



**Help, Hope & Healing**

# **SBDR TEMPORARY ROOF RECOVERY MANUAL**

**Revised: Revision 11/01/19**

# SBDR TEMPORARY ROOF RECOVERY MANUAL

## 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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**Note: Some of the Illustrations are from the US Army Corp of Engineers – How-to-Install Self-Help Tarp**

# **SBDR TEMPORARY ROOF RECOVERY MANUAL**

## **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 Texas in 1967 and has grown to be one of the largest and most respected disaster organizations in the U.S. and around the world.
- Temporary Roof is a vital component of the Disaster Relief Recovery Ministry.

## **Bible Verses**

Unless otherwise noted, all scriptures are taken from the Christian Standard Bible copyright 2017 by Holman Publishers (HCSB). Used by permission.

### **Galatians 6:9-10**

<sup>9</sup> So we must not get tired of doing good, for we will reap at the proper time if we don't give up. <sup>10</sup> Therefore, as we have opportunity, we must work for the good of all, especially for those who belong to the household of faith.

### **Philippians 2:13**

<sup>13</sup> For it is God who is working in you, enabling you both to desire and to work out His good purpose

### **Matthew 25:40**

<sup>40</sup> "And the King will answer them, 'I assure you: Whatever you did for one of the least of these brothers of Mine, you did for Me.'

### **Ephesians 4:2**

<sup>2</sup> with all humility and gentleness, with patience, accepting<sup>[a]</sup> one another in love

## **Section 1: General Information**

### **Work Request Priorities**

- Every work request is assigned a Priority by the Assessment team to aid the Incident Management Team in prioritizing the work. The priority is generally based on the people and circumstances and not necessarily the work. The work of the Temporary Roof team is the same regardless of the work request Priority. Remember, we are here to minister to hurting people which sometimes will override all other priority issues.

### **Temporary Roof**

- Temporary Roof units have also been known as "Blue Tarp units" due to the color of the tarps generally used.

### **Before You Go**

- Have a humble servant spirit
- Prepare spiritually and mentally
- Recognize severity of situation
- Be prepared to work long, hard hours under difficult conditions
- Know your physical limits
- Be prepared to share the Love of Jesus
- Be a Team Player

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- Remember - God deserves all the credit

## **What to Bring**

- Bible, devotional and reading material
- Keep a Journal
- Personal care items, towels, wash cloths etc.
- Full sleeping gear
- All medications and insurance card
- Good sturdy comfortable boots
- Insect repellent and sunscreen
- Flashlight
- Work clothes (seasonal)
- Comfortable clothes for after work hours
- Sleep wear
- Cell phone and charger

## **Section 2: Unit and Team Structure**

### **Temporary Roof Unit**

- It is recommended that any Temporary Roof unit be a towable 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. The size of the trailer will depend on the amount and weight of equipment and the capabilities of the team.
- Other Recovery Units such as Flood Recovery, Fire Recovery, and Chainsaw can also serve as Temporary Roof units if the appropriate supplies are carried on the unit.

### **Unit Leader (Blue Cap)**

- The Unit Leader should be an experienced Temporary Roof volunteer who has completed the designated Unit Leader and Temporary Roof training and wears the Blue Cap for easy recognition of leadership of the team.
- The Unit Leader is responsible for all team activities during deployment and for the safety of all volunteers, homeowners, and homeowner's personal property at the work site.
- The Unit Leader should participate in a daily briefing with the IMT to receive the latest information related to the Temporary Roof Recovery operations and receive work requests.
- Review "Assessment – Temp Roof", "Property Owner's Request", and "Assessment – Property Area", prior to beginning work.
- Confirm address and have owner sign the "Property Owner Request" if it has not been signed.
- Be an individual that knows that it is "All about Jesus" and has a positive Christian walk.

### **Team Members (Yellow Cap)**

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

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- Yellow cap team members are an integral part of the overall safety and success of the team.
- When in doubt – ask the Blue Cap.
- Be an individual that knows that it is “All about Jesus” and has a positive Christian walk.

## **General**

- Be flexible in the assigned tasks and ready to make adjustments. It is difficult to adequately list all tasks. Teams should be prepared to meet existing needs.
- Remember, “It is not about production, it is about your testimony.” Flexibility is the key to success. Remember also that every assignment could be an opportunity to share the love of Jesus Christ.
- Be informed. Deal with information in a positive way. Never be part of misinformation.
- Be responsive in an intelligent, careful, supportive and effective manner.

## **Daily Meetings**

- Teams will meet for devotion and debrief each day. This leads to better team effectiveness and communication.
- Morning devotion (10 to 15 minutes) may be led by team chaplain or team member, or could be led by the Incident Commander (White Cap) for the entire operation.
- Evening debrief, may be led by the White Cap for the entire operation, if not debrief should be led by the Unit Leader and should include a time of devotion and prayer.
- Prayer time should include the disaster survivors, the Recovery Operation, and your individual team and team leaders.

## **Section 3: Site Evaluation and Set Up**

### **Arrival**

- Determine best location for trailer and supporting equipment.
- Pray over the site and with homeowner.
- Determine and discuss any onsite hazards and the overall plan for the site.
- Designate two (2) people to call for help if needed.
- Designate First Aid person.
- Ensure the homeowner has signed the “Property Owners Request for Assistance”.

### **Set Up**

- Set up break area.
- Determine First Aid location.
- Determine Satiation Station location.
- Ensure Temporary Roof team is at the right house.
- Explain to the homeowner the plan for his home.

### **While You are There**

- Be sensitive to those affected by the disaster.
- Be quick to listen.
- It is all right to cry.

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- Don't miss divine appointments
- Be prepared to share a testimony.
- Do not take anything from the site that you did not bring to the site.
- Never attempt to meet needs that you are not trained to meet.
- Be sensitive to the homeowner's loss.
- You are representing the Lord and His church. Your attitudes and actions should always reflect God's Love.

## **Start of Work**

- Start assigned task.
- Watch out for each other, safety is key.
- Take breaks as needed.

## **Completion of Work**

- Review completed work with homeowner.
- Reload unit.
- Pray and present Bible to Homeowner.

## **Section 4: Temporary Roof Process**

### **Objectives**

- The Temporary Roof ministry is not meant to be a permanent solution for repair of roof damage. The temporary repairs are meant to aid in control of additional damage to the structure.
- Determine sound evaluation of recommended Safety Procedures.
- Temporarily "dry in" structure by use of tarps and plastics.
- All coverings are to allow for proper drainage and to prevent water pockets.
- Check inside of structure for dangerous situations.
- The installation of a temporary tarp does not guarantee that the roof will be watertight. The intent is to reduce the potential for further water damage.
- Use caution with handling tarps in windy conditions. (Tarps can act as a sail and pull, drag, or push workers off the roof).

### **Supplies**

- Tarps (Individual or rolls)
- Furring Strips (lathes)
- Nails and screws
- Roofing tape

### **Team Definition**

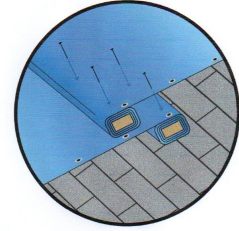
- **Supply Team**
  - Maintains control over all tools and materials
  - Cuts tarps to size needed by Roof Team.
- **Roof Team**
  - Team responsible for installation of all tarps and furring strips.

### **Process**

- Locate the property owner and get the Work Request signed (if Needed). Explain the procedure, what you can and cannot do, and inform the owner that this is only a temporary repair. Explain that we are volunteers and not responsible for any damage that might occur during our work.

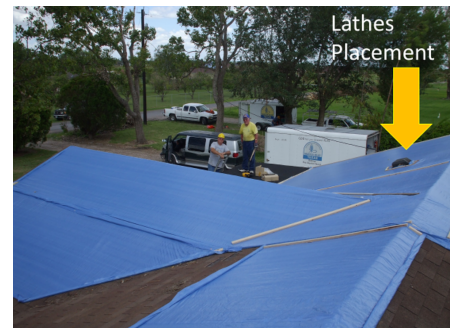
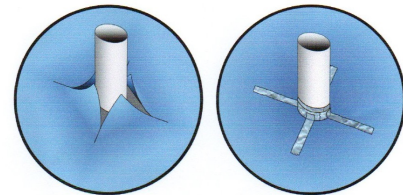
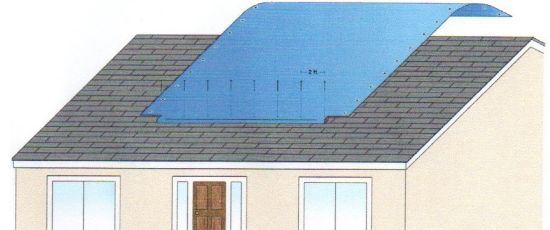
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- Survey damage inside and out, making sure the work conditions are safe.
- Use the 50% rule. 50% or more of decking supports and structure must be intact.
- Ladders shall be secure before climbing.
- Measure the damaged area and list the materials needed



to complete the job. Lap the tarps over the ridge to improve water drainage.

- Communicate needs to the Supply Team.
- The Supply team will cut and provide the materials as needed for the Roof team.
- Tarps with grommets and sheet tarps will be rolled over furring strips two times (overhand) then nailed into place.
- Nail the first furring strips (wrapped in tarp) to the roof 2 feet below the damaged area on the slope of the roof.
- Stretch the tarp across the damaged area toward the ridge of the roof and cut to fit, allowing at least 4 extra feet of tarp to overhang the ridge.
- Apply additional furring strips positioned on 10' – 15' centers to prevent the tarp from flapping in the wind and tearing loose.
- Flat edges should be canted inward slightly to make the bottom of the tarp narrower than the top. This will allow water to flow away from the batten.
- Cut out for vents and pipes, Then seal around the penetration with approved tape.
- Nails are used for wood decks and screws for metal decks.
- Tarps should be placed over roof crowns and over the most vulnerable spots.
- The tarp should be pulled reasonably tight.
- Laps in the tarp must overlap downhill a minimum of two inches.
- Furring strips or plywood sheets may be needed over large holes to support the tarp and prevent water pooling.
- Safety harness and lines must be used on all roofs.
- Remove any debris from the roof prior to starting repairs.
- When finished, present a signed Bible to the home owner. Ask if you may pray for their home and family.



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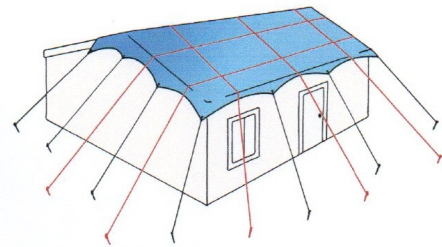
## Ladder Use

- Set the ladder into position. Secure the locks on extension ladders.
- To determine the correct ladder angle (not too steep), stand with your toes against the bottom side rails of the ladder. With your arms outstretched and parallel to the ground, your hands should just reach the backside of the ladder.
- The top of the ladder should extend three feet above the contact point, normally the edge of the roof.
- You should always have a second worker support the ladder from below while you ascend. We recommend that you have your climbing rope installed and attached as you climb.
- Do not carry tools in your hand while climbing. Attach them to your safety belt, harness or have them sent up later in an approved container.
- OSHA requires fiberglass or wood ladders (300# rated) to reduce the danger from electrical hazards.
- Ensure all persons stand clear of areas below ladders, roof edges, and climbing ropes or tool hoisting areas except as required to safely perform work.



## Metal Roofs

- Before beginning tarp installation on a metal roof, all damaged metal should be hammered down or cut off. Any protruding metal will destroy a temporary tarp roof.
- Nailing or screwing strips to a metal roof will permanently damage the roofing surface. It is only recommended where the metal roof is missing or where it is severely damaged.



## Tile Roofs

- Tile roofs are inherently slippery. Extreme caution should be taken on a tile roof. Broken tile pieces will increase the risk of a fall.
- Installation of a temporary tarp roof can prove difficult and dangerous. A tarp with Grommets covering the entire roof is recommended anchored to the ground with tent stakes or other suitable devices.

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- This method is not recommended for long term protection. The cords securing the tarp might loosen and the tarp could be damaged or blown away.

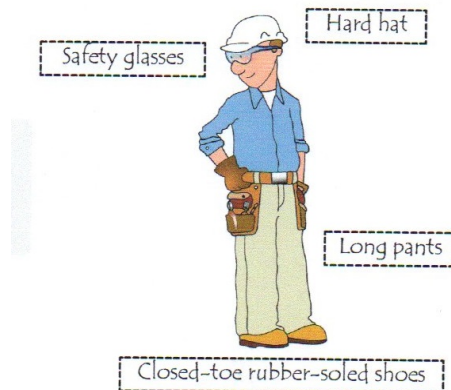
## Section 5: Safety Information

### General

- In assessing your own situation and making decisions about safety, crews must be the primary concern. Know your limitations. Many well-intentioned volunteers have been injured during operations simply because they did not pay attention to their own physical and mental limitations. You must know your limits and monitor your condition. Fatigue leads to injury.
- Work in coordination with others on site.
- When on the roof, do not walk on wet particle board, as it can lose its strength when wet.
- Be aware of where other volunteers are and be concerned for their safety.
- Wear gloves, N95 mask, and other appropriate protective equipment.
- Take regular work breaks. If someone looks overly hot or tired, call for a site break.
- Take a day off when needed.
- Sterilize hands before eating or drinking.
- Be Careful where you step, avoid nails, broken glass, protruding sharp metal corners, exposed wire and other sharp objects.
- Maintain hydration
  - **DRINK LOTS of WATER!**
- Do not work alone
- **MAKE SAFETY A PRIORITY!**
  - Project Safety
  - First Aid Kits on all jobs
  - Report ALL accidents ASAP (minor or serious) to Crew Leader and Unit Leader.

### Safety Equipment

- Use appropriate personal protection equipment (PPE).
  - Hard hat
  - Goggles/Safety glasses
  - Appropriate mask (N95) or respirator
  - Work gloves
  - Long pants (no shorts or cut-offs)
  - Shoes/boots
    - ✓ Must be solid sole, preferably with a steel or puncture resistant shank and toe.
    - ✓ No Tennis or deck shoes.



### Safety Rules

- Designate a first aid coordinator.

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- Make safety and hygiene a priority. Get adequate rest, fluids, and nourishment so you can achieve maximum effectiveness.
- On steep roofs always wear a safety harness and a safety line. The safety line should be securely attached on the opposite side of the structure.
- Lifting should always be done in a way that protects the back from strain or other injury. To lift safely:
  - Bend your knees and squat.
  - Keep the load close to your body.
  - Keep your back straight.
  - Push up with your legs.

**Don't be part of the  
problem,  
Be part of the solution.**

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## Appendices

### TEMPORARY ROOF EQUIPMENT LIST

### Quantity

#### Recommended

Bibles, English and Spanish	6
Brooms	3
Buckets, Tool and Wash	4
Dolly, Heavy Duty, Fold Out	1
Drill Motor and Drill Bits	1
Ear Plugs	1 case
Face Masks, N95 - With Valve, disposable, half face or full face	1 case
Fire Extinguisher	1-2
First Aid Kits	1-2
Gas Cans, 5 gallon and 1 gallon	2
Generator, 3500 Kw	1
Gloves, Rubber and Leather	1 case
Goggles	1 case
Hammer, Sledge, 3#	1
Hammers, standard	6
Hard Hats	6
Hose, Water	2
Ice Chests	2
Knee Pads	6
Knives, Utility with blades	6
Ladder, 6 foot	1
Ladder, Extension	1
Safety Glasses	6
Safety Ropes	3
Safety Harness	3
Shovels, Square Edge	3
Tape, Measuring	6
Tarps, Sheet or Rolls	1 lot
Tools, Miscellaneous Mechanic	1
Traffic Safety Cones, 18 inches	4
Trash Containers, Plastic	2
Vacuum, Shop	1
Wheel Barrows - One Wheel	2

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## PROPERTY OWNER'S REQUEST FOR ASSISTANCE SOUTHERN BAPTIST DISASTER RELIEF

Received By		Tracking No. (Office Use)	
Date Received		Cell Number	

### THIS IS NOT A CONTRACT TO PROVIDE SERVICES

<b>WORK:</b> <input type="checkbox"/> Chainsaw <input type="checkbox"/> Flood Recovery <input type="checkbox"/> Temporary Roof <input type="checkbox"/> Fire Recovery <input type="checkbox"/> Other			
<b>OTHER NEEDS:</b> <input type="checkbox"/> Boxes <input type="checkbox"/> Chaplain <input type="checkbox"/> Debris Removal <input type="checkbox"/> Other			
<b>Brief Description of Work/Need</b>			
<b>PROPERTY OWNER INFORMATION:</b>			
Name			
Phone (H)		(W)	(C)
Insurance <input type="checkbox"/> Home Owners <input type="checkbox"/> Flood <input type="checkbox"/> No Insurance			
Property Owner Must Be Present During Work? <input type="checkbox"/> YES <input type="checkbox"/> NO			
Property Owner Permission to Take Pictures of Property? <input type="checkbox"/> YES <input type="checkbox"/> NO			
<b>PROPERTY DESCRIPTION:</b> <input type="checkbox"/> Primary Residence <input type="checkbox"/> Rental <input type="checkbox"/> Guest House <input type="checkbox"/> Vacant			
Address (Number & Street)			
City, State, Zip			
Property Type: <input type="checkbox"/> Single Family <input type="checkbox"/> Mobile Home <input type="checkbox"/> Apartment/Commercial <input type="checkbox"/> Modular Home			
<b>OCCUPANT INFORMATION:</b> <input type="checkbox"/> Significant Health Issues or Circumstances			
<input type="checkbox"/> First Responder <input type="checkbox"/> Elderly Living Alone <input type="checkbox"/> Deployed Military <input type="checkbox"/> Other			
Name (If other than Owner)			
Phone (H)		(W)	(C)

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!**

#### Must be signed before work can be assigned to a team

Property Owner's Signature	Date
----------------------------	------

Work Complete By (Blue Cap)	Date Completed
-----------------------------	----------------

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## ASSESSMENT - TEMPORARY ROOF SOUTHERN BAPTIST DISASTER RELIEF

Assessor		Tracking Number (Office Use)	
Phone #		Job Priority	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>
Date			

**ATTACH THIS FORM TO "PROPERTY OWNER REQUEST FOR ASSISTANCE"**

Property Owner	
Work Location	

<b>TYPE OF BUILDING</b>			
<input type="checkbox"/> Detached Home	<input type="checkbox"/> Mobile/ModularHome	<input type="checkbox"/> Out Building	<input type="checkbox"/> Attached/Apartments
<input type="checkbox"/> Single Story	<input type="checkbox"/> Two Story	<input type="checkbox"/> Multi Level	<input type="checkbox"/> Other
<b>ROOF and DECK DESCRIPTION</b>			
<input type="checkbox"/> Wood Shingles	<input type="checkbox"/> Metal	<input type="checkbox"/> Composition	<input type="checkbox"/> Tile
<input type="checkbox"/> Roll Roofing	<input type="checkbox"/> Other		
<input type="checkbox"/> Steep (Tie off Required)	<input type="checkbox"/> Medium	<input type="checkbox"/> Low	<input type="checkbox"/> Flat
Percentage of Shingles Missing?			
Approximate Size of Roof to be covered?			
Is Roof Accessible? <input type="checkbox"/> YES <input type="checkbox"/> NO If NO, describe Issues			
Is Deck missing, Holes in Roof?		<input type="checkbox"/> YES	<input type="checkbox"/> NO
Trusses Damaged?		<input type="checkbox"/> YES	<input type="checkbox"/> NO
Is Roof safe for Temporary Repair?		<input type="checkbox"/> YES	<input type="checkbox"/> NO
If Roof Not Safe describe Issues			
Plywood Needed?		<input type="checkbox"/> YES	<input type="checkbox"/> NO
Window Damage?		<input type="checkbox"/> YES	<input type="checkbox"/> NO
		No. of Sheets?	
		How many	
<b>HAZARDS</b>			
Electrical			
Other			
Dumpster Required?		<input type="checkbox"/> YES	<input type="checkbox"/> NO
		Dumpster On Site?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If NO, where will be debris stacked/separated?			
		If YES, but dumpster unavailable, May debris be stacked at curb?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>If Dumpster required, Homeowner is responsible for obtaining and payment.</b>			

Assessors Comments (Notes)	

**Assessor Instructions:**

1. Determine priority based on Special Needs of Owner and work Requested. (See Property Owner Request for Assistance and Assessment-Priorities document).
2. Complete "Assessment – Property Area" and attach to Assessment form.

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## ASSESSMENT - PROPERTY AREA SOUTHERN BAPTIST DISASTER RELIEF

Assessor		Tracking Number (Office Use)	
Phone #		Date Assessed	

**ATTACH THIS FORM TO APPROPRIATE ASSESSMENT FORM**

Property Owner	
Work Location	

In the space below sketch an outline of the property and indicating dimensions. Indicate slope of land by arrows. Locate and outline the house, garage and other buildings on property, giving dimensions as appropriate. Draw and label (by name if possible) frontage roads (streets) adjoining property, driveway(s) & fences. Locate and identify septic tank and drain lines. Locate and identify water source, well, cistern water lines, water meter, gas meter, sewer cleanouts, and sprinkler heads. Locate propane tank and line or natural gas lines. 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. Locate Power Poles and Power Lines. Indicate **North** direction of property on drawing with arrow and letter.

**Use back or attach additional sheets as needed.**

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## **ADDITIONAL NOTES**