

Nebraska Lions Foundation Disaster Trailer Manual



ALERT TRAILER GOING TO SITE LOCATION CHECKLISTS

STORAGE LOCATION CHECKLIST:

1. You will need KEYS to open the Alert Trailer. Ask the Norfolk Lions Club Treasurer, Lion Gary Johnson: 402-750-7489.
2. Check all tires for proper pressure of 75 lbs.
3. Make sure gray & black holding tank valves are closed to accept water.
4. Check inventory supply list to make sure items are on hand.
5. Check to make sure propane gas tanks are full.
6. Check batteries to make sure they are charged and ready to go.
7. Before starting the Engine Generator check the switch box in the back room. It's mounted on the end of the seat. Push both switches down, this disconnects the trailer wiring from the generator/commercial power.
8. Walk around trailer to check & report for any damage or issues.

SETUP AT SITE CHECKLIST:

1. Before location: Locate RV water hose and put potable water in water holding tank from nearest location before going to location site or hookup to City water. Use portal hose from ALERT trailer.
2. At location: Stabilize and level camper. There's a crank (long handle) in the back cabinet. There are four leveling points on the trailer. The four blue indicators on the camper show you how level the trailer is and which level jacks need to be adjusted.
3. Open up camper to bring in fresh air.
4. Turn on propane gas tank valves.
5. Follow generator procedure to turn on-See following; 1) Uncover the engine generator. Pull the choke all the way to the middle. Push the TOP of the Start/Stop switch. Crank the engine for a moderate time. Let the start motor rest then crank the engine until it starts. Push the choke forward all the way. DO NOT FILL the generator gas tank when engine is HOT or RUNNING, 2) Inside the camper back room. When generator is running pull UP on the Left switch. This connects the generator to the trailer. If commercial power is available PULL UP the Right switch. This connects the trailer to commercial power. Both switches cannot be UP at the same time, 3) To turn the generator off the switch on the generator down. Before turning the generator off push both switches on the seat in back room DOWN. This disconnects both power sources from the trailer.
6. Startup refrigerator.
7. Wipe down the counters. From inside the camper unlock the window that is left of the door. Raise the window all the way up. Using the Black tabs pull up and push out the screen, store the screen. You can raise/lower the window when serving food. Now go outside and raise the shelf and lock it in place.
8. Put in camper toilet deodorant.
9. Startup water pump to pressurize the water lines, fill the water heater and run water into toilet and flush into black holding tank unless using City water.

TEAR DOWN AT SITE CHECKLIST:

1. Turn off refrigerator and empty.
2. Turn off propane gas tank valves.
3. Wipe down counters, sinks, microwave, stove and inside refrigerator.
4. Clean toilet.
5. Wash and clean kitchen utensils as needed.
6. Put away items in their location.
7. Take inventory of items that need to be re-stocked & replaced by host Lions Club-Check with inventory list.
8. Dump garbage.
9. Drain water holding tank. Open water line drains.
10. Sweep floors.
11. Clean windows and follow procedure to close windows and lower outside shelf.
12. Follow generator procedure to turn off.
13. Drain gray & black holding tanks at closest RV dump location.
14. Take trailer back to storage location or call for transfer.
15. Write down any problems or areas that need attendance or fixing.
16. Camper ---Must be Returned Clean!! Penalty !! — Cost of labor and supplies to clean.

DE-WINTERIZING CAMPER CHECKLIST

1. Drain RV antifreeze from plumbing system. Flush potable water through the entire plumbing system until all traces of the antifreeze is removed.
2. Drain the gray & black holding tanks now since the antifreeze was flushed into the tanks.
3. To sanitize the water system make sure all drains and plugs are closed. Take a quarter-cup of household bleach for every 15 gallons of water your fresh water holding tank holds. Mix bleach with the water into one-gallon container & pour it into the fresh water holding tank. Fill the fresh water holding tank completely full of water. Turn on the water pump & run water through all hot & cold faucets until you smell the bleach. Close the faucets & let the solution sit in the water tank & water lines for 12 hours. Drain all of the water & re-fill the water tank with potable water. Turn the water pump on & open all faucets, running the water until you no longer smell any bleach. It may be necessary to repeat this process to eliminate all signs of bleach.
4. Turn by-pass valve to the water heater to the open position to allow water to enter and fill the hot water heater tank. If you want to sanitize the water heater, open this valve before adding bleach in step 3.
5. Turn on gas tank valves.
6. Replace all batteries removed from camper.
7. Take off tire covers, if they were installed on camper tires being stored outside.
8. Check all tires for proper pressure of 75 lbs.
9. Remove all dryer sheets and/or moth balls that were placed all over inside of camper. Open up camper to bring in fresh air to remove any smells.
10. Check for insect or rodent droppings.
11. Check electrical system.
12. Startup refrigerator to check if it operates both on gas and electric.
13. Wipe down the inside of camper to give camper a clean startup for the season.
14. If cooking utensils were left in camper, they now need to be washed or replaced. Those areas that were stored in camper also need to be cleaned.
15. Replace items removed back into camper for the season. Make sure items have been cleaned before replacing.
16. Finally you can now wash the outside of the camper. Waxing is also recommended.

ALERT TRAILER SUPPLY INVENTORY

KITCHEN UTENSILS CHECKLIST:

1. Griddle
2. Roaster-1
3. Electric Skillets-2
4. Large Crockpots-2
5. Stock Pot-Small & Large
6. 100 Cup Coffee Pot
7. Soup Laddles-2
8. Large Serving Spoons-3 solid & 3 with holes
9. Tongs-2
10. Large Fork-2
11. Storage Containers-Variou sizes
12. Kitchen Towels-12
13. Dish Rags-6
14. Dish Soap-Pump Dawn
15. Scrubbers

TABLEWARE CHECKLIST:

1. Napkins
2. Paper Towels
3. Plastic Forks
4. Plastic Spoons
5. Plastic Knives
6. Plastic Cups-Hot & Cold
7. Paper Plates
8. Plastic Bowls
9. Aprons
10. Plastic Gloves
11. Aluminum Foil
12. Baggies

KITCHEN SUPPLY CHECKLIST:

1. Salt and Pepper
2. Sugar Packets
3. Creamer Packets
4. Coffee
5. Tea Bags
6. Storage Bags
7. Trash Bags
8. Bottled Water-Bring at time of use

OTHER SUPPLY CHECKLIST:

1. RV Toilet Paper
2. RV Toilet Deodorant
3. Cleaning Supplies
4. Baby Wipes-2
5. Clorox Wipes-1

WINTER CAMPER USE CHECKLIST:

1. DO NOT use plumbing system. System has been winterized.
2. DO NOT use gray & black holding tanks. System has been winterized.
3. Bring your own water and containers to wash your hands.
4. Bring water to cleanup utensils or take somewhere to be washed up.
5. Check inventory supply list to make sure items are on hand.
6. Make sure gas tanks are full.
7. Replace all batteries removed from camper. Make sure they are charged.
8. Take off tire covers, if they were installed on camper tires being stored outside.
9. Check all tires for proper pressure to 75 lbs.
10. Remove moth balls, if used that were placed all over inside of camper. Open up camper to bring in fresh air to remove any smells and then close.
11. Check for insect or rodent droppings.
12. Check electrical system.

AT LOCATION:

13. Turn on gas tank valves for stove, refrigerator and furnace to be used.
14. Stabilize and level camper.
15. Follow generator procedure to turn on-See Procedure.
16. Startup refrigerator on gas or electric.
17. Wipe down the counters to give camper a clean startup.
18. If cooking utensils were left in camper, they now need to be washed or replaced.
19. Replace items removed back into camper. Make sure items have been cleaned before replacing.

TEAR DOWN AT SITE:

20. Turn off refrigerator and empty and left open after being at storage location.
21. Turn off propane gas tank valves.
22. Remove all food, so insects & rodents aren't tempted to come in. Canned and otherwise.
23. Wipe down counters, microwave, stove and inside of refrigerator to insure no crumbs are left.
24. Open the doors to all cupboards, drawers & kitchen appliances to make sure there are no crumbs left inside.
25. Wash and clean kitchen utensils as needed.
26. Put away items in their location.
27. Take inventory of items that need to be re-stocked & replaced with inventory list.
28. Dump garbage.
29. Sweep and mop floors.
30. Clean windows as needed.
31. Follow generator procedure to turn off.
32. Replace moth balls that were taken out.
33. Take trailer back to storage location or call for transfer.
34. Bring tire pressure back to 85 lbs.
35. Remove the two batteries from camper and place in storage.
36. Replace tire covers if stored outside to protect from the sun.
37. Write down any problems or areas that need attention or fixing

WINTERIZING CAMPER CHECKLIST:

1. Remove all food, so insects & rodents aren't tempted to come in. Canned and otherwise. Wipe down counters & seats, followed by sweeping & mopping the floor to ensure no crumbs are left. Open the doors to all cupboards, drawers & kitchen appliances to make sure there are no crumbs left inside. Refrigerator should be wiped out and left open.
2. Drain fresh water holding tank.
3. Drain the gray & black holding tanks.
4. Drain hot water heater.
5. Open all hot & cold faucets, plus flush toilet.
6. Drain all water lines by using water pump to force water out.
7. Recap all drains and close all faucets.
8. By-pass the water heater, so RV antifreeze does not go into heater wasting 6 gallons of antifreeze.
9. Disconnect inlet side of water pump. Connect clear tubing to the inlet side and put other end into a gallon container of RV antifreeze. Pump sucks antifreeze through the water pipes and shut off when red antifreeze appears. Start with closest faucet and proceed to the next faucet, slowly opening the hot & cold faucets. Remember to flush toilet until antifreeze appears.
10. Turn off water pump and open a faucet to release the pressure, then close the faucet again.
11. Pour a cupful of antifreeze down each sink drain. Pour a gallon of antifreeze in the toilet and flush into the black holding tank.
12. Make sure all the faucets and water line valves are closed.
13. Pressurize all tires to maximum allowed of 85 lbs.
14. Shut off gas tank valves.
15. Close all windows and roof vents.
16. Remove the two batteries from camper.
17. Cover the tires if stored outside to protect from the sun.
18. Place dryer sheets and/or moth balls all over the inside of camper to help keep insects and rodents out.
19. Store items that you think would be better stored in a controlled environment. Especially anything mice could make a nest in.

Nebraska Lions Foundation Disaster Trailer Policies/Procedures Adopted 11/2021

Nebraska Lions Foundation (“NLF”) owns and operates a mobile trailer to be used to serve food and water to disaster cleanup volunteers in and near Nebraska. At time of flood, tornado, high winds, and fire, after the initial responders move out and are replaced by teams of clean up and repair volunteers, the Disaster Trailer is intended to be offered, sponsored by local Lions Club or the District, to care for the volunteers with food, water, snacks and coffee.

By seeking use of the Trailer, the requesting Club or District agrees to comply and adhere to the following policies and procedures. A copy of current policies/procedures is on the NLF website and in the trailer:

1. The trailer is available for assisting in time of disaster. It is not a parade vehicle nor a show piece. In absence of an affirmative vote of the Disaster Trailer Committee, the trailer is not available for such uses.
2. Requesting use of the trailer by a club or a district is initiated by a call to any member of the Disaster Trailer committee, who will handle the request from there, including contacting the Lions who have access, etc. The committee members and contact phones are listed below. The committee member will contact the Norfolk Lions who have access and put the requesting club district in touch with them to arrange pickup and return.
3. The sponsoring club or district should instantly request the District Governor in the affected area apply for an LCIF disaster grant of \$10,000. These funds would be used to 1) cover the cost of any consumables used (water, gasoline, paper products, etc.) 2) cover the cost of a \$1000 per use payment to NLF for use of the trailer. 3) cover the cost of the sponsor’s mileage and fuel obtaining the trailer in the Norfolk area and transporting to and return from the disaster site, and 4) any additional supplies to assist victims of the disaster (blankets, water, food, cots, etc.)
4. The sponsoring club/district will obtain the trailer and transport it to and return it from the disaster site using an experienced driver and sufficient vehicle. The driver and vehicle must be insured with coverage of at least \$100,000 for damage to the trailer incurred while being towed by the club/district driver.
5. Following use, and upon return to the storage location near Norfolk, the sponsoring club/district shall replace all consumed supplies, including generator fuel, and clean the interior and exterior of the trailer.
6. A written report, following the return of the trailer, shall be emailed to the chair of the trailer committee, advising the days/times of use, details about number of volunteers served by the sponsor, any suggestions or comments appropriate to the trailer, its equipment and these policies/procedures.

7. Contact with the Disaster Trailer committee may be had as follows:

Rick Myers
Cell 402-360-1418
Email rmyers2790@gmail.com

Wilma Arp
Cell 402-910-4233
Email wilmalu@neb.rr.com

Frank Tucker
Phone 402-379-0768

Jeanne Gentry
Phone 308-458-2493
Email jeannegentry@hyannislonghorns.org

Ed Schnabel
Phone 402 480 8542
Email edschnabelasa@gmail.com

Tony Oberley
207-233-8543
Email aoberley@att.net

8. Norfolk Lions to be contacted (by a committee member) for pickup are Frank Tucker or Gary Johnson 402-750-7489

Nebraska Lions Foundation Disaster Trailer

Questions & Answers:

What is the purpose of the NLF Disaster Trailer?

The trailer is to be used by a group of 3-4 volunteers to assist with food service for disaster clean up crews assisting communities during a disaster (serving the clean up volunteers).

Examples: area flooding, tornado, fires, high winds

How is the trailer equipped?

The trailer has a small refrigerator/freezer, roasters, coffee pots, cookie sheets, utensils used when preparing food, paper products for serving food, cleaning supplies, air conditioner and a gas generator for electricity.

How does one reserve the trailer?

The trailer is stored in Norfolk at 403 Channel Road. Your club would need to first contact a member of the NLF committee who will contact the Norfolk Lions who can arrange pickup.

What does one need to haul the trailer?

Your club would need a ½ ton pick-up truck with the proper electrical hook-ups and an experienced driver to pull the trailer. It is a hitch trailer requiring a 2 inch ball.

What does it cost to use the trailer?

Your club could be reimbursed for any expenses such as food and gasoline could be covered by applying for a Disaster Action Grant provided by LCIF. Get your DG to immediately apply for such a grant. It could be received within 24-48 hours! The trailer is covered with a liability insurance policy purchased by the NLF. A copy of that policy is in the trailer. In addition to reimbursing the club for supplies consumed, it could be used to compensate NLF \$1000 for the use of the trailer.

What does my club or community have to provide if we use the trailer?

Multiple groups of 3-4 volunteers would be needed to prepare and serve the meals and break snacks throughout the days of service. Coffee and water should always be available along with snack bars, fruit, and donuts.

Your club would also be responsible for replenishing supplies that are used and the clean-up of equipment and trailer. The trailer should always be left ready to be used by whomever reserves it next. Fresh gasoline in the generator, replaced supplies consumed while used by your club.

Are there detailed policies and procedures regarding the Disaster Trailer?

Yes. These policies and procedures can be found on the NLF website and also are printed and stored in the trailer itself.

How can our club assist right now?

We need each of the four districts (LION) to provide one volunteer to be the main contact person for your district. That Lion would need a list of names that would include one Lion from each club that would be responsible to take the call when Emergency teams call for help after the Red Cross has pulled out of the disaster area. **Will YOU be that person for your District?**

This project would not have been made possible without the support from:

Lions Club International Foundation

District 38-O, Lions of Nebraska

Lion Frank Tucker

Lion Gary Johnson

Lion Randy Ritterbush

Norfolk Lions Club

Columbus Noon Lions Club

Disaster Trailer Committee Members:

Chairman Lion Rick Myers, Lion Frank Tucker, Lion Wilma Arp, Lion Ed Schnable,

Lion Jeanne Gentry and Lion Tony Oberley

A BIG THANK YOU

to the Nebraska Lions Clubs around the state for providing operating inventory

