

Oklahoma Baptist Disaster Relief



Feeding Unit Training Manual

Revised 11-5-12

Philosophy of Southern Baptist Disaster Relief

The motivation behind Southern Baptist Disaster Relief efforts is summed up in the phrase: “A cup of cold water in Jesus’ name.” We are following the example of Jesus of Nazareth when He fed the 5,000 and the 4,000, and His teachings in the parable of the Good Samaritan and Matthew 25:32-46, as well as other instances of His teaching and healing. NAMB disaster relief is Christian love in action, meeting urgent needs of hurting humanity in crisis situations. It is meeting those needs with loving care and timely response as James 2:15-16 instructs us to do. There is neither hidden agenda nor ulterior motive.

Jesus often used teaching sessions to heal, or healing to teach. He once ended a teaching session by feeding 5,000 listeners. When He sent out the 12 disciples, He instructed them to teach and heal, giving first priority to teaching. However, when He sent forth the 70, He reversed the order: healing and teaching. In His wisdom, our Lord knew when to use one ministry to accomplish the purposes of another and vice versa. Our SBC disaster relief logo incorporates both kinds of ministry exemplified by Christ:



The arch of the Southern Baptist Convention is our world-wide link.

- The wheat is a symbol of physical help.
- The fish is a symbol of spiritual help.

In the booklet, *Involving Baptist Men in Disaster Relief*, Laddie Adams of Oklahoma wrote, "There seems to be no area of mission action that requires more rapid response than during a time of disaster. The disaster comes unexpectedly and with it the opportunity for immediate ministry. If you are unprepared when it strikes and delay action, the opportunity passes with the urgent need."

The purpose and philosophy of Southern Baptist Disaster Relief is to help Southern Baptists act immediately and effectively—as Jesus did—to help people. When people are hurting because of a disaster, we respond with love and with healing.

Motive for SBC Disaster Relief

It is our belief that we are under Scriptural and moral obligation to all mankind to provide a positive witness of the love of Jesus Christ and to demonstrate that love in the relief of victims of disasters through the efficient and immediate use of the resources, time and talents entrusted to us by our Lord Jesus Christ. Through the development of a cooperative team effort, needs may be met effectively and efficiently for the glory of our Lord.

Disasters affect many people. Christians naturally respond to the hurts of those around them and feel an obligation to minister in the name of Jesus Christ. Christians working together can accomplish much for the glory of God.

Individual efforts may be helpful but are often counterproductive. That which one person does can be undone by another. Both mean well but may be misdirected. Each person has an understanding of his or her objectives without an overall vision for the benefit of all. A coordinated, cooperative team effort can harness the desires and energy of individuals into a productive, effective, and efficient force for Christ. The disaster response team can provide direction for the potential energy of individual Christians and churches desiring to be of service in times of disaster.

Through planning, training, and practicing, disaster response teams can be positioned to provide leadership and expertise required in times of disaster.

— *From South Carolina Baptist Convention Associational Disaster Relief Plan manual.*

Disaster Relief Is Mission Action

Mission action is the organized effort of a church or association to minister and witness to people with special needs or circumstances who are not part of the congregation or any of its organizations.

Mission action is taking Christian love into all situations and places of need.

Mission action is the work of dedicated Christians who expand their circle of concern and become involved in meeting the crucial needs of people in the name of Christ.

Mission action is love in action. Christ, by His example, set the pattern for us to follow. He told us that our mission to share His love was to be done through the servant role (Mark 10:43-45).

The servant role takes an important place when we respond to a disaster. It is there that we personally become involved in meeting the needs of hurting people. We are able to share some of our blessings by ministering to the needs of whoever comes our way. We are living out the message of 1 John 3:17-18. We become not just a people who talk of missions, but people who put our words into deeds. We become a people who “serve Christ in the crisis.”

Disaster relief is of the most exciting ministries that churches and associations can participate in. Responding in a quick, positive way requires planning, organizing, and in-depth training.

General Guidelines

Volunteers who complete the required minimal training requirements have earned the right to carry or wear an official SBC disaster relief name tag/identification card and to purchase, own, and wear apparel and other items bearing the SBC disaster relief logo. Basic colors for apparel and equipment are blue and yellow/gold.

Logo

The official SBC logo described in the section on philosophy is copyright property of the North American Mission Board and has been approved for use by state disaster relief directors for their disaster relief efforts. To ensure consistency among cooperating Baptist state conventions, the following guidelines have been agreed upon.

Time and Place

Volunteers are urged to wear disaster relief apparel proudly but only during disaster relief response or official disaster relief functions, such as training, promotion, and conferences that relate to disaster relief. All persons in possession of any apparel described in this manual are reminded not to wear them to other functions, such as conventions, grocery store, picnics, ball games, nor to church services unless specifically to promote disaster relief.

Minimal Training Requirements

Minimum general training requirements for a person to wear any official apparel as a recognized SBC disaster relief volunteer as follows:

1. *Involving Southern Baptists in Disaster Relief*
2. State required training to include:
 - a. Explanation of restrictions on wearing uniforms and the SBC logo
 - b. Explanation of titles and chain of command
 - c. Written signed agreement with state disaster relief director
 - d. Relationships with SBC agencies, American Red Cross, Salvation Army, governmental agencies and non-government organizations.
 - e. Safety

Furthermore, all workers must wear clothing that does not reflect negatively on the Christian witness, such as T-shirts with liquor or tobacco ads and immoral slogans. Shirts or blouses should cover shoulders and upper arms, no bare midriffs, shorts at least mid-thigh.

Basic Uniform

The **basic uniform** for SBC disaster relief recognized volunteers consists of two items, which bear the official SBC disaster relief logo:

- (1) photo identification badge
- (2) baseball-type yellow/gold with logo cap

The **full uniform** consists of badge, cap, and official shirt. Jacket and pants are optional. These items may bear the name of the participating state, but it is not required.

Colors—Basic colors for disaster relief uniforms are blue and yellow/gold.

Caps—The following cap colors and styles are approved for wear at disaster sites:

- a. Yellow (baseball style with logo)—volunteers with minimum required training
- b. Blue—unit director
- c. White—national and state disaster relief directors; on-site and off-site directors
- d. Yellow painters' cap with "Disaster Relief" but no logo—volunteers without minimum required training assigned by national or state disaster directors, walk-ons or temporary workers for specific or short-term tasks

Windbreakers—Yellow/gold jackets with large logo and state name (optional) on back; small logo and state (optional) on left breast; name tag on left breast under logo or photo ID clipped to collar.

Coveralls—In order for states to maintain individual identity, blue coveralls are an optional acceptable uniform—

- a. Disaster relief patch and state on left shoulder
- b. Small logo and state on left breast
- c. Name tag on left breast under logo or photo ID clipped to collar

(States opting for coveralls usually require uniformity in style, color, and accessories.)

Shirts or blouses—Blue or yellow shirts with collars or yellow T-shirts are acceptable, with logos and state names positioned same as windbreakers or coveralls. Collared shirts may be buttoned down the front or golf/polo style, long or short sleeved.

Pants—Jeans, slacks, or shorts are acceptable. Use caution in selecting optional apparel concerning comfort, safety, and exposure to sun, cold, dampness, et cetera.

Stages of Alert System

1. **Alert**—The first stage of response at any level—national, state, or personal—is ALERT. There is potential response. Can you go? If so, start making plans. If no immediate response is needed, this stage is updated about every 12 hours.
2. **Standby**—The second stage of response for disaster relief is STANDBY. There is probable need for response. This stage calls for volunteers to go as soon as called and to get all personnel and equipment ready to go. If there is some delay, this stage is updated every six hours. If the unit and team cannot go within 24 hours, they will revert to alert or be taken off the potential response plans.
3. **Go/No-go**—The third stage of response designates GO/NO-GO. “GO” means that response is definite and that the unit will move in six hours or less. Vital information is given or will be coming. If the decision is “NO-GO,” status may revert to standby or alert or be taken off the response plans entirely.

S—Situation: Specific circumstances at the location.

E—Environment: Location and how to get there or to the staging area.

M—Mission: Specific assignment of services.

A—Administration: Contact person, who to report to.

C—Communication: Report to disaster relief director every six hours while en route.

What happens next is briefly summarized below:

The state director activates the state team giving essential details and determining the number and length of shifts.

4. **Closing**—The final stage of response is CLOSING. The mobile units are no longer needed at that location. They may be reassigned to another location or allowed to return home. (The decision to close or terminate will be made in collaboration with the affected state disaster relief director, the American Red Cross job director, or the Salvation Army director.) Normally a 72-hour notice will be given.

Other Terms Relating to Stages of Alert:

1. **Activating**—making the response system active, making the unit or team capable of reacting.
2. **Staging**—moving a unit to the rendezvous site, getting it ready, making travel plans to the disaster area, and reaching a designated site, either for assignment or setup for serving.
3. **Placement**—assigning a unit or team to a specific disaster site.
4. **Call-Out**—putting approved volunteers on alert, activating a disaster relief team or unit, and enlisting relief teams.

Chain of Communication

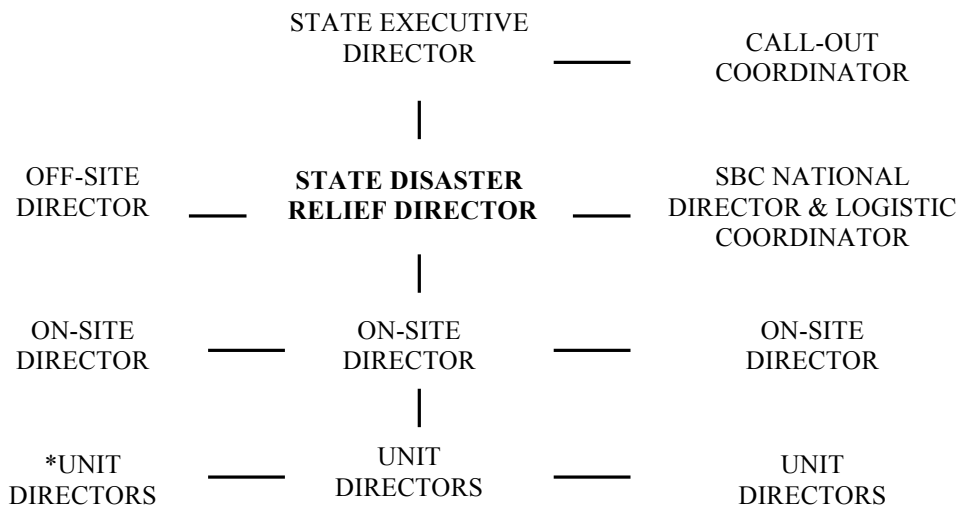
The chain of communication in interstate or multi-state disaster relief response among Southern Baptists reflects the breadth of the region over which a director or coordinator has responsibility. Every attempt is made to protect the autonomy of each level of Southern Baptist polity, while structuring the most efficient organization possible.

At the SBC level, the roles have been identified as summarized in Section III of the DROP Manual, *Interstate Relationships*.

The chain of communication is configured as follows:

American Red Cross SBC National Disaster Relief Director State Disaster Relief Director

In most state conventions, planning and preparation for disaster relief has been assigned to the State Disaster Relief Director. The following is an example of the chain of communication for state disaster feeding plans:



Yellow Cap Volunteers

***Childcare unit directors serve at the same level as unit directors.**

Job Descriptions

For disaster relief directors, coordinators, and others who help make relief efforts effective.

National Disaster Relief Director: Person designated by NAMB to direct the disaster response efforts and to develop and implement disaster relief response at the request of an affected state. If requested to do so by an affected state, the national coordinator may coordinate the total SBC disaster relief response in that state (or convention) or enlist a qualified person to do so.

National On-Site Coordinator: The person designated by the national disaster relief director to coordinate the overall daily operations in a multi-state response. He or she will assist the state disaster relief director, as needed, to carry out the state disaster relief plan.

National Off-Site Communications Coordinator: Person coordinating total communication effort during disaster response using telephone and Ham radio. Responsibilities include maintaining daily contact with national director and national off-site coordinator, providing a daily update to state conventions and other SBC entities, coordination of Baptist and secular press releases, and servicing Baptist/secular press requests.

State Disaster Relief Director: The person designated by the state convention to develop and implement disaster response for that convention. In the event of a severe disaster, the affected state disaster relief director will direct the total SBC disaster response in that state (or convention).

State On-Site Coordinator: Person designated to coordinate the overall daily operations of a state disaster relief team or mobile unit.

Area On-Site Coordinator: Person designated to assist the state disaster relief director to coordinate operation and fill needs of a manageable number of disaster relief units during a large-scale disaster relief response; assists out-of-state teams and units in arriving and setting up at the feeding site, establishing supply and communication lines, relating to local Baptists or others in the community, serving as liaison as needed and appropriate.

State Off-Site Coordinator: Person serving outside the disaster area who is designated to coordinate preparation and provide logistics in the home state to keep the disaster relief team or mobile unit operating at full efficiency.

Unit Director: Person designated to direct the daily operation of the disaster relief feeding unit, childcare facility, clean-up crew, and other things.

Lead Workers: Individuals designated to direct one phase of on-site disaster relief for a period of time, such as one week. Lead workers with specific roles might be:

1. food preparation (chief cook)
2. serving line
3. sanitation
4. supplies and inventory
5. first aid
6. clean-up and salvage

7. security

8. crisis counseling
9. driver/unit maintenance
10. childcare
11. chain saw crew
12. repairs and reconstruction
13. communications and/or public relations
14. others as needed

Call-Out or Notification Coordinator: Individuals designated to contact volunteers to enlist a disaster response team. See “Call-out Procedures” in this section.

Recognized Volunteer: Volunteer member of a disaster relief team who has completed minimum required training within the past three years.

Volunteer Coordinator: Person assigned to each work location to coordinate volunteer response at the work site and in the surrounding community.

Others Disaster Relief Workers

The focus of Southern Baptist disaster relief response is built around the feeding units. Directors coordinate the total effort toward getting the job done: enlisting a team, setting up equipment, preparing food, serving food, sanitation, maintenance, deliveries, on-site inventory and storage, and so on.

However, many Baptist volunteers are involved before, during, and after the disaster, away from the mobile feeding unit, and there are some who may never go on a disaster relief trip. But they are often essential to the feeding operation; they may be doing something else just as important to help disaster victims.

Workers Involved in Mobile Feeding Unit Operation

- | | |
|--------------------------|----------------------------------|
| 1. Callers | 9. Drivers |
| 2. Cooks | 10. Transportation |
| 3. Line Servers | 11. Supply |
| 4. Inventory | 12. Delivery |
| 5. Sanitation | 13. Storage |
| 6. Waste Disposal | 14. Crisis Counseling/Witnessing |
| 7. Maintenance/mechanics | 15. Water Purification |
| 8. Communication | 16. Bulk Food Distribution |

Workers Involved in Disaster Relief Operations Other than the Feeding Unit

- | | |
|---------------|---------------------------|
| 1. Trainers | 8. Mud-out |
| 2. Child Care | 9. Reconstruction |
| 3. Shelter | 10. Food Banks |
| 4. Salvage | 11. Clothing distribution |
| 5. Repairs | 12. Donations |
| 6. Clean-up | 13. Interpreters |
| 7. Showers | 14. Assessment |

Team leaders: Some states designate persons to coordinate one phase of the on-site operation for a period of time, such as one week. These persons usually have knowledge or skills related to that phase of the ongoing operation and carry out the plans of the unit director. Their decisions and actions are based on information or requests from the unit director.

A. Food preparation (chief cook)

- Confers with unit director about serving plans or problems.
- Informs unit director of plans and needs for food preparation.
- Decides menus.
- Instructs assistant cooks.
- Supervises cooking
- Prepares and organizes cooking area for efficient food preparation.
- Maintains cleanliness and safety at and near the cooking area.
- Secures cooking supplies from storage (oil, seasoning, etc.).
- Secures food stocks from supply coordinator.
- Supplies food to the serving line or for delivery as needed.
- Delivers utensils and equipment to sanitation crew for sterilization.
- Cleans cooking area at end of day; stores and secures equipment and supplies.

B. Serving line team leader

- Confers with unit director about serving plans or problems.
- Prepares and organizes serving area for efficient food service.
- Maintains cleanliness and safety at and near the serving line.
- Informs cooks when food and drink are needed.
- Secures serving supplies from storage (plates, napkins, etc.).
- Secures pre-prepared or packaged foods from supply coordinator.
- Instructs and assigns assistants.
- Maintains tally of persons served on serving line.
- Delivers containers, utensils, and equipment to sanitation crew for sterilization.
- Supervises the cleaning of the serving area at end of day; stores and secures equipment and supplies.

C. Sanitation team leader

- Confers with unit director about sanitation plans or problems.
- Prepares and organizes area for efficient sanitation practices.
- Maintains cleanliness and safety at and near the sanitation area.
- Secures sanitation supplies from storage (soap, chemicals, etc.).
- Instructs assistants in sanitation area.
- Supervises washing and sterilizing utensils and containers.
- Stores sanitized items to prevent contamination.
- Supervises cleaning of sanitation area at end of day; stores and secures equipment and supplies.

D. Stock and warehouse team leader

- Confers with unit director about supplies and storage.
- Prepares and organizes storage areas for efficient service.
- Instructs assistants.
- Maintains cleanliness and safety at and near the storage areas.
- Informs unit director when food, drink, and supplies are needed.
- Takes an inventory of all supplies and keeps a log of supplies received and distributed.
- Provides bulk food or surplus items for distribution at bulk distribution area.
- Delivers equipment to sanitation crew for cleaning.
- Cleans storage areas at end of day; stores and secures equipment and supplies.

E. Maintenance team leader

- Confers with unit director about maintenance plans or problems.
- Instructs assistants.
- Keeps all electrical and mechanical equipment operating.
- Supervises refuse and garbage disposal.
- Informs unit director immediately of any breakdown or damage to equipment.
- Supervises fueling.
- Prepares and organizes maintenance area for efficient service.
- Maintains cleanliness and safety at and near the maintenance area.
- Cleans maintenance area at end of day; stores and secures equipment and supplies.

F. Bulk distribution team leader

- Confers with unit director about distribution plans and practices.
- Prepares and organizes distribution area.
- Maintains cleanliness and safety at and near the distribution area.
- Instructs assistants.
- Informs unit director when equipment and supplies are needed.
- Receives and distributes bulk food, clothing, household goods, et cetera.
- Takes an inventory of bulk items, and keeps a log of items received and distributed.
- Delivers equipment to sanitation crew for cleaning.
- Cleans distribution area at end of day; stores and secures equipment and supplies.

Guidelines for Work Areas

- Follow all guidelines for food handling and sanitation.
- Keep walking and standing areas free of standing water.
- Remove health and safety hazards from the work area and where recipients will eat, walk, or gather. Remove perishables and objects that can cause injury to volunteers, recipients, visitors, or deliverers.
- Keep passageways, stairs, and work areas clear of boxes, tools, or other obstructions. Call on storage personnel to remove surplus canned goods, or other food packages. Call on maintenance to remove empty containers and refuse.
- Remove spilled grease, fat, oil, water, or food immediately. Clean area and cover, if still slippery.
- Wear appropriate shoes for the occasion.
- Provide sufficient light in work areas. Shine a flashlight before reaching into dark places.
- Wear gloves (NO LATEX) and aprons while using sanitation supplies or other chemicals that may affect the skin. Avoid prolonged contact or breathing fumes from cleaning chemicals.
- Bandage cuts, scrapes, or burns immediately. Avoid touching the injury to people (especially children), food or cleaning products.
- To reach high places, use a stepladder. Do not stand on chairs, stools, tables, or boxes. Follow guidelines for preventing falls.
- Disconnect electrical equipment before cleaning. Do not touch outlets or equipment with wet hands or while standing on wet ground or floor.
- Avoid barehanded contact with ice or frozen food.
- Know proper use of mechanical and electrical appliances before using.
- Replace worn or damaged electrical cords, plugs, connections, and bases as soon as wear or damage is discovered.
- Keep hands and clothing away from moving parts on mechanical and electrical equipment.
- Remove watches, ties, jewelry, apron strings, et cetera that can become entangled or become a hazard around equipment.
- Get adequate rest, stay alert, and watch out for other people's welfare.
- Make safety and hygiene a priority. Get rest, fluids, and nourishment so you can achieve the full effectiveness of your effort and that of your team.
- Follow all safety requirements for prevention listed on next page.

Guidelines for Personal Hygiene

Do's:

1. Wear clean, washable, outer garments.
2. Keep hands scrupulously clean. Wash frequently with soap and water and dry with clean towel.
3. Wash and dry hands carefully after using toilet.
4. Wash and dry hands carefully after smoking.
5. Keep fingernails trimmed and free of dirt.
6. Wear vinyl or nitrile gloves (NO LATEX).
7. Use forks, tongs, spoons, and ladles in handling and serving food.
8. Touch food with hands only when absolutely necessary. (The most common source of contamination is dirty hands.)

Don't's:

1. Handle food if you have signs of disease or illness, cuts, infection, sores, diarrhea.
2. Handle food if you have a sore throat, cold, or congestion due to allergy.
3. Sneeze, cough, blow nose, or scratch scalp near food.
4. Moisten fingers by putting them in your mouth.
5. Smoke while working around food. (Smoking area should be a minimum of 25 yards from food preparation, serving, or storage. Food handlers should wash and dry hands carefully after smoking. Care should be taken that tobacco in any form—cigarettes, pipes, smokeless, et cetera cannot possibly contaminate food handling.)
6. Touch sanitized eating utensils that will come in contact with a person's mouth. (Hold glasses at the bottom, cups by the handle, table service in plastic or napkin wraps.)

Guidelines for Injury Prevention

To Prevent Injury

1. Do not touch electrical outlets or appliances with wet hands or while standing on a wet surface.
2. Replace worn or damaged electrical cords, plugs, et cetera.
3. Learn to operate mechanical and electrical equipment (coffeepots, slicers) before trying on your own.
4. Always close drawers and cupboards.
5. Have sufficient light in work areas.

To Prevent Fires

1. Make sure there are no gas leaks or buildups before lighting a gas stove or other appliance. All are to be lit by burner maintenance team.
2. Keep a smother-type ABC fire extinguisher in a convenient place nearby.
3. Follow safety requirements when refueling is taking place. Extinguish all fires, including pilot lights, before refueling starts. Check connections with liquid soap before relighting gas appliances.

To Prevent Burns

1. Turn handles away from edge of stove or table to prevent tipping.
2. Wear gloves (NO LATEX) or well padded, dry potholders to handle pans and lids. (Never use towels or aprons.)
3. Wear gloves (NO LATEX) and/or tongs to remove pans from ovens. Protect arms.
4. Lift lids from hot pots slowly, furthest edge first. Let steam escape away from face and arms.
5. Keep matches in covered cans and provide metal containers for burned matches.
6. Avoid use of flammable cleaning fluids. Store flammable fluids away from fires.
7. Extinguish grease fires by clamping a tight lid over flame to starve flame of oxygen. Be sure hands, arms, face, and body are protected. Never use water to put out grease fires.

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-padded, mark, and place broken glass in a special container for disposal.
4. Use a can opener that leaves a turned edge on can.

Guidelines for Injury or Illness

1. Designate a first aid coordinator, if a qualified person is present, such as EMT, RN, or MD or a person who has passed ARC advanced first aid training within the past three years.
2. Have a standard first aid kit available. Inform workers of its location and require its use.
3. Inform team leader immediately of injury to self or other. Team leader informs unit director who informs on-site director.
4. Log all injuries, no matter how slight.
5. Unit director follows all general policies for personal injury or illness and the following guidelines for emergencies:
 - a. Injuries and illness requiring professional medical personnel or hospitalization shall be considered major. Notify the unit director immediately.
 - b. Contact emergency medical services (EMS) to transport injured. Verify information on health card with injured person, if conscious.
 - c. Obtain all essential information about hospital where injured is taken (address, phone number, admission policies, and helpful details).
 - d. Designate a capable person, such as the on-site director or first aid coordinator, to accompany the injured to the hospital.
 - e. Notify person designated by the injured in case of emergency.

Propane Installation and Maintenance

Prior to Disaster Response:

1. Have tanks installed by a professional dealer.
2. Propane tanks come with papers from manufacturer or can be obtained. Keep papers on file where they can be referred to as needed.
3. When connecting or disconnecting lines:
 - 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 all check valves back to appliance. Check and extinguish all flames within safe distance. Then disconnect from tank to appliance.
4. Attach decals with warnings and instructions prior to first filling.
5. Have tanks filled by professional propane dealer or capable representative. Refuel in open area. Only essential persons allowed in area.
6. Check and double-check all connections immediately at installation and periodically with liquid soap.
7. When turning tank valve on, check connections with liquid soap and look for bubbles. If any bubbling occurs, close valve immediately or tighten connection until bubbling stops.
8. Install check valves on lines as back up, where possible.
9. Know difference between liquid and gas propane; between propane and natural gas: (characteristics, dangers, handling, etc.)
10. Secure valves with covers where possible.
11. Have all hookups and connections to flammable containers inspected periodically by professional fuel dealers.
12. Inspect tanks for corrosion, damage, and wear. Inspect lines and appliances for wear and damage.
13. Keep fire extinguishers and first aid kit within reach. Burn aid kits are available.
14. Keep nearby for refueling or inspecting tank and connections: pliers, screwdrivers, other related tools, copper wire, flashlight, liquid soap.
15. Read directions before starting. It saves lives.
16. Secure 100 lb. bottles by chaining them to a secure object.

Refueling: Propane, Gasoline, and Diesel

Maintenance and/or unit director will:

1. 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 loudly, so that no volunteer or anyone else fails to get the warning.
2. Have tanks filled by a professional dealer or capable representative. Refuel in open area. Only essential persons should be in the area.
3. Instruct volunteers prior to start of refueling--
 - a. Extinguish fires, flames, and pilots; remove potential spark sources (electric sources, motors, static electricity).
 - 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.
4. Check open flames or other fire or spark sources.
5. Close main valve at tank.
6. Note in writing: fuel company and filler's name, date and time, other pertinent details.
7. After each refill check connections for leaks with liquid soap; if any, keep volunteers and others away until safe.
8. Light pilots with small torch (flame that won't blow out).
9. Turn appliances on; adjust pilot lights and flames.
10. Inspect tanks for corrosion, damage, and wear. Inspect lines and appliances for wear/damage.
11. Keep fire extinguishers and first aid kit within reach. Keep burn-aid kits available.
12. Keep tools nearby for refueling or inspecting fuel tank and connections: pliers, screwdrivers, other related tools, copper wire, flashlight, liquid soap.
13. Log burns or injuries in bound book, including date, time, victim, injury, and specific location, how it happened, treatment and by whom, witnesses, and other pertinent details. ARC first aid course recommended for person treating injury.
14. Be acquainted with maintenance procedures on previous page.

Guidelines for Washing and Sanitizing Equipment

1. Select a sanitation area with minimum chances of contamination from drainage, unrelated traffic, dust, insects, animals, and birds.
2. Provide proper sanitation equipment and hot water source:
 - three-compartment sink.
 - tent or awning over sanitation and storage areas
 - drainage
3. Select and obtain tools, utensils, and equipment needed for a thorough job of cleaning and sterilizing:
 - scrapers
 - receptacle for scraps
 - spray or other device for pre-rinsing
 - wire basket or perforated pail for draining and holding small items
 - scalding water or sanitizing solution
 - detergent

Procedures for Sanitizing

1. Scrape waste from pots and utensils into waste receptacle; dispose.
2. Pre-rinse to prevent excess particles in wash water.
3. Wash in first compartment of sink.
 - Use soapy water, 110-120 F.
 - Change water when refuse dictates.
 - 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 for small items in rinse water.
 - Rinse pots, pans, and utensils.
5. Transfer to third compartment.
 - Use water at least 180 F or chlorine solution (two teaspoon of household bleach per gallon of water).
 - Immerse for two minutes (or one-half minute at 212 F).
 - Remove and place on drain board; do not dry with towel.
6. Store sanitized utensils, pots, and equipment in a place where contamination is minimal.
7. Clean sink and other cleaning equipment thoroughly, making sure no food particles are left in containers, brushes, sponges, cloths, et cetera.
8. Clean floor surface of sanitation area with hot soapy water or chlorine solution. Leave no standing water.

Guidelines for Food Safety

Bacteria causes most food-borne illnesses. These bacteria are caused by toxins, chemicals, and parasites. A mobile feeding unit must take every caution to prevent bacteria.

1. Food-borne diseases are caused by bacteria attacking the body after induction through food or liquid. Typhoid fever, undulant fever, diphtheria, dysentery, and tuberculosis may be transported in this manner.
2. Food poisoning is caused by toxins produced by bacteria in the food or by infections caused by the bacteria. Staphylococcal food poison, botulism, and salmonella infections are types of these diseases.
3. Chemical food poisoning can result from foods exposed to cadmium, antimony, or zinc coatings of food containers.

Sources of contamination

1. Unsanitary food-handling practices and poor human hygiene. The most common source of contamination is dirty hands. Touch food with hands only when absolutely necessary. Keep fingernails trimmed and clean. Wear vinyl or nitrile gloves (NO LATEX). (See Guidelines for Food Handling.)
2. Food handlers with infectious diseases, colds, allergies, sore throats, diarrhea, infections from cuts or boils.
3. Cooking and serving containers, equipment, or utensils that have not been thoroughly sanitized or have been contaminated after washing.
4. Parasites in food that is not thoroughly cooked (especially pork, which carries the trichina worm that causes trichinosis).
5. Insects, birds, rodents, and pets, either directly or through food handlers.
6. Flood waters or other outgrowths of natural disasters.
7. Radioactive fall-out.

Guidelines for Food Handling

All persons involved in food preparation, service, or delivery at a mobile feeding unit, child care, or other disaster service which might pass along disease or contamination must be extremely concerned about prevention of food-borne illnesses and control of sanitation and hygiene.

1. Use only clean, unspoiled foods that have not been exposed to any contamination.
2. Use a safe water supply, and use only sanitary water delivery (lines, pipes, hoses, and containers). Use only hoses approved for food handling.
3. Maintain clean preparation facilities, tables, equipment, and utensils.
4. Maintain clean, safe, and protected serving supplies, equipment, utensils, and eating areas.
5. Protect food and water supplies from contamination by airborne particles (dust, pollen, hair, and spores), splashing, flies, vermin, rodents, and drainage.
6. Avoid foods or preparation that are known to be ideal media for bacteria growth: cream fillings or sauces, meat salads and dressings, stuffing or hashes, baked or broiled ham, ground meat, meat pies, salads with mayonnaise (potato salad, etc.).
7. Avoid foods or preparation techniques that require much handling.
8. Refrigerate perishable foods at temperatures below 40 F.
9. Cook at recommended temperatures and process all foods in sanitary work area.
10. Prepare foods as near serving time as possible and keep hot until served (140 F or higher).
11. Protect foods during delivery and serving from unsafe cooling and from contamination.
12. Dispose of refuse and waste in safe, sanitary manner and away from preparation and serving areas.
13. Maintain clean and dry storage areas free from rodents, insects, and other animals or vermin.
14. Maintain clean, safe controlled refrigeration storage.
15. Use containers of a safe material. Never use galvanized cans for cooking or storage, except for packaged dry, staple foods.
16. Cover food and drink containers whether empty, clean, or soiled.
17. Keep food exposure to open air to a minimum and within safe temperature ranges cold foods below 40 F, hot foods above 140 F. Temperatures between 40 F and 140 F are the ranges in which bacteria thrive and sometimes produce toxins.
18. Practice meticulous personal hygiene and sanitary food handling by workers.
19. All food handlers must wear vinyl or nitrile gloves (NO LATEX) whether cooking or on serving line. Replace if they become punctured or soiled.
20. Wash hands often, before and after handling food, perishables, chemicals, cleaning utensils. Use disinfectant soap and dry thoroughly on paper towel or with blower.
21. Strictly follow common sense standards for hygiene in and after using the bathroom.
22. Clean work station frequently. Avoid repeated use of same cleaning cloth. Use disposables.
23. Deal with pests, flies, bees, and mosquitoes as safely as possible. Avoid spraying pesticides in food preparation or serving or childcare areas.

Salmonella and Food Safety

The following facts about salmonella are reprinted from the U.S. Department of Agriculture bulletin, Food Safety and Inspection Service dated January 1988.

1. All raw foods of animal origin meat, eggs, milk may carry salmonella and other bacteria. What is salmonella? The salmonella bacterium is a one-celled organism that can't be seen, touched or tasted. The bacteria are common in the intestinal tracts and waste of livestock, poultry, pets, rats, and other warm-blooded animals.
2. What is salmonellosis? This is an infection or illness that can occur if live salmonella bacteria enters the body, usually through food. It is the most common bacteria food-borne illness. Salmonellosis is usually preventable.
3. How does salmonellosis occur? Investigations show that:

Bacteria + Food Safety Mistakes = Illness

Errors during food shopping, transport, safety, serving, or storage can enable bacteria to grow. If foods are prepared a day or more ahead of time and food handlers make mistakes, the chance of illness can increase. In outbreaks traced to bacteria in meat or poultry, one or more of the following eight food handling mistakes enabled bacteria on raw products to survive and cause illness:

1. Improper cooking
2. Under cooking
3. Inadequate re-heating of cooked and chilled foods
4. Improper hot storage of cooked foods
5. Eating raw meat or poultry
6. Infected person touching food
7. Inadequate cleaning of equipment
8. Cross-contamination of cooked foods by raw foods

The key to preventing illness is to destroy the bacteria. The following hints can help do that.

Clean it. Salmonella bacteria can survive in water, soil, and on the kitchen counter, so sanitation can make a big difference, especially in preventing the bacteria from raw products from contaminating other foods.

Cook it. Salmonella does not survive when beef or pork are cooked to an internal temperature of at least 160 F or when poultry is cooked to 185 F. Always cook meat and poultry thoroughly, and be just as careful when micro waving as when using traditional ovens.

Cool it. Refrigeration or freezing does not kill all salmonella or other bacteria, but proper cooling can usually prevent them from multiplying.

Necessary Steps for Food Safety

1. Clean it!

Wash hands frequently with **soap** and water for at least 20 seconds

- After using the bathroom
- Before starting food preparation
- Before starting work with a new food or a new tool
- When you finish food preparation
- Before serving food

Prevent cross contamination. When raw products contaminate other foods this is called “cross contaminating.” Never let raw meat or poultry or their juices come in contact with cooked meat or any other food.

Launder cleaning cloths in hot water and bleach. If you use a dishcloth for cleaning kitchen surfaces, switch to a clean one after working with raw meat or poultry. Choose a type that will stand up to laundering in hot water and bleach. Otherwise, use paper towels that can be discarded after use.

Use an acrylic cutting board to cut raw meat or poultry. Clean it thoroughly after each use. Use wood boards for bread or vegetables.

Wash cutting boards, knives, counter, and other implements with detergent and hot water immediately after use with raw meat or poultry.

2. Cook it!

Use a meat thermometer to check progress. If meat is too thin for a thermometer, follow the recipe and cook until the juices are clear.

Never interrupt cooking. After thawing foods in the microwave, cook them immediately. (It's a half-baked idea that can make you sick.)

If reheating leftovers, cover and reheat thoroughly to 165 F just in case bacteria survived in the food during refrigeration or freezing. Let sauces and gravies reach a rolling boil.

Don't store cooked meat or poultry in an off or warm oven. Hold the food above 140 degrees F.

3. Cool it!

Refrigerate cooked meat or poultry within two hours after cooking.

Keep raw meat and poultry refrigerated until ready to thaw or use. Return raw meat or poultry to refrigeration as soon as possible.

Refrigerate or freeze casseroles in covered shallow pans rather than deep pots. Leave space around containers for cold air to circulate.

Refrigeration or freezing cannot be counted on to kill all salmonella bacteria. It can't fix a mistake such as leaving meat out too long. If in doubt, throw it out!

Inventory of Mobile Unit Upon Arrival and Departure

Feeding Unit State _____ Other Identification _____

Disaster Area _____ Unit Location _____

Date Arrived _____ Date Closed _____

Arrival Information _____

Departure Information _____

On-Site Director _____ On-Site Director _____

Unit Director _____ Unit Director _____

Instructions: List items by categories: food, food ingredients, feeding supplies (non-edible), paper and plastic. Use more than one sheet, if necessary.

- A. Upon arrival, take a complete inventory of:
 1. Food: meat/meat products, vegetables, fruit, desserts, and beverages, grain products (bread, crackers, other), snacks/munchies.
 2. Food supplies: oil, flour, sugar, salt, other food ingredients.
 3. Paper and plastic products used in cooking, serving, sanitation, and personal hygiene; also, foil, plastic wrap, et cetera.
 4. Food preparation items: non-edible, consumable items used in food preparation, serving, sanitation and personal hygiene which will need to be replaced for the next response: soap and detergent, other cleaning supplies, disinfectants (Clorox), scrubbers, cloths, and so forth.

- B. Send copies of inventory upon arrival to:
 1. Red Cross/Salvation Army mass care officer
 2. State disaster relief director
 3. On-site director
 4. Keep original with feeding unit

- C. Upon closing, complete another inventory on original arrival inventory form. Send copies to:
 1. Red Cross/Salvation Army mass care officer (original)
 2. State disaster relief director
 3. On-site director
 4. Keep copy with feeding unit

