



Bringing Help, Hope, and Healing

Shower / Laundry Training Manual

KYBAPTIST.ORG/DR

2024



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, hope and healing to individuals affected by disasters. SBDR began in Texas in 1967 and has grown to be one of the largest and most respected disaster organizations in the US and around the world. Kentucky Baptists is part of the network of Southern Baptist Disaster Relief ministries.

The needs of volunteers remain the same—a place to sleep, food to eat, and a means to clean up. Most volunteers are involved in a response from five to seven days. The work is often hard, strenuous, and hot. Volunteers often work 12 to 15 hours a day. They sleep in church Sunday School rooms, gyms, fellowship halls, school classrooms, or some such place. Most of these types of facilities do not have showers. Without a nice warm shower, it is difficult to rest when it is time to lie down at night. By their nature, chainsaw and mud-out are very difficult and dirty types of work. In the case of mud-out, volunteers are handling many kinds of unknown materials and substances.

The victims in disaster-affected communities are also caught without many of the basic necessities of life. They are also working to recover. Often they are salvaging their belongings or camping out on their property. They also need a means of taking a warm shower.

In 1994 during the Tropical Storm Alberto disaster relief response in Albany, Georgia, it became apparent that there was an urgent need for portable showers—for volunteers as well as families affected by disaster. Volunteers were willing to come and help in whatever way needed. However the old problem persisted—how to shower?

The answer was obvious to the Mallory Baptist Association rebuild coordinator. We need a shower trailer! A conversation with the national disaster relief director confirmed there were no shower trailers in the fleet. The rebuild coordinator was encouraged to build one.

Charles Freeman started working with a dedicated group of volunteers in Albany. Cans were placed on breakfast tables. Offerings came from churches. Gifts came from individuals, agencies, corporations, and foundations. Over the next two years with the assistance of volunteers, the first shower unit was built.

What a blessing! A thirty-foot Pace cargo trailer with six shower stalls, two water heaters, a generator, and a washer and dryer. The funds also provided for a dually pickup truck to pull the shower trailer.

From these humble beginnings the shower unit ministry has grown to 28 units in the national fleet. God continues to bless. Churches, associations, and state conventions see the need for more shower units and continue to build units. Every disaster response now requires the support of the shower units.

In addition, laundry units now grace the fleet! Multiple washing machines and dryers on these units provide a way to daily clean hundreds of laundry loads for volunteers and disaster victims.

The shower unit ministry has grown to support other types of mission events. Construction projects, Baptist Student Union projects, Strategic Focus City events, Crossover events, and World Changer projects are just a few of the different events that shower units have been used to support volunteer involvement.

Please accept the gratitude of other volunteers and disaster victims for your willingness to become involved in this ministry. God will bless your willingness to minister in this way.

MISSION OF THE SHOWER / LAUNDRY UNIT

“When did we ever see you hungry and feed you? Or thirsty and give you anything to drink? Or a stranger, and help you? Or naked, and clothe you? When you did it to these my brothers you were doing it to me.”

Matthew 25: 37-38, 40

The primary mission of the shower/laundry unit is to minister to the community and SBDR volunteers by providing hot, safe, and refreshing showers and clean laundry. The shower/laundry ministry also supports volunteers who respond to other Southern Baptist mission events.

OPERATION OF THE SHOWER UNIT

- Prepare for operation by setting up materials such as chairs, fans, etc.
- Provide signs for hours of operation and designated areas (men, women, etc.)
- Have the shower counting chips located in a convenient area.
 - Instruct volunteers how to use the counting chips.
- Have all supplies available for the personal needs of the patrons. These may include towels and wash cloths, soap, and shampoo.
- Provide staff to monitor operation.
- Keep linens washed.
- Inventory supplies regularly.
- Check propane to ensure hot water is always available.
 - When propane gauge reaches 30%, notify logistics chief.
- Secure unit for the night (If necessary).

CLEANING PROCEDURES FOR THE SHOWER UNIT

Shower stalls should be cleaned after every shower and lint from dryer after each use. Shower units should be deep cleaned at least once daily but more often depending on the amount and type of use. Deep cleaning should include:

1. Remove all trash and clothing from trailers.
2. Empty trash cans and replace with new trash can liner.
3. Sweep floor of shower unit.
4. Wipe down chairs and stack outside during the cleaning procedures.
5. Use shower stall cleaner and scrub brush to clean floor and walls. Rinse walls and shower head well.
6. Add two ounces of ShockWave disinfectant per gallon of water. Allow to sit for 10 minutes before rinsing.
7. Spray shower curtains with disinfectant.
8. Fill mop bucket with water and Shockwave.
9. Clean thoroughly around washer and dryer, removing all detergent and clothing.
10. Return clean chairs to the dressing area.

If there is bodily fluid cleaning needed, close the shower stall. Gather trash bag, disposable gloves, bleach, and cleaning rag. If bodily fluids are on towels or rugs, dispose of the items. Use bleach water mixture on walls and floor. Let sit five minutes and air dry. Dispose of cleaning rag and disposable gloves in the garbage bag. Use clean water and rag to wash bleach off. Let air dry. The shower stall may then resume service.

DAILY REPORTING

Please collect the following information for the Blue Hat (Unit Leader) Daily Report.

- Ministry Contacts
- Gospel Presentations
- Professions of Faith
- Bibles Distributed
- Number of Showers Provided

OPERATION OF THE LAUNDRY UNIT

- Prepare for operation by setting up materials such as chairs, fans, etc.
- Provide signs for hours of operation.
- Have all supplies available for the personal needs of the patrons. These may include garbage bags, pens, and tape.
- Provide staff to monitor operation.
- Inventory supplies regularly.
- Check propane to ensure hot water and dryers are always available.
 - When propane gauge reaches 30%, notify logistics chief.
- Secure unit for the night (If necessary).

CLEANING PROCEDURES FOR THE LAUNDRY UNIT

1. Check inside of all washers and dryers for grease, stray socks, etc.
2. Check all lint traps and filters. Include vents under trailer.
3. Clean up and secure all supplies.
4. Sweep and mop floors if necessary.
5. Wipe off counter tops and clean sink.
6. Take out trash and police the outside area.
7. Wipe down tables with bleach solution.
8. Fold and put away tables if necessary.
9. Put stools, etc. inside trailer.
10. Inventory supplies and report any needs to the team leader.
11. Report any equipment concerns to the team leader.
12. Turn off gas, water, lights, fans, heaters, etc. and secure the unit for the night.
13. Once a week run a cup of bleach water through each washer.

STATION 1: RECEIVING LAUNDRY

Materials Needed:

- Laundry Requests sheets
- Pens
- Sharpies
- Black bags

Directions:

- Complete Laundry Requests form
 - Name
 - Cell Phone Number
 - Number of Laundry Loads
 - Date/Time IN
 - Community or SBDR volunteer
 - Date/Time OUT
- Every survivor is limited to two bags of laundry a day. *Example: Family of four could have 8 bags of laundry.*
- Write ID# and/or name on tape
- Attach tape to container, basket, or bag.
- Take clothes to sorting station.

STATION 2: SORTING LAUNDRY

Materials Needed:

- Disposable gloves
- Tape
- Sharpies
- Black bags
- Plastic bags

Directions:

- Always use gloves and mask when sorting clothing.
- Sort laundry by dark and light colors.
 - If not enough to warrant two loads, use your judgment as to whether the darks and lights would be acceptable together.
- Determine if there is a need for multiple loads. If needed, attach additional tape for each load. Numbering them bag ___ of ___.
 - The tape will follow the clothes to the washing machine.

- Check pockets.
 - Place all items found in a plastic bag marked with ID# and/or name.
 - Note on *Laundry Requests* sheet there is a plastic bag.
- Hook bras so that they don't catch on anything else.
- If an item has Velcro fasteners, fasten them!
- If there are any special instructions, note them on paper and tape to bag(s) (ex: leaving in the AM; line dry coat; etc.)
- Try to keep the bags in the order they were dropped off except:
 - If someone is leaving tonight or in the AM, put it up front
 - If it's just one day's laundry, put it in the back

STATION 3: WASHING LAUNDRY

Materials Needed:

- Stain Treatments
- Detergent
- ColorCatchers
- Gloves
- Tape
- Sharpies

Directions:

- Always use gloves when handling dirty laundry.
- Never mix people's laundry.
- Never use bleach in personal laundry.
- Pre-soak any items if needed.
 - The whole load needs to stay together, even if only one item is being pre-treated
- Hose off any heavily soiled clothes that may damage the machines.
 - Excess amounts of mud, oil, debris
- No shoes, large bedspreads, etc. are to be washed. Shoes may be soaked in a bucket by hand.
- Chainsaw chaps are washed by hand and then line dried.
- Use cold/cold for darks, and warm/cold for lights. After the water is started, put in the detergent and fabric softener.
- Take the piece of tape off the bag and place onto the washing machine.
 - The tape will follow the laundry to the dryer.
- Dispose of plastic bag
- If homeowner container is being used, please sanitize.

STATION 4: DRYING LAUNDRY

Materials Needed:

- Fabric Softener sheets (if liquid not being used)
- Tape
- Sharpies
- Laundry baskets
- White bags

Directions:

- Clean lint trap.
- Use the laundry baskets to transfer clothing from washer to dryer, if needed.
- Move tape with ID# from washer to dryer.
- Keep checking each dryer for lightweight items that dry quickly, like t-shirts and boxers. Fold them and keep them on top of the same dryer.
- It is easier to have only 1 person running the washers and dryers so he/she can keep track of what is where.

- At all costs avoid mixing 2 people's things together.
- Place clothing into white bag.
- Remove tape from dryer and place on white bag.
- Take to Folding Station.

STATION 5: FOLDING LAUNDRY

Materials Needed:

- White bags
- Tape
- Sharpies

Directions:

- Remember, you're folding for Jesus!
- Place folded items into clean white bag, even if homeowner has brought a container.
- Place clothes in the pick-up holding area.
 - Be sure there is tape on every bag labeled with ID# and/or name and bag ___ of ___.
 - If there is more than one load for an individual, do not put it in the pickup area until all loads are complete.
 - An area should be designated for this purpose close to the folding table.

DAILY REPORTING

Please collect the following information for the Blue Hat (Unit Leader) Daily Report.

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KENTUCKY BAPTIST DISASTER RELIEF LAUNDRY REQUESTS

Date:		Site:				
ID	Name (Print)	Cell #	# of Loads	Date/Time IN	Community/Worker	Date/Time OUT
001						
002						
003						
004						
005						
006						
007						
008						
009						
010						
011						
012						
013						
014						
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