

DISASTER RELIEF SHIFT SCHEDULE

Location: Sector 4 - Distribution Hub

Date: _____ / _____ / 20____

SHIFT TIME	VOLUNTEER NAME	ROLE / ASSIGNMENT	CONTACT / HANDOVER NOTES
06:00 - 10:00		Logistics Lead	
06:00 - 10:00		Food Distribution	
10:00 - 14:00		Logistics Lead	
10:00 - 14:00		Medical Triage	
14:00 - 18:00		Sanitation/Waste	
14:00 - 18:00		Supply Intake	
18:00 - 22:00		Security/Safety	

SHIFT TIME	VOLUNTEER NAME	ROLE / ASSIGNMENT	CONTACT / HANDOVER NOTES
18:00 - 22:00		Shelter Coordinator	

Emergency Contacts & Procedures

Site Supervisor:

Name: _____

Phone: _____

Medical Emergency:

Radio Channel: _____

On-site Unit: _____

Check-out Protocol:

1. Sign out at desk
2. Brief relief staff