

Texas Baptist Men

Disaster Relief

Form Stack Instructions

Definitions

- SBDR Southern Baptist Disaster Relief
- NAMB North American Mission Board
- IMT Incident Management Team
- QR Quick Response

General Information

- The SBDR Reporting System using Form Stack has been developed and implemented by the North American Mission Board. It will be the reporting method for all TBM deployments.
- The reporting system can be accessed from any computer, laptop, tablet, or Smartphone with cell service availability.
- Each report is linked to all other reports. Once data has been entered in one report 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. Additional addresses can be added as needed by the State Disaster Relief Director.
- Summary reports are automatically generated and are available to the IMT, State DR Director and other designated individuals.
- A QR reader App (QR Reader) is available free of charge from the I-phone App Store and other mobile devices.
- Smart Phones and Tablets:
 - An app is available for most smart phones and tablets. The app is “SBDR Responds” and is available free of charge from the appropriate app store.
- On the “Team Roster” and “Deployment” reports use the following procedure for “Unit/Team Type”
 - 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 complete the blank for Heavy Equipment type (Skid steer, Man Lift, Mule, ATV, Tractor, etc.)
 - For Security Teams and Box Units – Select Other and then complete the blank with the appropriate specialty.
- There are five (5) Form Stack reports used by TBM.
 - Responding Team Roster Submission Form
 - ✓ Submitted as soon as team composition is known
 - Responding Team Deployment Report
 - ✓ Submitted when the team or unit leaves its home location
 - Reporting Team Arrival at Deployment Location
 - ✓ Submitted as soon as possible after arrival at the deployment location
 - Daily Activity Report
 - ✓ Submitted daily including travel and rest days
 - Incident Report
 - ✓ Submitted as needed to report injuries or damage to property

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- Each report is populated only with the information required for the selections made.

General Instructions

- Select the appropriate link for the desired report, access the QR code with a QR code reader, or select the desired report from the smart phone app.
- Enter data as instructed on the form.
- 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 each new report submitted.
- For all reports “Convention” will always be “Texas – TBM”.
- Other states should always select their respective convention.
- Unit Number/Team Name – TBM Unit number as it appears on the Statement of Understanding (Unit Agreement). Only use a team name if a unit is not being deployed or if this is a replacement team. Do not use both Unit Number and Team Name, use only one or the other. In either case the exact same Unit Number or Team Name should be used on all reports.
- 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 HE 720 SS).
- Response and Site information will always be provided by TBM and will be unique for each deployment.
- If a report has been submitted with an error, DO NOT resubmit the report unless instructed to do so. The reports can generally be corrected.
- Daily Reports are required each day of deployment including 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.

Non-Disaster Instructions

- Form Stack will be used to report TBM activity in non-disaster responses.
- Response will always be “2017 – TBM Non Disaster” or current year
- Site (Location) will always be “Tx – 2017 TBM Non Disaster” or current year.
- The daily activity report will be the only required report.
- Always select the appropriate box under Activity Reporting which best describes the deployment activity (chainsaw, shower/laundry, etc.)
- In addition, always select the “**Not Listed**” Box under Activity Reporting.
- When “Not Listed” is selected, two (2) drop down boxes are generated.

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- Box 1: “Type of Activity” – This is a description of the deployment activity. The same description should be used as the box selected under Activity Reporting. If an appropriate Activity Reporting box has not been selected, a description of the activity should be included here.
- Box 2: “Other Activity Report” - Provide the following information about the Non-disaster deployment. Please provide as much detail as possible.
 - ✓ Description of work (Cooking Pancakes, Cutting trees, Providing showers, etc.)
 - ✓ Person/Organization benefitting from the deployment (Pastor of FBC, John Doe, Paramount Baptist Church, Beach Reach, etc.)
 - ✓ Deployment Location (City, State)

Responding Team Roster Submission Form

Link: https://SBDP.formstack.com/forms/team_roster_form



- This report should be submitted as soon as team composition has been identified and could be several days prior to departure. If additional team members are added, the report should be resubmitted, however, only new volunteers should be included in the resubmitted report. It is not necessary to submit a report when team members depart, only when new team members are added.
- If a separate MS Excel, MS Word, PDF, JPG or Text file is available, that document may be up loaded into the form.
- Unit Number/Team Name – TBM Unit Number. If team is travelling without a unit, enter a team name. Do not use both Unit Number and Team Name, use only one or the other. In either case the exact same Unit Number or Team Name should be used on all reports.
- 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 HE 720 SS).
- 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.

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Responding Team Deployment Report

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



- This report is submitted when the team departs for the deployment location.
- 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.**
 - **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

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



- This report is completed as soon as possible after arrival at the deployment location.
- 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.**
 - The “Location” will always be “Not Listed” and then fill in the blank with home location.

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Daily Activity Report

Link: https://SBDR.formstack.com/forms/daily_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.
- “Mudout” – Select “Flood Clean Up”.
- “Boxes” – Select “Mass Distribution”.
- “Asset Protection” – Select “Security”.
- “Ashout” – 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 TBM 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 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.
- 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.

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- 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 until the 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 names, addresses, and contact information for those making decisions.
- 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 HE 720 SS).

Incident Report

Link: https://sbdr.formstack.com/forms/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 Terry Henderson.