

Steps to follow for Check-in With a Volunteer Who Has Returned From A Disaster Assignment:

1.) You will get a call from the Chapter, or Diane Bridgeman/or a coordinator to let you know when the person is returning from their assignment & their #.

2.) Call the volunteer the next day and arrange a time to meet – ideally within a day or two of their arrival home. Some people have had more challenging experiences and will need to be seen right away.

3.) If your schedule precludes you from seeing the returning volunteer right away, please let the person who called you know so an appointment can be arranged with someone else.

4.) It is always preferable to do an in -person post-check-in. However, if the returning volunteer prefers talking with you by telephone, please accommodate them accordingly, as it is better to check-in with them by telephone than not at all. Reminder, we are using a psycho-educational, stress-reduction model not psychotherapy in our post assignment check-ins.

5.) It is better to meet with the returning volunteer at your office, though if necessary you can arrange for a room at the ARC Chapter. For the latter, be sure to give advance notice in order to reserve an available room.

6.) If the returning volunteer does not want to meet with you in person or by telephone, try to offer a few suggestions about transitioning and self-care and let it go at that. Do report a limited, or refusal for a check-in, or if you are unable to make contact.

7.) It is customary to schedule a follow-up interview, which can be done by telephone if this works better for both of you.

8.) Ideally, the same person conducts both the check-in and follow-up interviews, though we are aware that circumstances may prevent this.

9.) You are not expected to keep notes on these check-ins. If you detect something more serious during the interview, you can suggest that the volunteer consider seeing a therapist in the community and give them #'s from our community reference list, or for example, the MBPA (831) 429-7799, or CAMFT (831) 429-7786 Info & referral numbers or you areas' local counseling numbers.

10.) We sometimes bring a group of volunteers who have had similar experiences together, if they are comfortable in a group setting. This would generally be in addition to an individual check-in, though this is not always the case.

Also see ARC doc. #4472 &73, 12/91 “Emotional Health for Workers”. D. Bridgeman, Ph.D. – [drdianebridgeman@hotmail.com](mailto:drdianebridgeman@hotmail.com)., ed. J. Kaupp, Ph. D.