

# Southern Baptist Disaster Relief



## Mud-Out and Ash-Out Manual

Disaster Relief Office, South Carolina Baptist Convention

## Table of Contents

Introduction.....	2
Safety Practices.....	3
Safety Rules.....	5
Helpful Hints.....	8
Tools and Equipment.....	9
Cleaning Procedures – Mud-Out.....	10
Procedures in Draining a Basement.....	11
Cleaning Procedures – Ash-Out.....	12
Handling Ash, Debris, and Other Hazardous Materials from Burned Structures.....	13
Unit Leader and/or Crew Chief Responsibilities.....	15
Additional Resources.....	15
 Appendix.....	 16
Appendix 1: Property Owner Request for Assistance.....	17
Appendix 2: Flood Recovery Assessment.....	19
Appendix 3: Fire Recovery Assessment.....	20
Appendix 4: Assessment- Property Area.....	21
Appendix 5: Model of Cleanup Crew.....	22
Appendix 6: Mud-Out Equipment List.....	23
Appendix 7: Ash-Out Equipment List.....	24
Appendix 8: Loading a Dumpster.....	25

## **INTRODUCTION**

The ministry of Mud-Out/Flood Recovery and Ash-Out/Fire Cleanup is to assist individuals and churches in a Disaster Relief response in a manner that brings **glory to God, relief to the distressed** and **draws those encountered to faith in Jesus**. As volunteers, we strive to glorify the Lord in bringing help, hope and healing to those affected by disasters.

Responding to a disaster area for Mud-out or Ash-Out involves many more details than it would appear on the surface. Every incident is unique; every State and County Emergency Management Agency has its own set of requirements. This manual presents many of the considerations when serving in a disaster area.

### **Property Owner Consent**

In any disaster response, we must concern ourselves with litigation liability. It is essential to consider the safety of workers and confirm all workers are insured. Before any work is started on site, we must have a Property Owner Request for Assistance signed by the owner with specific details of the job spelled out on the form (refer to Appendix 1).

### **Qualifications for Our Assistance**

Assistance is given to anyone in need of help. However, jobs are prioritized based on assessment. The jobs will be assigned by the Operations Section Chief of the Incident Management Team (IMT) considering team capabilities, priorities and location. While working at a job site, nearby homeowners may request assistance. These requests shall be referred to the team leader for proper paperwork and job coordination. *Remember - We have been sent to minister to all. Your actions may lead someone to Christ.*

## **SAFETY PRACTICES**

In assessing your own situation and making decisions about safety, crews must be the primary concern. ***Know your limitations.*** Many well-intentioned volunteers have been ***injured*** or ***killed*** during operations simply because they did not pay attention to their own physical and mental limitations. You must know your limits and monitor your condition. ***Fatigue leads to injury.***

The following are guidelines for safe operations:

***Buddy System*** – Always work in pairs or in a group.

***Hazards*** – Be alert for hazards, such as sharp objects, dust, hazardous materials, power lines, leaking natural & LP gas, high water, fire hazards, and unstable structures. If water is present, check the depth before entering. Never enter rising water. Always be aware of distance in relation to other workers, tools, equipment, and especially skid steers, chainsaws, cut off saws, and propane torches. Fifteen feet (15') should always be maintained from such equipment.

***Safety Equipment*** – Use appropriate personal protection equipment (PPE).

- Helmet or hard hat
- Goggles/Safety Glasses
- Appropriate respirator (N95)
- Disposable “Tyvek” type coveralls to protect regular work clothes
- Work gloves
- Rubber boots
- Heavy duty rubber gloves

***Lifting*** – should always be done in a way that protects the back from strain or other injury. To lift safely:

- Bend your knees and squat
- Keep the load close to your body
- Keep the back straight
- Push up with the legs
- Do not try to lift or carry loads that might cause strains or ruptures

***Rotate Teams*** – Have back-up teams available. Monitor the length of exposure of active crews. Have crews drink fluids and eat to maintain themselves.

***Sanitation Practices*** – Before handling any food, use hand sanitizer. In case of a minor scratch, sanitize and cover the wound. Any injury more significant than a minor scrape must be reported.

## **Additional Safety Practices for Ash-Out:**

You may be working in an area that could be subject to wildfires; therefore:

- If advised, evacuate immediately.
- If you see a wildfire and have not received evacuation orders yet, call 9-1-1 and answer any questions clearly to the dispatcher.
- Communicate with your Incident Command Center that you evacuated and where you are going.
- Choose a route away from the wildfire.

## **Survival in a Vehicle**

This is dangerous and should only be done in an emergency, but you can survive a fire storm if you stay in your vehicle.

- Roll up your windows and close the air vents.
- Drive slowly with headlights on.
- Do not drive through heavy smoke.
- If you must stop
  - Park away from heavy trees.
  - Turn ignition off and get on the floor, covering yourself with a blanket or coat.

## **If Caught on Foot in a Wildfire**

Do not try to outrun the blaze. Look for a body of water to crouch in. If none found, find a cleared area with little vegetation or a road and lie face down along the road or uphill side. Cover yourself with anything to shield the heat. Protect your lungs by breathing air closest to the ground.

## SAFETY RULES

### In All Disaster Responses:

- Make health and safety a primary consideration!
- An Accident/Incident Report Form MUST be completed for any injury more significant than a minor scratch.
- Wear proper clothing, i.e. boots in wet areas, heavy shoes in construction areas, gloves, hard hats, long pants and sleeves. Protect yourself against the sun or cold. **Wear safety equipment as required or provided.** If possible, switch between multiple pairs of rubber boots or dry out your single pair each evening.
- Anyone responding to a flood and/or fire disaster must have must have a current *Tetanus* shot and should consider getting *Hepatitis* shots. Nails and sharp object are common in disaster areas. Therefore, be watchful and have your shots up to date.
- Be sure all utilities have been cut off before entering a damaged building, especially in wet areas. Verify electrical, gas/propane and water are off (although emergency responders may have turned it off). Stand on dry area (board or ladder) while turning electrical switch off in wet area. Use a test light or voltage detector to ensure that each circuit is off since power within one residence can sometimes be provided by an outside panel or source.
- Be careful about where tools are placed when they are not being used. Shovels, rakes, etc., should always be set upright and away from the path of other volunteers. Special care must be taken with rakes, so as not to leave a rake with its tines up.
- Do not leave tools and equipment unattended. Guard against leaving piles of lumber, furniture, clothing, debris, etc. where children might play and risk injury.
- Do not open freezers or refrigerators and do not puncture any sealed cans. Secure doors of appliances with duct tape.
- It is common in disasters to encounter wild and domestic animals that may be rabid. Snakes and possibly even alligators may be in spaces where you would not expect them. **Never reach into a space you cannot see into. Be cautious of dogs and cats wandering or approaching the area.**
- Only SCBDR trained and experienced volunteers should operate power machinery and heavy equipment. Follow safety requirements during both refueling and operation. A spotter is usually required when operating equipment. **Never operate gas powered equipment indoors.**
- Be aware of where other volunteers are located and be concerned for their safety before throwing something out a window or using equipment.
- Avoid fatigue. Do not work on ladders or scaffolds or operate machinery when tired or on medications that cause drowsiness.

## **SAFETY RULES (Continued)**

- Lend a hand if someone needs assistance. Constantly look out for the safety of one another. If you see a health or safety hazard, bring it to the attention of your Unit Leader or the Health and Safety Monitor. However, save questions regarding procedure until the debriefing time at the end of the day.
- **Make safety and hygiene a priority.** Get adequate rest, fluids, and nourishment so you can achieve maximum effectiveness.

### **In A Flood Disaster:**

1. When entering a flooded area, assume the area is contaminated. Graves may have been open; septic and sewer systems overflow. There is also the possibility that LP gas tanks may be loose and leaking. LP gas gathers close to the ground. Use fans to ventilate lower portions of a home with outside air for at least 15 minutes prior to entering.
2. Examine structures for damage before entering or working – floors, overhead, walls, loose objects that may fall. **If there is question about the integrity of a building, wait until local building authorities have inspected the structure before entering.**
3. Ventilate closed rooms or buildings before entering to allow escaped gas or foul odors to escape and continue to provide ventilation while working. Do not linger in areas where gas fumes are present. Be especially careful about flames or sparks where fumes are detected.
4. Ensure good footing or standing area to avoid injuries – flooring, ladders, scaffolds, wet and slick areas. It is advisable to carry strips of wire mesh or stucco lathe to tack onto stair treads. These strips flex under load and provide traction as the stairs are utilized and tend to become mud covered.
5. To prevent risk of injury, remove ladders, scaffolds or ropes when not in use. Do not leave tools and equipment unattended. Guard against leaving piles of lumber, furniture, clothing, debris, etc. where children might play and risk injury.
6. In flooded areas – basements, floors, outdoor pools – probe ahead for holes or submerged objects. Use a wood pole with a dry handle.
7. Provide sufficient lighting in work areas – daylight or artificial. Look first into areas before entering. Check for glass, nails or other sharp objects. Additionally, remove nails from floors and walls as sheeting or flooring is torn out to prevent subsequent injuries.
8. Assume fallen electrical lines are live until notified by utility companies that current is off (also phone service and cable TV). Continue to use caution because of possible improper use of electric generators in nearby homes.
9. Prevent health hazards by cleaning areas where decay, mildew or chemical odors may result from wetness or perishables such as food.
10. Be sure that debris is not piled over the household/municipal water shut off at the street.

## **SAFETY RULES (Continued)**

### **In A Fire Disaster:**

1. Disaster Relief hats and shirts are valuable for ministry identification; however, a wide brim hat will provide better protection when working in the hot sun, and a hard hat should be worn when needed.
2. Respirators with a breathing door are **always to be worn** when working in ash and rubble. Heavy work gloves should be worn at all times. Ear plugs are advisable if the volunteer is working around loud noises. Safety glasses may also be necessary at times.
3. Do not transport heavy loads over the location of a septic tank or active water pipes. Also, be sure that debris is not piled over the household/municipal water shut off at the street.
4. The property you are cleaning should have had a hazardous waste inspection; however, items that may be considered hazardous waste may still be buried in the ash and rubble. Such items should be handled with care. In most cases they (e.g., batteries, sealed paint cans) can be carefully transported to an on-site hazardous waste deposit. If you are in doubt, check with your Unit Leader. If the waste might pose a threat by handling or moving (e.g., asbestos), work on the site must stop and EPA authorities contacted through the Incident Commander.
5. In hot weather the Unit Leader must identify or provide rest shade for the volunteers. At 70° that shade may be nearby trees or bushes. At 90° a tent awning must be set up. (OSHA rule)
6. Take care to have good footing when using ladders and scaffolds. Dry ash can be slick and wet ash is worse.
7. Provide sufficient lighting in work areas – daylight or artificial. Look first into areas before entering, checking for glass, nails, or other sharp and protruding objects. Additionally, remove nails from floors and walls as sheeting or flooring is torn out to prevent subsequent injuries.
8. Assume fallen electrical lines are live until notified by utility companies that current is off (also phone service and cable TV). Continue to use caution because of possible improper use of electric generators in nearby homes.

**Don't be part of the problem.  
Be part of the solution!**



## **HELPFUL HINTS**

1. Work within your strengths and limitations – physical (strength and health), emotional (stress management), and mental (knowledge and skills).
2. Rest when you can. Some people can work longer than others. Gauge yourself. Do not be intimidated by what others do if it affects your strength and usefulness. Sleeping may be difficult. Try to arrange what is best for you.
3. **Use hand sanitizer before consuming anything or wash hands with bleach and water mix (one tablespoon bleach to one-gallon water).**
4. Do not drink local water in the area until verified safe.
5. Eat regularly and increase water intake according to heat and work load. Take snacks and bottled water to site. Take appropriate precautions to clean hands before getting snacks, water, and meals.
6. Wear suitable rain gear and rubber boots while spraying or pressure washing.
7. Use rubber gloves and wear goggles when handling bleach and other disinfectants.
8. Wear heavy-duty rubber gloves with work gloves over them.
9. Disinfect tools used each day upon completion of work. At the end of the day, dispose of all used mop heads and sponges.
10. Dispose of any articles that are punctured (such as gloves and boots).
11. If you are unfamiliar with motorized tools, do not attempt to use them until properly trained.
12. Inspect your trailer and vehicle tires for nails/flats prior to each movement. Also, recheck the security of the trailer hitch and functionality of trailer lights frequently.
13. When shoveling, fill scoop using legs, rather than back. Do not twist body to empty shovel, but step around and empty.
14. Throughout the cleanup procedure, all Volunteers should be sensitive to visitors on the site. Some of these may be government inspectors or disaster relief supervisors. The Unit Leader and Chaplain should be the persons to initially deal with them. Frequently home owners or other family members may be present or drop by. The Unit Leader should be the person who deals with them regarding matters that relate to the cleanup. However, all Volunteers should be sensitive for opportunities to visit and encourage these people. Take time to listen to their stories, their pain and their appreciation. If they seem open to talking on a deeper level about spiritual issues, feel free to ask the Chaplain to join the conversation or take over the witness. Be continually sensitive to the leadership of the Holy Spirit.

## **HELPFUL HINTS (Continued)**

15. If a property owner or other person asks about making a donation, refer them to the Unit Leader. Southern Baptist Disaster Relief Volunteers do not take money or insurance checks from any disaster victims. If they want to donate to the ministry, the Unit Leader can explain to them how they can do that.
16. It is important to maintain a Christ-like relationship with your team. Not all Volunteers are able to work at the same pace, have the same level of experience, or are equally gifted in the same skills. Most Volunteers are highly motivated and desire to represent the Lord in a way that gives Him glory. Treat one another with mutual respect, patience and Christian love. Encourage one another and strive to maintain a positive attitude. If you have a problem, talk to the Unit Leader or to the Chaplain.
17. Make safety a priority so that you can achieve maximum effectiveness, not only for you but also your team.
18. If possible, follow the **Model of Cleanup Crew** (Appendix 5). The designation of roles can help facilitate a safe and positive environment to provide help, hope and healing to disaster areas.
19. **Personal Decontamination**
  - Take boots and gloves to assigned area to be cleaned. Also, clean equipment (tools, shovels, etc.).
  - Keep clean clothes in a plastic bag on the work site.
  - Take regular showers and dress in clean clothes.
  - If appropriate cleaner is not available, bleach solution can be used to clean your body (one tablespoons of bleach per one gallon of water). Pre-mix in marked gallon jugs.
  - Place contaminated clothes in plastic bag and return clothes to designated location to be laundered in disinfectant. NEVER wear contaminated clothes into your living/sleeping areas!
  - Carry soap and paper towels in your unit with which to wash hands/face. Hand sanitizer does not remove dirt.

## **TOOLS AND EQUIPMENT**

1. All equipment must be operated by trained volunteers using proper safety procedures.
2. Every volunteer must wear safety gear according to the equipment used.
3. Each unit trailer and all heavy equipment on its trailer should either be returned to the equipment staging area or to an on-site secure area.
4. Equipment must be checked for needs of cleaning, fueling, service, repair or parts. Servicing reports MUST be completed.
5. Needed repairs should be reported to Unit Leader and Incident Commander. These needs must be addressed before the end of each day.

## **CLEANING PROCEDURES**

**\*Important note:** *Loss of personal possessions is an important issue. These are “love objects”. They may be gifts or items that have been in the family for years. They may remind the family of a deceased love one. As you work in the debris, be sensitive to the feelings of attachment to love objects. What you may think of as trash, someone else thinks of as treasure. Set aside any object that might be treasured or of value in the designated location for such.*

Be alert for possible salvage items throughout the whole cleanup process and take any such items to a designated location. If in doubt, let the property owner decide what is to be saved and what to discard.

### **Mud-out Cleaning Procedures**

1. Describe to the homeowner what we do when we mud-out a home.
2. Explain to the homeowner the health hazard that may be present if the interior walls have had water and mud between them. Explain that the type of mold that grows from floodwaters and mud can cause serious health problems. Remember to have the owner sign both sides of the Property Owner Request for Assistance (Appendix 1).
3. Be sensitive to homeowner’s loss, which will most often be everything due to the contamination of water, mud, and other substances.
4. Place items in the following 3 piles:

<u>Debris</u>			Salvageable (Keep)	Questionable (To be decided)
Metals	Construction Materials	Organic- limbs, shrubs		

5. Allow homeowner to decide which articles are to be salvaged and which are to be discarded.
6. Walk carefully through the structure. Floor may be slippery or weakened.
7. Shovel out mud and silt before it dries.
8. Use dollies and hand trucks to remove heavy items. Use ratchet straps to secure items to the hand truck. It is advisable to include a pair of pressure-treated 10’ 2x8 boards on your unit to use as ramps.
9. Mattresses and upholstered furniture should be removed and discarded.
10. Remove all built-in cabinets if the water line is above the counter top.
11. Remove and dispose of all floor coverings down to the subfloor.
12. When all articles are removed, determine how much wall and floor removal is necessary. The general guideline is to cut and remove walls 12 inches above flood level.

## **CLEANING PROCEDURES (Continued)**

13. Power/pressure wash entire area beginning at flood level and work downward if there is a basement. Use a wet vacuum, mops, squeegees, and brooms to remove excess water.
14. If available use fans, dehumidifiers and supplemental heat to aid the drying process.
15. Disinfect entire area beginning at flood level. Use a garden sprayer to lightly clean affected area. Use an appropriate mold remediation product.
16. Allow the area to dry thoroughly before repair begins. Confirm with local officials (building department/inspector) what moisture level should be reached before beginning to rebuild. Drying time may take from a few weeks to several months. Again, fans, dehumidifiers, and supplemental heat may hasten this process.
17. **To inhibit mold growth:** 4 oz. Shockwave per gallon of water. Apply with garden sprayer/backpack sprayer. Let dry. (Follow manufacturer's directions.)

### **Procedure for Draining A Basement**

Water in the ground outside a building is pushing hard against the outside of the basement walls. The water inside the basement is pushing right back. Therefore, if the basement is drained too quickly the pressure from outside the walls will be greater than the pressure inside which may lead to cracking and collapsing of the walls and floor, causing serious damage.

To avoid this situation, follow these steps to pump water out of a basement:

1. Never go into a basement that has water standing in it unless you are sure the electricity is off.
2. When the flood waters are no longer covering the ground, you can start pumping the water out of the basement. Be sure the pump discharges to the lower side of the property and as far from the basement as possible.
3. Pump the water level down two to three feet. Mark the level and wait overnight.
4. Check the water level the next day. If the water went back up or covered your mark, it is still too early to drain the basement. Wait 24 hours. Then pump the water down two to three feet again. Check the level the next day.
5. When the water stops going back up, pump down another two to three feet and wait overnight. Repeat steps 4 and 5 until all the water is pumped out of the basement.

## CLEANING PROCEDURES (Continued)

### Ash-out Cleaning Procedures

1. Explain to the homeowner what we do when we clean up their site.
2. Throughout the cleanup process, ash and debris are to be wetted down to minimize airborne contaminants.
3. The process for obtaining dumpsters will be different with each event. For some events dumpsters may have to be ordered by the property owner, directly from the dumpster company, through a County OES, or in some other way. Lead time must always be calculated for pick up or delivery.
  - In some jurisdictions dumpsters may have to be lined, and/or covered. This will entail an additional expense for whoever is paying for the dumpster. The dumpster company usually provides the lining and the covering and sees that they are in place.
  - The depth to which the dumpster can be filled will also vary in each jurisdiction. Usually a lowboy can be filled with rock and cement to level-full. Dumpsters for metal may also be filled to level-full, but no metal can be above the top. Dumpsters for ash, depending on whether it is wet or dry, can usually only be ½ full to ¾ full. (See Appendix 8)
4. Remove as much scrap metal, weakened concrete blocks and bricks as can be manually carried or wheelbarrowed to the designated bin. If bins are not yet available, debris may be piled for loading when bins arrive.
5. Take any e-waste (appliances and electronics) to designated location. Most jurisdictions will permit large appliances to be treated as scrap metal.
6. Sift ash in designated locations as requested by property owner for salvageable items. Sifting is done by placing a frame with a wire mesh bottom over a wheelbarrow. Shovels of ashes are placed in the frame and shaken.
7. If the structure was a mobile home or trailer, either a chop saw or a cutting torch may be used to cut up the frame. Jacks may need to be placed under the frame before cutting. Only trained and experienced operators will use such saws or torches. A **spotter** will **always** be used to assist the person using the equipment and to make sure other volunteers or people present stay a safe distance from the cutting. The **spotter** may assist the cutter by using a large bar to relieve pressure on the frame being cut. Sometimes other large pieces of metal such as garage doors or metal pipes will also need to be cut.
8. After the larger debris has been removed, a skid steer will be used to remove the remaining debris from the building site and take it to the debris bin. Ash should be sprayed down in the bucket and also as it is dumped into the bin. Only trained and experienced operators will use the equipment.
9. A **spotter** will **always** be used to assist the operator and to ensure that volunteers and other people stay at least 15' from the equipment. The **spotter** will **carry an air horn** and sound it if there is danger. **Everyone is to stop in place at the sound of the horn.** If the tractor is at a complete stop, volunteers may help shovel or move debris or rock into the tractor bucket. Before the tractor moves again, the volunteers must again move at least 15' from the equipment.

## **CLEANING PROCEDURES (Continued)**

10. If there is no tractor on the job or heavy equipment is not able to enter the site, the remaining debris will have to be removed by shoveling it into wheelbarrows and wheeling it to the debris bin or pile.
11. While the tractor is cleaning the slab (and sometimes before), volunteers may clean up cartable debris around the immediate site, remaining 15' away from the heavy equipment.
12. If chainsaw work is needed, all workers and equipment must be moved far enough from the potential tree fall radius for safety. Other chainsaw work may be performed while cleanup is taking place; such work runs no risk for the volunteers.
13. Chainsaw operators must wear safety gear including hand, head, ear and eye protection and proper clothing with chaps.
14. After the slab or site has been scraped by the heavy equipment, the volunteers will finish the project by shoveling up any remaining debris and sweeping the pad.

## **Handling Ash, Debris and Other Hazardous Materials from Burned Structures**

When we think of "hazardous materials," we picture trucks full of chemicals, factories, or dumps oozing slime. However, every home can be a warehouse of hazardous materials. Ash-Out/Fire Cleanup teams need to be aware of the conditions they are working in and how to handle waste. In most situations, the property will require and have an Environmental Protection Agency (EPA) inspection and release of the property for ash cleanup and separation of the waste. Use Personal Protective Equipment (PPE) and sound judgment in separating the materials listed below. If there are unusual smells, chemical reactions, large spills or a sudden illness stop work in that area and report the situation to the team leader.

Ash, charred debris, and other contaminated materials from burned structures may be hazardous wastes. Household hazardous wastes will be found in conditions ranging from fully burned to untouched.

The separation of hazardous wastes will be done per local Emergency Management Agency (EMA) and EPA direction, which team leader will have knowledge of.

The following materials should be separated to ensure safe handling and disposal of ash and debris:

- Compressed gas cylinders and propane cylinders
- Gasoline cans and other fuel containers
- Bulk chemicals and chemical containers
- Automotive fluids: used and unused oil, unburned fuels, anti-freeze
- Lead acid batteries
- Transformers
- Cathode ray tubes "CRTs" (picture tubes) from televisions and computer monitors
- Electronic devices
- Paints and thinners
- Bulk pesticides

## **CLEANING PROCEDURES (Continued)**

- Bulk fertilizers
- Munitions
- Laboratory equipment, i.e. Mercury-containing thermometers, gauges, and switches
- Air conditioners
- Large metal appliances, lawn mowers, tractors, automobile bodies, chainsaws, ATVs, and other recyclable materials to the extent that is practical
- Concrete and other inorganic wastes may be segregated and recycled as aggregate for new concrete
- In cases when hazardous materials have been burned to the point that they are indistinguishable from other burned materials; all of the burned matter should be managed as general fire debris (ash).

### **Additional Notes:**

### **UNIT LEADER AND/OR CREW CHIEF RESPONSIBILITIES:**

- Makes sure *Property Owner Request for Assistance* form is signed on both sides by homeowner. (Appendix 1)
- Meets with homeowner at the start of a job to review the project.
- Makes sure crew has food, water, and hand sanitizer for job site.
- Secures job site at the end of the work day.
- Meets with homeowner at completion of the project. (Homeowner satisfied/ prayer/ Bible)
- Sees that borrowed or loaned equipment is properly documented and returned.
- Makes sure crew has devotional and debriefing times.
- Completes all paperwork and reports listed below and turns in to IMT at end of day (SCDR forms).
- Reports injuries or unusual problems to IMT (SCDR Incident Forms).
- Signs crew in and out through the IMT.

### **Forms:**

- SCDR *Volunteer Personal Information* Form (All Volunteers must have one)
- SCDR *Accident/Incident Report* Form (Must be filled out for any injury or incident)
- SCDR *Property Owner Request for Assistance* Form (to be used in and out of state)
- SCDR *Daily Report* Form

### **MUD-OUT AND ASH-OUT ADDITIONAL RESOURCES**

DISASTER RELIEF MUD-OUT TRAINING VIDEO

<https://vimeo.com/54879314>

FEDERAL EMERGENCY MANAGEMENT AGENCY

[www.fema.gov](http://www.fema.gov)

CENTERS FOR DISEASE CONTROL AND PREVENTION

[www.cdc.gov](http://www.cdc.gov)

AMERICAN RED CROSS

[www.redcross.org](http://www.redcross.org)



# Appendix

**Please Note:** The following pages contain samples of the forms needed for Recovery work. Please do not copy these pages, for they have been compressed to fit the format of this manual. For full-sized versions of the forms, go to [www.scbaptist.org/dr](http://www.scbaptist.org/dr), in the section “For Unit Leaders.”

## Appendix: 1

Assessor	Assessor Phone # ( )	Job Priority 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>
Assessor: Check Work Needed / Unit Leader: Add Completion Date <input type="checkbox"/> Chainsaw <input type="checkbox"/> Roof <input type="checkbox"/> Flood <input type="checkbox"/> Fire		
Unit # UL Last Name	# in Team ____ X Hrs Worked ____ = Total Hrs	Grid # Job #

## South Carolina Baptist Convention Disaster Relief Property Owner Request for Assistance

THIS IS NOT A CONTRACT



Date \_\_\_\_\_

Property Owner(s) \_\_\_\_\_ Occupant(s) (If Different) \_\_\_\_\_

House # \_\_\_\_\_ Street \_\_\_\_\_

City \_\_\_\_\_ County/Parrish \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone 1 ( ) \_\_\_\_\_ Phone 2 ( ) \_\_\_\_\_

### Special Circumstances

Wheelchair ☐ Elderly ☐ Hearing Impaired ☐ Visually Impaired ☐ Mentally Impaired ☐ Responder ☐

Other ☐ (Explain) \_\_\_\_\_

Does property have... Homeowner's Insurance? Yes ☐ No ☐ Flood Insurance? Yes ☐ No ☐ N/A ☐

Is this your primary residence? Yes ☐ No ☐

Can work be done without the property owner present? Yes ☐ No ☐ \_\_\_\_\_ Initial

Permission granted for team to take photos of property and persons Yes ☐ No ☐ \_\_\_\_\_ Initial

Electricity is... On ☐ Off ☐

Water is ... On ☐ Off ☐

Gas is ... On ☐ Off ☐

Provide a brief description of the work that needs to be done:

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## Release, Waiver of Liability, and Indemnity Agreement

I certify that the above information is correct, that 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 (signed) it for the purposes therein stated.

Witnessed, my hand on this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Print Name of Property Owner

\_\_\_\_\_  
Print Name of Witness

**Attach appropriate assessment forms to this document.**

**RELEASE, WAIVER OF LIABILITY, AND INDEMNIFICATION AGREEMENT**

**THIS FORM MUST BE SIGNED BY THE  
PROPERTY OWNER BEFORE WORK BEGINS**

I represent and warrant to the South Carolina Baptist Convention (the "SCBC") that I am the owner of the property described on the reverse side of this form. I have requested the assistance of the SCBC in addressing damages that my property sustained due to a recent natural disaster.

I understand that the work on my property will be provided by volunteers who wish to help in times of disaster for the glory of God and to demonstrate their faith in Christ.

In consideration for the work and other services being provided to me, I release, waive, discharge, and covenant not to sue the SCBC, the Southern Baptist Convention, the volunteers who will be working on my property, their host churches or other sponsoring organizations, and their respective affiliates, directors, officers, employees, servants, agents, heirs, 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 the work and other services being provided, 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 the work and other services being performed, 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 their gross negligence or wanton misconduct.

In further consideration for the work and other services being provided, I authorize the SCBC to record my picture and voice, and pictures of my property, 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 further understand and agree that there is no warranty, whether express, implied, written, or oral, for any work performed or other services provided on my property by or on behalf of the Released Parties. **ANY AND ALL WARRANTIES, WHETHER EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO THOSE OF MERCHANTABILITY, HABITABILITY, WORKMANLIKE PERFORMANCE, WORKMANSHIP, REPAIRS, AND FITNESS FOR A PARTICULAR PURPOSE, ARE HEREBY DISCLAIMED AND SHALL NOT APPLY.**

I understand that the SCBC is a non-profit organization that has limited volunteers and limited financial and material resources, and thus the SCBC makes no guarantee that any work or other services will be provided. I understand and agree that **THIS IS NOT A CONTRACT, AGREEMENT, OR OTHER COMMITMENT TO PROVIDE SERVICES!**

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\_\_\_\_\_.

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Print Owner's Name

\_\_\_\_\_  
Print Witness Name

# **ASSESSMENT – FLOOD RECOVERY**

## **SOUTHERN BAPTIST DISASTER RELIEF**

Assessor		Tracking Number (Office)	
Phone #		Job Priority	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>
Date			

**ATTACH THIS FORM TO “PROPERTY OWNER REQUEST FOR ASSISTANCE”**

Property Owner			
Work Location			
<b>TYPE OF BUILDING</b>		<input type="checkbox"/> Detached Home	<input type="checkbox"/> Mobile/modular Home
<input type="checkbox"/> Out Building	<input type="checkbox"/> Attached Home/Apartments	<input type="checkbox"/> Other	
<b>DAMAGE DESCRIPTION</b>			
Water Level (inches)	Basement	1 <sup>st</sup> Floor	Other
Mud/Debris Depth (Inches)	Basement	1 <sup>st</sup> Floor	Other
Mold Visible?	<input type="checkbox"/> Basement	<input type="checkbox"/> 1 <sup>st</sup> Floor	<input type="checkbox"/> Other
Damaged Area	<input type="checkbox"/> Foundation	<input type="checkbox"/> Exterior Walls	<input type="checkbox"/> Interior Walls <input type="checkbox"/> Floors
Number of rooms?	Basement:	1 <sup>st</sup> Floor:	
Water	<input type="checkbox"/> ON <input type="checkbox"/> OFF	Electricity	<input type="checkbox"/> ON <input type="checkbox"/> OFF
If Water OFF, Is water available from nearby source?		<input type="checkbox"/> YES	<input type="checkbox"/> NO
Location of Water Source			
Hazards			
<b>WORK DESCRIPTION</b>			
<input type="checkbox"/> Tear Out	<input type="checkbox"/> Power Wash	<input type="checkbox"/> Disinfectant Spray	
<b>TO BE REMOVED</b>			
<input type="checkbox"/> Bathroom Appliances	<input type="checkbox"/> Bathroom Cabinets	<input type="checkbox"/> Contents (Clothing/Personal)	
<input type="checkbox"/> Debris, Mud, Silt	<input type="checkbox"/> Drywall	<input type="checkbox"/> Flooring (Basement)	
<input type="checkbox"/> Flooring (First Floor)	<input type="checkbox"/> Furnace	<input type="checkbox"/> Furniture	
<input type="checkbox"/> Insulation	<input type="checkbox"/> Kitchen Appliances	<input type="checkbox"/> Kitchen Cabinets	
<input type="checkbox"/> Paneling	<input type="checkbox"/> Water Heater	<input type="checkbox"/>	
Exceptions:			
Location for Salvaged Items			
Dumpster Required?	<input type="checkbox"/> YES <input type="checkbox"/> NO	Dumpster on Site?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If NO, where will debris be Stacked/Separated?			
If YES, but dumpster unavailable, May debris be Stacked at curb? <input type="checkbox"/> YES <input type="checkbox"/> NO			
<b>If Dumpster required, Homeowner is responsible for obtaining and payment.</b>			
Assessor's Comments (Notes)			
Continue on back of form as needed			

**Assessor Instructions:**

1. Determine priority based on Special Needs of Owner and work requested. (See Property Owner Request for Assistance and Assessment-Priorities document).
2. Complete “Assessment – Property Area” and attach to Assessment form.

# Assessment – Fire Recovery

## SOUTHERN BAPTIST DISASTER RELIEF

Assessor		Tracking Number (Office Use)	
Phone #		Job Priority	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>
Date			

**ATTACH THIS FORM TO “PROPERTY OWNER REQUEST FOR ASSISTANCE”**

Property Owner			
Work Location			
<b>TYPE OF BUILDING</b>		<b>PROPERTY ACCESS</b>	
<input type="checkbox"/> Detached Home	<input type="checkbox"/> Dirt/Gravel		
<input type="checkbox"/> Mobile/Modular Home	<input type="checkbox"/> Paved		
<input type="checkbox"/> Out Building	<input type="checkbox"/> Steep	<input type="checkbox"/> Up Hill	<input type="checkbox"/> Down Hill
<input type="checkbox"/> Attached Home/Apartments	<input type="checkbox"/> Level		
<input type="checkbox"/> Other	<input type="checkbox"/> Other		
<b>FOUNDATION</b>			
<input type="checkbox"/> Slab	<input type="checkbox"/> Basement	<input type="checkbox"/> Pier & Beam	<input type="checkbox"/> Stem Wall
<input type="checkbox"/> Other			
If Basement, Is there Heavy Equipment Access?		<input type="checkbox"/> YES <input type="checkbox"/> NO	Basement Depth
<b>WORK DESCRIPTION</b>			
<input type="checkbox"/> Sifting	<input type="checkbox"/> Structure Demolition	<input type="checkbox"/> Debris Removal	
Note sifting area on “Property Area” form. Owner present during sifting? <input type="checkbox"/> Yes <input type="checkbox"/> NO			
<b>EQUIPMENT NEEDED</b>			
<input type="checkbox"/> Excavator/Back Hoe	<input type="checkbox"/> Metal Saw	<input type="checkbox"/> Cutting Torch/PPE	
<input type="checkbox"/> Heavy Duty Chains	<input type="checkbox"/> Water Buffalo	<input type="checkbox"/> Tractor/Skid Steer	
<input type="checkbox"/> Other Equipment			
Dumpsters Required?		<input type="checkbox"/> YES <input type="checkbox"/> NO	Dumpsters on Site? <input type="checkbox"/> YES <input type="checkbox"/> NO
<b><i>If Dumpster required, Homeowner is responsible for obtaining and payment.</i></b>			
If NO, where will debris be Stacked/Separated?			
If YES, but dumpster unavailable, May debris be stacked at curb?		<input type="checkbox"/> YES <input type="checkbox"/> NO	
Will Ash and Debris need to be sprayed to control Dust?		<input type="checkbox"/> YES <input type="checkbox"/> NO	
If YES, Is there a close by Water Source?		<input type="checkbox"/> YES <input type="checkbox"/> NO	
Location of Water Source			
<b>HAZARDS</b>			
Electrical			
Other			
Special Instructions (Notes)			

**Assessor Instructions:**

1. Determine priority based on Special Needs of Owner and work requested. (See Property Owner Request for Assistance and Assessment-Priorities document).
2. Complete “Assessment-Property Area” and attach to Assessment Form.

# **ASSESSMENT - PROPERTY AREA**

## **SOUTHERN BAPTIST DISASTER RELIEF**

Assessor		Tracking Number (Office Use)	
Phone #		Date Assessed	

**ATTACH THIS FORM TO APPROPRIATE ASSESSMENT FORM**

Property Owner	
Work Location	

In the space below sketch an outline of the property and indicating dimensions. Indicate slope of land by arrows. Locate and outline the house, garage and other buildings on property, giving dimensions as appropriate. Draw and label (by name if possible) frontage roads (streets) adjoining property, driveway(s) & fences. Locate and identify septic tank and drain lines. Locate and identify water source, well, cistern water lines, water meter, gas meter, sewer cleanouts, and sprinkler heads. Locate propane tank and line or natural gas lines. Locate and identify areas to be sifted. Identify significant trees to be saved and those to be cut down. Suggest location for saved salvage, debris bins, hazardous waste, cut logs, brush debris. Locate Power Poles and Power Lines. Indicate **North** direction of property on drawing with arrow and letter.

**Use back or attach additional sheets as needed.**

**MODEL OF CLEANUP CREW (total of 12-14 persons)**

**Unit Leader or Crew Chief (experienced trained volunteer):** In charge of a Cleanup Team

**Administrative Assistant:**

- Ensures that all volunteers complete a *Personal Information Form* (PIF) and sign Daily Volunteer List
- Keeps track of any other paperwork for Unit Leader
- Makes sure that water and lunches travel with volunteers to work site or are delivered in timely order
- Sees that hand washing station is set up with soap and towels
- Identifies and informs volunteers of location of nearest restroom facility
- Assists in cleanup when not tending to other duties

**Health and Safety Monitor:**

- Daily reminds crew daily of health and safety considerations
- Monitors work of crew to ensure that health and safety rules are being observed
- Serves as Water Monitor, reminding crew members to drink water often, wear their respirator, take breaks and monitor fatigue
- Responsible for First Aid Kit and attends to minor scrapes and cuts
- Assists in cleanup, but makes health and safety his/her priority

**Tool Monitor:**

- Keeps an inventory of all tools in unit trailer
- Maintains a log of tools borrowed from or loaned to other trailers and sees that they are returned at end of the project
- Checks in and out specific tools to volunteers and assures their prompt return
- Advises the Unit Leader regarding any tool or supply needs and is responsible to see that all tools are cleaned and properly secured for transportation at the end of the deployment
- Informs Unit Leader if any tools are broken or lost
- Assists in cleanup work when not managing tools

**Chaplain:**

- Leads or arranges for daily morning devotions (approximately 10 minutes)
- Is alert to the spiritual and emotional wellbeing of all crew members, encouraging and counseling as appropriate
- Seeks opportunities to speak to property owners and others visiting the site, listening, encouraging and providing an appropriate witness to the love of God in Christ
- Confers with the Unit Leader regarding the morale and spiritual condition of team
- Assists the Unit Leader in conducting the nightly debriefings

**Heavy Equipment Operator:**

- Trained and approved by Lead Heavy Equipment Coordinator or Incident Commander to operate heavy equipment on this deployment safely and efficiently.
- Always works with a Spotter.

**Other Cleanup Workers:** 5 to 7 persons

## MUD-OUT EQUIPMENT LIST

Bibles / tracts	1 – ½ inch drill assorted bits
Equipment owner's manuals	2 – Flat/floor scrapers
6 – Hard hats	1 – Bolt cutters
1 – Fire extinguisher	1 – Sledge hammer
1 – Trauma First Aid kit	2 – Large scoop shovel
2 – Gas powered pressure washer (min 1500 psi)	3 – Shovels (square)
4 – 50' heavy duty water hose	2 – Wheelbarrows (airless tire recommended)
2 – Garden sprayers	1 – Appliance hand truck (solid tire recommended)
6 – 5-gallon buckets	6' Stepladder
Supply of bleach or Shock Wave Concentrate (Disinfectant/Sanitizer)	1 – Pitch fork
6 – Empty 1-gallon jugs for mixing sanitizing mixer	2 – Sweep brooms
2 – Backpack sprayers	2 – Push brooms
1 – 2 ½" gas powered water pump	3 – Long-handle squeegees
2 – Inexpensive sump pump, also 1 Mud Hog	3 – Rakes (garden and lawn)
1 – Heavy duty wet/dry Shop Vac.	4 – Milk crates or debris baskets
1 – 3500-watt generator with extension cords (multiple lengths between 10 & 25 ft) and floodlights	4 – Mop handles, 2 cases mop heads
2 – Electric exhaust fan (minimum)	1 – Tire plug kit
2 – 100' HD electrical cords	1 – Small air compressor
1 – Electrical tester	2 – Cases of respirators (N95)
1 – 16" Chainsaw with spare bar & chain	3 – Rolls caution tape / duct tape
Chainsaw safety equipment (chaps, helmet, ear and eye protection, gloves)	10 – Cloth nail aprons (used as Tyvek suit "pockets")
1 – Reciprocating saw (+ spare blades)	2 – Large metal dustpans
1 – Circular saw (+ spare blades)	1 – Case large trash bags
2 – Hack saw (+ spare blades)	2 – Water coolers
3 – Gas cans (1- 5 gallon & 2- 2 ½ gallon)	4 – 18" traffic cones
1 – Tool box with basic tools (chalk box, utility knives)	Rubber gloves/boots
6 – Wrecking bars (crow & pry bars) assorted lengths	Rain gear - Various (jacket/pants)
	<u>Optional Equipment</u>
	Additional pressure washer
	Heavy duty mud hog pump



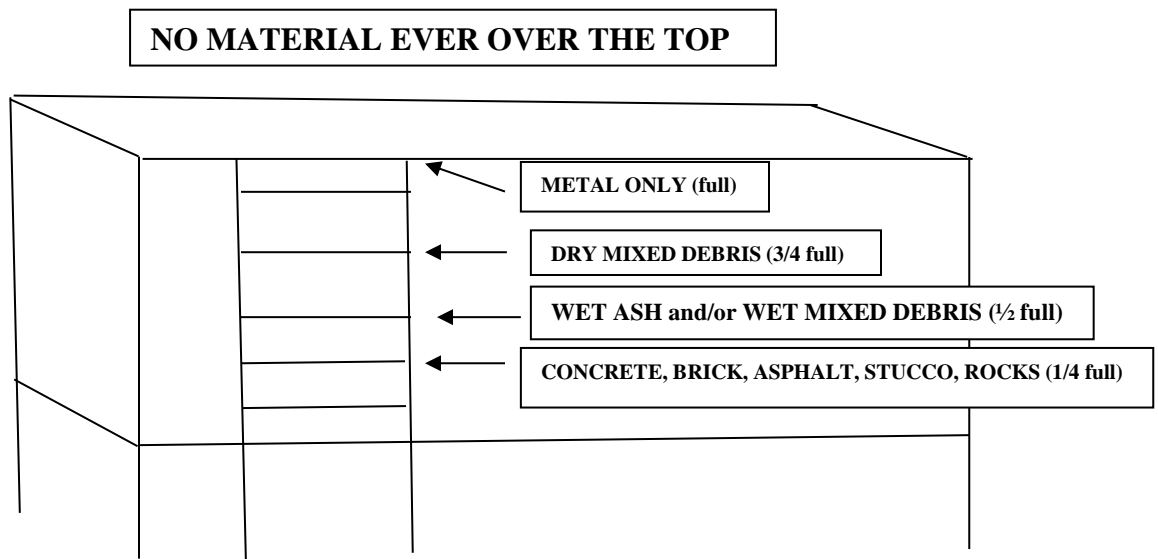
## ASH-OUT EQUIPMENT LIST

Utility trailer (with shelves & storage racks)	2 – Five-tine pitch forks
Pop up privy and Porta Potty (camping)	4 – Garden rakes
Toilet paper	2 – Lawn rakes
Awning or pop up tent	1 – Pulaski axe (cutter mattock)
1 – Case paper towels	1 – Heavy sledge hammer
1 –Trauma First Aid Kit	1 – Farm jack (handyman jack)
1 – Insulated hot drink dispenser + cups	1 – Mattock (entrenching tool/ pick axe)
1 – Insulated cold drink dispenser + cups	2 – Axes
2 – Hot/cold Cambro's for food delivery	1 – 8# Splitting maul
8 – Cases - respirator N95	3 – Assorted plastic wedges
24 – Heavy duty work gloves	1 – Steel wedge
1 –Box of assorted sizes work boots	1 – Heavy duty digging bar
2 – Cases Tyvek coveralls	3 – Assorted wrecking bars
1 – Generator 3500-5000 watts	2 – Bolt cutters (1 large & 1 small)
1 – Air compressor 40-50 cfm	2 – Screen-wire sifting boxes
2 – Fire extinguisher (1 near metal cutting)	1 – Hand truck with foam or solid wheels
1 – Grease gun	2 – Heavy duty push brooms
1 – Tire plug kit	1 – Rechargeable reciprocating saw + spare blades
2 – 3 20" chain saws, extra chains	1 – General tool box with assorted tools
1 – 14' power pole saws	1 – Supply of SCDR cards
1 – Fuel cans, mix,	1 – Garden hose(s), nozzles, sprinklers
1 – Chain sharpener	2 – 50ft 12-gauge extension cords
1 – Pkg. Grinding stones	2 – Magnets on wheels
2 – Pair protective chain saw gear: chaps, jacket, head gear, gloves	2 – Backpack sprayers
8-10 Pairs of goggles	<u>Mud-out clean up</u> (supplement)
5 – Pkgs. (20) ear plugs	Supply of bleach or decontamination liquids
8-10 hard hats (adjustable head bands)	2 – Large fans 115 volts
1 – Propane cutting torch with 2 propane &	2 – 100' heavy duty electrical cords
2 – Oxygen tanks (acetylene as option)	1 – Portable heating device
1 – (option to cutting torch) Chop saw with metal (12 each) and masonry (6 each) blades	1 – Hand power spray
1 – Pair heavy leather chaps	1 – Generator-operated pressure washer
2 – Pair heavy duty loppers	2 – Wheel cart to move sprayer
1 – Come-along, 2-ton capacity	4 – Mop handles, 2 cases mop heads
2 – 3/8" steel cable chains, hooks on ends	3 – Long handled squeegees, 1 case sponge
2 – 1/4" by 25' chain with hooks	1 – Case heavy rubber gloves
1 – 100' static 3/4" nylon rope	2 – Cases of Tyvek suits
4 – Wheelbarrows with foam or solid tires	1 – 50' heavy duty water hose
4 – Straight edge grain shovels	1 – Case of assorted rubber boots
2 – Jagged edge roofing shovels	1 – Assorted heavy-duty plastic 5 gal buckets
2 – Flat edge shovels	1 – Six-foot step ladder
3 – Heavy duty garden rakes	1 – Heavy duty wet/dry Shop Vacuum

### **Loading a Dumpster**

**The legal hauling limit is 10 tons.**

If the bin is overfilled or overweight, the hauler cannot remove the bin without some or all of the material being emptied.  
(1 YARD of concrete weighs approx. 1 TON)



**Fill levels may vary with events or dumpster companies.  
Always check with driver or dumpster company.**

**Cleanup team may be required to cover the load with the liner provided  
by the dumpster company.**



**SOUTH CAROLINA  
BAPTIST CONVENTION**

**Disaster Relief Office**

**190 Stoneridge Drive • Columbia, SC 29210**

**800.723.7242 or 803.227.6149**

**[www.scbaptist.org/dr](http://www.scbaptist.org/dr)**

*This SCBC resource is made possible through the Cooperative Program giving  
of South Carolina Baptist churches.*