

**Southern Baptist Disaster Relief
Daily Unit Report Form**

DR # _____

Date _____ Time _____

Unit Name/Number _____

Type of Unit _____ Location _____

Reporting Individual's Name and Cell Phone: _____

Volunteer Count

- a. _____ Number of team members at start of day
- b. _____ Number of team members who arrived today
- c. _____ Total number of team members onsite today
- d. _____ Number of local community volunteers who worked today
- _____ **Total volunteers who worked today** (add lines c and d)
- _____ Number of team members who departed today

Food Service Report

Meals Prepared (a)	Serving Line (b)	ERVS (c)
Breakfast _____	Breakfast _____	Breakfast _____
Lunch _____	Lunch _____	Lunch _____
Dinner _____	Dinner _____	Dinner _____
Total (a) _____	Subtotal (b) _____	Subtotal (c) _____
_____ Total meals served today (add columns b and c)		

Cleanup and Recovery Report

- a. Number of jobs completed to date (from beginning) _____
- b. Number of jobs completed today _____
- c. Number of jobs remaining _____

Child Care Report

Total number of children served _____

Shower/Laundry/Water Units Report

Total number of showers _____

Total number of laundry loads _____

Total number of gallons of water purified _____

Communications Report

a. HF messages _____

b. Reports _____

c. Hours on duty (per operator) _____

d. Total Traffic _____ (a + b)

Illnesses, Accidents, Problems, Suggestions or Concerns

- a. If illness or injury, give name of person and nature of problem and file an incident report.
- b. if an equipment problem, give name and nature of problem.

Staff Meetings and Debriefings

Morning Meeting/Devotions _____ yes _____ no Evening Meetings/Devotions _____ yes
_____ no

Other Meetings: (list topics discussed)

Evangelistic/Ministry Opportunities