



Help-Healing & Hope

DRAFT

Cleanup Job Assessment

How to assess jobs for chain saw, fire and flood recovery

Mission Statement:

Southern Baptist Disaster Relief is a Christ-centered partnership of national, state and associational ministries serving through the local church to bring **help**, **healing** and **hope** to individuals affected by disasters.

Vision Statement:

Southern Baptist Disaster Relief will be a well-defined, unified disaster response organization, demonstrating the love of Christ by providing physical and spiritual help to those affected by disasters.



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Introduction

Southern Baptist Disaster Relief (SBDR) is a Christ-centered partnership of national, state and associational ministries serving through the local church to bring **help, healing** and **hope** to individuals affected by disasters. SBDR began in 1967 and has grown to be one of the largest and most respected disaster organizations in the U.S. and around the world.

Assessment is part of the Disaster Relief (DR) Recovery Ministry. While volunteers may take the classroom instruction at any point in their training, they should also have taken the applicable recovery training and have served on a recovery project before being activated as a Lead Assessor on an Assessment Team. Other members of the Assessment Team should have had the Assessment training. An exception to this might be the Chaplain, though it would be helpful if he/she too has been trained in assessment.

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Chapter 1: Team Concept

- Three person teams are desired. One trained and experienced person will be the Lead Assessor who asks most of the questions regarding the property to be cleaned. The second team member would concentrate on filling out the forms as the Lead Assessor talks with the property owner. The third member of the team should be a Chaplain who provides emotional and spiritual support and does a spiritual assessment. A Chaplain should be part of every Assessment Team. Owners and residents are often in serious emotional distress as they view their property.
- When you arrive at the disaster area, report to Incident Management Team (IMT) or proper authorities in order to find out where the most critical damage is located. If no IMT has been established, know who is in charge of the disaster area. It is possible that you may have to go to the police, sheriff, local fire department or local emergency management.
- The Lead Assessor should obtain detailed paper map(s) of the affected area. The Incident Management Team (IMT), local county offices, emergency services (e.g. fire department, 911 dispatch) may be able to provide you with maps.
- In some situations, when properties are scattered over great distances, a local guide or driver might be helpful. After several assessments, the Lead Assessor may trade roles with the second member of the team so that person can get experience leading the assessment.
- It will be helpful if copies of maps of the affected area, especially those parts in which homes were damaged, can be laminated, after affected streets have been marked. These maps should show streets, and prominent landmarks. Street signs and house numbers will likely have been destroyed in the disaster. It would be wise to have a hand compass for orienting the map in unfamiliar areas. These laminated maps will also be of great help to the Cleanup Unit Leader when they begin their work.
- In many areas a GPS device may be used by entering State, City, Street number, & Street name. This should give turn-by-turn directions to the address from wherever you are. In remote areas the device may not have all roads in their system. The GPS must have a direct line to the satellite, so it may not work in steep canyons or some back country areas.
- When multiple assessment teams are used, a master map should be marked off in grids, which are assigned to the various teams. This will reduce the likelihood of duplication.

- Assessors should wear DR shirts, caps, and badges and have official SBC Disaster Relief Business Cards with DR logo and room for assessor's name and contact information to give to property owner or disaster service personnel. Make sure to wear proper safety gear (refer to personal items in appendices).

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Chapter 2: Qualifications for Our Assistance

Anyone that needs our help qualifies for our assistance. We will look at all damaged homes and buildings. **REMEMBER THAT WE HAVE BEEN SENT TO MINISTER TO ALL. WE HOPE THAT WHAT WE DO WILL LEAD SOMEONE TO CHRIST.**

SETTING JOB PRIORITIES

No Insurance:

Physical, medical or mental condition

65 years or older

Widow or widower

Single with children.

Responders (Fire, Police, Clergy or other Emergency Personnel)

Under Insured:

Physical, medical or mental condition

65 years or older

Widow or widower

Single with children

Fully insured: (provided insurance has given clearance for work.)

Buildings that were rental properties will not be cleaned unless special circumstances warrant the Assessor to recommend such cleaning because of immediate hardship on the renters and the Incident Commander concurs.

We do not usually cut up or remove destroyed cars, trucks or buses. (Some scrap companies will come and get these if they are moved to a place where they can be picked up.) If an RV or Motor Home was an occupied dwelling, we will cut up and move the rubble. We will, in some situations, cleanup garages, shops and other outbuildings; but, if a large amount of material and equipment was stored around the property, we may be limited in how much we can do. Residences and adjoining out buildings are our priority. Other cleaning will be a matter of availability of time and personnel. We may have to do initial cleaning of the residence and come back, if able, to do cleaning of outer property.

Chapter 3: General Information

1. Before beginning assessment, find out from the State and/or local Incident Commander and other local Southern Baptist Disaster Relief leaders as much information as you can about state and local regulations and ordinances that will affect the cleanup.
2. Rules for obtaining debris dumpsters, cost, what can go in each bin
3. How dumpsters are to be prepared for transportation
4. Requirements for hazardous waste disposal
5. Begin assessment work by contacting (usually the day before a desired appointment) and meeting with Property Owner's who have filled out the "Property Owner Request for Assistance" form. These may have been distributed at a government Local Assistance Center (LAC), Community Information meetings or at a Red Cross Assistance Center. Set mutually agreed time to meet and be sure to be at the site at that agreed time.
6. It is best not to schedule appointments too close together. Ample time should be allowed for finding addresses in areas in which it is often easy to get disoriented. Time should be allowed for the team to minister to the property owner(s) and for the Chaplain to do his/her work.
7. Introduce yourself and other members of your team. The Chaplain should assess the emotional and spiritual status of owner and family. The Chaplain may ask permission to pray for the displaced family before ending the assessment. A copy of the Chaplain's assessment should be attached to the "Property Owners Request for Assistance" being careful not to violate confidentiality. This will assist the Cleanup Unit Leader and Chaplain in their ministry to the family. The Chaplain should have a Bible, and appropriate tracts available. Be sensitive to opportunities to minister and give witness.
8. Assessors should walk the property with the property owner, getting as much information as possible about the owner's desires. Using the "Property Owner Request for Assistance" form, **CLEARLY WRITE THE PROPERTY OWNER'S NAME, ADDRESS AND CONTACT INFORMATION**, and on any other accompanying sheets, including "House Located on Lot Supplement" form.
9. In a fire or flood cleanup, find out from the property owner if an active water source is available to attach a water hose. This is often required so that dust and toxic ash particles can be kept to a minimum during the cleanup procedures and in pressure washing. The provision for the active water spigot is the responsibility of the property owner. When available, a trailer mounted water buffalo or a water truck can be used.

10. Ask if there were any toxic chemicals or products being stored anywhere on the property. Ask if poison ivy or poison oak was growing around area to be cleaned. Are poisonous snakes or other hazards likely to be encountered? Are there missing pets or have stray animals been sighted around the property?
11. Ask property owner if a hazardous waste inspection has taken place. Let property owner know that he/she may be responsible for cost of disposal of such waste if so ordered by the county. Designate on the property map a possible location for relocating toxic items that are uncovered or were missed by the toxic waste inspection. **If dangerous items, such as asbestos, are present, no work will be done until they are removed.**
12. Be sure of location of any septic tank, gas, water & sewer lines or wellheads on the property and identify them on "House Located on Lot Supplement" form.
13. Mark on the "House Located on Lot Supplement" form, suggested locations for debris bins and/or piles. These should include, as needed: scrap metal, burned debris, ash, and concrete blocks (cement, tiles, stucco removed from wire). Blocks that go through fire will be compromised and not be reusable. Let Owner know that we do not break up slabs or knock down foundations, unless an entryway for heavy equipment requires that an opening be established into the foundation. Standing walls can be demolished if equipment will be available to safely handle the task. If such walls are unstable, volunteers will not be able to work around them until they are demolished.
14. If Chain Saw work is to be done, indicate it on the appropriate "Clean-up Assessment" form. We generally will only remove trees or limbs that pose a threat to remaining buildings or people living or working on the building site or that block entrance to the property.
15. Find out any special instructions the property owner has. In a Fire Cleanup, does he/she request sifting? Try to identify, with stakes and tape, the areas that are to be sifted. Find out if there are particular salvage items on the property that the owner does not want on the debris piles. Identify a potential location away from the building site and the debris piles or bins where these items will be placed. This location will be used to put keepsake salvage items that have survived the fire.
16. Note on the appropriate "Clean-up Assessment" form probable need for heavy equipment, chain saw work, chop saw work, or other specialized equipment.
17. Include as much other helpful information as possible on the assessment forms.
18. For a Mud-Out or Mud Slide cleanup, explain to the Property Owner the process that will be used. Give the Property Owner information that will help them understand why many items will have to be discarded.

19. If it has not already been filled out, complete the “Property Owners Request for Assistance” form. **Obtain Signature of Property Owner. Remember: We cannot send out crews to do the cleanup work if the release form has not been signed.**
20. It is recommended that the “Property Owners Request for Assistance” form be filled out in duplicate. Make sure the name and phone number for our Disaster Relief Ministry are on the form so that the owner can contact us if he/she wants. Give a copy of the form to the property owner if requested.
21. Do not promise the property owner that we will clean his/her property on any given date. Emphasize that as a volunteer organization with limited funds, we do our best to respond to every request in a timely way, but we have to do so as resources and volunteers are available. Let the owner know we will attempt to contact them on the day before we will begin cleanup, especially if they request to be present. For a Mud-Out response, we recommend the property owner be present.
22. Assign a priority rating. The Operations Officer may change this as he/she evaluates requests from the incident.
23. When permission is given on the “Property Owners Request for Assistance” form, take one or more digital pictures of area to be cleaned. On note pad, record the number of each picture, a brief description and the address of the property to be cleaned. At the end of the visit take a picture of the approach to the site, with the DR sign and property address visible. On a note pad, number each picture in order and note property and address for future reference.
24. If you are responsible for assigning jobs and you are certain that a team will be returning to work on the property, it is recommended that you place a SBDR sign in prominent view near the entrance to the property to assist assigned teams in locating the property.
25. If the property owner does not keep the appointment, attempt to do as much of the assessment as possible. Make other arrangements to obtain the property owner’s signature at a later time. **Do Not** include such assessment forms with the ones you have signed releases for, but turn them into the Operations Officer separately.
26. The Assessor submits the forms to the Local Incident management Team (IMT). In the absence of the local IMT, forms will need to be submitted as required by the individual convention.
27. In some situations, assessors may have to seek out property owners on their own and offer them our ministry. If possible, get names and contact numbers of displaced families from Red Cross, Salvation Army, County government, local churches, or community service organization. Look for “The Person of Peace”, that individual in the community that can open doors and establish your credibility for the residents. When you have names and contact information, first try to call and set up appointments.

You may even have to drive around the disaster area and stop and talk with people who are on their property. Even if they don't request assistance, your visibility and your story will begin to spread through the community and open doors for you. Always remember, you are representing **Jesus**, our **Lord**, and witnessing to **His** love for these wounded people. Even if they are suspicious or even hostile, respond with grace and love.

28. If destroyed structures are off paved roads and have been occupied by persons who are very private, the Assessors will need to be cautious in their approach. Looters may have already violated their property. Some structures may not have been legally permitted. Do be cautious if there is evidence of illegal drug or other activities. **Do Not Be Judgmental.** The presence of questionable activities should be noted on appropriate forms. If the activity presents a real physical danger, terminate the assessment and notify the appropriate authorities.
29. Make sure all forms are filled out and there is clear directions for finding the property. A Map-Quest or Google Map print out to the address location might be obtained and attached.
30. Return all information to the Incident Management Team (IMT). The IMT will assign jobs to a Unit Leader and team.

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Chapter 4: Chain Saw Cleanup

SETTING JOB PRIORITY

Priority 1

- Tree in house/building
- Tree on the roof
- Holes in the roof
- Anything that will expose the inside to weather. (Missing windows, doors, or walls)
- If a tree has fallen and pulled the power line down from the house connection to the pole. (Once the tree is removed, the power can be restored.) **Make sure the power is off.**
- Blocked driveway
- Persons with special needs. (Diabetes, oxygen, disability, etc.)
- Trees blocking the road
- Responders (police, fire, rescue, clergy, etc.)

Priority 2

- Trees in yard that hit a well house or storage building
- Smaller trees on house/building (no holes in roof)
- Large trees in yard; these jobs need expertise to cut trees up correctly

Priority 3

- Small trees in yard that did not hit anything and are not blocking anything
- Jobs that require people with minimal chainsaw experience
- Small limbs and brush removal required

Chain Saw Team Capability

Type A

- Can remove large trees from roofs & dangerous hanging limbs from trees
- Has worked with dangerous trees before
- Has an understanding of trees under pressure
- Has equipment that can cut trees 12" in diameter or larger
- Has equipment and personnel trained to climb and work in trees and on roofs

Type B

- Can remove 12" and smaller trees from roofs
- Has some experience with trees under pressure
- Has equipment and personnel trained to work from ladders on roofs with a shallow pitch

Type C

- Can cut up trees on the ground

- Can cut down small trees
- Has experience in running a chainsaw

Type D

- No chain saw
- Debris removal only
- Can work with another crew

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Appendices

Supplies for Assessors

Personal Supplies:

- ✓ DR shirt, hat, ID badge
- ✓ Long pants
- ✓ Sunglasses
- ✓ Hard sole shoes or appropriate boots (no tennis shoes)
- ✓ Insect repellent
- ✓ Sunscreen
- ✓ Lip balm
- ✓ Compass
- ✓ Water bottle
- ✓ Hardhat
- ✓ Respirator - N95 or equivalent
- ✓ Safety glasses
- ✓ Small personal first aid kit
- ✓ Lunch provision
- ✓ Snack food
- ✓ Drinking water
- ✓ Wide brim hat (for hot sunny days)
- ✓ Personal medications

If spending the night

- ✓ Sleeping bag & air mattress (single size) + pump or cot
- ✓ Pillow
- ✓ Flashlight
- ✓ Changes of clothing
- ✓ Laundry bag
- ✓ Personal health & hygiene needs
- ✓ Towel & wash cloth

- ✓ Notepad
- ✓ Pens
- ✓ Digital Camera
- ✓ GPS Device (optional)
- ✓ Black Permanent Marker
- ✓ DR business cards
- ✓ Copies of Required Forms
- ✓ Carbon paper
- ✓ Signs to Identify Properties we are cleaning –DR Logo, place for Owner Name & Address
- ✓ Plastic sheet protectors for signs
- ✓ Stakes to mark areas to be sifted and location of septic tank
- ✓ Heavy Duty Stapler – or hammer and tacks
- ✓ Tool Box
- ✓ Roll of yellow caution tape
- ✓ Rolling Distance Measuring Device (optional)
- ✓ Street map of area
- ✓ Cell Phone or other communication capabilities with Incident Command Post.
- ✓ List of Important Phone Numbers including:
 - Incident Management Team (IMT)
 - County Officials
 - Response Agency Personnel
 - Debris Bin Provider
 - Auto Recycle Company
 - Local Contacts
 - State DR Director

Assessor		Job Number (Office Use)	
Phone #		Job Priority	1 2 3
Work Needed: (Enter Completion Date) Chainsaw _____ Flood _____ Roof _____ Fire _____			

Office Use Only

Southern Baptist Disaster Relief Property Owner Request for Assistance

THIS IS NOT A CONTRACT



Date _____

Property Owner _____ Occupant (If Different) _____

Address

House # _____ Street _____

City _____ County or Parrish _____ State _____ Zip _____

Latitude _____ Longitude _____

Phone 1 _____ Phone 2 _____ Phone 3 _____

Special Needs

Wheelchair Hearing Impaired Visually Impaired Mentally Impaired Responder

Other (Explain) _____

Does property have... Homeowner's Insurance? Flood Insurance?

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:

I (Print Name) _____ hereby release from liability and agree to hold harmless the Southern Baptist Convention Disaster Relief volunteers, their representatives, agents and or employees for any damage or injury that may occur on my property, including personal property or to my person, which may occur during the cleanup operation. I further understand and agree that there is no warranty, implied, written or oral, for any work performed on my property by said volunteers. **I understand that the Southern Baptist Disaster Relief is a volunteer organization that has limited volunteers, limited financial and material resources, and makes no guarantee that said service will be provided.** Additionally, I further understand **THAT THIS IS NOT A CONTRACT TO PROVIDE SERVICES!**

Property Owner's Signature _____

Dated: this _____ day of _____ 20____

Attach appropriate assessment forms to this document

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Work Completed (Date)		Unit Director	
Assessor		Phone #	Job #:
Last Name		Address:	

Southern Baptist Disaster Relief Chain Saw Assessment Form



Type of team needed:

A	B	C	D
Chainsaw Unit plus required equipment and trained personnel to climb and work in trees	Chainsaw Unit plus required equipment and trained personnel to work from ladders and roofs	Chainsaw Unit that only works from the ground and has all of the required equipment and trained personnel	Any Ministry other than a Chainsaw unit (i.e. Mobile Cleanout Unit) with 1 or more chainsaws

Climbers Needed	Yes	No
Heavy Equipment Needed	Yes	No
Specify _____		

Priority 1

Downed trees that prevent re-establishment of power to home:	Yes	No
Tree(s) or limbs blocking entrance to the house or driveway:	Yes	No
Trees on house	Yes	No
Trees on roof	Yes	No
Is roof punctured?	Yes	No
Need temporary roof repair? (Attach Temporary Roof Repair form)	Yes	No
Special Instructions: _____		

Priority 2

Tree(s) and or limbs near house, preventing necessary repairs:	Yes	No
Tree(s) and or limbs on well house or storage building:	Yes	No
Large tree(s) in yard need to be cut up to manageable size for removal:	Yes	No
Special Instructions: _____		

Priority 3

Tree(s) in front yard needs to be cut to manageable size for removal:	Yes	No
Small limbs and brush removal needed:	Yes	No
Tree(s) in back/side yard need be cut to manageable size for removal:	Yes	No
Special Instructions: _____		

Other Information

Can debris be stacked at curb?	Yes	No
If no, where should debris be placed? _____		
Number and size of trees to be cut/moved: _____ 5"-15" _____ 16"-25" _____ 25"-35" _____ >35"		

Notes:

Attach this document to the **Property Owner Request for Assistance** form

Work Completed (Date)		Unit Director	
Assessor		Phone #	Job #:
Last Name		Address:	

Southern Baptist Disaster Relief Temporary Roof Repair Assessment Form



Type of building(s): Home Guest House Mobile Home Outbuilding

Are there any Electrical Hazards: Yes No

If yes, describe _____

Trees on house: Yes No

Can teams remove trees? Yes No

There are trees or limbs near home, preventing needed repairs: Yes No

We cannot remove trees off the structure, but we can cover to help reduce further damage:

Type of Roof: Shingle Roll Roofing Metal Tile

Is deck missing: Yes No

Are trusses damaged: Yes No

Does jurisdiction allow that trusses be repaired without requiring engineering: Yes No

Percentage of shingles missing: _____ %

Percentage of tabs missing: _____ %

Whole shingles missing: Yes No

Is there an electrical source available? Yes No

Where? _____

Dumpster - Property owner is supplying Yes No

If one is required, property owner is responsible for providing.

Can debris be stacked at curb? Yes No

If no, where should debris be placed? _____

Materials Needed:

Plywood _____ 4' x 8' Sheets	Plastic Sheeting __ Rolls 20'x100'	Roofing Cement _____ Tubes
Shingles _____ Bundles	30# Felt _____ Rolls	Flashing _____ Rolls
_____ 2x4 Length _____	Roll Roofing _____ Rolls	_____ Rolls of Roofing Tape
_____ 2x6 Length _____	Furring Strip _____ Bundles	_____ Nails

Other materials: _____

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Work Completed (Date)		Unit Director	
Assessor		Phone #	Job #:
Last Name		Address:	

Southern Baptist Disaster Relief Fire Recovery Assessment Form



Type of building(s):	Home	Guest House	Mobile Home	Outbuilding
Foundation:		Slab	Stem Wall	Basement
Construction:	Vinyl Siding	Wood	Metal	Stucco/Brick

Square Footage of building(s): _____

Square footage of lot: _____

Driveway: Dirt/Gravel Paved Level Steep Uphill Downhill

Concerns:

Chemicals
Poison Ivy/Oak
Stray animals

Poisonous snakes

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Has there been a hazardous waste inspection? Yes No

Equipment Needed:

- | | |
|---|---------------------------|
| Tractor/Skid Steer with Bucket and Grabbers | Wood Chipper |
| Excavator/Back Hoe | Dumpster/Debris Container |
| Cutting Torch/PPE | Heavy Duty Chains |
| Powered Metal Saw/PPE | Water Buffalo |
| Chainsaw/PPE | |

Are there areas to be sifted? Yes No

If yes, are they noted on the **House Located on Lot Supplement**? Yes No

What should be done with items of value located? _____

Attach this document to the **Property Owner Request for Assistance** form

Work Completed (Date)		Unit Director	
Assessor		Phone #	Job #:
Last Name		Address:	

Southern Baptist Disaster Relief House Located on Property Form



In the space below or an additional page sketch an outline of the property, indicating the dimensions:

Indicate slope of land by arrows (the longer the arrow, the steeper the slope):



Locate and outline the house, garage and other buildings on property, giving dimensions:

Draw and label (by name and driveway(s)) if possible frontage roads (streets) adjoining property

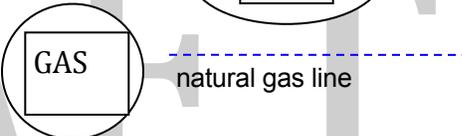
Locate and identify septic tank and drain lines:



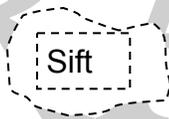
Locate and identify water source, well, cistern and water lines



Locate propane tank and line or



Locate and identify areas to be



sifted.

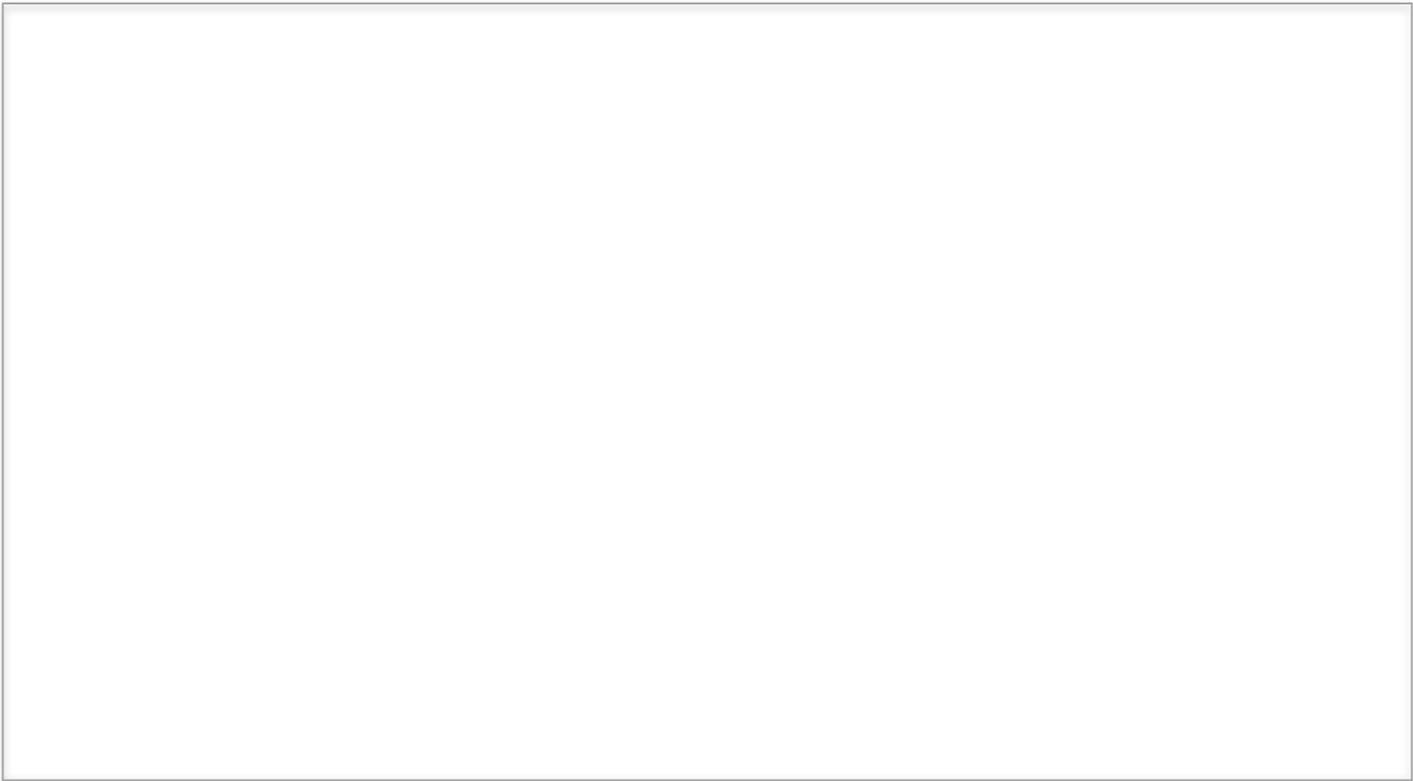


Identify significant trees to be saved and those to be cut down.

Suggest location for saved salvage, debris bins, hazardous waste, cut logs, brush debris

Indicate **North** direction of property on drawing with arrow and letter.





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Sorry We Missed You

SOUTHERN BAPTIST DISASTER RELIEF

SORRY WE MISSED YOU

WE CAME BY TO HELP WITH YOUR REQUEST FOR ASSISTANCE. SORRY WE MISSED YOU. PLEASE CONTACT US AT THE LOCATION BELOW OR CALL:

_____.

LOCATION:

Date: _____ Time: _____ Job #: _____

Assessor _____



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SOUTHERN BAPTIST DISASTER RELIEF

SORRY WE MISSED YOU

WE CAME BY TO HELP WITH YOUR REQUEST FOR ASSISTANCE. SORRY WE MISSED YOU. PLEASE CONTACT US AT THE LOCATION BELOW OR CALL:

_____.

LOCATION:

Date: _____ Time: _____ Job #: _____

Assessor _____



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