

Southern Baptist Disaster Relief



Feeding Unit Training Manual

Disaster Relief Group, South Carolina Baptist Convention

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Philosophy

The purpose of Southern Baptist Disaster Relief (SBDR) efforts can be summed up by looking at biblical accounts of Jesus' teaching and healing, such as feeding the multitudes, the parable of the Good Samaritan, and urging followers to minister to others in a variety of ways (Matthew 25:32-46).

Southern Baptist Disaster Relief is Christian love in action, responding to hurting persons and seeking to alleviate their needs whatever they may be. Disaster relief involves caring people responding to hurting people in a timely way. James 2:14-18 is one of many scriptural foundations for Southern Baptist Disaster Relief.

Logo

The South Carolina Southern Baptist Disaster Relief logo incorporates both physical and spiritual ministry as exemplified by Jesus.



The fish represents the spiritual aspect of ministry. Early Christians used the sign of the fish as a mark of identification, especially during times of persecution. Later, the letters of the Greek word for fish, ichthus, were used to form an acrostic. Each letter in "ichthus" is the first letter of another Greek word. Traditionally, the acrostic meant Jesus Christ, God's Son, the Savior.

The head of wheat represents bread: food, physical ministry.

The shield, which forms an arch over the wheat and the fish, represents the scope of cooperation by Baptists in disaster relief ministry.

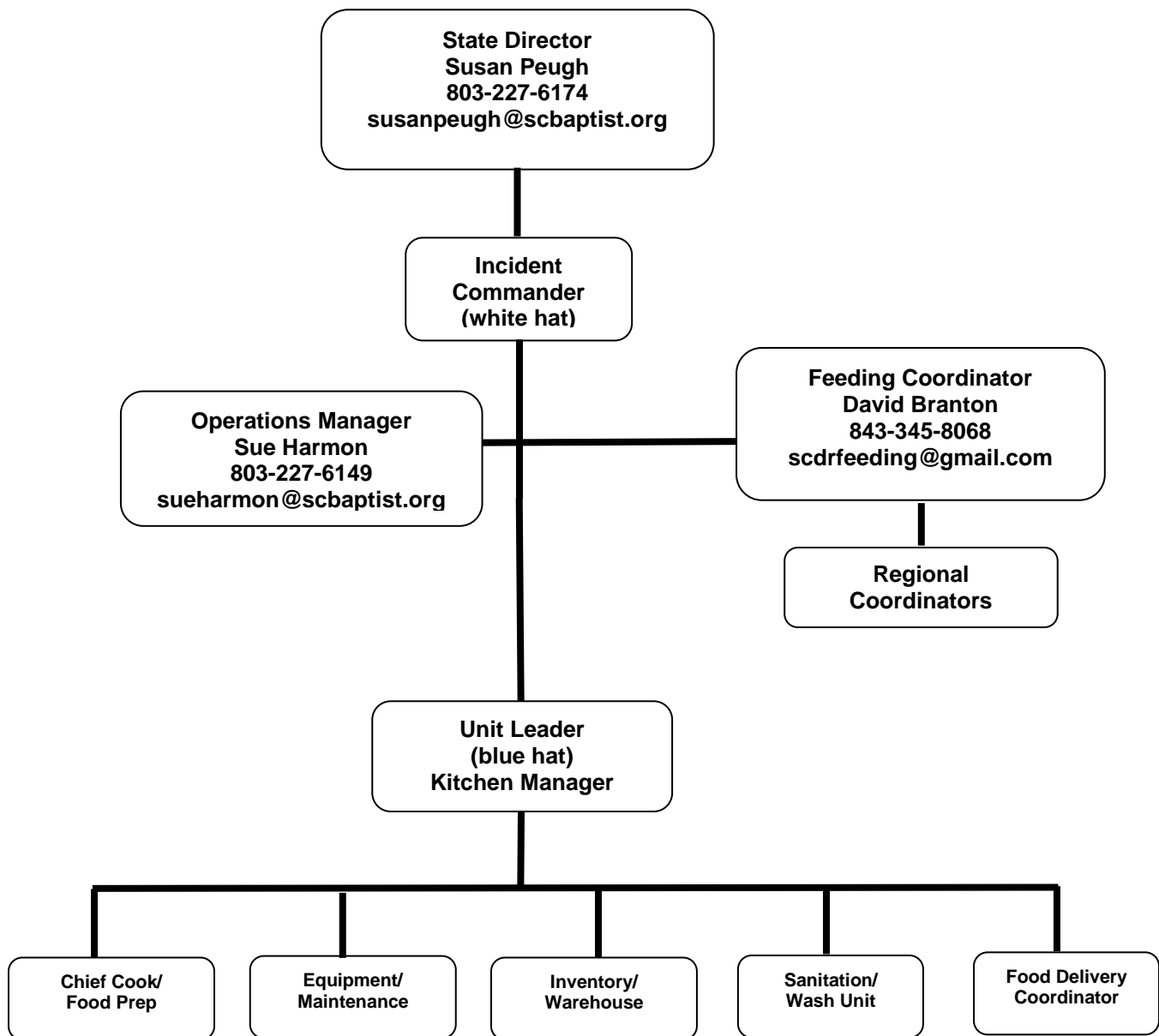
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Purpose

The purpose of this feeding manual is to provide guidance and information for disaster relief volunteers engaged in feeding operations to promote and ensure consistent procedures for the safe storage, handling, preparation, and distribution of food to disaster clients and workers. The manual is designed as a resource to support state conventions disaster relief and to supplement state conventions training endeavors. Nothing in the manual is to be construed as overriding state and local laws and regulations,

nor are the guidelines designed to replace appropriate procedures currently being used in state convention disaster relief training.

Organizational Chart of SBDR Feeding



SC BAPTIST DISASTER RELIEF MASS FEEDING

190 Stoneridge Drive, Columbia, SC 29210

Susan Peugh, State Director

803-227-6174 susanpeugh@scbaptist.org

Sue Harmon, Operations Manager

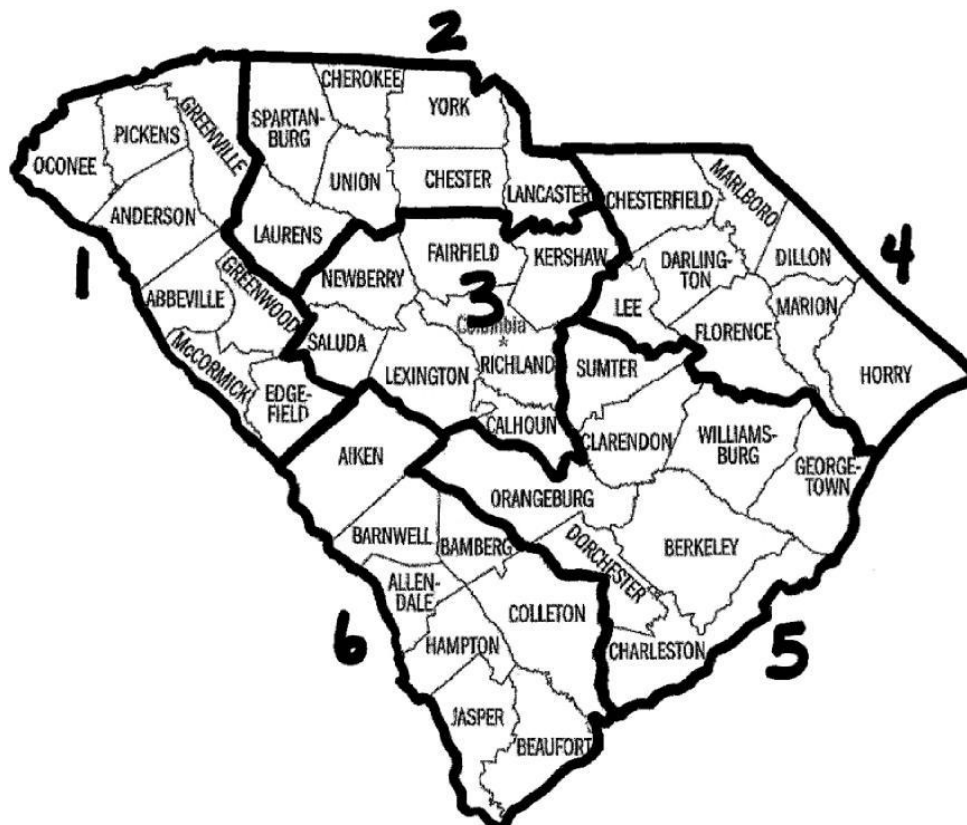
803-227-6149 sueharmon@scbaptist.org



SOUTH CAROLINA DR REGIONS

David Branton- STATE FEEDING COORDINATOR - 843-345-8068 - scdrfeeding@gmail.com

REGION	APP. CENTER	COORDINATOR	PHONE NUMER	E-MAIL	KITCHEN ASSIGNED
1	Greenwood	Dwight Herring	864-377-1135	dwightherringscdr@gmail.com	Lakelands
2	Spartanburg	Cameron Wooten	859-333-3260	cameronwooten.missions@gmail.com	Upstate
3	Columbia	Joye Bailey	803-920-0485	baileyjj@mail.com	TDB
4	Florence	Pam Stallings	843-616-0337	pamstallings0329@gmail.com	Florence/ Hebron
5	Charleston	Ron Bycroft	843-670-7173	ronbycroft@gmail.com	Charleston
6	Harleyville	Kevin Crafton	843-364-7355	scdrregion6@gmail.com	Screven



Incident Commander (White Hat)

The incident commander is the leader of the ICS (Incident Command System) team. The incident commander should have NAMB ICS training and additional NIMS (National Incident Management System) training such as ICS-100, ICS-200, and IS-700 training (www.fema.gov). An incident commander should be able to demonstrate knowledge of food safety principles as outlined in the FDA (Food and Drug Administration) Food Code*. Being a Certified Food Protection Manager is one way to demonstrate this knowledge.

Feeding Coordinator

This position coordinates the field kitchens and is direct liaison to activating agencies (state/county EOC, The Red Cross, The Salvation Army).

Unit Leader (Blue Hat)/Field Kitchen Manager

Unit Leaders (Blue Hats) /Field Kitchen Managers are part of the ICS team. Unit Leaders should have a ServeSafe Manager certification.

Feeding Unit Disaster Relief Volunteer (Yellow Hat)

A feeding unit disaster relief volunteer should be trained by the state convention in a comprehensive training program based on ServeSafe principles and disaster relief field operations.

Unit Specifications

Type I (D) feeding unit

- Capacity to prepare above 20,000 meals per day
- Equipment will include four to six 30-gallon (or larger) pieces of cooking equipment
- Six convection ovens or equivalent equipment (tilt skillet, steamer, kettle, or combination convection oven/steam oven)
- Recommended minimum 50 volunteers

Type II (C) feeding unit

- Capacity to prepare up to 20,000 meals per day
- Equipment will include three or four 30-gallon (or larger) pieces of cooking equipment
- Four convection ovens or equivalent equipment (tilt skillet, steamer, kettle, or combination convection oven/steam oven)
- Recommended minimum 40 volunteers

Type III (B) feeding unit

- Capacity to prepare up to 10,000 meals per day
- Equipment will include two 30-gallon (or larger) pieces of cooking equipment
- Two convection ovens or equivalent equipment (tilt skillet, steamer, kettle, or combination convection oven/steam oven)
- Recommended minimum 30 volunteers

Type IV (A) feeding unit

- Capacity to prepare up to 5,000 meals per day
- Equipment will include stove burners, cookers, and double boilers
- One convection oven or tilt skillet
- Recommended minimum of 15 volunteers

All unit capacities use either canned or pre-cooked frozen food.

The unit should be able to sustain this type of production for two weeks based on a 12-15 hour day and preparation of two meals a day.

Site Selection for a Mass Feeding Response

Operations are usually set up at a Southern Baptist church facility, but on occasion kitchens have been set up at facilities of other denominations, armories, recreation buildings, schools, and parking lots. Church facilities are usually pre-selected by the state director or NAMB. The Blue Hat/Field Kitchen Manager, in coordination with a facility representative, determines how to set up the site. Here are some factors that should be considered to accommodate a mass feeding operation.

1. **Space** – No matter which class feeding unit you have, there must be sufficient room to set up the unit and auxiliary equipment, including storage units.
2. **Location** – The location must be close enough to the affected disaster area that food can be transported or clients/disaster survivors can be served on site. The location must be safe and secure both day and night.
3. **Buildings** – Buildings must be large enough to house the disaster relief volunteers. It is desirable to have multiple rooms for sleeping, but sometimes an open gym is all that is available. We use what is available for sleeping quarters.
4. **Restrooms** – A sufficient number of restrooms should be provided for the volunteers. If restrooms are not available, portable restroom/hand wash stations should be provided in sufficient numbers to handle the volunteers.
5. **Shower units/laundry units** – If the church facility does not have adequate showers, a shower unit will be brought in for the volunteers. (Note: If the public will be using these facilities, they must be set up so they can be accessed without going through the disaster relief sleeping and food processing/storage areas.)
6. **Traffic flow** – The operational area should be set up so The Red Cross emergency response vehicles (ERVs) or The Salvation Army canteens can drive up to drop off dirty food containers (cambros) and continue to the loading area and exit without backing up.
7. **Parking lot** – The parking lot must be able to handle commercial vehicles. Boards, (2x12) must be placed under the landing gear of trailers to prevent damage.
8. **Parking** – Consider the number of volunteers and visitors in addition to the feeding equipment and inventory areas.
9. **Serving line** – There may be a request to set up a serving line to feed the local community.
10. **Water supply** – Confirm that the water supply is potable and adequate.
11. **Gray water** – Access to the sanitary sewer for the unit's gray water is a necessity. Most drain fields are not capable of taking the gray water volume that will be dumped during a large operation. When there is no sanitary sewer access, consult with local authority regarding disposition of gray water. Gray water relates to water used for showers, hand washing, and kitchen cleanup.
12. **Electricity** – All units should carry generators that are large enough to power their complete operation.
13. **Commercial dumpster** – The site must have adequate space for commercial dumpsters located away from the food preparation area.
14. **Written approval** – A Facility Agreement (see appendix) should be completed by a representative of the facility and the unit. TRC/TSA equipment may also be on the grounds using the facility. When TRC personnel/equipment is on site, the appropriate TRC/TSA Use Agreement should also be signed (see appendix). Pre-inspection and post-inspection forms should be used. Copies of the agreements/forms should be kept on the units. Generally, material support services of TRC are responsible for the facility agreements. However, if TRC is not present at the beginning of the operation but will be on site, the Baptist unit director is authorized to complete the agreement on behalf of TRC.

Food Ordering

- Blue Hat/Field Kitchen Manager places order before 2 pm with the SCBDR Feeding Coordinator.
- A menu plan has been prepared to assure 8 oz. entrée, 6 oz. vegetable, and fruit portion agreement with TRC/TSA/SCBDR
- Utilize US Foods and/or Sysco preplanned order forms and/or electronic ordering when possible.
- Be practical when ordering, considering equipment, personnel, and number of meals required. Always coordinate food orders with inventory already on hand.
- Order only precooked meat products. We do not have the equipment, training or capacity to safely prepare raw meats.

Menu Planning

- The Blue Hat/Field Kitchen Manager will plan the daily menus in coordination with the TRC/TSA/IC on site leader, head cook and/or inventory personnel.
- Remember some food products take much longer to prepare than others. Plan one easier and one harder meal per day.
- Plan menus that will utilize all cooking equipment (convection ovens as well as tilt skillets) to maximize output.
- Take into consideration regional food preferences.
- Meal counts-Transfer meal count the google sheets Inventory Control.

HEAD COOK

- Locate your work area in a quiet area away from traffic and noise
- Meals- top priority is to plan all meals with inventory on hand when meal counts are given.
- Insure all meet Red Cross guidelines.
- Plan meals with the Unit Leader so both Ovens and Skillets can be used in preparing meal for more efficiency.
- Supervise Cooking- work under the tent to insure cooking is done correctly.
- Red Cross/Salvation Army-keep them in the loop on menus, discuss projected meal counts and get list of ERV routes to be filled. Be sure to ask order to fill as this is the responsibility of TRC or TSA. Typically, ERV's with the longest drive times need to be filled first.
- Make daily list of all ERV route numbers, amount of meals for each and the order to be filled and give to the Cambro team Leader to be filled.
- Inventory- oversee that an accurate inventory is taken and entered on Inventory google sheet asap. Enter all drawdowns in spread sheet as to have a accurate up to date balance.
- Food Orders- The Unit Leader will contact the Mass Feeding Coordinator to insure there is always product on hand. There is a 24 hour lead time on food deliveries on week days.
- Cambro Labels- as soon as ERV counts are received make out a label for each Cambro that will be needed. Fill out entirely except for time and temp. Put small letters on bottom of label, L for Lunch, D for Dinner, C for Convection Oven or T for Tilt Skillet. Be sure to include onsite meals. HAVE COMPLETE BEFORE START OF NEXT DAY.
- Cambros needed- Give number needed for both meals to Unit Leader.
- ERV staging- check to insure all menu items are loaded for each route.
- Onsite meals- oversee feeding of all volunteers onsite.

NOTES- 1 gallon (128 Oz) has 21- 6 oz and 32- 4oz. servings
CAMBRO CAPACITY-24 QUARTS (768 oz.) 128- 6oz or 192- 4oz servings.

Food Preparation and Distribution

Preparation

To produce the number of meals needed during a major disaster, canned and/or frozen precooked food is used. The following guidelines should be remembered.

- Meats, and vegetables are usually frozen and rarely in #5 or # 10 cans.
- Individual servings of fruit/pudding in 4 oz. cups are required, fruit will not be served from number 10 cans due to food safety issues.
- Frozen, precooked (freezer to skillet only) will be used.
- Frozen, precooked foods which require thawing prior to heating must be thawed under refrigeration at 41° F or less. This process usually takes about three days.
- When using frozen foods three to four refrigerated units are needed for the stepdown process of thawing. Partitioned refrigerated units aid in the processing of frozen items.
- Commercial quality can openers are necessary for large food operations.
- Southern Baptist feeding units **cannot handle raw meats or vegetables** because of food safety issues. Cooking times for raw products would severely reduce the production capability of the units.

Distribution

Prepared food distribution can be accomplished in several ways. Southern Baptist kitchens prepare the food, which is transported in Cambro's® to maintain the proper serving temperature.

- The Red Cross distributes the food through their Emergency Response Vehicles (ERV's) on set routes, to fixed feeding sites, or to shelters.
- The Salvation Army distributes the food from their Canteens, fixed feeding sites, or to shelters.
- Local churches or community resources may distribute the food from fixed feeding sites as can the Feeding Unit.
- Fixed feeding sites bring the food closer to the disaster survivors.

CAMBRO TEAM

- Upon arrival- Do turn over with departing team. Locate liners, Cambro staging area, Meet Red Cross person cleaning Cambro's.
- Cambro Cleaning- Make sure Red Cross are cleaning and staging them in the proper area. Insure if they are cleaning all gaskets and where they will be stored.
- Set up Station- Use 10'x15' yellow tent for staging. Have 2-6' tables set up (with liner shelf under one) with team box and Cambro liners. Set up station as close to clean

Cambros as possible. Stage clean gaskets on one table. Keep in trash bags to keep sanitized.

- Cambro Gaskets- Install under tent. Take directly to cambros. Latch down.
- Team Box- Refill supplies at end of each day to be ready for next day. If more needed inform head cook.
- Cambro Labels- After the evening meal secure next day's counts from Head Cook and make out all Cambro labels for the next day's meals.
- Cambros- Use heat gun to dry top good then attach filled out label. Make sure to start with Lunch labels. Use tape if need to secure labels. Open Cambro, put liner inside. Open liner so cooks won't have to. Put all of the liner inside so as not to contaminate. Replace lid and fasten one holder on each side (one on serving lid) to secure.
- Stage all cambros by meal in staging area. Take labeled Cambros with liner to cooking staging stations when requested. Use the Prep table isle. DO NOT WALK THRU COOKING AREA.
- Be sure to put Cambros in right cooking area with the longest routes staged first.
- Filled Cambro's- Filled cambros will be placed outside of the tent on a pallet. Move as soon as possible to ERV pallet.
- ERV Routes- Secure list from Head Cook. DOUBLE CHECK EACH PALLET TO INSURE QUANTITY IS CORRECT and all products are on the pallet.
- TRASH/BOXES-Assist as time permits.

DURING SLOW TIMES PLEASE USE THE BREAK AREA TO GET OFF YOUR FEET AND KEEP HIGHDRATED.

THE CAMBRO AND SUPPLY TEAM ASSIST EACH OTHER DURING RUSH TIMES AS MUCH AS POSSIBLE.

SUPPLY TEAM

- Product delivery's- Take invoice directly to Admin and begin inventory of trailer and enter into Google Sheets Inventory. Use a paper copy and/or electronic Google Sheets as you draw down product.
- Draw Down of Product- after every meal meet with Admin so we can draw down on our master Google Sheets List.
- Break Area- set up to include table, snacks, drink and water cooler, Bulletin board, Chairs and snacks. Keep break area clean and stocked.

- Non Cooked Products-Insure all non cooked products (Like bread, fruit, cookies) for each meal are loaded on the ERV route Pallets.
- Staging- Stage all products to be cooked so they can be placed on Prep line early the next morning.
- Food Trailers- Keep checking temperature to insure food is keep with approved ranges. Once a day check fuel levels for fuel. Anticipate usage to insure fuel can be ordered and delivered to insure the continue running. Keep the Chart to Track Freezer Trailer Fuel and Temperature **filled out, see the appendix of this manual.**
- Report any cause of concern to Head Cook immediately.
- Trash/Boxes- As time permits help keep area outside the cooking tent clean.
- Pallet Puller- There should be one with a 40' chain on the Supply trailer to assist in moving loaded pallets in the trailers.

DURING SLOW TIMES PLEASE USE THE BREAK AREA TO GET OFF YOUR FEET AND KEEP HIGHDRATED.

THE CAMBRO AND SUPPLY TEAM ASSIST EACH OTHER DURING RUSH TIMES AS MUCH AS POSSIBLE.

Guidelines for Prevention of Accidents

To Prevent Injury

1. Do not touch electrical outlets or appliances with wet hands or while standing on a wet surface.
2. Contact the Blue Hat/Field Kitchen Manager or Maintenance team to replace worn or damaged electrical cords, plugs, etc.
3. Learn to operate mechanical and electrical equipment (coffee pots, slicers, etc.) before using them.
4. Always close drawers and cupboards.
5. Have sufficient light in work areas.
6. Never touch downed lines of any kind.

To Prevent Fires

1. Make sure there are no gas leaks before lighting a gas stove or other appliance.
2. Keep type BC or ABC fire extinguishers in convenient places throughout the cooking area. Each extinguisher should be a minimum of 5 pounds.
3. Follow safety requirements when refueling is taking place. Extinguish all fires, including pilot lights, before refueling starts. Check connections with liquid soap before re-lighting gas appliances. Avoid use of flammable cleaning fluids. Store all flammable fluids away from fires.
4. Extinguish grease fires by clamping a tight lid over the flame to starve it of oxygen. Be sure hands, arms, face, and body are protected. Never use water to put out a grease fire.

To Prevent Burns

1. Turn equipment handles away from the edges of stoves and tables to prevent tipping.
2. Wear gloves or use well-padded, dry potholders to handle pans and lids. Never use towels or aprons as potholders.
3. Wear oven mitts to remove pans from ovens. Protect arms.
4. Lift lids from hot pots slowly, the furthest edge first. Let steam escape away from face and arms.
5. Keep matches in covered cans and provide metal containers for burned matches. Preferably use long-handle butane lighters.
6. Avoid use of flammable cleaning fluids. Store all flammable fluids away from fires.
7. Extinguish grease fires by clamping a tight lid over the flame to starve it of oxygen. Be sure hands, arms, face, and body are protected. Never use water to put out a grease fire.

To Prevent Cuts

1. Provide a holder and a safe storage place for knives. Do not store knives loosely in drawers with other utensils.
2. Wash knives by themselves; do not put in dishpan with other utensils.
3. Use broom and dustpan to pick up broken glass. Wrap well, mark clearly, and place broken glass in special container for disposal.
4. Can lids should be stored in an empty can, never put loosely in a garbage container.

Safe Food Handling: Personal Guidelines

Personal

Do's

1. Wear clean, washable outer garments.
2. Wash hands frequently with soap and water and dry with a clean paper towel.
3. Wash and dry hands carefully after using the toilet.
4. Wash and dry hands carefully after smoking.
5. Keep fingernails trimmed and free of dirt.
6. Wear gloves made of proper material for the task.
7. Use forks, tongs, spoons, and ladles in handling and serving food.
8. Wear hair covering, uniform cap, or hair net at cooking and serving sites. No pins on hats or lanyards.
9. Wear Long Pants, or Skirts to protect legs from burns
10. Wear closed toe shoes.

Do Not's

1. Handle food if you have signs of disease or illness, cuts, infection, sores, diarrhea, sore throat, cold, or congestion.
2. Sneeze, cough, or blow nose or scratch scalp near food.
3. Moisten fingers by putting them in your mouth.
4. Use tobacco while working around food.
5. Touch sanitized eating utensils.
6. Take medicines in food prep or serving areas.
7. Wear aprons to the restroom.
8. Wear Shorts
9. Wear open toed shoes

Safe Food Handling: Work Area Guidelines

Work Areas

1. Follow all guidelines for food handling and sanitation.
2. Keep walking and standing areas free of standing water.
3. Keep passageways, stairs, serving areas, and work areas clear of boxes, tools, or other obstructions.
4. Remove or cover spilled grease, fat, oil, water, or food immediately. Clean area and cover if still slippery.
5. Wear suitable shoes for the occasion: low heels, treaded sole, soft soles on hard surface, waterproof in damp area, heavy duty with heavy lifting, etc. Never wear open-toed shoes.
6. Provide sufficient light in work areas. Shine a flashlight before reaching into dark places.
7. Wear gloves and aprons while using sanitation supplies or other chemicals that may affect the skin. Change gloves and aprons immediately after handling chemicals. Avoid prolonged contact with or breathing fumes from cleaning chemicals.
8. Bandage cuts, scrapes, or burns immediately.
9. To reach high places, use a stepladder. Do not stand on chairs, stools, tables, pallets, or boxes. Follow guidelines for preventing falls.
10. Disconnect electrical equipment before cleaning. Do not touch outlets or equipment with wet hands or while standing on wet ground or a wet floor.
11. Avoid barehanded contact with ice or frozen food.
12. Know proper use of mechanical and electrical appliances before using.
13. Replace worn or damaged electrical cords, plugs, connections, and bases as soon as wear or damage is discovered.
14. Keep hands and clothing away from moving parts on mechanical and electrical equipment.
15. Watches, ties, jewelry, etc., can't be worn in the food prep area. The only permissible ring is a plain band.
16. Get adequate rest, stay alert, and watch out for the welfare of others.
17. Make safety and hygiene a priority. Get plenty of fluids and nourishment so you can achieve your fullest effectiveness and that of your team's.
18. Follow all safety requirements.
19. Tow motor/forklift operators must meet the certification standards of the state convention.

Safety Guidelines for Food Handling

All persons involved in food preparation, service, or delivery at mobile feeding units must be extremely concerned about prevention of foodborne illnesses and control of sanitation and hygiene.

1. Use only clean, unspoiled foods obtained from an approved source.
2. Use a safe water supply and sanitary water delivery (lines, pipes, hoses, and containers) obtained from an approved source.
3. Maintain clean preparation facilities, tables, equipment, and utensils.
4. Maintain clean, safe, and protected serving supplies, equipment, utensils, and eating areas.
5. Protect foods and water supplies from contamination by airborne particles (dust, pollen, hair, and spores), splashing, flies, vermin, rodents, and drainage.
6. Limit use of foods that is known to be ideal media for bacteria growth: cream fillings or sauces, meat salads and dressings, stuffing or hashes, baked or broiled ham, raw ground meat, meat pies, and salads with mayonnaise (potato salad, etc.).
7. Avoid foods or preparation procedures that require much handling.
8. Refrigerate perishable foods at temperatures at or below 41° F.
9. Cook to recommended temperatures (**165°-180°**) using a thermometer and process all foods in sanitary work areas.
10. **Prepare foods as near to serving time as possible and keep hot until served. We can serve food from cambros with no additional heat for 4 hours after it drops below 135 degrees or rises above 41 degrees, according to "Rules of 4."**
11. Use calibrated thermometers. (See appendix.)
12. Protect foods during delivery and when serving from unsafe cooling and contamination.
13. Dispose of refuse and waste in a safe, sanitary manner and keep it away from preparation and serving areas.
14. Maintain clean and dry storage areas free from rodents, insects, and other animals or vermin.
15. Maintain clean, safe, controlled refrigeration storage to keep foods at or below 41° F.
16. Use containers made of safe materials. Never use galvanized cans for cooking or storage, except for packages of dry staple foods.
17. Cover food and drink containers whether empty, clean, or soiled.
18. Practice meticulous personal hygiene and sanitary food handling.
19. All food handlers must wear single use gloves. To prevent contamination change gloves after any possible contamination, using restroom, handling food, touching any surface, eating, drinking, handling chemicals/garbage and when returning to kitchen area. If in doubt Change Your Gloves. Replace gloves if they become punctured or every four hours.
20. Wash hands often, with warm water of 100°F, before and after handling food, perishables, chemicals, and cleaning utensils. Use soap and dry hands thoroughly with a single use paper towel.
21. Completely clean and then sanitize work stations frequently, using a properly mixed sanitizing solution (bleach, quats, etc.) then air dry.
22. Deal with pests such as flies, bees, mosquitoes, etc., as safely as possible. Avoid spraying pesticides in food preparation and serving areas.

Sanitizing Food Service Equipment

Using Chlorine Bleach

1. Dilute mixtures of chlorine bleach and water are a common and cost-effective method for sanitizing equipment in food processing operations.
2. Equipment or articles sanitized with the solution must be allowed to drain adequately before contact with food.
3. Solutions used for sanitizing equipment shall not exceed 200 parts per million (ppm) available chlorine.
4. About one tablespoon ($\frac{1}{2}$ fluid ounce, 15 ml) of typical chlorine bleach per gallon of water is the maximum that should be used for sanitizing food contact surfaces, according to federal regulations. If higher concentrations are used, the surface must be rinsed with potable water after sanitizing.
5. Contact times of one to five minutes are usually sufficient to achieve a thorough kill, depending on the chlorine concentration and organic load.
6. Temperature of the water used to dilute and apply the chlorine as a sanitizer should be 105-120° F.

Desired chlorine concentration	Amount of chlorine bleach (5.25% sodium hypochlorite) needed	Amount of water needed
50 ppm	$\frac{3}{4}$ tsp	1 gallon of water
50 ppm	1 Tablespoon ($\frac{1}{2}$ oz.)	4 $\frac{1}{2}$ gallons of water
50 ppm	2 $\frac{1}{2}$ Tablespoon ($\frac{1}{2}$ oz.)	10 gallons of water
100 ppm	1 $\frac{1}{2}$ tsp	1 gallon of water
100 ppm	2 Tablespoons (1 oz.)	4 $\frac{1}{2}$ gallons of water
100 ppm	5 Tablespoons	10 gallons of water
200 ppm	3 tsp	1 gallon of water
200 ppm	4 Tablespoons (2 oz.)	4 $\frac{1}{2}$ gallons of water
200 ppm	10 Tablespoons (5 oz.)	10 gallons of water

Dipping Method of Cleaning

1. Scrape waste from pots and utensils into waste receptacle; dispose of waste.
2. Pre-rinse pots and utensils to prevent excess particles in wash water.
3. Wash in first compartment of sink.
 - Use soapy water, 110°-120° F.
 - Change water often and when refuse or temperature dictates.
 - Remember that detergent or soap is a cleaning agent, not a sanitizing agent.
4. Transfer to second compartment.
 - Rinse in water 110°-120° F.
 - Place small items in wire basket or pail.
 - Place container with small items in rinse water.
 - Rinse pots, pans, and utensils.
5. Transfer to third compartment.
 - Use water at least 180° F **or** sanitizing solution (see previous table).
 - Immerse for two minutes.
 - Remove and place on drain board; do not dry with a towel.
 - **NOTE: Extreme care should be taken if using the hot water sanitizing method.**
6. Store sanitized utensils, pots, and equipment thoroughly, making sure no food particles are left in containers, brushes, sponges, cloths, etc.
7. Clean floor surface of sanitation area with hot soapy water or chlorine solution. Leave no standing water.

Stock Tank Cleaning with High Pressure Hot Water

1. Rinse, scrape, or soak (spray with detergent solution) all food items before placing in the first stock tank. Remove tape from cambros and large pots.
2. Transfer to stock tank #1.
 - Blow all food items and grease from inside and outside of container with the high pressure hot water.
 - Do not use detergent in this operation.
3. Transfer to stock tank #2.
 - Rinse all items in water that is 100°F to 120°F and contains a chemical sanitation solution for 30 seconds.
 - If sanitizer is used, maintain manufacturers recommendation concentration and check levels every couple of hours by test strip.
4. Air dry items on drying racks or drying tables.

Propane, Gasoline, and Diesel

Propane

1. Transport and store LP tanks in an upright position.
2. Inspect tanks for corrosion, damage, and wear.
3. Inspect lines and appliances for wear and damage.
4. Keep fire extinguishers and first aid kit within reach.
5. Propane tanks must be secured with a chain to a fixed object.
5. Secure valves with covers when possible.
6. Keep the following nearby for refueling or inspecting tanks and connections: wrench, screwdrivers, other related tools, copper wire, flashlight, liquid soap.
7. Have tanks filled by a professional dealer or capable representative. Refuel in open area. Only essential persons should be in the area.
8. Instruct volunteers prior to start of refueling:
 - a. Extinguish fires, flames, and pilots; remove potential spark sources (electric sources, motors, static electricity). Make sure generators are shut down.
 - b. Evacuate away from unit.
 - c. Do not offer to help, or help when asked.
 - d. No smoking anywhere in area by anyone.
 - e. Warn guests and insist upon strict compliance with all of the above.
9. Use a CALL-OUT WARNING SYSTEM prior to refueling or connecting/disconnecting tanks, lines, or appliances. That is, call loudly that refueling is about to take place. See that the warning is repeated again so that no volunteer or anyone else fails to get the warning.
10. When connecting or disconnecting lines, close all valves.
 - a. When connecting fuel lines, begin at appliance and proceed to tank, with all valves closed.
 - b. When disconnecting appliance, turn off main valve at tank and check valves back to appliance. Check and extinguish all flames within safe distance. Then disconnect from tank to appliance.
11. Install check valves on lines as back-up, where possible.
12. Check for open flames or other fire or spark sources.
13. After each refill, check connections for leaks with liquid soap. If leak is present, keep volunteers and others away until safe.
14. Light pilots with a small torch (flame that won't blow out).
15. Turn appliances on; adjust pilot lights and flames.
16. Be acquainted with maintenance procedures on refueling.

Onsite Refueling – IF PERMITTED

Small LP tanks (4 lb. to 100 lb.) may be filled on site if they are equipped with an OPD (overfill prevention device) valve. The delivery truck must have an adapter for these tanks.

How to tell if you have an OPD valve:



1. The valve must have the triangular handwheel.
2. The handwheel (if triangular) should have the letters OPD stamped into it.
3. Not all OPD valves have outside threads; however, most do.

Propane continued

Information

There are multi valves for 100 # cylinders which can be located at propane supply warehouses for around \$100. These valves must be installed by a certified technician. The advantage to using this valve most states will fill the tanks on site from propane tanker trucks without breaking connections.

Propane tanks are "date stamped. Date stamps are located on the collar of the tank. An example is 09-12 which is September, 2012. The tank is good for 12 years and if a tank is out of date it must be recertified before it can be filled. A recertification is good for 5 years and can receive the recertification 3 times total.

Gasoline/Diesel

- No smoking
- Have a secure refueling area
- Shut off engine
- Make sure you have a cool down period, **NEVER** fill a hot engine
- Do not fuel if there is a source of ignition in the immediate area
- Make sure equipment is grounded
- Fuel with proper fuel/equipment
- **DO NOT OVERFILL**
- Do not leave unattended while fueling
- After filling check for any spillage
- Secure all equipment in the area back to operational
- It is important to have someone in maintenance to be responsible for tracking fuel and temperature in refrigerated units. See chart in Appendix.

** **MSDS** (material safety data sheet) by calling 800-689-3998. MSDS provides safety and first aid information in case of eye or skin contact, inhalation or ingestion of fuel.

SAFETY IS EVERYONE'S DUTY!

Inventory Management

For proper food use and handling, a good inventory plan is essential during the initial, on-going and closing phases of a disaster response. A person who has the gift of organization should be given the task of inventory manager.

Initial Inventory Control

- Prepare within 24 hours of arrival at the kitchen site an initial inventory of food and equipment brought to the disaster with the feeding unit.
- Initial inventory with documentation will be presented to the Blue Hat/Field Kitchen Manager and the activating agency.
- Food trailer- as soon after trailer arrives made 2 copies of the shipping manifest. Store the original till you can confirm all product is accounted for then sign and date and hand to Red Cross Kitchen Manager.
- Utilize the Google Sheets Inventory Draw Down form provided by the Feeding Coordinator to track inventory

On-going Inventory Control

- Keep a copy and list of invoices and receipts related to food and supplies. Provide the original to the TRC and/or TSA site Kitchen Manager.

On-going Inventory and Bill of Lading must be submitted within 24 hours of arrival at designated kitchen site to the Unit Leader, the TSA/TRC Field Kitchen Manager and the Feeding Coordinator.

- Keep a daily inventory after initial processing of food and supplies that is available on Google Sheets.
- The Blue Hat/Field Kitchen Manager will prepare a pull order daily for the Inventory team.
- Keep pertinent information of all trailers (owner, vehicle number and license number).
- Establish a warehouse or trailer grid identifying the location of products.
- Store all food on pallets.
- Food Trailers must be locked when SCBDR personnel are not present

Closing

- Prepare a complete closing inventory of food, paper goods, and all equipment on Google Sheets
- Feeding Coordinator shall direct Unit Leader on the disposition of the remaining food.
- The Unit Leader is responsible to stay with the food and keep the trailers running until the food has been successfully handed off to the agency as directed by the Feeding Manager.
- Banquet Packs and Clam Shells shall be loaded on the TRC or TSA kitchen support trailer along with the Cambros.

Waste Disposal

Liquid Waste Water

- Consult with local authorities on the disposal of liquid gray water.
- If a large collection bladder is used, a professional hauler must be obtained to transport gray water.

Solid Waste (paper, cardboard, cans, food, etc.)

- Garbage and refuse should be kept in durable, easy-to-clean, insect proof, rodent proof containers that do not leak, do not absorb liquids, and have covers that fit. Plastic bags may be used to line these containers.
- There should be a sufficient number of garbage containers to hold the garbage and refuse that accumulates.
- Garbage and refuse should be disposed of frequently to prevent the development of odors and the attraction of insects and flies.

Outside garbage storage containers are traditionally large construction dumpsters. These containers should be located away from the food production area yet close enough for frequent trash dumps. The areas around the containers must be kept as clean as possible. All bulk food should be double plastic bagged before depositing in the dumpster. The schedule for pick-up or emptying of these dumpsters should be daily (or more often if necessary) to be free of pests and to keep the area clean. Leakage around a dumpster should be pressure washed daily.

Water Sources

1. Drinking water should be obtained from one of the following approved sources:
 - a. public water system
 - b. non-public water system that is constructed, maintained, and operated according to law of state drinking water quality standards
 - c. water buffalo or tanker supplied by a local government agency
2. Verify that water systems being used are potable.
3. Bottled drinking water used or sold in a retail establishment should be obtained from approved sources in accordance with local and state health department regulations.

Mega Feeding Sites

Mega feeding sites are set up at the request of the affected state convention in cooperation with our partners for the purpose of generating a higher daily meal count than a type I (D) unit (30,000 meals) can produce. The site location in the affected community could very possibly be something other than a Southern Baptist church facility, such as a fairground, school, community center, or shopping center, due to the large amount of volunteers, support equipment, and materials needed for the operation.

Because of the cooperative spirit of Southern Baptist Disaster Relief volunteers, mega sites have been successful in meeting the needs of affected communities and our partners. Clear, concise communication up and down the chain of command is the foundation of our success. First, the affected state convention disaster relief director assigns the site coordinator (white hat), whether the mega feeding site is a one-state or multi-state operation. Second, the site coordinator establishes a clear line of communication with the Blue Hats/Field Kitchen Managers as to their daily responsibilities and expectations.

The following points should be considered when operating a mega feeding site:

1. One experienced site coordinator (white hat) should run the site. This person must be familiar with feeding, not simply a “good white hat” from another area of work.
2. The site coordinator may appoint others to assist in the running of the site, similar to an onsite incident command team. For example, he/she may appoint:
 - a. an inventory coordinator who keeps up to date regarding food supplies and deliveries on site
 - b. a trash coordinator who facilitates the collection of trash and keeping the site clean
 - c. a menu planner who facilitates with the inventory coordinator and The Red Cross kitchen manager several days of menus
3. If multiple units are on site, each unit should be run by a blue hat, not a white hat. A coordination meeting should take place daily. Cooperation is crucial.
4. A relationship with The Red Cross or Salvation Army kitchen coordinator is essential. He/she is responsible for securing the food, distributing the food by ERVs, etc. This person should be a part of the daily update meetings with SBDR.
5. Cooking large quantities of meals produces a lot of trash and strains the equipment. This type of operation is larger than most volunteers have seen or been a part of. It can be intimidating to SBDR volunteers if they are not prepared. The key is trained, experienced leadership (site coordinator/White Hat and Blue Hats/Field Kitchen Managers) in food preparation and delivery. Coordination and cooperation are crucial. A mega feeding site is not the place or the time for on-the-job training of key leadership. Additionally, key leadership should remain stable; that is, the site coordinator should remain on site for a given period of time (at least one week and preferably two weeks). The same is true for the Blue Hats/Field Kitchen Managers—they should remain onsite for a minimum of one week. Leadership changes after only a few days will complicate the ministry.
6. The basic principles for inventory, storage, cooking, distribution, sanitation, and safety remain the same as in smaller operations. The difference is in terms of the volume of meals, equipment, personnel, and vehicles.

Shut Down Procedures

Kitchen Site Closing

Recommendations to close kitchens sites must be made jointly between the SBDR Incident Management plus Blue Hat/Field Kitchen Manager and the American Red Cross DRO plus the Kitchen Site Manager. Those recommendations must be communicated to all parties with final decisions communicated to Operations Management (OM) and properly posted and communicated to clients.

1. Plan at the kitchen site with the SBDR Blue Hat/Field Kitchen Manager a recommendation for the closing of the field kitchen operation including:
 - The date and time (lunch, dinner) of the last day of feeding
 - Arrangements for the return of USDA commodities
 - Disposition of all remaining food and supplies
 - Deliver 48 hours advance closing notice to all parties including the organizations' management, clients and workers
 - Communicate recommendation to Red Cross Feeding Manager and SBDR Coordinator at the DRO headquarters
2. Establish procedures for the removal of ancillary services (i.e. garbage, recycling, etc.) at the kitchen site.
3. Develop a plan for restocking the field kitchens based on conversations with the Field Kitchen Manager and from the initial order or orders at the DRO location.
4. Receive from each field kitchen a closing inventory of food, paper goods, and all equipment remaining on the unit. All food needs to be restored to supply trailer (US Foods, SYSCO, etc.) if they have been stored outside.
5. Products need to be secured to pallets with plastic wrap ready to be transported.
6. Clean the site completely.

Appendix

1. Standard Serving Sizes and Meal Count by Portions Using #10 Cans
2. Cambro Labels
3. Ice Point Method of Calibrating a Thermometer
4. Sample Chart to Track Freezer Trailer Fuel and Temperature
5. Sample Menus
6. Push Packs
7. The Red Cross Support Trailer
8. Standard Operating Procedures for Cambro Liners
9. Facility Agreement Between Church and SBDR
10. The Red Cross Facility Use Agreement Instructions
11. The Red Cross Facility Use Agreement
12. Links and Acronyms
13. Recognition

Standard Serving Sizes

(as agreed upon by The Red Cross and The Salvation Army)

Standard serving sizes for meals on disaster relief operations are:

- Entrees: 8 oz. (includes meat, pasta/starch/bread)
- Vegetables: 6 oz.
- Fruit: Individual Serving
- Bread (if not served as part of the entrée, as in a hamburger)

The above sizes are averages. For entrees, this size refers to items such as stews, soups, chili, casseroles, or hot dishes. A number of exceptions are listed below. Final determinations should be made at the kitchen site using the above portion sizes as a guide.

- Spaghetti/stroganoff: 4 oz. noodles and 4 oz. meat sauce/gravy
- Chicken nuggets: 4-6 nuggets (based on an 8 oz. serving size)
- Chicken breasts: 1 breast
- Sliced meats: 1-2 slices (based on an 8 oz. serving size)

UTILIZE THE STANDARD MENUS ATTACHED TO THE INVENTORY GOOGLE SHEET

Menu 1			Menu 2			Menu 3			Menu 4		
Hamburger	4 oz	4 oz patty	Beef Patty	4 oz	4 oz patty	Grilled Chicken Breast	4 oz	4 oz	Grilled Chicken Breast	4 oz	4 oz
Mayo/Ketchup/Must/Hot	1 each	1/1/1/1	Beef Gravy or BBQ	2 oz	2 oz ladle	Mayo/Ketchup/Must/Hot	1 each	1/1/1/1	Turkey Gravy Or BBQ Sauce	2 oz	2 oz ladle
Vegetable	6 oz	6 oz spoodle	Vegetables	6 oz	6 oz spoodle	Vegetable	6 oz	6 oz spoodle	Vegetables	6 oz	6 oz spoodle
Potato Chips	1 each	Ind Pack	Mashed Potatoes or Rice*	4 oz	4 oz spoodle	Potato Chips	1 each	Ind Pack	Mashed Potatoes or Rice*	4 oz	4 oz spoodle
Fruit, ind	1 each	Ind Pack	Fruit, ind	1 each	Ind Pack	Fruit, ind	1 each	Ind Pack	Fruit, ind	1 each	Ind Pack
Hamburger Bun	1 each	Each	Loaf Bread	2	Slices	Hamburger Bun	1 each	Each	Loaf Bread	2	Slices
Dessert	1 each	Ind Pack	Dessert	1 each	Ind Pack	Dessert	1 each	Ind Pack	Dessert	1 each	Ind Pack
Possible Allergens SOY, WHEAT, EGGS, MILK			* Use Mac & Cheese with BBQ Possible Allergens SOY, WHEAT, EGGS, MILK			Possible Allergens SOY, WHEAT, EGGS, MILK			* use Mac & Cheese with BBQ Possible Allergens SOY, WHEAT, EGGS, MILK		
Menu 5			Menu 6			Menu 7			Menu 8		
Sloppy Joe	4 oz	4 oz patty	Meat Balls	8 ea	4 oz	BBQ Pork Sandwich	4 oz	4 oz spoodle	Beef Pot Roast	4 oz	4 oz spoodle
Hot Sauce	1 each	Ind Pack	Gravy or BBQ Sauce	2oz	2 oz ladle	Mayo / Hot Sauce	1 each	1/1	Hot Sauce	1 each	Ind Packet
Vegetable	6 oz	6 oz spoodle	Vegetable	6 oz	6 oz spoodle	Coleslaw	6 oz	6 oz spoodle	Vegetable	6 oz	6 oz spoodle
Mac & Cheese	1 each	Ind Pack	Mac & Cheese*	1 each	Ind Pack	Potato Chips	1 each	Ind Pack	Mashed Potatoes	4 oz	4 oz spoodle
Fruit, ind	1 each	Ind Pack	Fruit, ind	1 each	Ind Pack	Fruit, ind	1 each	Ind Pack	Fruit, ind	1 each	Ind Pack
Hamburger Bun	1 each	Each	Loaf Bread	2 each	Each	Hamburger Bun	1 each	1 each	Loaf Bread	2 ea	Each
Dessert	1 each	Ind Pack	Dessert	1 each	Ind Pack	Dessert	1 each	Ind Pack	Dessert	1 each	Ind Pack
Possible Allergens SOY, WHEAT, EGGS, MILK			*Use Rice or Mashed with Gravy Possible Allergens SOY, WHEAT, EGGS, MILK			Possible Allergens SOY, WHEAT, EGGS, MILK			Possible Allergens SOY, WHEAT, EGGS, MILK		
Menu 9			Menu 10			Menu 11			Menu 12		
Salisbury Steak	4 oz	1.5 Patties	Meatloaf with Gravy	4 oz	1.5 slice	Beef Tips	4 oz	4 oz spoodle	Beef Stew	10 oz	8 oz ladle
Hot Sauce	1	Ind Packet	Hot Sauce	1	Ind Pack	Hot Sauce	1	Ind Pack	Hot Sauce	1	Ind Pack
Vegetable	6 oz	6 oz spoodle	Vegetable	6 oz	6 oz spoodle	Vegetable	6 oz	6 oz spoodle	Mac & Cheese	4 oz	4 oz Spoodle
Mashed Potatoes or Rice	4 oz	4 oz spoodle	Mashed Potatoes or Rice	4 oz	4 oz spoodle	Mashed Potatoes or Rice	4 oz	4 oz spoodle			
Fruit, ind	1 each	Ind Pack	Fruit, ind	1 each	Ind Pack	Fruit, ind	1 ea	Ind Pack	Fruit, ind	1 each	Ind Pack
Loaf Bread	2 ea	Each	Loaf Bread	2 ea	Each	Loaf Bread	2 ea	Each	Loaf Bread	2 ea	Each
Dessert	1 each	Ind Pack	Dessert	1 each	Ind Pack	Dessert	1 each	Ind Pack	Dessert	1 each	Ind Pack
Possible Allergens SOY, WHEAT, EGGS, MILK			Possible Allergens SOY, WHEAT, EGGS, MILK			Possible Allergens SOY, WHEAT, EGGS, MILK			Possible Allergens SOY, WHEAT, EGGS, MILK		
Menu 13			Menu 14			Menu 15			Menu 16		
Ravioli	8 oz	8 oz	Lasagna with Meat Sauce	8 oz	8 oz spoodle	Chicken & Dumplings	8 oz	8 oz ladle	Polish Sausage	4 oz	1 Link
Hot Sauce	1	Ind Pack	Hot Sauce	1	Ind Pack	Hot Sauce	1	Ind Pack			
Vegetable	6 oz	6 oz spoodle	Vegetable	6 oz	6 oz spoodle	Vegetables	6 oz	6 oz Spoodle	Vegetables	6 oz	6 oz Spoodle
									Mac & Cheese	4 oz	4 oz Spoodle
Fruit, ind	1 each	Ind Pack	Fruit, ind	1 each	Ind Pack	Fruit, ind	1 each	Ind Pack	Fruit, ind	1 each	Ind Pack
Loaf Bread	2 ea	Each	Loaf Bread	2 ea	Each	Loaf Bread	2 ea	Each	Loaf Bread	2 ea	Each
Dessert	1 each	Ind Pack	Dessert	1 each	Ind Pack	Dessert	1 each	Ind Pack	Dessert	1 each	Ind Pack
Possible Allergens SOY, WHEAT, EGGS, MILK			Possible Allergens SOY, WHEAT, EGGS, MILK			Possible Allergens SOY, WHEAT, EGGS, MILK			Possible Allergens SOY, WHEAT, EGGS, MILK		
Menu 17			Menu 18			Menu 19					
Chili Con Carne	4 oz	4 oz spoodle	Hot Dog	2 ea	2 ea	Turkey Tetrazzini	8 oz	8 oz spoodle			
Hot Sauce	1	Ind Pack	Mayo/Ketchup/Must/Relis	1 each	1/1/1/1	Hot Sauce	1	Ind Pack			
Vegetable	6 oz	6 oz spoodle	Vegetable	6 oz	6 oz spoodle	Vegetable	6 oz	6 oz spoodle			
Rice	4 oz	4 oz spoodle	Potato Chips	1 each	Ind Pack						
Fruit, ind	1 ea	Ind Pack	Fruit, ind	1 each	Ind Pack	Fruit, ind	1 each	Ind Pack			
Loaf Bread	2 ea	Each	Hot Dog Bun	1 each	Each	Loaf Bread	2 ea	Each			
Dessert	1 each	Ind Pack	Dessert	1 each	Ind Pack	Dessert	1 each	Ind Pack			
Possible Allergens SOY, WHEAT, EGGS, MILK			Possible Allergens SOY, WHEAT, EGGS, MILK			Possible Allergens SOY, WHEAT, EGGS, MILK					

Cambro Labels

A label should be placed on every cambro with the following information.

For cambros:

NO. OF SERVINGS: _____	SERVING SIZE: _____
CONTENTS: _____	
TEMPERATURE: _____	DATE: _____ TIME FILLED: _____
DELIVERY VEHICLE #: _____	

Example:

NO. OF SERVINGS: <u>150</u>	SERVING SIZE: <u>6 oz.</u>
CONTENTS: <u>Mixed Vegetables</u>	
TEMPERATURE: <u>180</u>	DATE: <u>01/05/2017</u> TIME FILLED: <u>9:28 a.m.</u>
DELIVERY VEHICLE #: <u>1660</u>	

Date: _____	Time: _____	Temp: _____
Contents: _____		
_____ Servings @ _____ oz / ea.	Lunch / Supper	
Route/ERV # _____ of _____		

of Servings: _____

Serving Size: _____

Contents: _____

Date: _____ Temperature: _____ Time Filled: _____

Delivery # or Location: _____

Possible Allergens: Soy, Wheat, Egg, Dairy

of Servings: _____

Serving Size: _____

Contents: _____

Date: _____ Temperature: _____ Time Filled: _____

Delivery # or Location: _____

Possible Allergens: Soy, Wheat, Egg, Dairy

of Servings: _____

Serving Size: _____

Contents: _____

Date: _____ Temperature: _____ Time Filled: _____

Delivery # or Location: _____

Possible Allergens: Soy, Wheat, Egg, Dairy

CAMBRO LOG

Kitchen Location: _____ Event: _____

Day:			Meat:				VEGETABLE:				STARCH:			
Date:			Meals per Cambro				Meals per Cambro				Meals per Cambro			
Lunch / Supper														
Ref	ERV#	Meals/ERV	Scoops or Pieces per Cambro				Scoops or Pieces per Cambro				Scoops or Pieces per Cambro			
			Min Temp: # of Cambro's				Min Temp: # of Cambro's				Min Temp: # of Cambro's			

Ice Point Method of Calibrating a Thermometer

Follow these steps to calibrate a thermometer using the ice point method.

1. Fill a large container with crushed ice. Add tap water until the container is full. (**Note: Stir the mixture well.**)
2. Put the thermometer stem or probe into the ice water. Make sure the sensing area is under water.
3. Wait 30 seconds or until the indicator stops moving. On thermocouples and thermistors, wait until the readout stops moving. (**Note: Do not let the probe touch the container.**)
4. Adjust the thermometer so it reads 32°F (0°C). How you do this depends on the type of thermometer being used.
 - a. Bimetallic stemmed thermometers - Hold the calibration nut with a wrench or other tool. Rotate the thermometer head until it reads 32°F (0° C).
 - b. Thermocouples and Thermistors - Follow the manufacturer's directions. On some devices, you can press a reset button.

Chart to Track Freezer Trailer Fuel and Temperature

Trailer #: _____, Tag# _____

US Food Trailer Maintenance Call:843-665-1946

[illegible]

Push Packs

The support item order below is representative of the needs of one disaster relief feeding unit for three days of operation at a capacity TDB per day.

Product Number	Item Description	Quantity	Unit of Measure (EA/PK/CS)		Total Quantity
2880516	Sheet Pan Liners 18"x 26"		1000	(CS)	0
7136561	Bleach 1 gallon		6	(PK)	0
	Quaternary Tablets		100	(pk)	0
3341179	Cleaner All Purpose K-14 Liquid		4	(CS)	0
4647806	Degreasing Dish Soap 38 oz.		8	(CS)	0
7353212	Cleaner, Ap Pwdr Can - 21oz		24	(CS)	0
2949105	Scrubber, Nylon		20	(EA)	0
8347635	Chlorine Test Strip		200	(Ea)	0
7347636	Quaternary, Test Strip		100	(ea)	0
7821424	Nitrel Food Serving Gloves -M		250	(ea)	0
6969521	Nitrel Food Serving Gloves - XL		250	(PK)	0
3507308	Hair Net		144	(ea)	0
400622	Wash Gloves Rubber		12	(CS)	0
5328299	Aluminum Foil-18" wide		1	(EA)	0
4834081	Cling Wrap -18" wide		1	(EA)	0
9357559	Pan, Steamtable Foil 3.37" Deep		50	(EA)	0
3509973	Non Stick Spray		6	(CS)	0
	Oil, Soybean		3	(CS)	0
9008210	Coffee Filters		1000	(CS)	0
8928152	Banquet Packs		250	(EA)	0
	Clamshells		200	(CS)	0
	Hot Cups 6oz		1000	(PK)	0
	Styrofoam Bowls		1000	(PK)	0
760785	Black Pepper - 5lb		1	(EA)	0
3329885	Salt - 26oz		1	(ea)	0
877506	Butter - 1LB		36	(CS)	0
2889376	Coffee Decaf		42	(CS)	0
2749117	Coffee		128	(CS)	0
9341223	Creamer		360	(CS)	0
3077526	Sugar		2000	(CS)	0
3136199	Pink Sweet & Low		2000	(CS)	0

7905482	Yellow Splenda		2000	(CS)	0
	Snack Crackers & Cookies			(PK)	0
424804	Bananas		24	(CS)	0
6433700	Apples		20	(CS)	0
	Milk 1/2 pint (whole)			(CS)	0
	Milk 1/2 pint (2%)			(CS)	0
	Eggs		12	(dz)	0
	Bacon				0
	Sasuage Patties, Frz				0
	Country Gravey (White)				0
	Bisquets, Frz				0
	Orange Juice			(CS)	0
1287747	Breakfast Grain Bars		48	(CS)	0
5841234	Danish		25	(CS)	0
4977153	Tissue Toilet		80	(PK)	0
4124350	Towel Paper		30	(PK)	0
1258813	Trash Can Liner 60 gallon		200	(bx)	0

How to use Cambro® Liners

Cambro® liners are a food safe plastic bag. Food products inside the properly folded bag are protected from contaminants outside the bag. Food handling gloves should be worn when handling the liners. Liners should only be handled from the outside.

Liners are available from multiple resources, American Red Cross and Salvation Army include some in their kitchen support packages. American Red Cross liners usually come in boxes of 100, The Salvation Army dispenses theirs on rolls. Liners can also be purchased directly from M & Q packaging Corporation, and PanSaver®.

Putting a liner in a Cambro® is a two-person job. With gloved hands grasp and open liner from outside, do not place any part of hand inside liner. Position liner in Cambro®



Pre-determine number of scoops that is needed for this Cambro®, and have two counters. Do not place anything but product inside bag, Scoops of product will settle bag in Cambro®, lift and shake bag to help settle.



After all the product is in bag as quickly as possible, to conserve heat, lift and shake as necessary, then begin to pull shut at top.

Begin to roll bag shut from end opposite serving lids squeezing and rolling out air as you roll.



Continue to roll out air, as you tuck rolling end in upon itself.



The final roll is from the serving end, which will be tucked underhand to hold securely, holding in heat and product. Server will lift lid and unroll to serve product.



Now pick up lid which has been resting in a position not to contaminate seals. Pick up on corners, do not touch seals.



Place lid on Cambro® with serving Lid positioned over top of tucked end of roll for server to open.



Seal all Latches, start at large end sealing 2 latches on opposite sides of Cambro® and work your way to the serving end.

- Properly loaded, rolled, tucked and sealed Cambro® liner is the secret to SBDR feeding, and public safety.
- Check latches of Cambro® before staging.



When serving is completed, remove the liner from the Cambro®, evacuate as much air from the liner as possible, gather the top of the liner and secure the open end. This liner is required to be placed in an opaque trash bag prior to disposal in a dumpster.

**Southern Baptist Disaster Relief
Facility Use Agreement Between Church and SBDR**

Church: _____ Telephone: _____

Address: _____

on (month, day, year) _____ agrees to allow

Southern Baptist Disaster Relief to use the church facilities as a disaster relief operational

facility for _____ (name of disaster response),

DR # _____.

We have agreed to make the following available for the purposes stated below. (Note: The following are offered as examples only and are not intended to set priorities.)

Facility	Purpose
All except auditorium	Emergency shelter for clients/disaster survivors
Kitchen	Food preparation
Dining/Fellowship Hall	Food service, DAC center
Fellowship Hall	Collection/distribution center
Nursery and classrooms	Child care center
Classrooms/restrooms	Mass care shelter/Housing for DR Volunteers

We have agreed to make the following equipment available for the disaster response for the purposes stated below. (Note: The following are offered as examples only and are not intended to set priorities.)

Equipment	Purpose
Church van	Transporting displaced people
Electric generator	Emergency electrical service
Wheelchair	Transporting injured or handicapped people

Church Representative

Date

SBDR Representative

Date

American Red Cross Facility Use Agreement Instructions

Facility Use Agreement Instructions

Use these instructions to successfully complete the *Facility Use Agreement*. This job tool provides guidance in how to properly document and sign a Facility Use Agreement. This job tool should be used in conjunction with the standards and procedures detailed in ***Facility Management Standards and Procedures***.

Facility use agreements should be completed and signed by both the facility owner (or their property representative) and an American Red Cross authorized representative to document an agreement with a facility owner regarding the use of the facility during a disaster. Before entering into a *Facility Use Agreement*, you should complete the ***Shelter Facility Survey*** and determine whether or not the facility meets American Red Cross standards for that type of facility. (Pages 5-6 are for shelters only.)

In hurricane-prone areas, shelters must also meet the criteria outlined in ***Standards for Selecting Hurricane Evacuation Shelters (ARC 4496)***.

After facility has been selected, follow these steps to complete the ***Facility Use Agreement***:

1. Enter parties and facility information.
 - “Legal Notices” would be, for example, a claim made against the facility owner that is being covered under our indemnification or in the very unlikely event there is a dispute between the facility owner and American Red Cross. It is common language used in most types of facility use agreements and the purpose is to ensure that any legal issue that might arise as a result of the contractual *Facility Use Agreement* is sent to the appropriate contact.
 - Review “Terms and Conditions” with the property representative.
 - Occasionally, it may be necessary to modify the *Facility Use Agreement* template to address the property representative’s needs or specific facility situations.
 - For example, some property representatives will not be involved in food or custodial service. For these facilities, you may delete either paragraph 4 (food), paragraph 5 (custodial), or both, as appropriate.
 - To delete paragraph 4 or 5, delete electronically, and renumber the remaining paragraphs, or cross out the paragraph on a printed version and have the authorized representative of each party place his or her initials next to the deletion.
 - Please send all other requested modifications to the Disaster Logistics Center at national headquarters for approval. The Disaster Logistics Center will obtain the necessary input from subject matter experts including the Office of General Counsel. (See Section 2a below for more information on other modifications.)
 - If a facility owner seeks confirmation of American Red Cross insurance coverage, direct the owner to the Web-based ***Downloadable Memorandum of Insurance***, where the owner can review American Red Cross insurance information.
 - See the section 2) *Review and Approval of the Facility Use Agreement* below before signing the *Facility Use Agreement* with the property representative.

2. Review and approval of *Facility Use Agreement*.
 - If the property representative wishes to alter the *Facility Use Agreement*, the agreement must be reviewed by Risk Management and the Office of General Counsel at national headquarters. When this happens, submit the *Facility Use Agreement* to Disaster Logistics Support (DLC@redcross.org) at national headquarters, who will engage Risk Management and the General Counsel. Below are common alteration requests:
 - Terms of paragraph 9 (reimbursement), paragraph 10 (insurance), or paragraph 11 (indemnification) cannot be altered.
 - If the facility owner wishes to use another form of contract in place of the *Facility Use Agreement*, the form or contract must be submitted to Disaster Logistics Support at for processing through Risk Management and/or the Office of General Counsel.
 - Once the form or contract has been approved by Risk Management and/or the Office of General Counsel, have an authorized representative (who can be a Facility Service associate) sign the *Facility Use Agreement* with the property representative.
3. File the *Facility Use Agreement* with all other documentation in the Disaster Requisition Facility file. See the ***Facility Documentation Checklist*** for file requirements.
 - One property representative may have more than one facility. Multiple *Facility Shelter Facility Open Close Inspection* forms can be attached to a single *Facility Use Agreement*.
 - List all facilities on the *Facility Use Agreement*.
 - File all applicable *Facility/Shelter Opening Closing Inspection* forms with their corresponding *Facility Use Agreement*.
4. Immediately before using a facility, the ***Facility/Shelter Opening/Closing Inspection*** should be used to record any existing damage and identify any restrictions regarding the use of the facility by American Red Cross, such as restrictions related to parking, off-limits areas, etc.
5. If you have any questions regarding the *Facility Use Agreement*, please contact Logistics at the Disaster Logistics Center at 202-303-4099 or DLC@redcross.org. For questions regarding shelters and the *Facility Use Agreement*, please contact the Sheltering team at Sheltering@redcross.org. The Facilities associate will either answer your questions or contact the Office of General Counsel as appropriate.

American Red Cross Facility Use Agreement

DR #: _____ Facility Name _____
: _____

Parties and Premises

Owner:

Legal name: _____
e: _____

24-Hour Point of Contact:

Name and title: _____

Work phone: _____ Cell phone/pager: _____

Address for Legal Notices:

American Red Cross:

Legal name: The American Red National Red Cross, a corporation under the laws of the United States

24-Hour Point of Contact:

Name and title: _____

Work phone: _____ Cell phone/pager: _____

Address for Legal Notices:

with copies to:

The American Red National Red Cross, Office of the General Counsel,
2025 E Street, NW, Washington DC 20006
and

The American Red National Red Cross, Disaster Operations,
2025 E Street NW, Washington, DC 20006.

Building Address:

Description of Premises:

Terms and Conditions

1. Use of Premises. Owner agrees to allow American Red Cross to use and occupy, on a temporary basis, the Premises described above (the "Premises") in the Building identified above (the "Building") to conduct emergency, disaster-related activities. The Premises may be used for any of the following purposes (both parties must initial all that apply):

	Owner initials	Red Cross initials
Operations center	<hr/>	<hr/>
Client service center	<hr/>	<hr/>
Volunteer intake center	<hr/>	<hr/>
Storage of supplies	<hr/>	<hr/>
Parking of vehicles	<hr/>	<hr/>

No sheltering or lodging of clients or disaster clients/victims is permitted, except as the parties may agree in a separate written agreement.

2. Term. The term of this agreement begins on the date of the last signature below and ends 30 days after written notice by either party.
3. Fee. Both parties must initial the applicable statement below:
 - a. Owner agrees not to charge any fee in recognition of the services provided by American Red Cross to the community. Owner initials: _____ Red Cross initials: _____
 - b. Red Cross agrees to pay \$_____ per day/week/month (circle one) for the right to use and occupy the Premises. Owner initials: _____ Red Cross initials: _____

4. **Conduct of American Red Cross.** American Red Cross agrees to keep the Premises in good condition and promptly repair all damage to the Premises or the Building resulting from the operations of American Red Cross or reimburse Owner for the costs of repairing such damage in accordance with paragraph 6 below. American Red Cross agrees not to disrupt, adversely affect or interfere with other occupants of the Building.
5. **Condition of Premises and Building.** Owner makes no warranty or representation about the Premises or the Building. American Red Cross accepts the same "AS IS." Owner is under no obligation to prepare or repair the Premises or the Building for American Red Cross. The parties will jointly conduct a pre-occupancy survey of the Premises before it is turned over to American Red Cross. They will use the [Facility/Shelter Opening/Closing Form](#), to record any existing damage or conditions. American Red Cross will exercise reasonable care while using the Premises and will make no modifications to the Premises without the Owner's express written approval.
6. **Reimbursement:** American Red Cross will reimburse the Owner for the following:
 - a. Damage to the Premises or other property of Owner, reasonable wear and tear excepted, resulting from the operations of American Red Cross. Reimbursement for damage will be based on replacement at actual cash value. American Red Cross will select from among bids from at least three reputable contractors. American Red Cross is not responsible for storm damage or other damage caused by the disaster.
 - b. Reasonable, actual, out-of-pocket operational costs, including the costs of the utilities indicated below, to the extent that such costs would not have been incurred but for American Red Cross's use of the Premises (both parties must initial all utilities to be reimbursed by American Red Cross)

	Owner initials	Red Cross initials
Water	_____	_____
Gas	_____	_____
Electricity	_____	_____
Waste Disposal	_____	_____

The Owner will submit any request for reimbursement to American Red Cross within 60 days after the occupancy of American Red Cross ends. Any request for reimbursement must be accompanied by supporting invoices.

7. **Insurance.** American Red Cross shall carry insurance coverage in the amounts of at least \$1,000,000 per occurrence for Commercial General Liability and Automobile Liability. American Red Cross shall also carry Workers' Compensation coverage with statutory limits for the jurisdiction in which the premises are located and \$1,000,000 in Employers' Liability.
8. **Indemnification.** American Red Cross shall defend, hold harmless, and indemnify Owner against any legal liability, including reasonable attorney fees, in respect to bodily injury, death and property damage arising from the negligence of American Red Cross during the use of the Premises.

9. **Owner's Right to Revoke for Cause.** Upon reasonable prior written notice to American Red Cross, Owner may revoke the permission represented by this Agreement if American Red Cross (a) fails to pay any fee or payment required hereunder or (b) breaches any other obligation hereunder and such breach continues after written notice from Owner describing same. If the permission license is so revoked, American Red Cross shall vacate the Premises in a neat and orderly manner. Owner shall have all rights and remedies available to it under applicable law.
10. **Casualty or Condemnation Affecting Premises.** Notwithstanding anything in this Agreement to the contrary, in the event that damage or casualty to all or a part of the Premises, this Agreement shall terminate and American Red Cross shall have no right to restoration of the Premises or to receive any compensation whatsoever.
11. **Legal Notice.** Notice shall be deemed to have been duly given three (3) business days after having been mailed by certified or registered mail, return receipt requested, to the party's address for Legal Notice set forth at the beginning of the Agreement, or upon receipt if delivered by hand or recognized overnight delivery service. Either party may change its address for the purpose of Legal Notice hereunder by providing the other party with notice of the new address.
12. **Governing Law and Binding Effect.** This Agreement shall be governed by and construed under the laws of the state in which the Building is located. This Agreement shall be binding on the parties and their respective, successors, transferees and assigns.

_____ Owner (legal name)	_____ THE AMERICAN RED NATIONAL RED CROSS (legal name)
_____ By (signature)	_____ By (signature)
_____ Name (printed)	_____ Name (printed)
_____ Title	_____ Title
_____ Date	_____ Date

FEEDING UNIT

(Suggested Inventory 10/1/2015)

Cooking Equipment:

30 gallon Tilt Skillet
40 Gallon Tilt Skillet
Convection Ovens
Coffee Pots
Large Generator
Small Back-up Generator
Pneumatic Can Opener
Manual Can Opener
Air Compressor with Hose

Cooking Supplies:

Pocket Thermometers
Tilt Skillet Paddles
Serving Spoons, Ladles, Tongs
Drain Spoons
Knives
Spatulas
Stainless Serving Trays
Plastic Trays with Lids
Double Propane Cookers
Large Pots with Lids
Mixing Bowls
Sheet Liners

Serving Equipment and Supplies:

Brown Cambros & Red Cambros
Box of Cambro Liners
Extra Cambro Gaskets
5 gallon Liquid Cambros
2 Ice Chests
5 gallon Water Jugs

Cleaning Equipment and Supplies:

Water Heater
3 Tub Sink Systems with Wheels
1 Hand Wash Sink
Steam Genie
Large Wash Tub
Hot Water Hose for Sink
Case of Bleach
Drying Racks Large & Small
Chlorine Test Strips

Tent:

2 Canopy Tents

Miscellaneous:

First Aid Kits
Insect Repellent
Trash Cans
Trash Bags
Duct Tape
Fire Extinguishers (Chemical, Grease,
Outdoor Lights
Box Fan
Hot Gloves
Serving Gloves
Aprons
Tool Box with assorted tools
Sledge Hammer
Manual Can Openers
Metal Tables
25' Extensions Cords
Reels for Extension Cords
Junction Boxes with Receptacles
Propane Tanks 100 gallon
2 Yellow 5 gallon Fuel Cans
Hand Dolly
Push Broom
Roll of Plastic Sheeting
Box of Brillo Pads
15 ton Hydraulic Jack
Ratchet Tie Straps
15' x 30' Blue Tarps
Stainless Steel Tables
Folding Tables

Suggested:

Spare Tire
Tire Repair Kit

What to Take Checklist

Devotional Materials:

- ☐ Bible and devotionals ☐ Open Windows ☐ Witnessing tracts
☐ Hope in Crisis ☐ Spiritual Preparation for Disaster Relief

Identification:

- ☐ Disaster relief ID ☐ Driver's license ☐ Vehicle registration
☐ Phone numbers ☐ Family Physician

Employer: _____

Church: _____

Notify in case of emergency: _____

Insurance Information: List company, policy number, coverage, agent and phone

Health: _____

Auto: _____ Life: _____

Other:

- ☐ Money or traveler's checks (\$50-200)
☐ Notebook and pencils or pens
☐ SBC disaster relief manual and/or states disaster relief manual

Clothing (Four to Seven Days Supply):

- ☐ Disaster relief caps & jackets ☐ Disaster relief ID cards & clip-on
☐ Jeans or work pants ☐ Shirts (warm and cool weather both)
☐ Underwear ☐ Socks —2/day (white, wool or wool blend)
☐ Bandanas and handkerchief ☐ Work gloves
☐ Work shoes ☐ Rain suit or poncho
☐ Sneakers ☐ Suitcase or duffel bag
☐ Waterproof footwear ☐ Laundry bag
☐ Hat or cap (waterproof and sunshade)
☐ Coats and/or jackets (warm and cool weather, waterproof)
☐ Sleep wear (Because of group living, select sleepwear for modesty as well as comfort)

Health, Safety and Hygiene:

- ☐ Prescription medicine (List by name all your prescription medication)
☐ New prescription orders (if your physician approves and will write new prescriptions)
☐ Nonprescription drugs ☐ Allergy kit: bees, etc ☐ Sunblock (15+)
☐ Bar soap ☐ Liquid antibacterial soap ☐ Laundry detergent
☐ Deodorant ☐ Feminine needs ☐ Personal needs
☐ Towels ☐ Wash cloths ☐ Mouth wash
☐ Tooth brush ☐ Tooth paste ☐ Dental floss
☐ Shampoo and rinse ☐ Comb and brush ☐ Hair spray
☐ Chap stick ☐ Shaving cream ☐ Razor
☐ Diarrhea cure ☐ Antacids ☐ Laxative
☐ Insect spray ☐ Skin lotion ☐ Blister kit
☐ A&D ointment ☐ Anti-fungal ointment/spray ☐ Foot powder

Food:

- ☐ Diet food ☐ Snacks ☐ Drinking water

Supplies and Equipment:

- ☐ Flash light or lantern ☐ Bedding (air or foam mattress, cot, and covers)
☐ Watch or clock ☐ Tent (optional, inquire first)
☐ Canteen or water bottle
☐ Plus any special personal items you need for health, safety, or comfort

VEHICLE ID

(Complete and place on vehicle dashboard)



Driver Name: _____

State: _____ Your Unit# _____

Contact Phone #: _____

Make: _____ Model: _____ Year: _____

TAG#: _____ State: _____

VEHICLE ID

(Complete and place on vehicle dashboard)



Driver Name: _____

State: _____ Your Unit# _____

Contact Phone #: _____

Make: _____ Model: _____ Year: _____

TAG#: _____ State: _____



SC Baptist Convention Disaster Relief Volunteer Personal Information Form



Name _____ Date _____
Address _____
City _____ State _____ Zip _____
Date of Birth _____
Cell Phone _____ Home Phone _____
E-Mail Address _____
Church _____ in (City) _____
Medications taken regularly: _____

Whom to notify in case of Emergency:

Name _____ Relationship _____
Cell Phone _____ Home Phone _____
Are you allergic to any medication? No ___ Yes ___ If yes, what? _____
Health Insurance Carrier _____
Member ID _____ Policy/Group # _____
Auto Insurance Carrier (if driving) _____
Policy/Group # _____
Vehicle Type and License Plate # _____

Release, Waiver of Liability, and Indemnity Agreement

I have read and fully understood the Release, Waiver of Liability, and Indemnity Agreement on the other side of this form, and I have voluntarily executed it for the purposes therein stated.

Witnessed, my hand on this the _____ day of _____, 20____

Signature of Volunteer

Name of Volunteer (Please Print)

Signature of Witness

Name of Witness (Please Print)

SCDR1-PIF
2018

RELEASE, WAIVER OF LIABILITY, AND INDEMNIFICATION AGREEMENT

**THIS FORM MUST BE SIGNED BY ANY VOLUNTEER BEFORE
BEING ALLOWED TO PARTICIPATE IN ANY MISSIONARY VENTURE**

I wish to enter upon a missionary venture for the purpose of helping in times of disaster for the glory of God and to demonstrate my faith in Christ. I understand that I am acting as a volunteer and will therefore be responsible for paying my own expenses, including all types of insurance.

I understand that the South Carolina Baptist Convention (the "SCBC") cannot guarantee the safety or condition of the work sites. I understand volunteers may participate in a wide variety of construction-related activities, including but not limited to demolition, roofing, carpentry, dry-wall and ceiling installation, plumbing, masonry, glasswork, insulating, painting, flooring, electrical wiring, and other home repair, remodeling, and renovation. I also understand power tools such as saws and drills may be used, and activities may include climbing and working on roofs and ladders. I understand that I am not required to participate in any activities and should participate in only those activities that I am comfortable with. I am also aware that the work may be hazardous and I could be potentially exposed to hazardous materials, including lead, asbestos, and mold.

I am fully aware of the risks, dangers, and other hazards to me and other members of the Disaster Relief Team, including physical injury or even death, whether at the disaster site, travelling to and from the work areas, in or about the living, sleeping and eating areas, or during other activities of the Disaster Relief Team. Nevertheless, I have elected to voluntarily participate, knowing that my participation may be hazardous to me and my property.

In consideration for my being allowed to attend and participate in this missionary venture and any related activity, I knowingly, freely, voluntarily, and fully assume all risks and hazards, both known and unknown, of any loss, property damage, or personal or bodily injury, including death, that may be sustained by me, or loss of or damage to my property, as a result of my participation. I further assume all responsibility for my acts or omissions and any losses, injuries, or damages they may cause. I further release, waive, discharge, and covenant not to sue the SCBC, the Southern Baptist Convention, any sponsoring church or other organization, and their respective affiliates, directors, officers, employees, servants, agents, successors, and assigns (collectively referred to as the "Released Parties"), from any and all liability, claims, demands, actions, and causes of action whatsoever arising out of or related to any loss, damage, or injury, including death, that may be sustained by me, or to any property belonging to me, arising out of or in any way related to my participation in the missionary venture, including all activities and transportation to and from the disaster site, even if arising from the negligence of the Released Parties, except that which is the result of their gross negligence or wanton misconduct. I further agree to defend, indemnify, and hold harmless the Released Parties from any and all claims, losses, injuries, and damages arising out of or in any way related to my participation in the missionary venture, including but not limited to claims by third parties and any claims submitted by me or on my behalf, even if arising from the negligence of the Released Parties, except that which is the result of gross negligence or wanton misconduct of the Released Parties.

In further consideration for my being allowed to participate in the missionary venture, I authorize the SCBC to record my picture and voice on photographs, films, audiotapes, and/or videotapes (collectively, the "Recordings") and to incorporate and use the Recordings in any manner of media whatsoever, including unrestricted use of the Recordings for purposes of education, publicity, research, marketing, and advertising. I grant and convey to the SCBC all of my right, title, and interest in all such Recordings.

I acknowledge that the SCBC cannot control the content of images, video, or audio recordings reproduced or posted on the web by third parties, including other volunteers, and for the consideration stated herein waive and release any and all claims and actions against the Released Parties for any such reproductions and postings.

It is my expressed intent that this agreement shall also bind the members of my family and spouse, if I am alive, and my heirs, assigns, and personal representatives, if I am deceased, and that it be enforced to the maximum extent permitted by law.

I ACKNOWLEDGE AND REPRESENT THAT I HAVE CAREFULLY READ THIS DOCUMENT AND FULLY UNDERSTAND ITS CONTENTS, THAT I SIGN IT VOLUNTARILY AS MY OWN FREE ACT AND DEED, AND THAT NO ORAL REPRESENTATIONS, STATEMENTS, OR INDUCEMENTS HAVE BEEN MADE BY ANY PARTY.

Witnessed, my hand on this the _____ day of _____, 20_____.

Signature of Witness

Signature of Volunteer

Printed Name of Volunteer



Roster of Volunteers

Unit # _____



Name of Unit Leader (Blue Hat) or Admin Volunteer submitting roster: _____

Email _____ Cell Phone _____

Location of Project (City, State) _____

Nature of Project _____

Expected Date of Departure from Home _____ Expected Date of Arrival Back Home _____

	Name	Address - City Only	Phone	Gender	Date of Birth
1	Unit Leader:				
2					
3					
4					
5					
6					
7					
8					
9					

Email to sueharmon@scbaptist.org or fax to 803-799-1044

Form SCDR2
2017

Work Site

Event Name / #

Work-Site Location (address)

Organization/Agency

Your work today helps this community in a few ways! It will help individuals and families recover more quickly, and each hour you contribute can ALSO help the community financially. The value of your volunteer hours may be used to offset the state cost share of the federal assistance. Additionally, your hours highlight the volunteer dollar value. ***Thank you for volunteering today!***

Please read before signing in: I have received safety instructions for working at this site and agree to follow the safety procedures and the directions of the site supervisor.

[illegible]



SC Baptist Disaster Relief Personal Information – Spontaneous Volunteers

Name _____ Date _____

Home Phone _____

Cell Phone _____

Whom to notify in case of Emergency:

Name _____ Relationship _____

Phone _____ Cell Phone _____

Medications _____

Are you allergic to any medication? No ___ Yes ___ If yes, what? _____

Release and Indemnity Agreement

Having fully read the Release and Indemnity Agreement on the other side of this form, this waiver, release and indemnity agreement is fully understood by me and I enter the same willingly for the purposes herein stated.

Witnessed, my hand on this the _____ day of _____, 20_____

Signature of Volunteer

Name of Volunteer (Please Print)

Signature of Witness

Name of Witness (Please Print)

Please read and sign the other side also.

Form SCDR1a
2017

Release and Indemnity Agreement

I do hereby represent and acknowledge that I am entering upon a missionary venture with others, and that as a volunteer am paying my own expenses, including insurance, for the purpose of helping in times of disaster for the glory of God and to demonstrate my faith in Christ; that the work may at times be hazardous and somewhat arduous and will be performed by concerned volunteers and qualified professionals trained in disaster work; that vehicles transporting said volunteers will be operated by volunteers, who may or may not be professional drivers.

I recognize and acknowledge potential accidents at the disaster site, involving motor vehicles, in or about the living, sleeping and eating areas, or during activities of the Disaster Relief team; am fully aware of possible injuries to members of the Disaster Relief team, including myself.

Therefore, I desire to protect, release, acquit, indemnify, and hold harmless from any and all claims, injuries, damages, losses, expenses or attorney fees incurred by me, my heirs, administrators, executors or assigns.

For and on behalf of myself, my heirs, administrators, executors, assigns, and all other persons, firms or corporations, I do hereby release and discharge from liability all other persons on the Disaster Relief team with me, those who notified, selected or assigned me to the said team, the state Disaster Relief director or department, the Southern Baptist Convention, their employees and representatives, successors or assigns, from any claims, demands, damages, actions, causes of actions which I, the undersigned, have or may hereafter, and on account of, or any way growing out of injuries or damages both to persons or property resulting or that may hereafter result from the voluntary venture.

This waiver, release and indemnity agreement is fully understood by me and I enter the same willingly for the purposes herein above stated.

Witnessed, my hand on this the _____ day of _____, 20____

Signature of Volunteer

Name of Volunteer (Please Print)

Signature of Witness

Name of Witness (Please Print)

Form SCDR1a
2017



SC BAPTIST CONVENTION
CONFERENCE OR EVENT:

ACCIDENT/INCIDENT REPORT FORM

NAME OF INJURED PERSON:		AGE/DOB:	GENDER: <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE
ADDRESS:		PHONE: ()	
CITY:	STATE:	ZIP CODE:	
DATE OF ACCIDENT/INCIDENT:		TIME OF ACCIDENT/INCIDENT: <input type="checkbox"/> AM <input type="checkbox"/> PM	
PLACE OF ACCIDENT/INCIDENT:			
INJURY OR CONDITION (PLEASE INDICATE WHICH APPLIES BELOW): IF APPLICABLE, <input type="checkbox"/> RIGHT <input type="checkbox"/> LEFT <input type="checkbox"/> ABDOMEN <input type="checkbox"/> ANKLE <input type="checkbox"/> BACK <input type="checkbox"/> CHEST PAIN <input type="checkbox"/> ELBOW <input type="checkbox"/> FACE <input type="checkbox"/> FAINT <input type="checkbox"/> FINGER <input type="checkbox"/> FOOT <input type="checkbox"/> FOREARM <input type="checkbox"/> GROIN <input type="checkbox"/> HAMSTRING <input type="checkbox"/> HAND <input type="checkbox"/> HEAD <input type="checkbox"/> KNEE <input type="checkbox"/> NECK <input type="checkbox"/> PELVIS <input type="checkbox"/> QUADS <input type="checkbox"/> RIBS <input type="checkbox"/> SHIN <input type="checkbox"/> SHORTNESS OF BREATH <input type="checkbox"/> SHOULDER <input type="checkbox"/> THORAX <input type="checkbox"/> TOE <input type="checkbox"/> UPPER ARM <input type="checkbox"/> OTHER:			
BRIEF DESCRIPTION OF INJURY/INCIDENT (WHAT HAPPENED): INDICATE ANY THAT APPLY: <input type="checkbox"/> BITE <input type="checkbox"/> BURN <input type="checkbox"/> FALL (FROM HEIGHT) <input type="checkbox"/> FALL (SAME LEVEL) <input type="checkbox"/> LIFTING <input type="checkbox"/> STRUCK BY OBJECT <input type="checkbox"/> TRIP			
Was CPR/First Aid given? <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, BY WHOM? _____			
Was injured removed from accident scene? (PLEASE INDICATE) <input type="checkbox"/> YES <input type="checkbox"/> NO INDICATE ANY THAT APPLY: <input type="checkbox"/> AMBULANCE <input type="checkbox"/> POLICE <input type="checkbox"/> AUTO : Who _____ <input type="checkbox"/> OTHER:			
RECEIVING HOSPITAL/MEDICAL PROVIDER:			
WITNESS NAME:		WITNESS NAME:	
ADDRESS:		ADDRESS:	
PHONE: ()		PHONE: ()	
SIGNATURE OF INJURED/REPRESENTATIVE: X		DATE:	
SIGNATURE OF SCBC EMPLOYEE: X		DATE:	
RELEASE SIGNATURE: REFUSING ATTENTION: I HAVE BEEN ADVISED THAT I MAY HAVE A MEDICAL CONDITION(S) WHICH MAY REQUIRE AN EXAMINATION BY A DOCTOR, AND I REFUSED SUCH MEDICAL CARE AND/OR ADVICE OR I DO NOT BELIEVE A MEDICAL EMERGENCY EXISTS AND I REQUIRE NO FURTHER ASSISTANCE. SIGNATURE: X DATE:			
OFFICE USE ONLY: <input type="checkbox"/> CORRECTIVE ACTION: _____ COPY TO: <input type="checkbox"/> TEAM OFFICE COMMENTS:			

RETURN THIS FORM TO THE SCBC PURCHASING DIRECTOR BY 9:00 A.M. ON THE NEXT BUSINESS DAY.

ORIGINAL: PURCHASING DIRECTOR

YELLOW: SUPERVISOR

PINK: INJURED PARTY/REPRESENTATIVE

10/02

Accident/Incident Report Form Instructions

The safety and well being of employees, visitors, and guests is paramount at functions, facilities, and properties of the South Carolina Baptist Convention. Our goal is to provide safe, clean, and comfortable facilities as we seek to minister in the name of Christ.

Even with the best planning, accidents or incidents may occur at any time. When an accident or incident occurs, our primary concern is to provide the proper care and the necessary resources to assist the injured person(s). In an effort to provide the necessary care, it is important to obtain relevant information. The SC Baptist Convention Accident/Incident report form provides a method to obtain this information. This information will be used in the following ways:

- 1- To provide information that may be helpful to persons assisting the injured, such as paramedics or other emergency workers.
- 2- To provide information to insurance carriers as necessary.
- 3- To use the accident/incident information in the risk management program of the Convention. Any patterns of incidents or injuries will be evaluated and changes made to help prevent future injuries or incidents.

When completing the accident/incident report form, follow these suggested guidelines:

Conference or Event:	Note the conference or event name at the top of the form, if applicable.
Name, Age/Date of Birth, Gender, Address, Phone:	Fill in the name, address, contact, and other information of the injured person.
Date, Place, and Time of Accident/Incident:	Write in the details of the accident or incident.
Injury or Condition:	Use applicable check boxes to help identify the type of injury as best you can.
Description of Injury/ Incident:	Write a brief description of what happened to cause the accident or incident. Utilize applicable check boxes as they are helpful.
CPR/First Aid:	Note the details of this care.
Was Injured removed from accident scene:	Use this box to provide details of this care.
Receiving Hospital/ Medical Provider:	Note the medical facility or provider where the injured party was taken for evaluation or treatment.
Witness Information:	Note witness name, address, and contact information for follow-up or further information.
Signature Injured/ Representative, SCBC Employee:	Ask injured person or representative to sign and date form. SCBC employee assisting with accident/incident form should sign and date the form.
Release Signature:	When injured party refuses suggested medical attention or treatment, ask for them to sign and date the release statement.

Return completed form to purchasing director by 9:00 AM on the next business day. It is always best to work with an accident or incident as quickly as possible to gather the best information possible. The purchasing director will notify and contact the persons necessary to file any claim information with the Convention insurance carrier.

The accident/incident form is located on the network at N:\PUBLIC\FORMS\Accident_Incident Form

FORKLIFT INSPECTION CHECKLIST

SC Baptist Disaster Relief requires that Industrial trucks shall be examined before being placed in service, and shall not be placed in service if the examination shows any condition adversely affecting the safety of the vehicle. Where industrial trucks are used on a round-the-clock basis, they shall be examined each shift. Defects when found shall be immediately reported and corrected."



DATE	OPERATOR'S NAME	UNIT NUMBER	HOUR METER	SITE LOCATION

1. ☐ Pass ☐ Fail Mast chain is not worn, loose or damaged _____
2. ☐ Pass ☐ Fail No water, oil or fuel is leaking _____
3. ☐ Pass ☐ Fail No hydraulic lines are leaking _____
4. ☐ Pass ☐ Fail Tires have no unsafe defects _____
5. ☐ Pass ☐ Fail Fire extinguisher present, inspected and usable _____

(GET ON THE FORKLIFT TO COMPLETE THE INSPECTION.)

6. ☐ Pass ☐ **Fail** Engine should crank in neutral gear only _____
7. ☐ Pass ☐ Fail Both headlights work _____
8. ☐ Pass ☐ Fail Both brake lights work _____
9. ☐ Pass ☐ Fail Pedestrian warning strobe light works _____
10. ☐ Pass ☐ Fail Pedestrian warning back-up alarm works in reverse gear _____
11. ☐ Pass ☐ Fail Engine temperature gauge in safe range _____
12. ☐ Pass ☐ **Fail** Horn works _____
13. ☐ Pass ☐ Fail Less than 4 inches of "play" in steering wheel _____
14. ☐ Pass ☐ Fail If using attachments, do the attachments work safely _____
15. ☐ Pass ☐ **Fail** Foot brake stops forklift in less than 3 feet _____
16. ☐ Pass ☐ **Fail** Parking brake prevents creeping forward or backward when transmission is in gear _____

If 6, 12, 15, or 16 are answered "Fail", DISABLE THE FORKLIFT so that no one can operate it until it is repaired. ANYONE using the forklift before it is safe to operate will be subject to disciplinary action. All other items answered "Fail" should be explained in writing. Report all other problems by writing a description of the problem below so the forklift mechanic can repair it.

Operator Signature

Unit Leader Signature

Formstack Daily Report - Feeding

Report Date _____ Unit Number/Team Name _____

Unit/Team Leader Name _____ Phone: (_____) _____

Can receive texts? Yes or No

Items to report – Illness or Injury, Equipment issues, other:

Morning Devotion/Meeting: Yes or No

Evening Debrief: Yes or No

Volunteer Days SBDR (1 day per member) _____

Volunteer Days Other (non SBDR, 1 day per member) _____

Work hours _____

(# of volunteers multiplied by # of hours worked today)

Ministry contacts (non-chaplains only): _____

(includes prayer, spiritual discussion, encouragement conversations, spiritual tracts given by any team member)

Chaplaincy contacts _____

(includes prayer, spiritual discussion, encouragement conversations, spiritual tracts given by chaplains)

Gospel presentations _____

(# of individuals your team shared the plan of salvation with that ended with an invitation to pray to receive Jesus)

Professions of faith (decisions to accept Christ as Savior) _____

Other decisions _____

Bibles distributed _____

Tracts distributed _____

Needs follow-up Yes _____ No _____

(If you have names for Emotional/Spiritual Care follow-up, check YES and provide name, job # or address, & phone number)

Feeding Activity Report

Check all that apply at this site:

_____ Supporting *Red Cross* Feeding Operation

_____ Supporting *The Salvation Army* Feeding Operation

_____ Other Mass Feeding Operation

_____ Feeding volunteers

Meal Count: Breakfast _____ (Number of breakfast meals prepared.)

Lunch _____ (Number of lunch meals prepared.)

Dinner _____ (Number of dinner meals prepared.)

Total _____

Meal projection _____ (How many meals do you expect to prepare tomorrow?)

Feeding Line _____ Yes _____ No

(Are you handing out meals to the community onsite? Only answer yes if local residents are coming to the site to pick up meals.)

Meals Served

Lunch _____ Supper _____

Only count meals served to residents (on-site, or from ERVs/Canteens or other feeding locations).

DO NOT INCLUDE MEALS SERVED TO VOLUNTEERS

Water Purified (Gallons) _____

LINKS:

SCBDR Unit Leaders:

www.scbaptist.org/disasterrelief/unit-leaders/

Refer to the Mass Feeding Dropbox site for the Unit Leader Manual.

Formstack: https://sbdr.formstack.com/forms/daily_report

FEMA: www.fema.gov

ServSafe: www.servsafe.com

ACRONYMS:

SBDR- Southern Baptist Disaster Relief
SCBDR- South Carolina Baptist Disaster Relief
EMD- Emergency Management Division
TRC- The Red Cross
TSA- The Salvation Army
EOC- Emergency Operations Center



**SOUTH CAROLINA
BAPTIST CONVENTION**

Disaster Relief Office

190 Stoneridge Drive • Columbia, SC 29210

800.723.7242 or 803.227.6149

www.scbaptist.org/dr

facebook.com/SCDisasterRelief

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