

Cincinnati Area Baptist Association



Mud-Out Manual

North American Mission Board, SBC

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Property Owner Job Order Approval

In any disaster response, we must concern ourselves with litigation liability. We have to look out for the safety of the volunteers and the protection of the homeowner. We need to be sure that all volunteers have their own health insurance policy and have signed the Release and Indemnity Agreement (See Appendix 4).

The homeowner will not be responsible for any liability.

Before any work is started on site, we must have a property owner job order approval signed by the owner with specific details of the job spelled out on the form. (See Appendix 1)

The purpose of this form is to clarify what is expected from the Mud-Out team.

The form will state the following:

Home Owners Name

Try to have it memorized so you can refer to the homeowner by their name.

Job Priority

The determination of the order that homes are assigned is based upon the living situation of the family and severity of damage. There are multiple factors that lead to this decision. You may not always agree with or understand, but you should respect that decision.

Job Description

All details of the job should be in writing on the job description. If there are any questions about the job please refer to your Blue Hat. Do not assume that it is ok to do anything on your own. Please refer to your Blue Hat.

Safety Considerations

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.

One of the first priorities of the group is to designate a first aid coordinator. If possible someone with first aid knowledge would be helpful but not a requirement.

The following are guidelines for safe operations.

Buddy System Always work in pairs or in a group. Never leave to explore on your own.

Hazards

Be alert for hazards that can cause personal injury or contamination that could lead to serious illness.

standing water

sharp objects

dust

hazardous materials

power lines

leaking natural & LP gas

fire hazards

unstable structures

Contamination Hazards

water or sediment that is contaminated

raw swage

decomposing animals

bacteria

Normally stepping on a rusty nail would bring the risk of tetanus. In a flood situation, the nail could also carry hepatitis or potentially deadly diseases. Therefore, anyone responding to a flood disaster must have a current tetanus shot and should consider getting hepatitis shots.

Safety Equipment Wear safety equipment and clothing appropriate to the task

- **Helmet or Hard Hat** When in an area with low ceilings.
- **Safety Glasses** Should be on at all times.
- **Dust Mask** If in the process of removing materials that may stir-up dust or debris.
- **Work gloves** Should be on at all times.
- **Rubber boots** If there is standing water.
- **Heavy-duty rubber gloves** If working with hands submerged in water.
- **Work boots or shoes** to protect against sharp objects.

Work Site

- Be sure all utilities have been cut off before entering a damaged building, especially in wet areas. Stand on dry area (board or ladder) while turning electrical switch off in wet area.
- Ventilate closed rooms or buildings before entering to allow escaped gas or foul odors to escape. Do not linger in areas where gas fumes are present. Be especially careful about flames or sparks where fumes are detected.
- 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.
- Only experienced persons should operate power machinery. Follow safety requirements when refueling is taking place.

Never operate gas power 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.
- Take care to have good footing when using ladders and scaffolds. Be careful in wet or slick areas.
- Provide sufficient lighting in work areas — daylight or artificial. Look first into areas before entering. Check for glass, nails, or other sharp and protruding objects.
- Don't reach or climb into areas that are not completely visible. Sometime wild animals find refuge in cabinets and confined spaces. Always look before you reach.
- 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 your back straight.
 - Push up with your legs.
- **Do not open refrigerators and freezers. Duct tape doors and keep them shut.**
- Remove ladders, scaffolds, or ropes when not in use to prevent children or others from climbing. Do not leave tools and equipment unattended.
- Guard against leaving piles of lumber, furniture, clothing, debris, etc. where children might play and risk injury.

Personal Health and Safety

- Avoid fatigue. Do not work on ladders or scaffolds or operate machinery when tired or on medications that cause drowsiness.
- Make safety and hygiene a priority. Get adequate rest, fluids, and nourishment so you can achieve maximum effectiveness.
- Use Tyvek Suites on the trailer for jobs that are exceedingly dirty.
- Personal decontamination
 - Take boots and gloves to decontamination area to be cleaned. Also, clean equipment (tool, shovels, etc.).
 - Take shower immediately upon returning to base and dress in clean clothes.
 - Place contaminated clothes in a plastic bag and return clothes to designated location to be laundered if service is available. It is very important not to spread the contamination.
- Make sure to wash or use sanitizer on your hands and forearm area before drinking or eating.
- Drink bottled water instead of sports drinks.

Helpful Hints

- Wear suitable rain gear and rubber boots while spraying or pressure washing.
- Use rubber gloves and wear safety glasses when working to reduce your risk of contamination.
- Work within your strengths and limitations physical (strength and health), emotional (stress management), and mental (knowledge and skills).
- Use hand sanitizer before consuming anything or wash hands with bleach and water mix. (one tablespoon bleach to one gallon water).
- Do not drink tap water in area until verified safe.
- Eat regularly and increase water intake according to heat and workload. Take snacks and bottled water to site.
- 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.
- If you are unfamiliar with motorized tools, do not attempt to use them until properly trained.

Make safety a priority so that you can achieve maximum effectiveness, not only for you but also your team.

Mud-Out Cleaning Procedures

1. The Blue Hat will discuss with the homeowner what the team will do in the clean up. This will be recorded in writing on the work order.
2. Walk carefully through the structure. Floors may be slippery or weakened.
3. If mud or other debris is in the path of removing items from home, make a safe path for walking.
4. Allow homeowner to decide which articles are to be salvaged and which are to be thrown away.

***Do not assume that anything is trash;
it all belongs to the home owner.***

5. The Blue Hat will establish a staging area for items that are removed.
6. ***Be sensitive to homeowner's loss, which will most often be everything due to contamination.***
7. Try to remove everything that has been affected by water. If there is any question, ask the Blue Hat. Use dollies and hand trucks to remove heavy items.
8. Mattresses and upholstered furniture should be removed and disposed. These items become a hazard for mold and any contamination that may have been in the flood water. Some furniture and other large objects may have to be dismantled.
9. ***Do Not Open Refrigerators or Freezers!***
This can create a foul smell that could cause problems for the team.

10. Remove all built-in cabinets if the water has saturated the wall behind them or if they were submerged. Mold may have started to grow in or behind the cabinets.
11. Cut walls 12 inches above flood level or go to the drywall seam if it is a safe distance from flood line. This will be determined by the Blue Hat and homeowner.
12. When all articles are removed, the Blue Hat will determine with the homeowner how much wall and floor removal is necessary.
13. Remove and dispose of all floor coverings. Check with Blue Hat for disposal of waste. This will vary greatly upon which state you are in.
14. If possible, pressure wash entire area beginning at flood level
15. Use mops, squeegees, and fans to eliminate excess water.
16. Clean up work area and begin cleaning and disinfecting tools used.
Dispose of all used mop heads and sponges
To disinfect: use 12 oz bleach to one-gallon water.
Apply with garden sprayer coating area.

Make sure to wear a mask and have good ventilation.

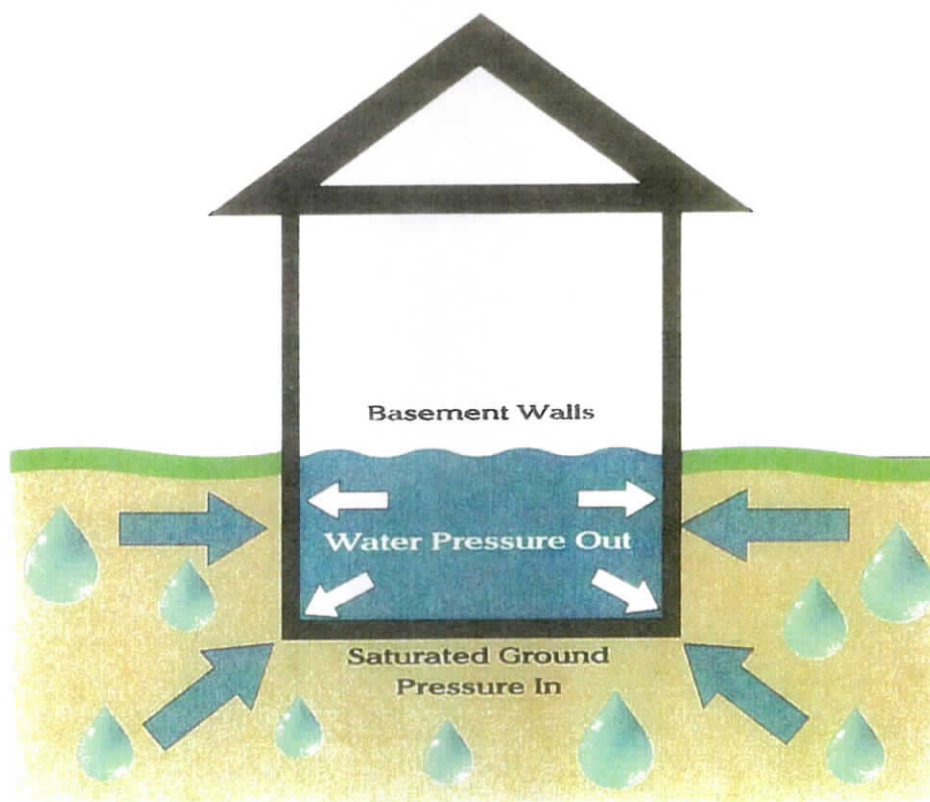
17. Advise owner to let area dry thoroughly before they begin any repairs. Dry time may take a few days to several weeks.

Procedure for Draining a Basement

Water in the ground outside a building is putting pressure against the outside of the basement walls pushing in. The water pressure inside the basement is pushing out on the walls. If the basement is drained too quickly, the pressure outside the basement walls will be greater than the pressure inside, which may cause the basement walls and floor to crack or even collapse.

Follow these steps to pump water out of a basement without causing damage:

1. Never go into a basement that has water standing in it unless you are sure the electricity is off.
2. When the floodwaters are no longer covering the ground outside, you can start pumping the water out of the basement.
3. Pump the water level down two to three feet and mark the level on a wall. Stop and wait until next day.
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, and then pump the water down to 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 step five until all the water is pumped out of the basement.



Don't be part of the problem be part of the solution.

Appendix 1



Personal Equipment for Mud Out Team Member

If team travel requires a stay over,
Pack a bag for the one night for easy access.

Identification

- ___ Disaster Relief Identification (hat & badge)
- ___ Drivers License or picture ID
- ___ Vehicle Registration (if driving)

Insurance Information

- ___ Health
- ___ Auto (if driving)

Phone Numbers

- Emergency Contact _____
- Family Physician _____
- Employer _____
- Church _____
- Pastor _____
- Other _____

Devotional Materials

- ___ Bible
- ___ *Hope in crisis*
- ___ *Spiritual Preparation for Disaster Relief*
- ___ Journal
- ___ Personal Devotional Material

Clothing

Plan on 5 to 6 workdays without laundry.
Wear layers to adjust to temp during the workday.

- ___ Work Shirts (long and short)
- ___ Work Pants (long is probably better)
- ___ Casual Clothing for Church or other Events
- ___ Work Boots (wet and dry)
- ___ Comfortable Shoes (sneakers, house shoes)
- ___ Work Gloves
- ___ Plastic Bag for Dirty Laundry

Sleeping

- ___ Warm and Cool Modest Sleepwear (maybe co-ed)
- ___ Pillow, Blanket, Sheets (layer for temp change)
- ___ Cot, Air Mattress, Bed Roll (what works for you)
- ___ Clock
- ___ CPAP (extension cord)
- ___ Eye Mask
- ___ Ear Plugs

Misc Items

- ___ Notebook and Pen or Pencil
- ___ Mud Out Manual
- ___ Ohio Disaster Relief Manual
- ___ Cash
- ___ Snacks, Gum, Candy etc.
(nothing that would melt)
- ___ Leisure Reading, Puzzle Book, MP3 player
(For down time)
- ___ Cell Phone Charger
- ___ Camera
- ___ **Small Flashlight**

Personal Hygiene

*Use a shower caddy or something to transfer your items
too and from the showers.*

- ___ Shower / Soap, Shampoo, Wash Cloth, Towels
(Body, hand), Shower Shoes
- ___ Tooth - Brush, Paste, Dental Floss, Mouthwash
- ___ Deodorant
- ___ Brush, Comb
- ___ Shaving Cream, Razors
- ___ Nail Clippers, File
- ___ Lotion
- ___ Lip Balm
- ___ Feminine Needs

Health

Try to take enough for a week to conserve on space.

- ___ Prescription Medication
(Please list on Medical Form)
- ___ Band-Aids
- ___ Tylenol, Aspirin, Ibuprofen
- ___ Heartburn / Acid Reducer
- ___ Laxative / Diarrhea Care
- ___ Foot Powder
- ___ Allergy Medication
- ___ Sun Screen (seasonal)
- ___ Allergic Reaction Medication (bee, food, etc.)
- ___ Neosporin / Medicated Ointment

Appendix.2

OHIO DISASTER RELIEF VOLUNTEER PERSONAL AND MEDICAL EMERGENCY INFORMATION



Volunteers are requested to provide the following information to the Unit Director or Blue Hat upon arrival at the point of departure or disaster work location. The Unit Director or Blue Hat is responsible for this information and will destroy this sheet at the conclusion of deployment or return it to the individual.

Today's date _____

Name _____ Home phone (____) _____ Cell (____) _____

Address _____ City _____ Zip _____

Your church _____ Church Association _____

Birthday ____ ____ ____ Marital Status _____

Spouse Name _____ Work Phone (____) _____ Cell (____) _____

Person to contact in an emergency:

Name _____ Relationship to you _____

Home Phone (____) _____ Work Phone (____) _____ Cell Phone (____) _____

Physical handicaps or restrictions _____

Medical Problems _____

Special Instructions _____

Allergies: Food, insects, poison ivy, etc _____

Symptoms or reactions: _____

Antidote _____

Please include a copy of your insurance card.

Health Insurance Co _____

Policy or Group No _____

Date of last tetanus shot _____

Medication: **Be sure to take enough medication for an extended deployment.**

Name of medication _____

Dosage _____ Frequency _____

Side effects _____

Name of medication _____

Dosage _____ Frequency _____

Side effects _____

Name of medication _____

Dosage _____ Frequency _____

Side effects _____

Name of medication _____

Dosage _____ Frequency _____

Side effects _____

Name of medication _____

Dosage _____ Frequency _____

Side effects _____

Appendix 3



Release and Indemnity Agreement

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

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

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

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

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

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

Print Name: _____

Signature: _____

Volunteer:

Print Name: _____

Signature: _____