

Purpose

When people are displaced from their homes during a disaster, they may require assistance with cleaning their clothing.

Congregations can assist in several ways:

- Volunteers pick up bags of clothing from a People Shelter to take home to wash, dry, fold and return to the Shelter. There may also be members of the Congregation that are homebound, or without electricity or transportation. The Laundry Response Team may choose to provide laundry services to these Congregation members as well.
- Congregations coordinate with a nearby laundromat, school or gym and provide transportation via church bus to enable Shelter Clients to wash their clothing.
- Congregations coordinate with a company or non-profit that specializes in mobile laundry services to set up trailers at the People Shelter.

Volunteers Clean Clothing in their Homes

1. Bags of clothing to be washed and bags of cleaned laundry can be staged in a designated Laundry area of the shelter for pick-up and drop-off.
2. Shelter Clients will put their clothing to be washed in white, 13-gallon trash bags.
3. The Shelter name or location (especially important if volunteer is picking up laundry from multiple locations), Client's name and the date are written on the bag with a permanent marker.
4. A sign-out/sign-in sheet will be provided in the pick-up/drop-off area of the Shelter for volunteers to sign the clothing out when they take it home, and back in when they return it to the shelter.
 - a. Volunteers will pick up one or more bags of clothing from the pick-up section of the Laundry area and a clean, white, 13-gallon trash bag for each bag of dirty laundry they take.
 - b. If the Congregation chooses to provide laundry detergent to volunteers, powdered soap may be portioned out in small plastic bags, or laundry pods can be divided between bags of laundry. Volunteers will pick up soap for each bag of laundry.
 - c. Volunteers will sign the laundry out on the Laundry Log Form.
 - d. Volunteers will take the bag(s) of clothing home to wash, dry and fold.

- e. Volunteers will place the cleaned clothing in the clean white, 13-gallon trash bags, write the Shelter name, Client name and date returned on the new trash bag using a permanent marker.
- f. Volunteers will return the cleaned clothing within 24 hours to the Shelter area designated for clean laundry (drop-off) and will sign in the laundry on the Laundry Log Form.

5. Supplies

- a. White, 13-gallon trash bags
- b. Permanent markers
- c. Forms for tracking pick-up, cleaning, and drop-off of laundry to Shelter
- d. Pens
- e. Dye-free/fragrance free laundry soap (if Congregation chooses to provide to volunteers)

6. Laundry Considerations

- a. If the laundry bag contains anything that is not laundry and should not be in there, close the bag and label that it cannot be washed until the Owner removes items that are not washable.
- b. Wash and dry whites and colors separately to prevent color bleeding.
- c. Use dye-free, fragrance-free detergents to wash clothing and then dry clothing without the use of dryer sheets. Some Shelter Clients may have allergies to these dyes and fragrances.
- d. If the clothing is wet, rinse or spin the clothing prior to washing. Add 2 cups of white vinegar with the detergent. The vinegar can be put directly in the tub with the clothing if volunteers have a high efficiency washer. Oxyclean can also be used with the vinegar.
- e. Clothing that was wet may need to be washed TWICE.
- f. Wash clothing in cold or warm water and dry on normal high heat to kill any bacteria.
- g. If a volunteer picks up clothing for multiple families, clothing for each family should be washed separately. Clothing should not be co-mingled.
- h. If a volunteer picks up clothing for multiple families, care should be taken to ensure the correct Client's name is written on the clean laundry bag.
- i. The volunteers may want to sanitize their washer, after several loads of laundry, using the clean cycle. If their machine doesn't have a clean cycle, they can run a cycle using hot water and ½ cup of Clorox bleach. Running an additional rinse cycle will ensure all bleach is removed from the tub.

Congregation Partners with a Laundromat, School or Gym

The Congregation may consider partnering with a nearby laundromat to arrange designated days and times during which Shelter Clients can wash their clothing.

The Congregation may also consider partnering with a nearby school or gym, with laundry facilities, to allow Shelter Clients to use the washers and dryers on designated days and times. The Congregation will need to work out arrangements with the facility.

1. The Congregation would arrange for transportation of the Shelter Clients to and from the laundromat, school, or gym via church bus.
2. The Laundry Response Team Lead should be aware of who to call if a washing machine or dryer is broken.
3. The Congregation would pay any costs associated with use of the laundromat, school, or gym facilities.
4. The Congregation would supply laundry detergent and any other supplies necessary for Shelter Clients to clean their clothing.

Laundry Trailer Service

The Congregation coordinates with a company or non-profit to schedule mobile laundry services at the People Shelter.

1. Inquire which hook-ups (electrical, plumbing) are required for the trailers, and ensure these are available.
2. The Congregation Laundry Response Team supplies detergent if trailers are not so equipped.
3. The Congregation Laundry Response Team ensures that the trailer facilities are kept clean and reports any equipment that is not in good working order to the supplier.
4. The Congregation may choose to have volunteers accept clothing in a 13-gallon trash bag from Shelter Clients, or from displaced persons in the Congregation, and wash, dry and fold the clothing using the mobile laundry facilities.
5. The clean clothing would be put in a clean 13-gallon bag and returned to the Owner at a designated day and time.
6. The Congregation Laundry Response Team may choose to allow Shelter Clients to use the laundry trailer washers and dryers. In this case the Team would provide a form for scheduling Clients' use of the trailer facilities. (keep in mind that there may be liability involved in allowing Clients to use the laundry trailer facilities (personal injury/damage to machines).



Risk Management

Safety

If Congregations choose to provide laundry services for homebound or other members of the Congregation, care should be taken to confirm the identity of the person requesting those services prior to sending a volunteer to pick up the laundry. You may choose to limit this service to Congregation members or extend it to neighbors who may have been referred by a Congregation member. In that case, call the Congregation member to confirm the identity and referral.

Insurance

Congregations should check with their insurance providers to ensure that current insurance coverage is adequate for this activity.

COVID-19

Congregations and volunteer teams should adhere to the current CDC, local government, TXCDR, Red Cross, and Congregational guidelines regarding COVID-19. If the guidelines conflict, the Congregation should implement the most stringent of the requirements.

Resources on TXCDR.org

- Volunteer Registration Form (Part 1)
- Volunteer Waiver
- Laundry Log
- Information on Mobile Laundry Services
- Volunteer Contact List
- Volunteer Feedback Form

Revision History

Original..... 20 JUL 2020
Rev. 1.....08 SEP 2020



Laundry Response Team Standards and Practices

*Copyright © 2020 by Texas Congregational Disaster Readiness
All rights reserved. This manual or any portion thereof
may not be reproduced or used in any manner whatsoever
without the express written permission of the publisher
except for the use of brief quotations in a book review.*

*Texas Congregational Disaster Readiness
12715 Telge Rd.
Cypress, TX 77429*

TXCDR.ORG