



The Salvation Army
in the United States of America, and

Southern Baptist Disaster Relief
of the North American Mission Board, Southern Baptist Convention



Statement of Understanding

Addendum: Standard Operating Procedures

Purpose These procedures support and further detail the Statement of Understanding (SOU), enacted February 7, 2002, between The Salvation Army in the United States of America and Southern Baptist Disaster Relief of the North American Mission Board (NAMB) Southern Baptist Convention (SBC). This addendum establishes a set of standard operating procedures and financial guidelines that will better enable the two religious organizations to work together during a disaster.

Ministry Orientation The foundation of the SOU between the Southern Baptist Disaster Relief and The Salvation Army is our Lord Jesus Christ. We believe and affirm that when brothers and sisters in Christ work together for the common good of mankind, in the love of Christ, that we can work out any difficulties and problems that may arise in the course of a disaster operation. The foundational principle is that we must show the love of Christ to those in need. Furthermore, we covenant with each other to work through any problem or situation and work hard at turning those problems or situations into a ministry opportunity.

Activation During a disaster response, The Salvation Army may call upon Southern Baptist disaster units for assistance. The process of making this request is termed “activation.”

In State Activations

For in-state activations, Salvation Army divisions may contact their Southern Baptist state convention (through the SBC state disaster relief director) directly to request assistance and activate appropriate disaster relief units.

Out of State Activations

If Southern Baptist support is needed from outside state boundaries (or if no relationship exists between state-level Salvation Army and Southern Baptist personnel), then a Salvation Army division may request out-of-state Southern Baptist support by contacting their respective territorial disaster coordinator. The Salvation Army territorial disaster coordinator shall contact the SBC national disaster relief director who will activate the appropriate SBC disaster relief resources.

Any time Southern Baptist disaster units are deployed across state convention boundaries, the SBC National Disaster Relief director and the respective Salvation Army territorial disaster coordinator must be notified.

Any Salvation Army activation of a Southern Baptist disaster unit implies providing support, both material and financial, as described in this document. This may include purchasing supplies, supporting deployed personnel, and paying approved expenditures. Whenever a Southern Baptist disaster unit

accepts an activation request from The Salvation Army, it agrees to support The Salvation Army incident command team and be accountable to its commander.

Southern Baptist Self-Activation

The Salvation Army recognizes that a Southern Baptist disaster unit may also “self-activate” to respond to a disaster within its jurisdiction. Travel and maintenance costs associated with Southern Baptist disaster units that self-activate are the responsibility of the Southern Baptists.

Planning Considerations for Effective Use of SBC Feeding Units

The most common way The Salvation Army and the Southern Baptist Disaster Relief will together is in the area of mass care and feeding.

A Southern Baptist feeding unit is a self-contained field kitchen that will be deployed to a disaster site with the necessary equipment, food, fuels, LP gas and human resources to begin service. Feeding units may be deployed to serve food directly to disaster victims (*see Front Line Service*) or may be used to prepare meals that will be loaded into Cambro food containers and served off Salvation Army mobile feeding unit (e.g. canteens).

Any activation request for an SBC feeding unit should include an estimate of how many total meals per day will need to be prepared. If multiple servings are to be prepared each day (e.g. breakfast, lunch, and dinner), add the totals for each serving together to come up with the total meals per day.

A standard SBC feeding unit meal includes one 8 oz entrée, one 6 oz side; one 6 oz. dessert; and drink.

From the time of activation, Salvation Army incident commanders should assume it will be 24 to 36 hours before the SBC disaster unit arrives on-site. This time may be shortened where pre-deployment is possible, such as during a hurricane.

SBC feeding units are typically ready to begin food service 3 to 6 hours after arrival on-site, assuming essential infrastructure is in place (*see Specific Responsibilities of The Salvation Army*).

SBC Feeding Site Locations

The Salvation Army incident commander (or other appropriate staff) will work in conjunction with the Southern Baptist feeding coordinator (and/or state disaster relief director) to select appropriate sites for the placement of Southern Baptist feeding units. These sites shall:

- have sufficient parking for vehicles and related support equipment;
- have adequate water, sanitation, and drainage systems; and
- have a surface strong enough to provide adequate support for the weight of the kitchen and support vehicles.

In agreement with The Salvation Army, Southern Baptist feeding units will be placed as close as possible to the disaster area. Both organizations realize that this will mean that some of the kitchen site locations may be more limited in terms of available infrastructure, but that this will allow greater flexibility in ministering to those in need.

Specific Responsibilities of The Salvation Army

The Salvation Army Incident Commander (or other appropriate personnel) shall:

Logistics

- Establish accounts and a supply system for food and paper products.
- Arrange for an ongoing supply of potable water and ice.
- Arrange for garbage disposal.
- Establish accounts and a supply system for fuel (including gasoline and propane) for cooking and the operation of vehicles and generators.
- Arrange for appropriate on-site storage (dry/reefer/freezer).
- Ensure access to on-site sanitation (bathrooms, port-a-potties).

Cambros

- Provide sufficient number of food and drink cambros to support the operation.
- Load and unload cambros from Salvation Army mobile feeding units (canteens).
- Clean the cambros after use. Salvation Army feeding teams have the final responsibility for cleaning cambros; however the Southern Baptist feeding unit may offer to participate or assume responsibility for this activity.

The Salvation Army will develop menus and a meal schedule in collaboration with the Southern Baptist feeding coordinator (and/or liaison). The Southern Baptists may be asked to provide technical guidance in planning these menus and determining the quantities needed.

Specific Responsibilities of the Southern Baptist Disaster Relief

A Southern Baptist feeding unit, deployed in support of The Salvation Army, will:

Staff the feeding unit with a sufficient number of trained disaster workers to prepare the quantity of meals requested by The Salvation Army incident command team.

Provide to the Salvation Army incident command and territorial headquarters the names of staff and units they have activated, their estimated time of arrival, and location

Assist in Locating a feasible site for the feeding unit in coordination with the Salvation Army Incident Commander (or other appropriate staff).

Be willing to cook breakfast as requested by the Incident Commander of The Salvation Army. The rationale for this is that The Salvation Army often feeds not only the victims of a disaster, but also the emergency response workers who will need a hot breakfast.

Determine, in coordination with appropriate Salvation Army personnel:

- Menus.

- Meal quantities.
- Schedule for feeding, including when food will be ready for pick-up by Salvation Army mobile feeding units (e.g. canteens).

Will be expected to have a fixed serving line at the kitchen. This will allow Southern Baptist disaster workers the opportunity to directly minister to disaster victims and rescue workers. Feeding units supporting The Salvation Army should bring extra volunteers if necessary to support both the feeding line and supply food to the Salvation Army mobile feeding units (e.g. canteens).

Provide the Salvation Army Incident Commander (or other appropriate staff) an arrival inventory, maintain a daily inventory, and submit a closing inventory.

Provide or a rent a supply truck if needed to transport supplies and equipment. The Salvation Army incident commander shall approve the rental, and The Salvation Army will reimburse the SBC unit for the cost of renting the truck and the actual cost of the fuel/oil. SBC disaster workers are not authorized to drive Salvation Army vehicles (and vice versa) due to insurance and liability issues.

Provide Southern Baptists replacement staff as necessary. The Southern Baptist Disaster Operations Center at NAMB will coordinate staffing requests for replacement staff for southern Baptists feeding units. If any costs related to replacing staff are to be charged to The Salvation Army, authorization must be obtained in advance in writing through the appropriate division or territorial headquarters.

Deactivating the Feeding Unit

The deactivation of a feeding unit is a coordinated effort between the Southern Baptist feeding crew and The Salvation Army incident command team.

To insure that there is a smooth closing, the Southern Baptist crew unit be notified 72 hours prior to the close of operations. Closing procedures such as restocking the unit (warehouse unit) and reimbursement of initial food supplies (supplied unit) must be resolved before the Southern Baptists feeding unit leaves the site. Outstanding expenses, the return of rental equipment, and departure inventory must be turned into the Salvation Army Incident Commander before the feeding unit leaves the site.

Any final expenses incurred in the returning the unit home or restocking it should be submitted to The Salvation Army within two weeks after the unit has returned from the site. (*See Financial Procedures*).

Other SBC Disaster Relief Units

The other types of disaster units that are available to The Salvation Army are: Recovery Units (chain saw/mud out/repair), Child Care, Communication, Water Purification, Shower, and Chaplains. Each unit will have basic resource and volunteer housing needs that will need to be met.

Interagency Liaisons

The SBC national disaster relief director may assign a Southern Baptist liaison to work directly with The Salvation Army incident command team at the disaster site.

The Southern Baptist liaison will be responsible for assisting in the coordination of inter-agency services, providing technical guidance about the operation of Baptist units and resource support needs, and for helping SBC disaster units fulfill their ministry and mission.

It is especially important for the liaison to have initial conversations with The Salvation Army Incident Commander (or other appropriate personnel) concerning the scope and length of the disaster relief operation. This is vital for the smooth operation of the relief unit(s) and especially important for a feeding operation.

The NAMB and Salvation Army territorial headquarters may also assign liaisons to their respective operations centers during a disaster to improve the overall coordination of resources when deemed necessary.

Apparel / Signage

While serving together, Southern Baptist and Salvation Army disaster workers shall maintain their own organizational identity. Each group shall wear their own authorized disaster apparel and display their own logo.

Whenever feasible, the Southern Baptist and Salvation Army poster “Ministering Together” shall be displayed in areas where the two organizations are partnering.

Financial Procedures

The agreement between the Southern Baptist Disaster Relief and The Salvation Army is a cooperative agreement in which each organization contributes to the relief effort. This includes sharing costs incurred.

Accounts and Invoices

Each organization assumes financial responsibility for merchant accounts opened in the name of their organization. Thus, The Salvation Army assumes responsibility for charges to Salvation Army accounts and the Southern Baptists charges to accounts under The Southern Baptists.

Any bills and expenses associated with the operation of a disaster relief unit must be submitted to the Incident Commander of The Salvation Army for payment.

Travel and Mileage

If the Southern Baptist disaster relief unit is deployed across state lines, then a standard mileage rate of \$1.00 per mile will be paid for one (1) feeding unit. This reimbursement covers fuel costs, depreciation, and mileage for the kitchen crew. Additionally, a mileage reimbursement rate of \$1.00 per mile will be paid for one (1) food transport vehicle deployed in support of the kitchen. Reimbursement shall be limited to a maximum of two (2) vehicles per kitchen. *(A sample mileage reimbursement request form is attached)*

The Salvation Army will also reimburse expenses for the meals of the initial team and housing en route to the disaster site

Rentals, approved by the Salvation Army incident commander, will be reimbursed the cost of the rental plus the cost of the fuel

SBC disaster workers are not authorized to drive Salvation Army vehicles (and vice versa) due to insurance and liability issues.

Volunteer Travel and Maintenance

Under certain circumstances with prior approval, The Salvation Army may assume travel expenses for Southern Baptist disaster workers who are traveling in support of Salvation Army disaster relief operations. Such deployments must

be authorized by the appropriate Salvation Army division (for in-state SBC volunteers) or territory (for out-of-state volunteers).

Air travel must be approved and scheduled through the appropriate Salvation Army territory.

Southern Baptist disaster workers traveling under the circumstances described above should be prepared to initially cover incidental expenses, such as meals, lodging, and rental car costs. Business-related expenses, such as those described above, are eligible for reimbursement by The Salvation Army (*see Reimbursement below*). Personal expenses, such as film, personal telephone calls, and clothing, are the responsibility of the disaster worker.

Southern Baptists disaster relief workers are responsible for providing their own health insurance coverage.

It is strongly recommended that disaster workers traveling under the circumstances described have access to a personal credit card to cover potential expenses.

Housing

Southern Baptists volunteers assigned to support a feeding unit are normally housed at a Southern Baptists church or other facility close to their work location. If a suitable (safe) church location is not available to house the workers, the National Director (or appropriate state disaster director) of the Southern Baptists may request lodging assistance from The Salvation Army. The Salvation Army may provide hotel/motel rooms to house these volunteers.

Reimbursement

Requests for reimbursement may be made to The Salvation Army by invoice or, in the case of individuals, by submitting a Salvation Army traveling expense report (*see form attached*).

All invoices must be itemized and include the name and address of the payee as it is to appear on the check; a mailing address; a contact name and telephone number; the total amount due; and identify which disaster (by event and state) the expenses were incurred.

Traveling Expense Reports must be filled out completely and original receipts attached for all expenses claimed.

Whenever possible the original reimbursement request and all receipts should be presented to The Salvation Army Finance & Administration Officer or designee prior to departure from the disaster relief operation. A copy should be retained by the Southern Baptist organization submitting the request.

To submit requests for reimbursement after the close of the disaster, mail the invoice or traveling expense report to the appropriate divisional headquarters or territorial headquarters.

Standard Operating Procedures

The Salvation Army and Southern Baptist Disaster Relief

Roles and Responsibilities

	THE SALVATION ARMY	JOINT	SOUTHERN BAPTIST DISASTER RELIEF
ACTIVATION	Determine need and request activation.	Determine location for feeding unit and stocking needs.	Develop, manage, deploy and maintain stocked feeding units.
	Estimate total meals per day to be prepared.	Assess need and deploy Southern Baptist liaison to Salvation Army incident command team.	May self-activate units in home states; associated costs remain responsibility of Southern Baptists.
	In-state activation of SBC units is made through Salvation Army divisions to SBC state conventions; out-of-state activations through Salvation Army territorial headquarters to NAMB.	Salvation Army activation and Southern Baptist acceptance implies acceptance and adherence to the terms of this SOU and SOP.	Recruit and deploy sufficient crew to operate the feeding unit. Provide crew names and arrival dates to The Salvation Army.
	Arrange for delivery of: <ul style="list-style-type: none"> <input type="checkbox"/> Food; <input type="checkbox"/> Paper products; <input type="checkbox"/> Potable water; <input type="checkbox"/> Ice; <input type="checkbox"/> Fuel (gas/propane); <input type="checkbox"/> On-site-storage; <input type="checkbox"/> Garbage disposal. 		Stock sanitation and washing supplies.
	Arrange for delivery of adequate number of cambros to support feeding operation.		Secure / rent supply truck with Salvation Army approval.
	If requested, provide lodging assistance for Southern Baptist disaster workers.		Travel to site.
	Coordinate food purchases with venders.		Obtain lodging for disaster workers.
OPERATIONS	Communicate daily operation plan for disaster relief operation. Use daily feeding statistics to adjust meal orders, schedules and routes.	Plan: <ul style="list-style-type: none"> <input type="checkbox"/> Menus; <input type="checkbox"/> Meal quantities; <input type="checkbox"/> Schedule for feeding. 	Provide initial feeding unit inventory.
	Load and unload cambros into canteens.	Assess the need for deployment of other Southern Baptist disaster units: Recovery Units (chain saw/mud out/repair), Child Care, Communication, Water Purification, Shower, and Chaplains.	Prepare food.
	Clean cambros.		Pre-condition, fill, and label cambros.
	Process invoices and vouchers for payment.		Serve food at fixed serving lines.
			Receive new inventory, forward invoices to Salvation Army.
DEACTIVATION	Process Southern Baptists reimbursement requests for unit travel, rentals, supplies, incidentals.	Plan for closing (72 hour advance notice).	Create closing inventory of food, paper goods supplies.
			Restock feeding unit.
			Submit reimbursement requests with original receipts within 15 days of departure from operation.

Disaster Assistance Provided By:



Local Southern Baptist Churches

**MINISTERING TOGETHER
IN TIMES OF CRISIS**

LETTERHEAD

REQUEST FOR MILEAGE REIMBURSEMENT

Requested by: Name:
 Address:
 City, State, Zip

Contact Name:
 Phone # and/or email

Disaster

Departure City

Unit #

Dates of Service

Location of Service

Items to be reimbursed:

#.....	DESCRIPTION.....	Amount
1... Example	Mileage (vehicles X miles roundtrip X \$1)	\$.00.00
GRAND TOTAL		\$00.00

