



**Help-Healing & Hope**

# **Fire Cleanup Ash Out**

Cleaning property following fire

## 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.



## Table of Contents

<b>Introduction</b> .....	<b>4</b>
<b>Unit and Team Structure</b> .....	<b>5</b>
Chapter 1: Unit and Structure .....	5
<i>Fire Cleanup/Ash Out Unit</i> .....	5
<i>Unit Leader</i> .....	5
<i>General</i> .....	5
<i>Daily Debrief and Devotion</i> .....	5
<b>Safety</b> .....	<b>6</b>
Chapter 2: Fire Recovery/Ash Out Safety .....	6
<i>Clothing and Gear</i> .....	6
<i>Health and Safety Considerations</i> .....	6
<i>Safe Work Practices</i> .....	7
<b>Procedures and Processes</b> .....	<b>9</b>
Chapter 3: Procedures .....	9
<i>State and Local Regulations</i> .....	9
<i>Procedures</i> .....	9
<i>Tools and Equipment</i> .....	10
<i>Before Beginning Work</i> .....	10
<i>Process</i> .....	11
<i>Mobile Homes/Trailers</i> .....	12
<i>Heavy Equipment</i> .....	12
<i>Slab or Pad</i> .....	12
<b>Appendices</b> .....	<b>13</b>
Fire Recovery/Ash Out Unit Equipment List (Including Chain Saw) .....	13
Property Owner Request for Assistance .....	16
Fire Recovery Assessment Form .....	17
House Located on Property Form.....	18
Sorry We Missed You .....	19

## 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.

The ministry of the “Fire Cleanup/Ash Out” 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**.

# Unit and Team Structure

## Chapter 1: Unit and Structure

### Fire Cleanup/Ash Out Unit

It is recommended that the Fire Cleanup/Ash Out Unit be a trailer. This will allow different vehicles to pull the unit. It also reduces the insurance requirements for the unit and increases the number of drivers available.

### Unit Leader

The Unit Leader should wear the Blue Cap and is responsible to the Incident Management Team (IMT) for the actions of the unit.

All other team members should wear a yellow hat, no matter his/her training or qualifications.

### General

- Be flexible in the assignment and ready to make adjustments. There is no way to adequately list all tasks. Teams should be prepared to meet existing needs. Remember, “It is not about production, it is about your testimony.”
- Review “Fire Recovery Assessment Form” (see Appendix) and “House Located on Lot Supplement” (see Appendix).
- Confirm address and have owner sign the “Property Owner Request for Assistance Form” (see Appendix) if it has not been signed.
- Be informed. Deal with information in a positive way. Never be part of misinformation.
- Be responsive in an intelligent, careful, supportive and effective manner. Misinformation by volunteers can make matters worse.

### Daily Debrief and Devotion

Teams will meet for devotion and debrief each day. This leads to better team effectiveness and communication.

- Morning devotion
- Informal evening debrief

# Safety

## Chapter 2: Fire Recovery/Ash Out Safety

Safety is:

- Being careful
- A set of rules
- An attitude

### Clothing and Gear

Clothing should be layered for maximum warmth and comfort, enabling the volunteer to remove layers as the day warms up.

- Fire Cleanup volunteers are to wear
  - Long pants (no shorts or cut-offs)
  - Long sleeve shirts are recommended
  - Appropriate work gloves
  - Shoes
    - Must be solid sole work shoes,
    - Preferably with a steel or puncture resistant shank and steel toe.
    - No tennis shoes
  - Socks, wool blend recommended
  - Optional light weight coveralls (i.e. [polypropylene](#)) provide added protection from dust and ash and keep the clothes and more of the body clean
  - 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 the volunteer is working around heavy equipment, power equipment or where lengths of debris are being transported to bins or piles.

### Health and Safety Considerations

Each Team should designate a **Health and Safety Officer** to monitor that volunteers are:

- Following all health and safety practices
- Being hydrated appropriately
- Eating snacks as needed
- Taking regular breaks
- Wearing appropriate N-95 or equivalent masks
  - Must be worn at all times

- Unit Leader must instruct volunteers daily as to proper use
- Wearing ear plugs when needed
- Wearing safety glasses when needed

The **Health and Safety Officer** will also insure that a first aid kit is available and supplies are updated and that an "Incident Report" is completed for every injury.

### Safe Work Practices

- Only trained volunteers are to operate heavy equipment and power machinery.
- Always be aware of where you are in relation to other volunteers, tools, equipment, and especially skid-steers, chain saws, cut off saws and propane torches. A 15' safety zone (6' safety zone when using pry bar) is recommended around such equipment.
- Be careful where you step, avoid nails, broken glass, protruding sharp metal corners, exposed wire and other sharp objects and objects on which you might trip.
- Be careful where you put tools when you are not physically using them. Shovels, rakes, etc. should always be set upright against a wall, tree or other object out of the path of other volunteers. Special care must be taken not to leave a rake with its tines up
- Practice safe lifting. Bend the knees and squat, keep the load close to your body, your back straight, and in a scissor position (one foot ahead of the other) push up with your legs. Do not try to lift or carry loads that might cause strains or ruptures.
- When shoveling, fill scoop using legs, rather than back. Do not twist body to empty shovel, but step around and empty
- Do not open freezers, refrigerators or puncture any sealed cans. Secure doors of appliances with duct tape.
- Do not touch any electrical lines or cables until it has been verified that they are safe.
- Do not transport heavy loads over the location of a septic tank, wellhead, active water or gas pipes.
- Do not feed, pet or play with wild or domestic animals. Do not traumatize them by yelling or chasing them away.
- Be alert for dangerous pests including snakes and spiders
- Be alert for poison oak or ivy. (Toxic residue may be in ash)

- The property you are cleaning should have had a hazardous waste inspection (if required by regulations). However, items that may be considered hazardous waste may still be buried in the ash and rubble. Such items should be handled with care and, if required, transported to an onsite hazardous waste location. If you are in doubt, check with your **Unit Leader** who if necessary should contact the **Operations Officer** for instructions and guidance.
- 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 Officer**. However, save questions regarding procedure until the debriefing time at the end of the day.
- Care for all injuries even a small cut, scrape or puncture immediately
- Clean and sanitize hands before eating or drinking
- Shade for the volunteers should be utilized as needed. At 70 degrees that shade may be nearby trees or bushes. At 90 degrees a tent awning should be set up.
- **Always make health and safety a primary consideration!**
- Seek to maintain a positive, non-critical, mental and emotional attitude throughout their service. You are encouraged to maintain a positive connection with the Lord through the Spirit of Christ living in you.

# Procedures and Processes

## Chapter 3: Procedures

### State and Local Regulations

- Property owner and volunteers are responsible to follow regulations
- Incident Management Team (IMT)/Unit Director should make sure that volunteers are familiar with local regulations and requirements concerning asbestos, paint cans, batteries, and other hazardous materials.
- A “Hazardous Material Inspection” **may be** required by the Environmental Protection Agency (EPA) or local authorities (property owners responsibility)
- In some jurisdictions work cannot begin until all regulations are met
- If insured, property owner should have permission from their insurance carrier to start cleanup
- Debris Bins (Dumpsters)
  - May be required before cleanup may begin
  - Separate bins may be required for metal, ash, glass, rock, etc.
  - Appliance and electronic waste may have to be handled separately
  - May require a liner
  - Usually requires a cover for transport
  - May require a dump fee (property owner responsible)
- A designated area for hazardous waste may be required on site if separation from other debris is required by local regulation
- Debris piles may be allowed on property until debris bins are available
- Property owner is responsible for loading piles into bins as they become available (if SBDR volunteers have completed their work)

### Procedures

SBDR Volunteers usually **do not**

- Remove stem walls or cement slabs
- Tear down rebar reinforced chimneys
- Tear out basement foundations

## Tools and Equipment

Logistics Officer will:

- Insure that each tool is distinctively marked identifying which unit or individual the tool belongs to
- Check out and in tools to each volunteer daily
  - Even though they may be used by others you are responsible for them
- Insure that each unit equipment trailer and heavy equipment (on its trailer) is returned to the equipment staging area or to an on-site secure area
- Insure that equipment is checked at day's end for needed fueling, service, repair, parts and cleaning

## Before Beginning Work

Special Instructions such as sifting and salvaging items of the burn site should be:

- Agreed to in advance by the property owner and Assessor
- Noted on "Property Owner Request for Assistance" form and the "House Located on Lot" form

**Important note:** Loss of personal possessions is an important issue. These are "love objects." They may be gifts or something that has been in family for years. They may remind the families of a deceased love one. As you work in the debris, be sensitive to the feelings of attachments 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 a designated location.

**Volunteers should never remove anything from the site.**

## Process

Remove (cut) any trees (with property owners approval) that are in danger of:

- Falling on a building
- Falling where new construction may occur
- Endangering volunteer safety
- Preventing access to property

Other work may begin or continue providing it is in a safe area

Lightly dampen ash and debris with garden hose spray or sprinkler on stand

- It is normally the property owners responsibility to provide a source of water at a reasonable distance from the burn site
- A trailer mounted water tank (Water Buffalo) may be needed
- Use care to wet ash enough to keep dust down but not enough to run off into drainage channels
- May be monitored closely by local Environmental Health Departments

Be alert for possible salvageable items throughout the cleanup process

- Place such items in designated location
- When in doubt, ask the property owner to decide

Remove scrap metal

- Caution volunteers to practice safety in handling (i.e. sharp edges) and lifting
- Large items may require heavy equipment
- Place in bins or piles as directed
- Different piles may be required for different types of metal (steel, Copper, aluminum, etc.)

Move appliances and electronic waste to designated bins or piles

- Many jurisdictions will permit appliances to be treated as scrap metal

Remove concrete blocks, bricks and foundation piers to designated bins using

- Hands
- Wheelbarrows
- Heavy equipment (skid-steers)

Sift designated area as requested by property owner

- Wear appropriate respirator
- Place a frame with a wire mesh bottom over a wheelbarrow
- Shovel in several shovels full of ashes and shake frame until small ashes have sifted through
- Search remaining debris for salvageable items

### Mobile Homes/Trailers

- May require a chop saw or cutting torch (preferred) to cut frame to manageable size
  - Only trained and experienced operators are to be used
  - A spotter will **always** be used to assist operator to insure that volunteers and others stay a safe distance (15' safety zone) from the cutting and to assist the operator as needed
  - Jacks or long pry bars (recommend 6' safety zone) may be needed to support frame while cutting

### Heavy Equipment

Heavy equipment is sometimes used to facilitate loading of heavy scrap metal and ash from building site.

- Only trained and experienced operators are allowed to use the equipment
- A spotter will always be used to assist operator to insure that volunteers and others stay at least 15' from equipment and to assist the operator as needed
- The spotter should carry an air horn or whistle and sound it if there is danger. **Everyone should stop in place at the warning!**
- Volunteers may help shovel or move debris into the skid-steer/tractor bucket **only** when the equipment is at a complete stop. The operator should never move the bucket until the spotter has indicated that all volunteers are clear.
- Ash should be lightly sprayed down as it is scooped and dumped into the bucket.
- While the equipment is cleaning the slab or pad volunteers may cleanup cartable debris around the immediate site, taking care to keep 15' from the heavy equipment, and placing it in the appropriate bin or pile.

### Slab or Pad

After cleaning by heavy equipment the volunteers will finish the project by shoveling up any remaining debris and sweeping the slab

## Appendices

### Fire Recovery/Ash Out Unit Equipment List (Including Chain Saw)

Utility trailer (with shelves & storage racks)	2 sets Chain Saw Personal Protective Equipment (PPE):
Pop up awning	<ul style="list-style-type: none"><li>● Chaps</li><li>● Helmet</li><li>● Ear protection</li><li>● Gloves</li></ul>
Complete trauma first aid kit	
1 case paper towels	
8 cases – n95 masks with breathing valve	8-10 hard hats (adjustable head bands)
24 heavy-duty work gloves	1 chop saw with:
Box of assorted sizes work boots	12 metal blades
2 cases polypropylene coveralls	6 masonry blades
1 generator 3500-5000 watts	1 pair heavy leather chaps
1 air compressor 40-50 cfm	1 leather jacket for chop saw operator
1 fire extinguisher	2 pair heavy-duty loppers
1 grease gun	1 come-along, 2-ton capacity
Tire plug kit	2 3/8" steel cable chains, hooks on both ends
2-3 20" chain saws	2 ¼ " by 25' chain with hooks
1 14' power pole saw	100' static ¾" nylon rope
Fuel cans	1 propane-cutting torch with 2 propane & 2 oxygen tanks. (Acetylene as option)
Oil mix	Shunt block
2 extra chains	4 wheel barrows with foam or solid tires
Chain sharpener	4 straight edge grain shovels
1 pkg. Grinding stones	2 jagged-edge roofing shovels
8-10 pairs of goggles	2 flat edge shovels
5 pkgs. (20) ear plugs	3 heavy-duty garden rakes

2 five-tine pitchforks	4 garden rakes
1 Maddox	1 Pulaski axe
2 axes	1 heavy sledgehammer
1 8# splitting maul	1 farm jack
3 assorted plastic wedges	1 rechargeable reciprocating saw/ spare blades
1 steel wedge	1 general toolbox with assorted tools
1 heavy-duty digging bar	Garden hose(s), nozzles, sprinklers on stands
3 assorted wrecking bars	Brush chipper (optional)
1 large & 1 small bolt cutters	Supply of appropriate tracts, scripture portions
2 or 3 screen sifting boxes	Supply of bibles
1 hand truck with large foam or solid wheels	
2 heavy duty push brooms	

**Vehicle to pull utility trailer**

**Trailer(s) to move heavy equipment**

**Vehicle to pull trailer with tractor**

**Water buffalo (if no water source available on-site)**

**Towable restroom & hand wash station**



Assessor		Job Number	
Phone #		Job Priority	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>
Work Needed: (Enter Completion Date) <input type="checkbox"/>		Chainsaw <input type="checkbox"/>	Flood <input type="checkbox"/> Roof <input type="checkbox"/> Fire <input type="checkbox"/>

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

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  Stray animals  
 Poison Ivy/Oak  Poisonous snakes

Has there been a hazardous waste inspection? Yes  No

**Equipment Needed:**

<input type="checkbox"/> Tractor/Skid Steer with Bucket and Grabbers	<input type="checkbox"/> Wood Chipper
<input type="checkbox"/> Excavator/Back Hoe	<input type="checkbox"/> Dumpster/Debris Container
<input type="checkbox"/> Cutting Torch/PPE	<input type="checkbox"/> Heavy Duty Chains
<input type="checkbox"/> Powered Metal Saw/PPE	<input type="checkbox"/> Water Buffalo
<input type="checkbox"/> Chainsaw/PPE	<input type="checkbox"/>

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

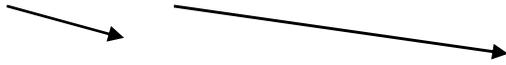
Work Completed (Date)		Unit Director	
Assessor		Phone #	Job #:
Last Name		Address:	

## 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:

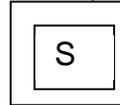
Indicate slope of land by arrows (the longer the arrow, the steeper the slope):



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

Draw and label (by name \_\_\_\_\_ 8' \_\_\_\_\_) if possible) frontage roads (streets) adjoining property and driveway(s).

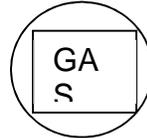
Locate and identify septic tank and drain lines:



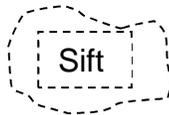
Locate and identify water source, well, cistern and water lines



Locate propane tank and line or natural gas line



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.



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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\_\_\_\_\_  
Assessor

