Feeding Manual

January 2017

PHILOSOPHY

- The purpose of Southern Baptist Disaster Relief (SBDR) efforts can be summed up by looking at biblical accounts of Jesus' teaching and healing, such as feeding the multitudes, the parable of the Good Samaritan, and urging followers to minister to others in a variety of ways (Matthew 25:32-46).

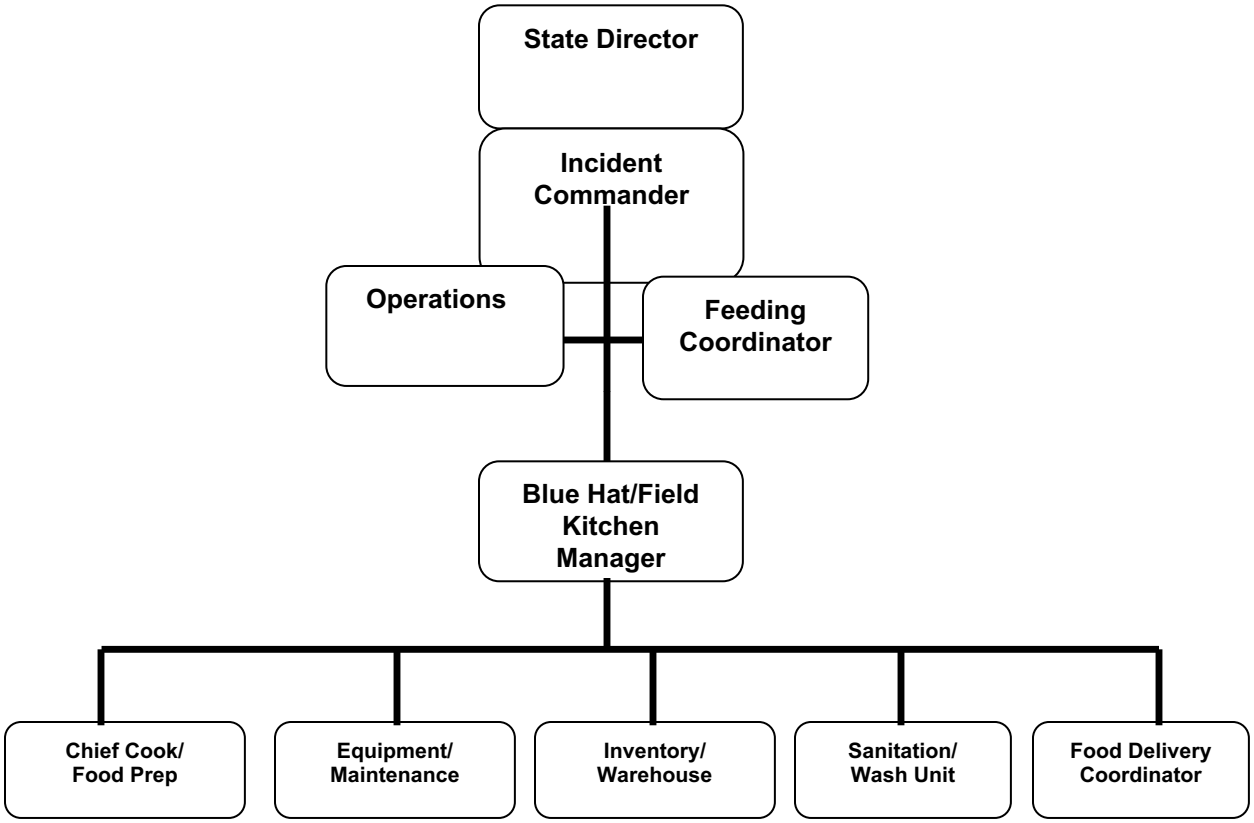
- Southern Baptist Disaster Relief is Christian love in action, responding to hurting persons and seeking to alleviate their needs whatever they may be. Disaster relief involves caring people responding to hurting people in a timely way. James 2:14-18 is one of many scriptural foundations for Southern Baptist Disaster Relief.

PURPOSE

THE PURPOSE OF THIS FEEDING MANUAL IS TO PROVIDE GUIDANCE AND INFORMATION FOR DISASTER RELIEF VOLUNTEERS ENGAGED IN FEEDING OPERATIONS TO PROMOTE AND ENSURE CONSISTENT PROCEDURES FOR THE SAFE STORAGE, HANDLING, PREPARATION, AND DISTRIBUTION OF FOOD TO DISASTER CLIENTS AND WORKERS.

THE MANUAL IS DESIGNED AS A RESOURCE TO SUPPORT STATE CONVENTIONS DISASTER RELIEF AND TO SUPPLEMENT STATE CONVENTIONS TRAINING ENDEAVORS. NOTHING IN THE MANUAL IS TO BE CONSTRUED AS OVERRIDING STATE AND LOCAL LAWS AND REGULATIONS, NOR ARE THE GUIDELINES DESIGNED TO REPLACE APPROPRIATE PROCEDURES CURRENTLY BEING USED IN STATE CONVENTION DISASTER RELIEF TRAINING.

Organizational Chart of SBDR Feeding



Training

- Each Baptist convention will train and maintain volunteers as described in this Feeding Manual adopted January 2017.

- Southern Baptist Disaster Relief leadership has chosen to use hats for recognition of leaders. These have been found to be easily identifiable at operational sites.

Specialized Training

- **Incident Commander (White Hat)**

The incident commander is the leader of the ICS (Incident Command System) team. The incident commander should have

FEMA training.

- **Feeding Coordinator**

This position coordinates the field kitchens and is direct liaison to activating agencies (state/county EOC, American Red Cross, The Salvation Army).

Specialized Training

- **BLUE HAT/FIELD KITCHEN MANAGER**

  BLUE HATS/FIELD KITCHEN MANAGERS ARE PART OF THE ICS TEAM. **BLUE HATS SHOULD HAVE A SERVSAFE MANAGER CERTIFICATION.**

FEEDING UNIT DISASTER RELIEF VOLUNTEER (GOLD HAT)

A FEEDING UNIT DISASTER RELIEF VOLUNTEER SHOULD BE TRAINED BY THE STATE CONVENTION IN A COMPREHENSIVE TRAINING PROGRAM BASED ON SERVSAFE PRINCIPLES AND DISASTER RELIEF FIELD OPERATIONS.

UNIT SPECIFICATIONS

Individual states have various sized feeding units. These are classified in the following ways:

Type I (D) feeding unit

- Capacity to prepare above 20,000 meals per day
- Equipment will include at least four to six 30-gallon (or larger) pieces of cooking equipment
- At least six convection ovens or equivalent equipment (tilt skillet, steamer, kettle, or combination convection oven/steam oven)
- Recommended minimum 50 volunteers

TYPE I FEEDING UNIT

UNIT SPECIFICATIONS

Type II (C) feeding unit

- Capacity to prepare up to 20,000 meals per day
- Equipment will include three or four 30-gallon (or larger) pieces of cooking equipment
- Four convection ovens or equivalent equipment (tilt skillet, steamer, kettle, or combination convection oven/steam oven)
- Recommended minimum 40 volunteers

TYPE II FEEDING UNIT

UNIT SPECIFICATIONS

- Type III (B) feeding unit
- Capacity to prepare up to 10,000 meals per day
- Equipment will include two 30-gallon (or larger) pieces of cooking equipment
- Two convection ovens or equivalent equipment (tilt skillet, steamer, kettle, or combination convection oven/steam oven)
- Recommended minimum 30 volunteers


13/09/2011


09/19/2008


RANCH STYLE
09/19/2008


09/20/2008


TOMATO SAUCE


bleach


BLODGETT
SBCV Disaster Relief


SFLA-F0407
PROPERTY
OF CHEF


13/09/2011


American Red Cross
DISASTER SERVICES
Disaster Relief
2114


DISASTER RELIEF
SBC of Virginia
13/09/2011


BLODGETT
BLODGETT


DISASTER RELIEF
SBC of Virginia


GUIDELINES
SBCV


SBCVI
MORTON

UNIT SPECIFICATIONS

Type IV (A) feeding unit

- Capacity to prepare up to 5,000 meals per day
- Equipment will include stove burners, cookers, and double boilers
- One convection oven or tilt skillet
- Recommended minimum of 15 volunteers

UNIT SPECIFICATIONS

All unit capacities use either canned or pre-cooked frozen food.

The unit should be able to sustain this type of production for two weeks based on a 12-15 hour day and preparation of two meals a day.

SITE SELECTION FOR A MASS FEEDING RESPONSE

Operations are usually set up at a Southern Baptist church facility.

Church facilities are usually pre-selected by the state director or NAMB.

The Blue Hat/Field Kitchen Manager, in coordination with a facility representative, determines how to set up the site. Here are some factors that should be considered to accommodate a mass feeding operation.

SITE SELECTION

Space – No matter which class feeding unit you have, there must be sufficient room to set up the unit and auxiliary equipment, including storage units.

Location – The location must be close enough to the affected disaster area that food can be transported or clients/disaster survivors can be served on site. The location must be safe and secure both day and night.

Buildings – Buildings must be large enough to house disaster relief volunteers. It is desirable to have multiple rooms for sleeping, but sometimes an open gym is all that is available.

SITE SELECTION

Restrooms – A sufficient number of restrooms should be provided for the volunteers. If restrooms are not available, portable restroom/approved hand wash stations should be provided in sufficient numbers to handle the volunteers.

Shower units/laundry units – If the church facility does not have adequate showers, a shower unit will be brought in for the volunteers.

SITE SELECTION

Traffic flow – The operational area should be set up so American Red Cross emergency response vehicles (ERVs) or The Salvation Army canteens can drive up to drop off dirty food containers (Cambros®) and continue to the loading area and then exit without backing up.

Parking lot – The parking lot must be able to handle commercial vehicles. Boards, (2x12) must be placed under the landing gear of trailers to prevent damage.

Parking – Consider the number of volunteers and visitors in addition to the feeding equipment and inventory areas.

SITE SELECTION

Serving line – There may be a request to set up a serving line to feed the local community.

Water supply – Confirm that the water supply is potable and adequate.

Gray water – Access to a sanitary sewer for the unit's gray water is a necessity. Most drain fields are not capable of taking the gray water volume that will be dumped during a large operation. When there is no sanitary sewer access, consult with local authority regarding disposition of gray water.

Electricity – All units should carry generators that are large enough to power their complete operation.

SITE SELECTION

Commercial dumpster – The site must have adequate space for commercial dumpsters located away from the food preparation area.

Written approval – A Facility Agreement should be completed by a representative of the facility and the unit. RC/TSA equipment may also be on the grounds using the facility. When RC/TSA personnel/equipment is on site, the appropriate RC/TSA Use Agreement should also be signed.

Pre-inspection and post-inspection forms should be used. Copies of the agreements/forms should be kept on the units. Generally, material support services of RC/TSA are responsible for the facility agreements. However, if not present at the beginning of the operation but will be on site, the Baptist unit director is authorized to complete the agreement on behalf of RC/TSA.

SITE SELECTION

Food Ordering

- lue Hat/Field Kitchen Manager places order with the SBDR representative at the activating organization's operations center.
- A menu plan has been prepared to assure 8 oz. entrée, 6 oz. vegetable, and fruit portion in agreement with RC/TSA/SBDR
- Utilize US Foods and/or Sysco preplanned order forms and/or electronic ordering when possible.
- Be practical when ordering, considering equipment, personnel, and number of meals required. Always coordinate food orders with inventory already on hand.
- Order only precooked meat products. We do not have the equipment,training or capacity to safely prepare raw meat

MENU PLANNING

- The Blue Hat/Field Kitchen Manager will plan the daily menus in coordination with the RC/TSA onsite leader, head cook and/or inventory personnel.

- Remember some food products take much longer to prepare than others. Plan one easier and one harder meal per day.

- Plan menus that will utilize all cooking equipment (convection ovens as well as tilt skillets) to maximize output.

- Take into consideration regional food preferences.

FOOD PREPARATION

To produce the number of meals needed during a major disaster, canned and/or frozen precooked food is used. The following guidelines should be remembered:

- Meats, vegetables and fruits in #5 or # 10 cans are usually necessary during the first two to three days of food preparation. Individual servings of fruit/pudding in 4 oz. cups are preferred when available.

- Frozen, precooked (freezer to skillet only) can be used if necessary.

- Frozen, precooked foods which require thawing prior to heating must be thawed under refrigeration at 41° F or less. This process usually takes about three days.

- When using frozen foods three to four refrigerated units are needed for the stepdown process of thawing. Partitioned refrigerated units aid in the processing of frozen items.

FOOD PREPARATION

- All cans need to be sanitized prior to opening.
- Commercial quality can openers are necessary for large food operations.
- Southern Baptist feeding units **cannot handle raw meats or vegetables** because of food safety issues. Cooking time for raw products would severely reduce the production capability of the units.
- SBDR cannot accept home grown/canned items. All food used must come from an approved food source.

FOOD PREPARATION EQUIPMENT

SOUTHERN BAPTIST CONVENTION
DISASTER RELIEF

FOOD DISTRIBUTION

- Prepared food distribution can be accomplished in several ways. Southern Baptist kitchens prepare the food, which is transported in Cambro's® to maintain the proper serving temperature.

FOOD DISTRIBUTION

- American Red Cross distributes the food through their Emergency Response Vehicles (ERV's) on set routes, to fixed feeding sites, or to shelters.

FOOD DISTRIBUTION

The Salvation Army distributes the food from their Canteens, fixed feeding sites, or to shelters.

FOOD DISTRIBUTION

Local churches or community resources may distribute the food from fixed feeding sites as can the Feeding Unit.

Fixed feeding sites bring the food closer to the disaster survivors.

GUIDELINES FOR PREVENTION OF ACCIDENTS

To Prevent Injury

- Do not touch electrical outlets or appliances with wet hands or while standing on a wet surface.
- Contact the Blue Hat/Field Kitchen Manager or Maintenance team to replace worn or damaged electrical cords, plugs, etc.
- Learn to operate mechanical and electrical equipment (coffee pots, slicers, etc.) before using them.
- Always close drawers and cupboards.
- Have sufficient light in work areas.
- Never touch downed lines of any kind.

GUIDELINES FOR PREVENTION OF ACCIDENTS

To Prevent Fires

- Make sure there are no gas leaks before lighting a gas stove or other appliance.
- Keep type BC or ABC fire extinguishers in convenient places throughout the cooking area. Each extinguisher should be a minimum of 5 pounds.
- Follow safety requirements when refueling is taking place. Extinguish all fires, including pilot lights, before refueling starts. Check connections with liquid soap before re-lighting gas appliances. Avoid use of flammable cleaning fluids. Store all flammable fluids away from fires.
- Extinguish grease fires by clamping a tight lid over the flame to starve it of oxygen. Be sure hands, arms, face, and body are protected. Never use water to put out a grease fire.

SOUTHERN BAPTIST CONVENTION
DISASTER RELIEF

GUIDELINES FOR PREVENTION OF ACCIDENTS

To Prevent Fires

- Remember **PASS** to use the fire extinguisher correctly.
- P = Pull the pin
- A = Aim at the base of the fire
- S = Squeeze the handle
- S = Sweep the extinguisher back and forth, remembering to aim at the base of the fire

GUIDELINES FOR PREVENTION OF ACCIDENTS

To Prevent Burns

- Turn equipment handles away from the edges of stoves and tables to prevent tipping.
- Wear gloves or use well-padded, dry potholders to handle pans and lids. Never use towels or aprons as potholders.
- Wear oven mitts to remove pans from ovens. Protect arms.
- Lift lids from hot pots slowly, the furthermost edge first. Let steam escape away from face and arms.
- Keep matches in covered cans and provide metal containers for burned matches. Preferably use long-handle butane lighters.
- Avoid use of flammable cleaning fluids. Store all flammable fluids away from fires
- Extinguish grease fires by clamping a tight lid over the flame to starve it of oxygen. Be sure hands, arms, face, and body are protected. Never use water to put out a grease fire.

GUIDELINES FOR PREVENTION OF ACCIDENTS

To Prevent Cuts

- Provide a holder and a safe storage place for knives. Do not store knives loosely in drawers with other utensils.
- Wash knives by themselves; do not put in dishpan with other utensils.
- Use broom and dustpan to pick up broken glass. Wrap well, mark clearly, and place broken glass in special container for disposal.
- Can lids should be stored in an empty can, never put loosely in a garbage container.

Guidelines for Safe Food Handling

PERSONAL

Do's

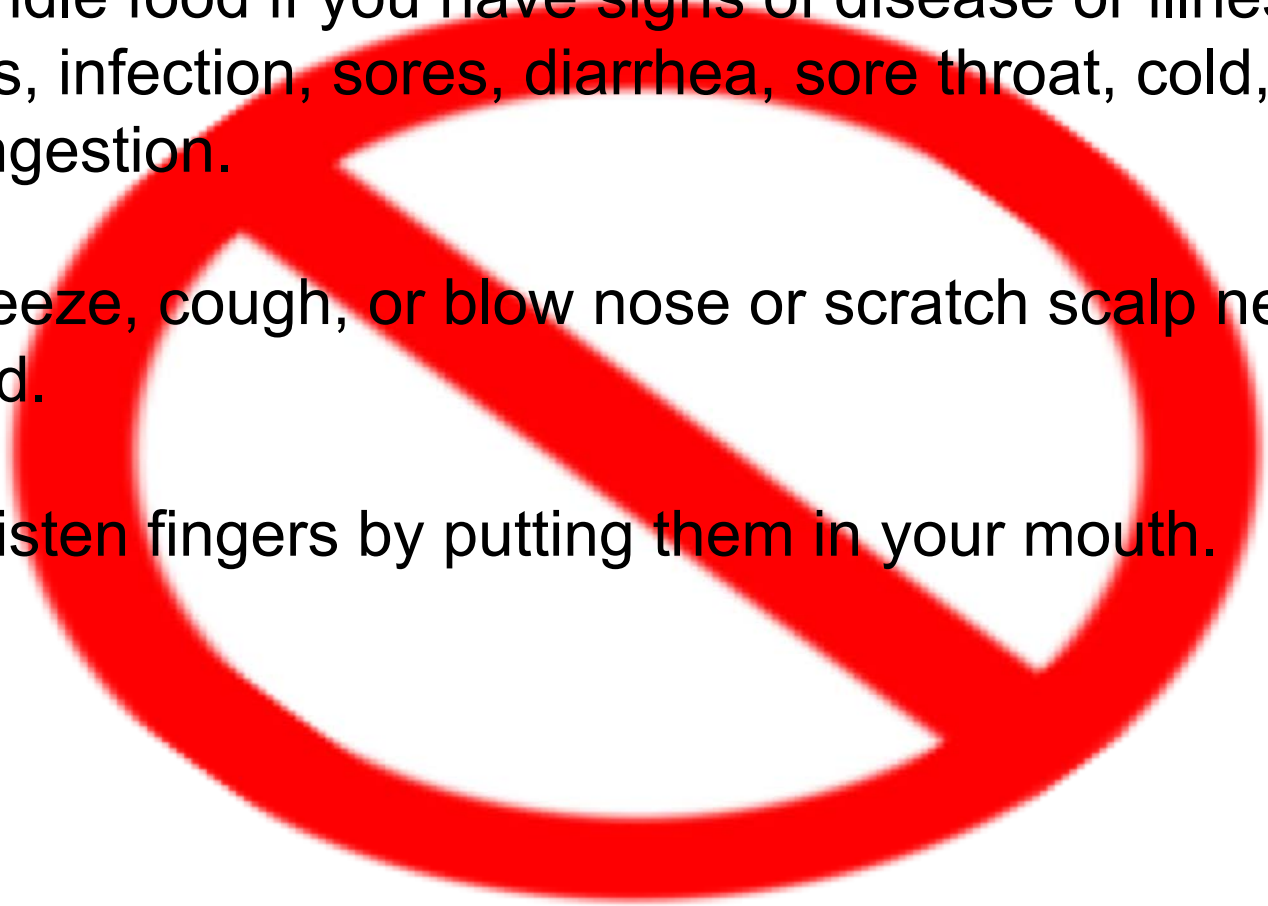
- Wear clean, washable outer garments.
- Wash hands frequently with soap and water and dry with a clean paper towe
- Wash and dry hands carefully after using the toilet.
- Wash and dry hands carefully after smoking.
- Keep fingernails trimmed and free of dirt.
- Wear gloves made of proper material for the task.
- Use forks, tongs, spoons, and ladles in handling and serving food.
- Wear hair covering, uniform cap, or hair net at cooking and serving sites. No pins on hats or lanyards.

SOUTHERN BAPTIST CONVENTION
DISASTER RELIEF

Guidelines for Safe Food Handling

Do Not's

- Handle food if you have signs of disease or illness, cuts, infection, sores, diarrhea, sore throat, cold, or congestion.
- Sneeze, cough, or blow nose or scratch scalp near food.
- Moisten fingers by putting them in your mouth.



Guidelines for Safe Food Handling

Do Not's

- Use tobacco while working around food.
- Touch sanitized eating utensils
- Take medicines in food prep or serving areas.
- Wear aprons to the restroom.

Guidelines for Safe Food Handling

Work Areas

- Follow all guidelines for food handling and sanitation.
- Keep walking and standing areas free of standing water.
- Keep passageways, stairs, serving areas, and work areas clear of boxes, tools, or other obstructions.
- Remove or cover spilled grease, fat, oil, water, or food immediately. Clean area and cover if still slippery.
- Wear suitable shoes for the occasion: low heels, treaded sole, soft soles on hard surface, waterproof in damp area, heavy duty with heavy lifting, etc. Never wear open-toed shoes.
- Provide sufficient light in work areas. Shine a flashlight before reaching into dark places.
- Wear gloves and aprons while using sanitation supplies or other chemicals that may affect the skin. Change gloves and aprons immediately after handling chemicals. Avoid prolonged contact with or breathing fumes from cleaning chemicals.

SOUTHERN BAPTIST CONVENTION
DISASTER RELIEF

Guidelines for Safe Food Handling

- Bandage cuts, scrapes, or burns immediately.
- To reach high places, use a stepladder. Do not stand on chairs, stools, tables, pallets, 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 a wet floor.
- Avoid barehanded contact with ice or frozen food.

Guidelines for Safe Food Handling

- 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.
- Watches, ties, jewelry, etc., can't be worn in the food prep area. The only permissible ring is a plain band.
- Get adequate rest, stay alert, and watch out for the welfare of others.
- Make safety and hygiene a priority. Get plenty of fluids and nourishment so you can achieve your fullest effectiveness and that of your team's.
- Follow all safety requirements.
- Tow motor/forklift operators must meet the certification standards of the state convention.

SOUTHERN BAPTIST CONVENTION
DISASTER RELIEF

Guidelines for Safe Food Handling

All persons involved in food preparation, service, or delivery at mobile feeding units must be extremely concerned about prevention of food borne illnesses and control of sanitation and hygiene.

Guidelines for Safe Food Handling

FOOD HANDLING

- Use only clean, unspoiled foods obtained from an approved source.
- Protect foods and water supplies from contamination by airborne particles, splashing, flies, vermin, rodents, and drainage.
- Limit use of foods that are known to be ideal media for bacteria growth.
- Avoid foods or preparation procedures that require much handling.
- Refrigerate perishable foods at temperatures at or below 41° F.

Guidelines for Safe Food Handling

- Cook to recommended temperatures (160°-180°) using a thermometer and process all foods in sanitary work areas.

- Prepare foods as near to serving time as possible and keep hot until served.

- Use calibrated thermometers.

- Protect foods
  during delivery and when serving from
  unsafe cooling and contamination.

- Cover food and drink containers whether empty, clean, or soiled.

SOUTHERN BAPTIST CONVENTION
DISASTER RELIEF

Guidelines for Safe Food Handling

- Use a safe water supply and sanitary water delivery (lines, pipes, hoses, and containers) obtained from an approved source.
- Maintain clean preparation facilities, tables, equipment, and utensils.
- Maintain clean, safe, and protected serving supplies, equipment, utensils, and eating areas.

Guidelines for Safe Food Handling

- Dispose of refuse and waste in a safe, sanitary manner and keep it away from preparation and serving areas.

- Maintain clean and dry storage areas free from rodents, insects, and other animals or vermin.

- Maintain clean, safe, controlled refrigeration storage to keep foods at or below 41° F.

Guidelines for Safe Food Handling

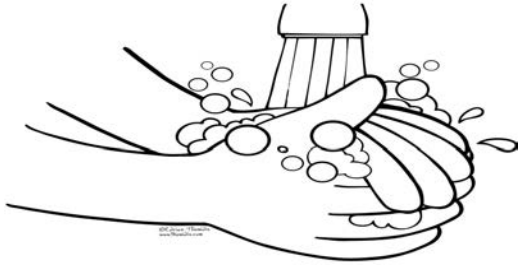
- Use containers made of safe materials. Never use galvanized cans for cooking or storage, except for packages of dry staple foods.
- Practice meticulous personal hygiene and sanitary food handling.
- All food handlers must wear single use gloves. To prevent contamination change gloves after any possible contamination and when returning to work.
- If in doubt CHANGE YOUR GLOVES. Replace gloves if they become punctured or every four hours.

SOUTHERN BAPTIST CONVENTION
DISASTER RELIEF

Guidelines for Safe Food Handling

- Wash hands often, with warm water of 100°F, before and after handling food, perishables, chemicals, and cleaning utensils.

- Use soap and dry hands thoroughly with a single use paper towel.



- Completely clean and then sanitize work stations frequently, using a properly mixed sanitizing solution (bleach, quats, etc.) then air dry.

- Deal with pests such as flies, bees, mosquitoes, etc., as safely as possible. Avoid spraying pesticides in food preparation and serving areas.

SOUTHERN BAPTIST CONVENTION
DISASTER RELIEF

SANITIZING FOOD SERVICE EQUIPMENT

Using Chlorine Bleach

- Dilute mixtures of chlorine bleach and water are a common and cost-effective method for sanitizing equipment in food processing operations.
- Equipment or articles sanitized with the solution must be allowed to drain adequately before contact with food.
- Solutions used for sanitizing equipment shall not exceed 200 parts per million (ppm) available chlorine.
- About one tablespoon (½ fluid ounce, 15 ml) of typical chlorine bleach per gallon of water is the maximum that should be used for sanitizing food contact surfaces, according to federal regulations. If higher concentrations are used, the surface must be rinsed with potable water after sanitizing.
- Contact times of one to five minutes are usually sufficient to achieve a thorough kill, depending on the chlorine concentration and organic load.
- Temperature of the water used to dilute and apply the chlorine as a sanitizer should be 105-120° F.

SOUTHERN BAPTIST CONVENTION
DISASTER RELIEF

SANITIZING FOOD SERVICE EQUIPMENT

Desired chlorine concentration	Amount of chlorine bleach (5.25% sodium hypochlorite) needed	Amount of water needed
50 ppm	¾ tsp	1 gallon of water
50 ppm	1 Tablespoon (½ oz.)	4½ gallons of water
50 ppm	2½ Tablespoon (½ oz.)	10 gallons of water
100 ppm	1½ tsp	1 gallon of water
100 ppm	2 Tablespoons (1 oz.)	4½ gallons of water
100 ppm	5 Tablespoons	10 gallons of water
200 ppm	3 tsp	1 gallon of water
200 ppm	4 Tablespoons (2 oz.)	4½ gallons of water
200 ppm	10 Tablespoons (5 oz.)	10 gallons of water

SOUTHERN BAPTIST CONVENTION
DISASTER RELIEF

SANITIZING FOOD SERVICE EQUIPMENT

Three Sink Method of Cleaning

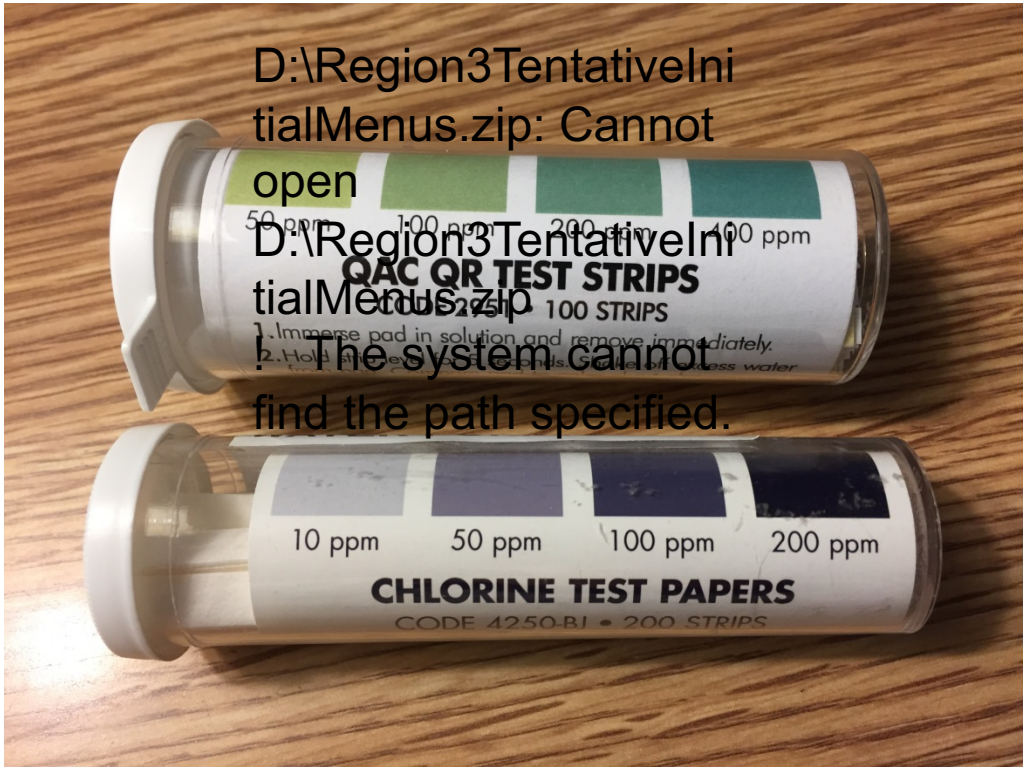
- Scrape waste from pots and utensils into waste receptacle; dispose of waste.
- Pre-rinse pots and utensils to prevent excess particles in wash water.
- Wash in first compartment of sink.
  - Use soapy water, 110°-120° F.
  - Change water often and when refuse or temperature dictates.
  - Remember that detergent or soap is a cleaning agent, not a sanitizing agent.
- Transfer to second compartment.
  - Rinse in water 110°-120° F.
  - Place small items in wire basket or pail.
  - Place container with small items in rinse water.
  - Rinse pots, pans, and utensils.
- Transfer to third compartment.
  - Use water at least 180° F **or** properly mixed sanitizing solution. Quantinary (quats) tablets or bleach.
  - Immerse for two minutes or as directed by manufactures instructions.
  - Remove and place on drain board; do not dry with a towel.

SOUTHERN BAPTIST CONVENTION
DISASTER RELIEF

SANITIZING FOOD SERVICE EQUIPMENT

TEST STRIPS

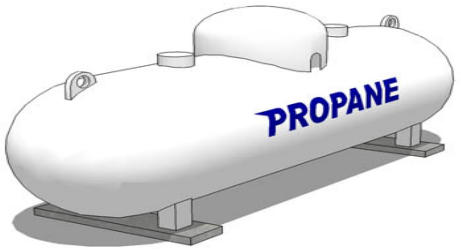
USE PROPER TEST STRIP FOR THE SANITIZING PRODUCT BEING USED.



SANITIZING FOOD SERVICE EQUIPMENT

- Store sanitized utensils, pots, and equipment appropriately making sure no food particles are left in containers, brushes, sponges, cloths, etc.
- Clean floor surface of sanitation area with hot soapy water or chlorine solution.
- Leave no standing water.

FUELS



Propane

- Transport and store LP tanks in an upright position.
- Inspect tanks for corrosion, damage, and wear.
- Inspect lines and appliances for wear and damage.
- Keep fire extinguishers and first aid kit within reach.
- Propane tanks must be secured with a chain to a fixed object.
- Secure valves with covers when possible.
- Keep the following nearby for refueling or inspecting tanks and connections: wrench, screwdrivers, other related tools, copper wire, flashlight, liquid soap.
- Have tanks filled by a professional dealer or capable representative. Refuel in open area. Only essential persons should be in the area.

FUELS

Propane (CONTINUED)

- Instruct volunteers prior to start of refueling TO:
  - Extinguish fires, flames, and pilots; remove potential spark sources (electric sources, motors, static electricity). Make sure generators are shut down.
  - Evacuate away from unit.
  - Do not offer to help, or help when asked.
  - No smoking anywhere in area by anyone.
  - Warn guests and insist upon strict compliance with all of the above.

- Use a CALL-OUT WARNING SYSTEM prior to refueling or connecting/disconnecting tanks, lines, or appliances.

- When connecting or disconnecting lines, close all valves.
  - When connecting fuel lines, begin at appliance and proceed to tank, with all valves closed.
  - When disconnecting appliance, turn off main valve at tank and check valves back to appliance.
  - Check and extinguish all flames within safe distance.
  - Then disconnect from tank to appliance.

FUELS

Propane (CONTINUED)

- Install check valves on lines as back-up, where possible.
- Check for open flames or other fire or spark sources.
- After each refill, check connections for leaks with liquid soap. If leak is present, keep volunteers and others away until safe.
- Light pilots with a small torch (flame that won't blow out).
- Turn appliances on; adjust pilot lights and flames.
- Be acquainted with maintenance procedures on refueling.

FUELS

Propane (CONTINUED)

Onsite Refueling – IF PERMITTED

- Small LP tanks (4 lb. to 100 lb.) may be filled on site if they are equipped with an OPD (overfill prevention device) valve. The delivery truck must have an adapter for these tanks.

How to tell if you have an OPD valve:

- The valve must have the triangular hand wheel.
- The hand wheel (if triangular) should have the letters OPD stamped into it.
- Not all OPD valves have outside threads; however, most do.

FUELS

Propane continued

- There are multi valves for 100 # cylinders which can be located at propane supply warehouses for around $100. These valves must be installed by a certified technician. The advantage to using this valve is most states will fill the tanks on site from propane tanker trucks without breaking connections.
- Propane tanks are "date stamped. Date stamps are located on the collar of the tank. An example is 09-12 which is September, 2012. The tank is good for 12 years and if a tank is out of date it must be recertified before it can be filled. A recertification is good for 5 years and can receive the recertification 3 times total.

FUELS

Gasoline/Diesel

- No smoking
- Have a secure refueling area
- Shut off engine
- Make sure you have a cool-down period, **NEVER** fill a hot engine
- Do not fuel if there is a source of ignition in the immediate area
- Make sure equipment is grounded
- Fuel with proper fuel/equipment
- **DO NOT OVERFILL**
- Do not leave unattended while fueling
- After filling check for any spillage
- Return all equipment in the area back to operational status
- It is important to have someone in maintenance to be responsible for tracking fuel and temperature in refrigerated units
- ** **MSDS** (material safety data sheet) by calling 800-689-3998. MSDS provides safety and first aid information in case of eye or skin contact, inhalation or ingestion of fuel.

FUELS

SAFETY IS EVERYONE'S DUTY

INVENTORY MANAGEMENT

For proper food use and handling, a good inventory plan is essential during the initial, on-going and closing phases of a disaster response

Initial Inventory Control

- Prepare within 24-48 hours of arrival at the kitchen site an initial inventory of food and equipment brought to the disaster with the feeding unit.
- Initial inventory with documentation will be presented to the Blue Hat/Field Kitchen Manager and the activating agency.

INVENTORY MANAGEMENT

On-going Inventory Control

- Keep a copy and list of invoices and receipts related to food and supplies.
- On-going Inventory and Bill of Lading must be submitted within 24-48 hours of arrival at designated kitchen site to the Blue Hat/Field Kitchen Manager and activating agency.
- Keep a daily inventory after initial processing of food and supplies that is available to the Blue Hat/Field Kitchen Manager and activating agency.
- The Blue Hat/Field Kitchen Manager will prepare a pull order daily for the Inventory team.
- Keep pertinent information of all trailers (owner, vehicle number and license number).
- Establish a warehouse or trailer grid identifying the location of products.
- Store all food on pallets.

Closing

- Prepare a complete closing inventory of food, paper goods, and all equipm

WASTE DISPOSAL

Liquid Waste Water

- Consult with local authorities on the disposal of liquid gray water.
- If a large collection bladder is used, a professional hauler must be obtained to transport gray water.

Solid Waste (paper, cardboard, cans, food, etc.)

- Garbage and refuse should be kept in durable, easy-to-clean, insect proof, rodent proof containers that do not leak, do not absorb liquids, and have covers that fit. Plastic bags may be used to line these containers.
- There should be a sufficient number of garbage containers to hold the garbage and refuse that accumulates.
- Garbage and refuse should be disposed of frequently to prevent the development of odors and the attraction of insects and flies.

SOUTHERN BAPTIST CONVENTION
DISASTER RELIEF

WASTE DISPOSAL

- Outside garbage storage containers are traditionally large construction dumpsters. These containers should be located away from the food production area yet close enough for frequent trash dumps. The areas around the containers must be kept as clean as possible. All bulk food should be double plastic bagged before depositing in the dumpster. The schedule for pick-up or emptying of these dumpsters should be daily (or more often if necessary) to be free of pests and to keep the area clean. Leakage around a dumpster should be pressure washed daily.

SOUTHERN BAPTIST CONVENTION
DISASTER RELIEF

POTABLE WATER SUPPLY

- Drinking water should be obtained from one of the following approved sources:
  - public water system
  - non-public water system that is constructed, maintained, and operated according to law of state drinking water quality standards
  - water buffalo or tanker supplied by a local government agency
- Verify that water systems being used are potable.
- Bottled drinking water used or sold in a retail establishment should be obtained from approved sources in accordance with local and state health department regulations.

SOUTHERN BAPTIST CONVENTION
DISASTER RELIEF

MEGA FEEDING SITES

- Mega feeding sites are set up at the request of the affected state convention in cooperation with our partners for the purpose of generating a higher daily meal count than a type I (D) unit (30,000 meals) can produce. The site location in the affected community could very possibly be something other than a Southern Baptist church facility, such as a fairground, school, community center, or shopping center, due to the large amount of volunteers, support equipment, and materials needed for the operation.

- Because of the cooperative spirit of Southern Baptist Disaster Relief volunteers, mega sites have been successful in meeting the needs of affected communities and our partners. Clear, concise communication up and down the chain of command is the foundation of our success. First, the affected state convention disaster relief director assigns the site coordinator (white hat), whether the mega feeding site is a one-state or multi-state operation. Second, the site coordinator establishes a clear line of communication with the Blue Hats/Field Kitchen Managers as to their daily responsibilities and expectations.

MEGA FEEDING SITES

The following points should be considered when operating a mega feeding site:

- One experienced site coordinator (white hat) should run the site. This person must be familiar with feeding, not simply a “good white hat” from another area of work.
- The site coordinator may appoint others to assist in the running of the site, similar to an onsite incident command team. For example, he/she may appoint:
  - an inventory coordinator who keeps up to date regarding food supplies and deliveries on site
  - a trash coordinator who facilitates the collection of trash and keeping the site clean
  - a menu planner who facilitates with the inventory coordinator and American Red Cross kitchen manager several days of menus

MEGA FEEDING SITES

- If multiple units are on site, each unit should be run by a blue hat, not a white hat. A coordination meeting should take place daily. Cooperation is crucial.
- A relationship with American Red Cross or Salvation Army kitchen coordinator is essential. He/she is responsible for securing the food, distributing the food by ERVs, etc. This person should be a part of the daily update meetings with SBDR.

MEGA FEEDING SITES

- Cooking large quantities of meals produces a lot of trash and strains the equipment. This type of operation is larger than most volunteers have seen or been a part of. It can be intimidating to SBDR volunteers if they are not prepared.
- The key is trained, experienced leadership (site coordinator/White Hat and Blue Hats/Field Kitchen Managers) in food preparation and delivery. Coordination and cooperation are crucial. Additionally, key leadership should remain stable. The site coordinator should remain on site for a given period of time (at least one week and preferably two weeks). The same is true for the Blue Hats/Field Kitchen Managers—they should remain onsite for a minimum of one week.
- The basic principles for inventory, storage, cooking, distribution, sanitation, and safety remain the same as in smaller operations. The difference is in terms of the volume of meals, equipment, personnel, and vehicles.

SBDR FEEDING MANUAL APPENDIX INFORMATION

STANDARD SERVING SIZES

Standard serving sizes for meals on disaster relief operations are:

- Entrees: 8 oz. (includes meat, pasta/starch/bread)
- Vegetables: 6 oz.
- Fruit: 6 oz. (Fruit and pudding 4 oz. serving acceptable if individual serving)
- Bread (if not served as part of the entrée, as in a hamburger)

The above sizes are averages. For entrees, this size refers to items such as stews, soups, chili, casseroles, or hot dishes. A number of exceptions are listed below. Final determinations should be made at the kitchen site using the above portion sizes as a guide.

- Spaghetti/stroganoff: 4 oz. noodles and 4 oz. meat sauce/gravy
- Chicken breasts: 1 breast
- Sliced meats: 1-2 slices (based on an 8 oz. serving size)

SBDR FEEDING MANUAL APPENDIX INFORMATION

ICE POINT METHOD OF CALIBRATING A THERMOMETER

Follow these steps to calibrate a thermometer using the ice point method.

- Fill a large container with crushed ice. Add tap water until the container is full. (**Note: Stir the mixture well**.)

- Put the thermometer stem or probe into the ice water. Make sure the sensing area is under water.
- Wait 30 seconds or until the indicator stops moving. On thermocouples and thermistors, wait until the readout stops moving. (**Note: Do not let the probe touch the container.**)

SOUTHERN BAPTIST CONVENTION
DISASTER RELIEF

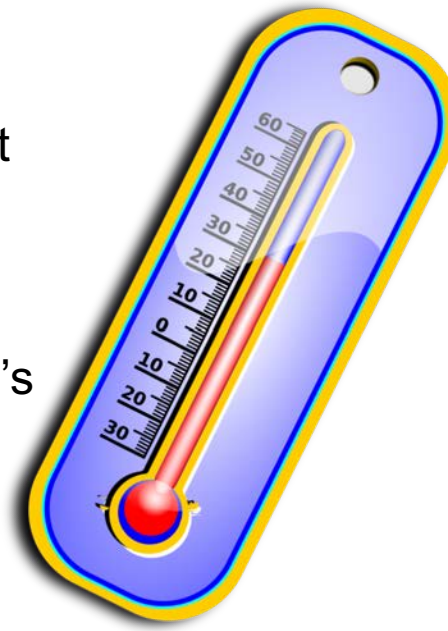
SBDR FEEDING MANUAL APPENDIX INFORMATION

ICE POINT METHOD OF CALIBRATING A THERMOMETER (CONT)

Adjust the thermometer so it reads 32°F (0°C). How you do this depends on the type of thermometer being used.

- Bimetallic stemmed thermometers - Hold the calibration nut with a wrench or other tool. Rotate the thermometer head until it reads 32°F (0° C).

- Thermocouples and Thermistors - Follow the manufacturer's directions. On some devices, you can press a reset button.



SBDR FEEDING MANUAL APPENDIX INFORMATION

SAMPLE CAMBRO® LABELS

BLANK LABEL

NO. OF SERVINGS: _____ SERVING SIZE: _____
CONTENTS: _____
TEMPERATURE: _____ DATE: _____ TIME FILLED: _____
DELIVERY VEHICLE #: _____

SAMPLE LABEL

NO. OF SERVINGS: 150 SERVING SIZE: 6 oz.
CONTENTS: Mashed potatoes
TEMPERATURE: 180 DATE: 1/17/17 TIME FILLED: 9:45 a.m.
DELIVERY VEHICLE #: 1773

SBDR FEEDING MANUAL APPENDIX INFORMATION

FREEZER/REFRIGERATOR TRAILER

- Document the temperature of both the freezer and refrigerator section twice each shift.
- Check engine oil **ONCE A DAY**
- Check fuel levels every 4 hours for small tanks and once per shift for larger tanks
- If the unit does not have an auto defrost the unit should be defrosted every **4 hours** by depressing the defrost switch
- Shut the unit off if the doors are to be open more than **10 minutes.** Preheat and restart the engine after work is complete
- Ensure that the doors are shut properly when exiting.

SBDR FEEDING MANUAL APPENDIX INFORMATION

FREEZER/REFRIGERATOR TRAILER

Restarting the unit after running out of fuel.

- Remove fuel filter and fill with diesel fuel.
- Reinstall the filters.
- Prime the unit with hand primer on the side of the engine.
- Preheat for at least 1 minute.
- Restart the unit.
- If the unit fails to start retry the previous set.
- If the unit still will not start contact service representative for the unit.

SBDR FEEDING MANUAL APPENDIX INFORMATION

REFRIGERATED TRAILER DAILY CHECKLIST

Location:_____.
Vendor_____ Trailer # _____. Tag #_____.

Date	Time	Temp. Check Freezer	Temp. Check Frig	Engine Oil Daily	Fuel 4 hrs	Defrost Unit 4 hrs	Restart Unit Log Time	Comments

How to use Cambro® Liners

- Pre-determine number of scoops that is needed for this Cambro®, and have two counters.
- Do not place anything but product inside bag, Scoops of product will settle bag in Cambro®, o help settle.

How to use Cambro® Liners

- After all the product is in bag as quickly as possible, to conserve heat, lift and shake
- as necessary, then begin to pull shut at top.
- Begin to roll bag shut from end opposite serving lids squeezing and rolling out air as you roll

How to use Cambro® Liners

Continue to roll out air, as you tuck rolling end in upon itself.

How to use Cambro® Liners

The final roll is from the serving end, which will be tucked underhand to hold securely, holding in heat and product. Server will lift lid and un

How to use Cambro® Liners

Now pick up lid which has been resting in a position not to contaminate seals.

Pick up on corners, do not touch seals.

How to use Cambro® Liners

Seal all Latches, start at large end sealing 2 latches on opposite sides of Cambro® and work your way to the serving end.

Properly loaded, rolled, tucked and sealed Cambro® liner is the secret to SBDR feeding, and public safety.

Check latches of Cambro® before staging.

How to use Cambro® Liners

When serving is completed, remove the liner from the Cambro®, evacuate as much air from the liner as possible, gather the top of the liner and secure the open end. This liner is required to be placed in an opaque trash bag pric umpster.