



Disaster Relief Operation Assignment Sheet

Information for DSHR members assigned to a Disaster Relief Operation. Information should be obtained before leaving home, provided by the chapter, service area, national headquarters, CrossNet, and news sources.

Disaster Name: _____ DR #: _____

Type of Disaster: _____ Disaster Location: _____

Information known about the disaster:

Hardships on this assignment that will affect me personally:
(Please refer to the Hardship Conditions for Disaster Workers)

1	2	3	4	5	6	7	8	9	10	11	12	13
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I have been recruited and assigned:

Work Location: _____

Group	Activity	Position	Specialty Track (if known)

Steps to arrive at the DRO:

1. Obtain a Disaster Staff Card from my chapter if nationally funded, or an advance, if applicable.
2. Activate my Disaster Staff Card (follow instructions in brochure) or cash my advance check.
3. Make arrangements to travel. **Note:** It is not necessary to *arrive* at the DRO within 24 hours (unless you are part of specific team where a certain arrival time is required); but you should *begin* your travel within 24 hours of assignment.

Travel to City: _____ State: _____ Airport: _____

4. If traveling by rental car or POV, provide chapter with your ETA on the DRO.
5. Obtain rental car information if traveling by rental.

Rental Agency: _____ Pick Up Location: _____

Pick Up Date: _____ Confirmation # _____

Notes: Do NOT purchase additional insurance. Do NOT use a personal credit card to obtain the vehicle, as the vehicle is direct billed. If request made for a credit card, reservation is incorrect. Exception: Vehicles obtained from National WILL require a personal credit card and the vehicle charges will be billed to your personal credit card as no national agreement exists. Register the vehicle with Material Support Services upon arrival at the DRO.

Call World Travel/BTI toll free at 1-866-886-3013 to make travel arrangements 1 hour after being assigned if traveling by air.

Date: _____ Airline: _____ Flight # _____ Departs: _____ Arrives: _____

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Confirmation #: _____

Notes: Name on air ticket MUST match your DSHR record *and* your identification. If you have trouble with ticketing or other air travel issues contact World Travel/BTI (24/7), do NOT pay for ticket or make other arrangements as you will not be reimbursed.

6. Assignment position, responsibilities and location understood.
7. Have shared travel and assignment information with my emergency contact.
8. Essential work and personal items packed. Make sure you have identification and any licenses you may need to perform your assignment.
9. Pre-deployment materials obtained and reviewed.
10. **Upon arrival in the DRO area**, call the DR Info Line toll free at 1-888-673-8395, make notes on the back and follow the instructions. Make sure you write down the Staff Services Phone Number from the DR Info-Line information:
