours worked by the entire team for the reporting period.** Rest days are only reported for those units that are deployed requiring overnight stay. Units commuting each day do not submit a report on days the unit is not working.

Formstack Instructions

Local Units

- Local Response
  - Any Texans on Mission unit responding to a TXM declared disaster but not requiring support (lodging, feeding, etc.)
    - ✓ **Response: As assigned by Texans on Mission and indicated on Briefing Sheet**
    - ✓ **Site: 2023 – Texans on Mission Local Responses**.
    - ✓ Daily Reports, Rosters, Deployment Report, Arrival Report and Incident Report are required.
  - Any Texans on Mission unit responding to a Local but non-Texans on Mission declared disaster (Local disaster) and not requiring support (lodging, feeding, etc.). Response and site will be 2023 – Texans on Mission Local Responses.
    - ✓ **Response: 2023 – Texans on Mission Local Responses**
    - ✓ **Site: 2023 – Texans on Mission Local Responses**
  - Daily Reports and Incident Reports are required. **Rosters and other reports are not required.**
- Non-Disaster
  - Any activity by a Texans on Mission unit that is not in response to a local or Texans on Mission-declared disaster. Examples would be shower unit at a church camp, helping a senior citizen with tree issues, mission projects, etc.
    - ✓ **Response: 2023 – Texans on Mission Non-Disaster**
    - ✓ **Site: 2023 – Texans on Mission Non-Disaster**
  - Daily Reports and Incident Reports are required. **Rosters and other reports are not required.**
- Form Stack will always be used to report Texans on Mission activity in Local Responses and Non-Disasters.
- Always select the appropriate box under Activity Reporting which best describes the deployment activity (chainsaw, shower/laundry, feeding, etc.), **AND** also select the "Not Listed" box which generates an additional drop-down box. Use that box to define the response reason and response location. (Example: Tornado Damage in Denton; High Wind damage in Amarillo, Tornado Damage in LaGrange, etc.)
- Always complete the various "Jobs Completed" fields as appropriate.

Rebuild Instructions

- Form Stack will always be used to report Texans on Mission Rebuild activity.
- Response will always be "**2023 – Texans on Mission Rebuild**" or current year.

- Site (Location) will be unique for each deployment. For example: "**2023 – Texans on Mission Rebuild – Dallas Area**".
- The **Daily Activity Report** and **Incident Report** (if needed) are the only required reports. Rosters and other Formstack Reports are not required.
- Always select the "Rebuild" box under Activity Reporting. This provides a field ("Repair/Rebuild Jobs Completed") to report number of jobs completed.
- A Rebuild job is considered complete and should only be reported when all planned activity is complete and the homeowner has been presented a Bible.
- A new Texans on Mission Disaster Relief Number will generally not be assigned for Rebuild Deployments. The Rebuild DR number will be the DR number assigned to the original disaster that resulted in the Rebuild activity with an "R" added to indicate Rebuild.

Responding Team Roster Submission Form

- The Team Roster Report should be submitted as soon as team composition has been identified and could be several days prior to departure.
- It is not necessary to submit a new roster when team members depart, **only** when new team members are added.
- Always select the "substitute Roster" box when submitting a revised roster.
- For Chainsaw, Fire Recovery, Flood Recovery, Repairs, Temporary Roof and Heavy Equipment – Select Recovery, then select the appropriate specialty.
- If Heavy Equipment specialty is selected also select the blank for Heavy Equipment type (Skid steer, Mule, ATV, Tractor, etc.) **Note: Man-lifts are not considered heavy equipment.**
- For Security Teams and Box Units – Select Other and then complete the blank with the appropriate specialty.
- If the roster is available in a separate MS Excel, MS Word, PDF, JPG or Text file, that document may be up loaded into the Roster form. To upload team roster – Select "Yes" in the appropriate box. The team roster file must be located on the same device from which the report is being generated. Select "Browse" and then select the file on your device containing roster. If the volunteer list changes, update the file, and then resubmit list. This is the preferred method of roster submission.
- After submission of the Team Roster Form the reporting person will receive an email with a copy of the report and a link to the Responding Team Deployment Report. All information entered in the Team Roster Form will automatically populate the Responding Team Deployment Report.

Responding Team Deployment Report

- This report is submitted when the team or unit departs for the deployment location and when the team or unit departs the deployment location for Home.
- After submission of the Responding Team Deployment Report the reporting person will receive an email with a copy of the report and a link to the Responding Team Arrival Report and the Daily Activity Report. All information entered will automatically populate the "next" report.
- If the team anticipated arrival is changed by more than one (1) hour (+ or -) the form should be resubmitted with updated information.
- **A DEPLOYMENT REPORT IS REQUIRED FOR TEAMS AND UNITS RETURNING HOME**.
  o **Always check the "returning home" box**.
- Note: A Daily Activity Report is required for all deployed days, including travel. For travel days, the selected activity should be "Travel Only".

Reporting Team Arrival Notification Report

- This report is completed as soon as possible after arrival at the deployment location and as soon as possible after arrival at Home.
- Once the Reporting Team Arrival Notification Report has been submitted a return email will be sent to the reporting person with a link, if needed, to the Daily Activity Report.
- Note: A Daily Activity Report is required for all deployed days, including travel. For travel days, the selected activity should be "Travel Only".
- **AN ARRIVAL NOTIFICATION REPORT IS REQUIRED FOR ALL TEAMS AND UNITS RETURNING HOME.**
  o The "Location" will always be "Not Listed" and then fill in the blank with home location.

Daily Activity Report

- This report is completed at the end of each deployed day. Once the Daily Activity Report (first day) has been submitted an email will be sent to the reporting person with a link for the next day report. If a Daily Report is missed, a report may be submitted that covers several days.

- This report is required for all deployed days, including travel. For travel days, the selected activity should be "Travel Only".
- This report will display information only for the Activities selected.
- "Mud out" – Select "Flood Clean Up".
- "Boxes" – Select "Mass Distribution".
- "Asset Protection" – Select "Security".
- "Ash out" – Select "Fire Clean up".
- Data fields will only be displayed for those activities selected. More than one activity may be selected if report is being provided for multiple functions. (such as chainsaw and heavy equipment).
- Chaplaincy should be selected if a trained Texans on Mission chaplain has been assigned to your team or IMT or for "stand alone" chaplain teams.
- A "Daily Activity Report" is required for all deployed days including travel and non-work (rest) days. For travel days, the "Activity Reporting" will be "Travel Only" and work hours will be actual hours traveled. For non-work (rest) days the "Activity Reporting" will be "Not Listed". The activity will then be "rest day" and for reporting purposes, work hours will be 8 hours per day per person. Rest days only apply if the unit is deployed. If a unit is at its home location for a rest day no report is required.
- Ministry contacts by a chaplain assigned to a team should be reported under "Chaplaincy Contacts" while ministry contacts by team members should be reported under "Ministry Contacts".
- "Work Hours" – Total hours actually worked by all volunteers on the team during the reporting period including SBDR and non SBDR volunteers. For travel days, work hours will be actual hours traveled. For rest days, an 8-hour day should be used. All other days will be actual hours worked.
- "Heavy Equipment Hours" – Total hours Heavy Equipment is in use. Heavy Equipment includes Skid steer, Mule, ATV, Tractor, etc**. Note: Man-Lifts are not considered Heavy Equipment.**
- Incident Command/Operation/Site Management. When this activity is selected a series of fields under "Cleanup/Recovery Snap Shot" are displayed. Only the appropriate fields that reflect the current deployment should be completed. The requested information should be available from the Work Request Tracking system if the IMT is using that tool.
- Illness, Injury, Property Damage, Other. If one of these events occur, the appropriate box should be checked. When the Daily Report is submitted Form Stack will direct you to the SBDR Incident Report Form. The Incident Report

should be completed in as much detail as possible. It is a mandatory report. Form Stack will not process the daily report until the incident report is completed.

- Professions of Faith and Other Decisions should be recorded in the appropriate fields. If decisions are reported the "Yes" box under "Needs Followup" should also be checked. This provides a drop-down text box, "People to Follow Up", to enter name (first and last), address (City, State, Zip), contact information (Telephone Number), Approximate age, and description of decision. The Disaster Relief Decision Card should also be completed and returned to the IMT Chaplain or local church if IMT not on site.
- If any of the decision fields are completed, Form Stack will direct you to an Evangelistic Response Form. **Texans on Mission is not using this form – Do not complete.** Simply delete the form and the Daily Report will be automatically submitted.
- For those units reporting multiple units on the same report such as Chainsaw and Man lift or Chainsaw and skid steer, insert all applicable Fleet ID's in the Unit Number/Team Name field. (Example – Chainsaw and skid steer, TB RC 727C/TB HE720 SS).

Incident Report

- This report is completed anytime any box under "Items to Report" on the Daily Report is selected including Injury/Illness, Property Damage, and Other.
- It is a mandatory report and form stack will not submit the associated daily report until the Incident report has been completed.
- If submitted from the Daily Report the contact fields are populated from the Daily Report information.
- The Incident Report can also be used as needed as a "stand alone" report.
- If the Incident Report is submitted as a "stand alone" report all field must be completed at time of submission.
- The report should be completed with as much detail as possible.
- Convention DR Director is the Texans on Mission State Director.
- Use the "Injuries" field, "Damage Description field", or "What happened field" to include information such as: treated on site, took to hospital, called police, took day off, vehicle undrivable, etc.

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Reporting Links

Responding Team ROSTER

- https://SBDR.formstack.com/forms/team_roster_form

Reporting Team DEPLOYMENT

- https://SBDR.formstack.com/forms/deployment_notification

Reporting Team ARRIVAL at Deployment Location

- https://SBDR.formstack.com/forms/arrival_notification

DAILY Activity Report Form

- https://SBDR.formstack.com/forms/daily_report

Incident Report

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- https://SBDR.formstack.com/forms/Incident_report