

# Level 1 – Shower Unit Manual



Help, Hope and  
Healing

# Operation of Shower Unit

1. One shampoo and two pump bottles of soap in each shower. One pump bottle in shower stall and one on sink.
2. Refill pump bottles of soap from large bottle of soap. Do not throw away pump bottles unless broken.
3. There are totes of bath mats and totes of scrub rags.
4. Set totes of towels and wash cloths on each side of trailer. Individuals can pick up towels as needed
5. Mesh hampers are used for dirty towels, wash cloths, bathmats, and scrub rags.
6. Place a bath mat on the floor by the shower to keep the floor dry. Use rubber mats: one on top step/one on the ground.
7. While the shower is being used, turn on exhaust system by the two switches on the ceiling of the mechanical room.
8. Leave shoes OUTSIDE two purposes: No locks on inside of door. Less dirt taken into shower. Easier to clean after each shower.
9. Every morning each shower will be sprayed with Shock Wave.
10. Mix Shock Wave (2 ounces) in a gallon of water in sprayer.
11. DO NOT mix up extra Shock Wave. Only when sprayer is empty
12. Spray ALL surfaces – trashcan, chair, sink, walls, doors, floor and both sides of shower curtains
13. Shock Wave needs to be wet on surfaces for 10 minutes.
14. Do NOT wash off.
15. Lay clean bath mat on floor. Replace chair and trash can.
16. After each shower use spray cleaner to clean shower, sink, chair seat, and floor. Lay down clean bath mat.
17. When closing down showers at night close shower curtains. This allows water to run off shower curtains.
18. When shower curtains get dirty – wash in washing machine and re-hang. The shower unit is available for showers 24/7 if needed.
19. Check with Blue Cap on hours that we staff the trailer – suggested times 6 a.m. – 10 p.m.
20. Launder towels, washcloths, floor mats, and scrub rags during the day.
21. This takes priority over other laundry during the day.
22. Launder worker's clothes if time allows.
23. Count showers and laundry loads each day and report on formstack. Website: [https://sbdr.formstack.com/forms/daily\\_report?convention+missouri&response](https://sbdr.formstack.com/forms/daily_report?convention+missouri&response)
24. BLOOD CLEAN UP – Shutdown shower. Get trash bag, disposable gloves, bleach, cleaning rag. If blood on towel, bathmat, put in trash bag. DO NOT WASH. Pour bleach on blood. If blood on walls, make bleach water and wash walls and anywhere else blood might be. Leave on 5 minutes, let air dry. Put cleaning rag in trash bag when finished mopping. Remove disposable gloves and put in trash bag. Tie trash bag. Discard in dumpster. Use clean water and clean rag to wash bleach off. Let air dry. Put room back in service.
25. Pad lock all shower unit doors at close of day.
26. Check propane levels weekly.
27. When propane gauge gets to 30%, notify the Incident Commander. IC will arrange for filling.

# Laundry Unit Procedures

1. Use less laundry detergent than the instructions say. These are smaller than your home washers
2. NEVER mix peoples laundry.
3. NEVER use bleach in personal laundry.
4. NO if someone wants laundry done to go home.
5. DR volunteers needs two days of clothes for laundry.
6. Survivors are limited to 2 bags of laundry a day.
7. Only laundry volunteers do laundry.
8. DO NOT touch dirty laundry with bare hands.
9. Wear disposable gloves if you need to touch dirty laundry.
10. Write individuals name on clean trash bag.
11. Name always stays with laundry.
12. Metal clips on washer and dryer to attach clean trash bag with name on bag.
13. Discard plastic bags that dirty laundry came in.
14. If laundry is in mesh bag, remove from bag. Then place mesh bag in washer.
15. Make sure name is on mesh bag.
16. Count loads of laundry.
17. Hours of operation are usually 8 am – 8 pm.
18. Lock up laundry unit at end of day.

# Safety Guidelines

Stay in good health and physical condition as much as possible. Have regular physical examinations. Consult your physician about your involvement in disaster relief.

1. Get recommended inoculations: tetanus, typhoid, diphtheria, and influenza (in winter).
2. Take medications as prescribed by your physician. If possible, have a backup prescription order for medications.
3. Work within your strengths and limitations --- physical (strength and health), emotional (stress management), and mental (knowledge and skills).
4. Take along personal health items, which you have found helpful to your comfort and health.
5. Take and wear clothing, foot wear, and special equipment suited to the task and conditions: moisture, standing, heavy work, rough terrain, nails and glass, and danger areas.
6. Avoid extended sitting or standing in the same position, sun exposure, water exposure, heat and cold areas (especially where it is damp).
7. Eat regularly and increase water intake according to heat and workload.
8. Rest when you can. Some people can work longer, some not. Gauge yourself. Don't be intimidated by what others do if it affects your strength and usefulness.
9. Sleeping may be difficult. Try to arrange what is best for you.
10. Use caution in danger areas: electricity, traffic, broken glass, nails, and so forth.
11. Avoid constipation and diarrhea. (Diet change, travel, daily routine change, emotional stress all can cause problems of this kind.)
12. Report all cuts, burns, bruises, abrasions, strains, et cetera, to the first aid coordinator.
13. Complete personal and medical information prior to or immediately after arriving on the disaster site. See next page. (It is strongly recommended that you have this done with copies available upon arrival at disaster site.)
14. Become familiar with policy and procedures for on-site illness and injuries.

(The above safety guidelines have appeared in a number of state disaster relief manuals.)

## SOUTHERN BAPTIST DISASTER RELIEF - REGION 4A

Arkansas, Texas-TBM, Texas-SBTC, Missouri, Louisiana, Oklahoma

### MEDICAL RELEASE FORM



<b>Name: Last</b>		<b>First</b>		<b>Middle</b>	
<b>Address:</b>		<b>City</b>		<b>State</b>	<b>Zip</b>
<b>Phone: (H)</b>		<b>(C)</b>		<b>(W)</b>	
<b>Date of Birth</b>		<b>Spouse Name</b>			

<b>Emergency Contact</b>	<b>Spouse Cell</b>		<b>Work</b>	
1.)		<b>Relationship</b>		<b>Phone</b>
2.)		<b>Relationship</b>		<b>Phone</b>

<b>Church:</b>		<b>City</b>		<b>Phone</b>	
<b>Association</b>					
<b>Pastor:</b>		<b>Phone (H)</b>		<b>Cell</b>	

<b>Physician:</b>		<b>Phone</b>	
<b>Medical Insurance Co.</b>		<b>Policy #</b>	

MEDICAL HISTORY		Year Date of Last Tetanus Shot	
<input type="checkbox"/> Allergy (explain reaction)	<input type="checkbox"/> Broken Bone (explain)	<input type="checkbox"/> Kidney Disease	
<input type="checkbox"/> Food/Meds/Plant/Insect	<input type="checkbox"/> Diabetes	<input type="checkbox"/> Mononucleosis	
<input type="checkbox"/> Asthma	<input type="checkbox"/> Dizziness/Fainting	<input type="checkbox"/> Past Surgery (explain)	
<input type="checkbox"/> Back Pain	<input type="checkbox"/> Headaches	<input type="checkbox"/> Seizures	
<input type="checkbox"/> Blood Pressure High/Low	<input type="checkbox"/> Heart Disease (explain)	<input type="checkbox"/> Stroke	
<input type="checkbox"/> Blood Disorder (explain)	<input type="checkbox"/> Hepatitis A/B/C	<input type="checkbox"/> Other (explain)	

Please explain the above noted health problems and any additional special medical conditions of which the Unit Leader (Blue Cap) should be aware: (may use back if needed)


**MEDICATION:** List medications taken on a regular basis with dosage and time to be taken


Use back of form if more room is needed

**THE FOLLOWING STATEMENT WILL BE SIGNED WHEN THE UNIT IS ACTIVATED**

*The above information is accurate to the best of my knowledge. I understand this form will be kept by the Unit Leader (Blue Cap) for use if needed. I give permission to release information to medical personnel if necessary. Should I be unconscious, I give permission to a Southern Baptist Disaster Relief representative to act as spokesman in granting permission for emergency treatment (including anesthesia) if necessary.*

<b>Signature</b>	<b>Date</b>
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# Ethical Guidelines

Each disaster is unique and each experience different in disaster response. A worker must take care not to undo the good of the work by some careless unthinking word or action.

1. Workers must remember that they represent their church and their Lord. Attitudes and actions should demonstrate the teachings of Christ.
2. One must remember that personal words and actions will reflect on all other workers.
3. Workers should take time to listen to victims. Never be so busy in response to physical needs that you forget the people you have come to help. In most cases their greatest need is a friend to listen.
4. Never attempt to meet physical or personal needs that you are not trained to handle. Always be willing to refer the victim or the problem to the adequate help needed.
5. Always respect the belongings and property of the victim. Remember that something that seems worthless to you may be a precious memory to the victim.
6. Never accept contributions from the people you help. If they ask to make a contribution, refer them to an address where they may send a donation.
7. Workers have a unique opportunity to put faith into action. Their ministries will open doors for personal witnessing. Always be prepared to share as opportunity arises.
8. Always be sensitive to the fact that information shared by a victim in confidence should stay that way. They have placed confidence in you to respect their privacy.
9. When taking pictures of disaster damage, be sensitive to the people involved. If they are present, always ask permission.
10. When sharing information about help available to victims, always be sure of your information. Do not build up hope of help that may not be available.
11. In sharing information about a disaster situation, always be sure of facts.

Never be part of rumors that arise after a disaster.

(The above document has appeared in several state disaster relief manuals.)