

## Compost Toilet Block - Assembly Instructions

(No urine separators)

You will need:

- a complete set of panels
- 10mm x 100mm coach bolts, wingnuts and washers
- a large flat screwdriver
- 3 or 4 people
- These instructions

Sequence:

- Fit front riser  
to bottom side panels  
(mirroring sides)
- 16. Add floor panel
- Add steps, including central support panel support
- Add seat panel and seats
- Add central side panels – mirroring sides
- Add back posts  
N.B. Make sure counterbores are visible from the back!
- Add back wall
- Add bottom dividing section  
2 panels between cubicles
- Add top side panels
- Add top dividing sections
- Add hinge post (right hand side), hinge panels (between cubicles) and hinge-free panel (left hand side)
- Add roof sections
- Add doors
- Add back cover

**Dismantling Instructions:** In reverse order to assembly

The ATC Recipe Book



[www.atcoop.org.uk](http://www.atcoop.org.uk)

A guide to putting on grassroots events

This booklet is a collection of articles based on our experiences, providing various advice and practical tips when it comes to setting up a rural or urban convergence. It is an on-going project and is not exhaustive, but it will help you get up and running. We recommend that you use it in conjunction with the "Purple Book", the official guide to putting on outdoor events.

Files:

1. Urban Convergence
2. Site Recommendations
3. Site Plan Graphic
4. Site Office Guide
5. Kitchen Advice
6. Kitchens Skillshare
7. Kitchens Timeline and Central Kitchen
8. Camp Electrics
9. An Introduction to Transport
10. Letter to Neighbourhoods
11. Sanitation Timeline
12. Sanitation Recipe
13. Wheelchair Toilet design graphic
14. Flatpack Toilet design graphic
15. Straw Bale urinal assembly
16. Compost Loo assembly sheet

*Printed for the*  
ATC Training weekend  
8-9th May, Nottingham

*"we know where the shit is buried..."*

## URBAN CONVERGENCE SPACES/PUBLIC SQUATS.....

This guide is in no way written by an expert; and is a work in progress. Internet links are at the bottom of this document.

Recently there have been numerous legal, rented camps and gatherings (for example, Earth First, No Borders) and camps occupying squatted sites (The Camp for Climate Action). There have also been numerous urban convergence spaces (Glasgow and Edinburgh during the G8) and squatted social centres; both long and short term, including Rampart, the Spike, the Temporary Autonomous Artist's convergences, all the squats across the country for April 11-12 Autonomous Days of Action, and many, many more.

This guide is specifically about short-term squats and urban convergence spaces for large scale events. It covers large scale urban convergence spaces, such as those in Edinburgh and Glasgow during the 2005 G8 protests and also buildings used as a contact point for wider mobilisations. For more information on social centres generally please see the excellent Trapese website, or the Social Centres Network Wiki.

Convergence spaces are places where people can meet, socialise, organise actions and get cheap food. They are self-managed and non hierarchical which means everyone has to contribute to their running. Most mobilisations - whether urban or rural - rely on an urban convergence space of some description, from which to organise and coordinate people/equipment and services.

### WHY SQUAT?

Squatting is legal in England and Wales. Squatting (buildings or land) is an action in itself...when we create autonomous spaces we create our own places from which to celebrate, create, take action and mobilise.

### WHY RENT?

You may decide that you want more stability for your convergence space and therefore renting maybe a good option for you. Also, in recent times, many social centres (both rented and squatted) have been used as convergence spaces. Remember however, that the powers that be can interfere in all manner of ways. If you are renting, this is not a guarantee that you will have a secure space.

### WHY URBAN?

Urban convergences have a long history of providing activists with the essentials required when mobilising large numbers of people. They can provide a stable communications hub, act as a storage facility, meeting point, info shop, or café, provide accommodation, or a space from which to build essential infrastructure for large land projects. Urban convergence spaces also support movement building; providing a space for new people to get involved. This is especially important if you are expecting a strong international presence at your mobilisation; people will need somewhere to sleep and feel secure.

### WHAT DO YOU WANT TO ACHIEVE?

Consider the practical requirements of your project; and be realistic about your limitations. Whether you are squatting or renting a convergence space, you'll need to consider the following: fund-raising, electrics, plumbing, health and safety, length of stay, cleaning, legal issues, security, equipment ('tat') and skills.

Remember, all buildings whether rented or squatted are never guaranteed to be secure and reliable. Owners can be placed under great pressure from the police if it is for a political event. Local residents may also mount campaigns resisting the existence of the space. As with land projects, be aware that you could be raided/shut down/evicted at any time and take precautions accordingly.

### SETTING UP

As with land squats, urban convergence spaces (especially squatted ones) are extremely vulnerable during the 'set-up' stage. It's important to think about defences you might need before hand (and have a good team ready to help out if needed; including legal support).

The benefit of squatting a building is that you don't have to worry about all the bureaucracy associated with renting. However, even though you don't do so much official paper work, it's useful to sort out things like

## Straw bale urinal – Assembly instructions (No urine separators)

You will need:

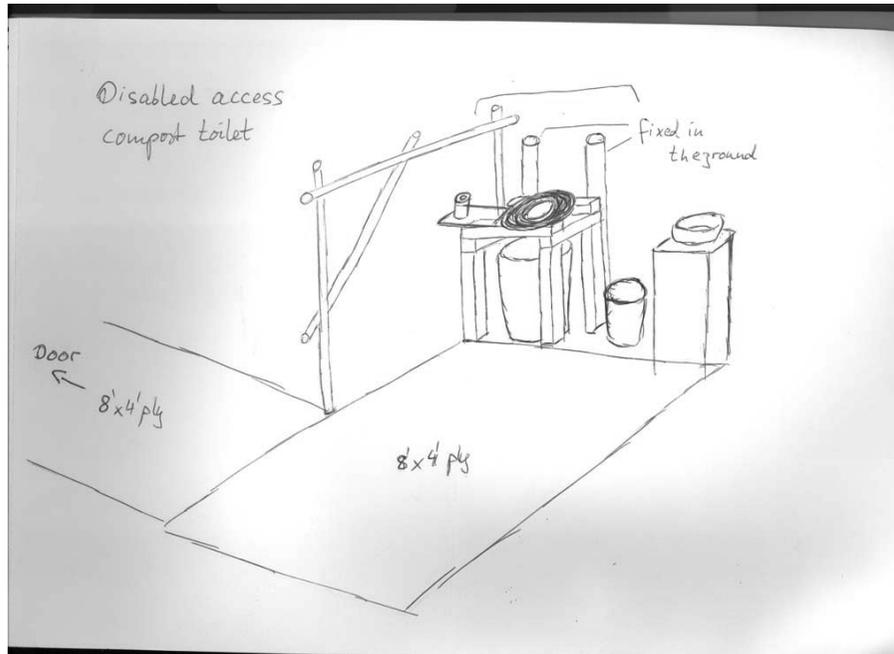
- a complete set of panels
- 10mm x 100mm coach bolts, wingnuts and washers
- a large flat screwdriver
- 3 or 4 people
- These instructions

Sequence:

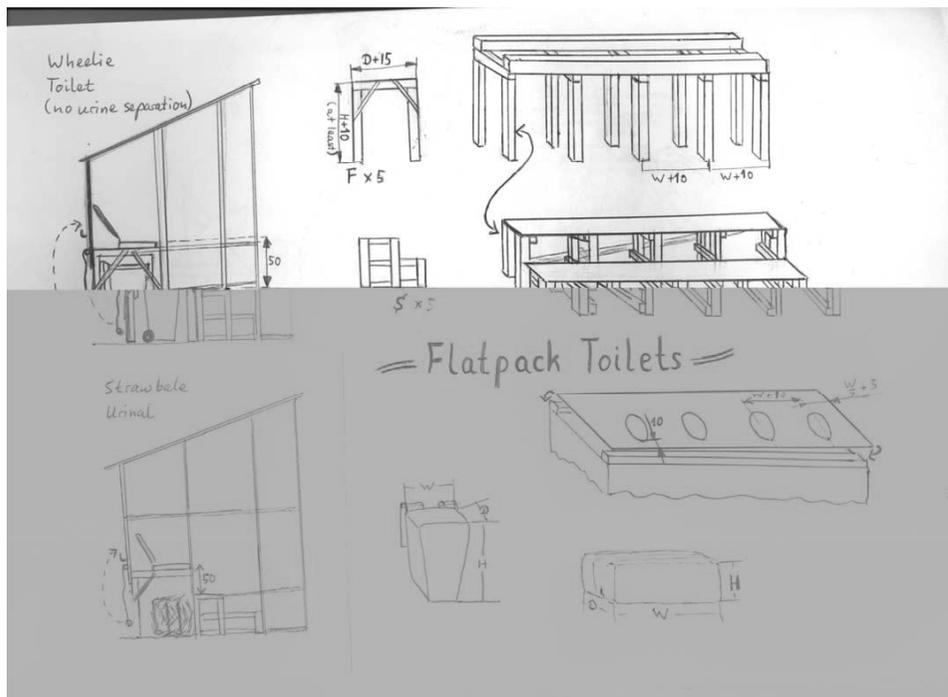
- Fit front riser  
to floor panel
- 15. ● Fit both to bottom side panels (mirroring sides)
- Add seat panel and seats
- Add top side panels – mirroring sides
- Add back posts  
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- Add back wall
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2 panels between cubicles
- Add top dividing sections
- Add door hinge post (right hand side), hinge panels (between cubicles) and hinge-free panel (left hand side)
- Add roof sections
- Add doors
- Add back cover

**Dismantling Instructions:** In reverse order to assembly

## Disabled Toilet graphic



## Flatpack Toilet graphic



collecting and banking money, dealing with solicitors, owners, the media and bailiffs, and getting the utilities turned on.

The most important thing is to find a place you are not going to get evicted from quickly. It's difficult to tell how long a squat will last for. It could be a while, or you could be evicted in a couple of weeks through the court. It's also important to know if the owner has a record of violent evictions. Buildings are often easier to occupy if they are owned by the council, a university or other large public institution – large organisations that act slowly. Commercial landlords and property companies are more unpredictable.

Opening a new squat is always a bit of a gamble. Check for signs of someone living in/using the building, how easy it is to get in and what the condition of the place is. Whether you are looking to squat, buy or rent, the most effective way of finding a building is to walk, bike or drive round every street of the area you are interested in. If you are not sure, note the address and you can do a search for the owner through the Land Registry.

Whether squatted or rented, chances are that as soon as the powers that be realise you are organising from a specific location, that location will come under surveillance. They may well station themselves outside the building, photographing who is entering and leaving the building, monitor CCTV, or bug the building and also try to obstruct work. Be mindful of this when directing people to the space; it can be quite upsetting if people have not had much interaction with the police.

## TAKING A BUILDING

For more information on getting into a building, security and legal issues and connecting to the utilities, see the excellent 'Squatters Handbook'; written by the ASS, this is the bible for any squatters, and contains practical, comprehensive instructions for all aspects of squatting.

## ORGANISING THE SPACE AND ITS ACTIVITIES

The size and dimensions of your space, as well as time and money, shape the possibilities and limitations. Is the convergence space a space for anyone to come and spend time in, or is it much more work focused? What do you need in terms of equipment and access? Always make sure there is someone in the space to deal with enquiries. This can be quite draining; so make sure that individual feels valued and has support and regular breaks! If you are using an urban space to support a land project such as the Climate Camp, make sure you have good communications with it, and that the same people don't get left sorting out all the administrative tasks! Sometimes squats can end up feeling quite restrictive if you don't have people to relieve you.

Problems can often arise with urban convergence spaces when they are opened. Autonomous spaces still require some agreements to work! Who can stay there? Will it be a vegan space? What will the policy on drink/drugs be? Can anyone go anywhere in the building? How will you make decisions in an emergency?

You should also think about connecting with the outside world. If your project is very short term you probably won't bother doing much community outreach. However, it may well be useful to have good contacts in the local area so you might want to consider doing the following:

- Make a clear display area in the space on how to get involved
- Make sure working collectives are clearly contactable and have regular, open meetings
- Set up an email discussion/announcements/organising list but also make sure that those without email are contacted
- Have a phone contact or email address that is checked regularly but rotates around different people

## TELECOMS

Internet access and incoming and outgoing phone lines in a squat or other non permanent spaces can be difficult as fixed contract services might not be practical or possible.

Good communications are vital to effective organising so providing autonomous spaces with good communication tools is very important. However, by their nature autonomous spaces tend to be temporary and economically challenged so this document looks at how those issues affect us and can be overcome. It's vital to

maintain contact with the wider world; if you have a squat phone, always make sure its charged, and that whoever is answering it has a nice telephone manner, and try to keep credit on it!

Connecting to the internet with a contract can be problematic in temporary convergence spaces and squats. Do a wi-fi audit of your area; and if it seems too difficult to crack into then consider asking your neighbours if you can share.

For more details on squat telecoms, including mobile phones, soft phones, skype and VOIP, see the excellent Activix wiki.

#### EVICTON/DEFENCES

Whether squatted or rented, if your campaign is successful and the police or owner decide you are being too effective from your chosen space, you will face increased pressure. Make sure the building is legal; and conforms with health and safety guidelines etc. Liaising with the council is often key to the success of urban and rural events. Try to make connections to the council before the police do; and maintain a professional, approachable front.

If the powers that be are determined to shut you down, they will try to find any way possible to declare the space unfit for public habitation. Don't give them any reason to shut you down.

Self managed spaces close or move on for a variety of reasons. A campaign may end, group energy may be sapped, finances may go belly up, the landlord may cancel your tenancy. In the case of squats, they are usually evicted.

If you want specific advice (from ASS or anyone) scan your court application papers and post them online for people to take a look. The best defence will probably be a technical one based on errors in their paperwork. It's always worth trying a defence, however dubious it may seem, it could get you more time in the building and you never know what might occur during that time. If you are seriously considering eviction, be prepared, and think carefully about equipment and skills you might need, and again, consult the Squatters Handbook!

Good luck!

#### RESOURCES

There is a lot of help out there...use it!

#### ASS

Invaluable support service for squatters. They'll help; with practical advice, including legal. ASS produces The Squatters Handbook ( 12th edition is the latest ) It's £2.00 from [Advisory Service For Squatters, 84b, Whitechapel High St, London E1 7QX](mailto:Advisory Service For Squatters, 84b, Whitechapel High St, London E1 7QX) <http://www.squatter.org.uk/>  
Phone:- 020 3216 0099 ( or 0845 644 5814 land lines outside of London ) [addradvice@squatter.org.uk](mailto:addradvice@squatter.org.uk)

#### TRAPESE

Trapeze is a Popular Education Collective who offers workshops and training aimed at inspiring and promoting action for changing our world. ...Authors of Handbook for Change; which includes useful information on social centres. <http://trapeze.clearerchannel.org/>

#### SOCIAL CENTRE NETWORK

Social Centres are self-managed spaces either owned, occupied or leased which take many different forms. <http://www.socialcentresnetwork.org.uk/>

#### SQUAT TELECOMS

The Aktivix wiki contains lots of useful information for grass roots campaign groups; and the chapter on squat telecoms is full of practical ways to keep your convergence space or squat connected...  
<https://en.wiki.aktivix.org/SquatTelecoms>

Equipment: 12V impact drill & screwdriver, claw hammers, panel saws, spirit levels,

Ingredients: timber as per cutting list,

Nails – 3”, 4”, 5” Buy by the bucket, they’re much cheaper & you’ll probably get through them.

Tacks and staples for fitting fabric, 1 ½” or 2” pins for planks or boards and bracing

#### Assembly

For flatpack toilets - see instruction sheet

In general, the more work you can put in off-site and before the event, the quicker structures will go up once you're on site. Cutting timber to size and pre-assembling components all helps. Make sure you bundle and mark components clearly, to avoid chaos later on.

Four well equipped people with reasonable woodwork skills in a suitable space can pre-fabricate most of the toilets needed for a large event within a week. One person taking on the role of coordinator makes things go much more smoothly. So does a supply of cash for unexpected expenses. It's good to use the strength of electric drilled screws for the flatpack parts, but don't depend on them in any way on site. If you use them for the superstructure, electricity and these special tools will be needed for dismantling, and slow things down.

#### Equipment and Signage

buckets for sawdust – one per cubicle

small buckets for sanitary products – one per cubicle

toilet roll container (ideal: Suma 1kg peanut butter tub)

Signs for the obvious stuff – Men/Women/Kids/Disabled

Instructions for use

Arrows pointing to toilets from strategic locations

#### Maintenance

Equipment: rubber gloves or gauntlets, waterproofs or overalls, antiseptic wipes, disinfectant cleaner, buckets, mops, dustpan and brush (all marked TOILET and for toilet use only), wheelbarrow, pitchfork, buckets for sawdust and for sanitary products (one per cubicle)

Ingredients: Loo roll, sawdust, loo paper, replacement bales,

A committed team of volunteers

At Climate camp 2007, we had teams of six going round twice daily most days, and three times during the days when we had over 1200 people (Friday to Sunday)

#### Tat down – Dismantling and site clear-up

The most smelly and most heroic part of the operation. We needed four 7.5 tonne lorry trips for about 300 straw bales and 60 wheelie bins. Each lorry had a separate car full of volunteers coming along, to spread the work between as many people as practical.

When taking structures apart, make sure the steps, seat support and seat board are kept intact. They can be stored and reused. Recover as much of the superstructure, doors etc. as possible – but wood smaller than 2”x2” is hardly worth bothering with & should go to recycling or the bonfire: its difficult to remove small bits of wood without breaking them.

#### Law, Health & Safety

Composting in closed containers is not regulated. To transport piss, shit or indeed any compostable material, you need to apply for a waste carrier license with the environment agency. If you transport only a small amount (which you are likely to do for an event under 2000 people), you can apply for an exemption, which you will have to show if someone stops and checks your vehicle. This is unlikely to be the cops, if you tell them what you carry. The Environment Agency is more likely to be interested, but when do they ever do roadside checks? See separate sheets for license pro forma

#### Literature:

The humanure handbook, John Jenkins

Lifting the lid, Peter Harper & Louise Halestrap (CAT)

### ***Flatpack wheelie toilet***

See drawings and cutting list (timber lengths and thicknesses required) for construction details of a 4-seater block. If you build the toilets from scratch, we recommend starting well ahead of your event in a nearby yard with hard standing. Start by sourcing your wheelie bins and measuring their dimensions – they can be quite different in size.

The seat support, seating board and steps can all be manufactured in advance, and all other wood can be cut to size, to minimise assembly time on site. If you're super-organised, you can even pre-drill holes for even quicker assembly. Proper toilet seats are the all-important ingredient for comfort and confidence in the system. Doors, walls and roof can be wood, fibreboard, plastic or fabric, depending on the character of the event and the desired grade of comfort. If you can make them reusable, all the better. If you're expecting high winds, use ropes or posts to anchor the block in the ground.

### ***Thunderbox***

This is a closed system using 1 cubic metre industrial bulk containers (IBCs), with two seats and urine separators fitted. The IBC also serves as support structure for the frame, walls, steps and cabin floor. Probably the most comfortable of all portable systems, but the components definitely need to be constructed off site.

Detailed instructions and training can be obtained from [www.thunderboxes2go.co.uk](http://www.thunderboxes2go.co.uk)

### ***Strawbale urinals - Male***

Men's urinals are easy – put some bales on the ground, provide some shelter and the boys will just get on with it. It's worth adding a shallow trench below the bales and filling it with sawdust, which can be replaced occasionally, to keep odours down. Pallets in front of the bales makes the users more comfortable. To prevent rain making the area messy, dig a trench around the whole structure.

### ***Strawbale urinals – Female***

Female urinals are a variation of the Flatpack toilet, with shorter legs and a space for one strawbale per cubicle. The same design principles apply. As with men's urinals, a trench around the back of the structure helps keeping the area dry, hygienic and pleasant.

### ***Children's and Disabled toilets***

These can be easily built using a bucket-and seat system. If you can't find seats that are big enough, you can build them yourself easily enough. For disabled toilets, plywood flooring and a frame made out of scaffolding poles ensure wheelchair access and sturdy handles.

### ***Urine separation systems***

There are a couple of useful commercial systems – the main ones are built by Natsol and Separett<sup>1</sup>. They need connecting with guttering and/or waste water pipes to a receptacle. You may need to add extra height or depth to your toilet, to accommodate the pipe work. Alternatively, the urine can be caught on strawbales, or led into a patch of willow or another nutrient-hungry biomass crop.

### ***Designs & cutting lists***

see separate sheets for  
Flatpack wheelie toilet and  
strawbale urinals  
Disabled toilet - principle

### ***Preparation***

<sup>1</sup> <http://www.separett.eu/default.asp?id=2128&ptid=> , <http://www.natsol.co.uk/products.html>

### **Tips for Site Coordination**

This document is based on the experiences of the site team of Climate Camps in 2006 and 2007. Sometimes it is written as instructions for the future, or the “ideal” and sometimes as descriptions of the past. Your circumstances won't be the same as ours, but this debrief-document might bring important issues into consciousness, and help you plan and prepare effectively. Remember: Planning and preparation prevent piss-poor performance.

#### ***Contents***

- 1.0 Site Co-ordinators
- 1.1 Procurement
- 1.2 Pre-camp premises and team
- 1.3 Taking the site
- 1.4 Site office
- 1.5 Meetings
- 2 Access
- 3 Communications and gates
- 4 Transport
- 5 Eco-wash
- 6 Recycling and Waste
- 7 Council Liaison
- 8 Clearing Up AKA Tat down
- 9 Debrief

#### **1.0. Site coordinators**

It would be wise to have a team of coordinators starting to think about logistics long before the site and date of events are known. There are plenty of things to get your head around, and the more lead-in time you have, the better. It's worth looking through folders from previous camps, and contacting the teams who have run them for valuable lessons. At the point of moving into the preparation space (see 1.2.) the team would ideally be three to five people, between them taking on procurement, storage, making of structures, council liaison, volunteer recruitment and coordination.

#### **1.1 Procurement:**

As soon as the site is known, find the following:

- Agreement with the Climate Camp Gathering on a site preparation budget, covering hire of premises (see below), and procurement of materials including transport
- If possible, a debit card from the finance team, to pay for agreed expenses – maybe on a dedicated site account?
- People who are willing to be trained for the various specialist site teams
- People who are willing to train the various specialist site teams
- A venue for training, at least two months before the event
- Someone with a vehicle and a garage to be buying/ tatting/ sourcing/ storing stuff from as soon as the site is known. (This might in future be the tat collective)
- A recycling timber yard for your diverse building needs
- A recycling project for paint, fabric and whatever else is available
- Sources of sawdust, woodchip, straw bales etc. for toilets (straw bales are easier to find and cheaper early in the year – we had trouble finding any at all in July!)
- A site or sites where you can take the compost and straw bales left over from your kitchens, toilets, urinals and grey water systems

All this will save a lot of money and hassle in the run up to the camp.

#### **1.2 Pre Camp Premises & team:**

If you can, find premises combining office, construction area and storage space under one roof. If that's not possible, find an office within short distance of the other two. It may be worth having all this at least two weeks before the event, so structures such as toilets, grey water systems etc. can be built in advance. It's also a good

collection point for volunteers, who can join in the various preparation tasks, and be integrated into the diverse specialist site teams. Surveillance might be an issue.

In this period, it's good to have a team of four people based at the office and premises, who will have their hands full with tasks like ordering equipment and material, liaising with site specialists, other working groups and official bods, coordinating pick-up journeys, sorting through stores and coordinating volunteers. Daily coordination meetings each morning help keep everybody up to speed.

Timber ordered and cut to size for camp structure needs to be bundled and clearly marked for its purpose, to avoid getting mixed up later on site, and also to avoid people using it for random building jobs. Timber for neighbourhoods needs to be ordered by them beforehand, to avoid massive wastage of wood, as happened at previous camps. This needs to be pointed out at a pre-camp gathering.

### 1.3 Taking the Site

The fire lane and boundary teams need to be on it straight away. Initial marking out of fire lanes needs 3 teams of 2 people to avoid knacker-ing individuals early on. Don't use cheap hazard tape for marking lanes – it will get ripped each night and have to be replaced. Use a thicker, ribbon tape instead, made flush with the ground by banging wooden pegs right in. Spaces for structures need to be marked out with flags at the corners and in the centre, or in any other obvious way.

Another person is needed to mark out bays for different types of materials and equipment. This will avoid unnecessary loss of equipment and supplies within the site as a lot of stuff will arrive at the same time and be brought in, in a frenzied fashion. Each bay needs a clear sign as to what it is supposed to contain. Have an occasional check to make sure that the system still works. If you put the bays in view of the site tent you can keep an eye on what goes in and out, and direct people if necessary.

Wood particularly needs to be rationed – it was the main wasted item at CC 06 and CC 07 (4 lorry loads wasted and £300 extra cost for pick up!)

### 1.4 Site Office

This will be a space packed with people and tools, some of them hazardous and/or expensive (the tools), so aim for something like a 30'x20' non-leaky marquee. The electricians need the most space! Alternatively, you could go for a "tool bar" (signing in/out of tools) set up in a secure trailer which could be parked behind the Site structure and connect with it by a serving hatch. A trailer like "veggies" but bigger could serve as year round secure tool storage only requiring hard standing, and improve security and organisation before, during and after the camp too.

It's very important to establish good links with other groups such as police/council liaison, and individuals such as plumbers, carpenters and electricians, including the many who will join you as volunteers as they arrive at the camp. The ever-extending nature of the team helps to keep on top of trouble shooting throughout the event without individual burn out.

#### ***What you can't have enough of:***

1. Willing volunteers – keep everybody's name, neighbourhood and phone number together with a note on what they're particularly good at or keen on doing
2. Material, paint and brushes for banner making and sign writing. A designated space where this and sign-writing were going on would also be a good idea.
3. Spare big tent pegs, esp. wooden, and marquee spikes.
4. Big sledgehammers early in the event for marquee set-up.
5. Tea and biscuits for volunteers and site team

### 1.5 Meetings:

At CC 07 it was good for us to top the Site-wide meetings agenda, not sure how the neighbourhoods felt about

## Sanitation Recipe

### ***Initial Considerations***

Before you start planning your system, if possible consult the people who will use it and the ones owning/using the site normally. Once you've drawn up some initial plans, run through them with all concerned, so everybody is kept in the picture.

If possible, stay above ground. Pit latrines, although easy to set up, increase the risk of ground water contamination, and the compost will always be more useful and accessible on ground level. Build a permanent system if you can. That is, if you have a good relationship with the landowner, and they are using the site for other events too.

If you have to build a temporary system, the first thing to sort out is where to take the humanure afterwards. If you're lucky, there is a friendly farmer or allotment site happy to take it off you. It's top quality fertiliser, once it's been stored for long enough.

Try separating urine from shit, for a number of reasons. If you can collect urine separately in containers, the volume of soaking material (and subsequent transport) needed, reduces drastically. Unlike shit, urine is a sterile substance and can be caught on straw bales, making excellent quick compost. This can happen on or off site, although with time urine gets increasingly less pleasant to handle.

Find a disposal site as early as possible – start looking as soon as you know your site. Wwoof farms, permaculture projects and some community allotment sites may be willing or even keen to get their hands on your droppings. The Community Composting Network, the WWOOF network, Permaculture Association and the Federation of City Farms and Community Gardens may have useful contacts.

### ***Calculating volumes and numbers***

The legal minimum is 1 toilet per 100 people – no separation between men & women or between urine and shit is required. However, if you provide urinals I would recommend separating them for obvious anatomical reasons.

### ***Piss and shit in facts & figures***

Average volume of shit per person per day  
about 100 cubic centimetres = 0.1 litre = 0.0001 cubic metre  
The same volume is required in soaking material

Average volume of urine per person per day  
at least 1 litre = 0.001 cubic metre

### ***Systems described, starting with the least sophisticated:***

#### ***Pit/trench latrine***

The big issue with this system is to minimise nitrogen and pathogens leaching into the ground water. It may not be easy to work out the ground-water level, especially if you arrive at the site in a dry period. If you've got any concern that the ground water might rise to near the bottom of the trench, use a different system. If you are sure that the bottom of a trench, will be well above groundwater level, then dig on; 2ft wide, 2-3ft deep. Add walls and roof to taste. Place a couple of boards across it, for people to squat on. For extra sitting comfort you could even nail an old commode on it, or a chair with the centre of the seat cut out. Dig another small trench around the outside of the toilet, to avoid rainwater entering the trench.

- **Maintain regular contact** within the team and with neighbourhoods. Make sure any final needs for information and support are met and that you know when to expect neighbourhoods on site so you know capacity and cover for the first few days of the camp. This will give an idea of how quickly toilets will have to go up, and in what order.

- **Order timber supplies to the pre-event storage and building space.**

- **Set date for building of necessary structures and invite volunteers.** using site email list, contacts from previous gatherings and those made in the run-up to this year's event.

-**Arrange for transport of structures to the site.** At least one block of toilets and one complete set of tools for toilet set-up complete with sawdust and wheeliebins needs to arrive with the get-in crew, and preferably a few bales of straw and a set of urinals.

-**Have a strong toilet set up crew in place** and ready to be onsite as soon as the site is taken. Do an inventory of equipment and do last minute checks.

### Immediately before Site Set Up

**Get on site as soon as you can after it is taken.** Start assembling toilets as soon as practicable.

### August: A Brief and Not Comprehensive Summary of Onsite Tasks and Routines.

- **Keep site meeting up to date** with new toilet locations as they are ready. Make sure to have a maintenance rota in place – neighbourhoods can either adopt a toilet close to them, or do at least one day of cleaning all toilets.

14. **Set up hand wash facilities** at the same time as toilets, improvise with bowls and buckets until/unless running water arrives.

### **Main Camp**

- **Make sure that volunteers for toilet maintenance are well briefed and equipped**
- **Monitor need for replacing bins and straw bales.** If they need to be replaced more than once a day, build more toilets/ urinals.
- **Let site meeting and neighbourhoods know if more volunteers are needed**
- **Before the day of action, make sure to have a crew for maintenance.** The day of action is a good time for a great tidy up and any repairs that are needed.
- **A few days before the end, start recruiting volunteers for delivering humanure to its final destination(s).**

### **Tat Down**

- **Begin to take down toilets as neighbourhoods leave** - take structures apart carefully, and keep flat-pack components intact.
- **Arrange for transport of humanure and straw bales** to their final destinations. Send an extra car full of volunteers with each lorry. Make sure all volunteers have protective clothing (waterproofs or overalls).
- **Have some kind of review meeting on lessons learnt for next year. and add lessons learnt to the Instruction sheet.**

always being at the bottom! Our own internal meetings worked best in the evenings, so we could all spread out and catch the neighbourhood and general meetings come morning.

### 2.0 Access:

For wheelchair access, a path made from 8'x4' ply sheets (min 3/4" thickness) has been used successfully at past gatherings. The track should at least connect the site entrance with the main marquee, the wheelchair friendly neighbourhood and the disabled access toilet. FSC certified ply would be nice.

At previous events, induction loops were set up for people with hearing difficulties during meetings in the main marquee. These can be hired from some resource centres.

Access for children – a separate children's toilet block will be much appreciated, this can be a bucket job – see Sanitation recipe for details. Other space for children and parents/ carers needs to be allocated in the site layout, and structures provided.

Interpretation into foreign languages during meetings has usually not featured as an issue, and was probably arranged on a one-to-one basis.

### 3. Comm(unication)s & Gates:

The division of Communications and Gates have related but separate roles and should therefore have separate spaces. At climate camps, on-site communications use a mixture of short-wave radios and mobile phones. The Comms tent is primarily concerned with the methodical charging of batteries and radios, training people in the use thereof, and being a back up for info spread. Gate manages the bulk of information-spreading, as well as the obvious securing of the entry points, observing and reporting what the cops are up to. Having Comms not facing the general public seemed to work in not having them dragged in to all gate activity, as at Drax. Each daytime Gate shift is taken on by a different neighbourhood and includes one person whose role it is to be in the Comms tent, learning the back room stuff while their mates are gate keeping. This way all neighbourhoods can learn how to maintain communications technologies as well as use them.

### 4. Transport:

Ideally the camp would have:

1 x 7.5t flatbed trucks with hydraulic lift

1 or 2 x 7.5t box lorry

2 or 3 3.5t box vans,

2 Or 3 transit vans and flatbeds each

a 4x4 *or* quad motorbike with trailer for on-site movement of stuff

2 or more minibuses

At least 2 drivers for each of the above

Transport needs a couple of people engaged in the preparation process from early on, with their heads in transport mode to work out vehicle needs and cheap and convenient ways of hiring vehicles – in particular finding a friendly company to put hire vans on its insurance for any driver, if possible.

Recruit as many drivers as possible early in the process to avoid burn out.

### 5 Eco-Wash:

It's far-awayness was brilliant - it would have been a swamp if it had been more central, and if there is no greywater system and it's not hot, sunny and dry, then bowl washes not showers is the thing! If we have a solar shower on mains water again though, it will need some form of water restriction (rationing), and a grey water system that pipes away the potential swamp.

*“ My own ideal facility would have*

- *a cold water tap plus a tap with solar-panel hot water but no*
- *shower-heads*
- *equipment for bowl washing and perforated plastic bottle hand-held*
- *rinsing off (minimalist showers). There could be sponge-baths made by*

- *cutting down old water butts or barrels, in which case grey water could*
- *be disposed a short distance away*
- *rushes or straw plus rugs on the ground*
- *clotheslines*
- *screens giving somewhat casual privacy and at least one more*
- *discreet cubicle for the modest.” A. Washmeister*

## 6.0 Recycling & Waste:

Collection areas in each neighbourhood

Central collection area with marked wheelie bins near site vehicle exit

Separate large area for wheelie bins and straw bales from toilets, marked with hazard tape, also near the site exit

## 7.0 Council Liaison:

High praise for the team and the good working relationship they established with the council. Had there been a bigger council liaison team, or one less overworked by police liaison duties, we wonder if we might have been able to secure vehicle access much quicker as it wasn't until the end of the camp we found out just how much the council wanted to push the police to allow vehicle access. We could have combined forces at the beginning had we known this. Generally, we feel a larger group of people communicating with the council could help to ease the load on key individuals, without presenting a confusing 'front'. We suggest than the primary "Council Liaison Co-ordinator" opens channels for individuals with specific responsibilities within the councils and their corresponding Climate Camp topic co-ordinator to get together to act autonomously, for example one each on health and safety, recycling and composting, water. This worked well at CC 06.

## 8.0 Clearing Up AKA Tat down:

In general, Neighbourhoods organised their own tat downs very effectively, and enough volunteers stayed on to make tat down, with the Tat Bays system, pretty smooth. Make announcements at the site meeting asking for volunteers, starting a few days before the official end of the camp. Take names, neighbourhoods and contact numbers for volunteers and driving license details if they've got one.

## 9.0 De-brief

Try to get together with site team members as soon after the event as you are able (and can bear), to write down any lessons learned from the experience of running the site. These notes could provide a basic structure for this process. Afterwards, it's worth sending your debrief round to other site team members and committed volunteers. One person could collect feedback and ideally add any salient point to these notes.

Make sure you keep contacts of any volunteers and crew members who expressed an interest in helping with future camps, together with information about their relevant skills and interest. Data-protection issues could be addressed or ignored here, depending on the tone of the event. We didn't think about them at Climate Camp Site office 2007, and haven't had any problems with people resenting being phoned up, when they gave their information freely!

Information is power. Use it. Share it.

## Timeline for Sanitation

### Coordination

The sooner a sanitation team, or at least a coordinator, comes on board, the better. As soon as the site is determined,

- Start finding places to take the humanure.
- Order bales of straw (ca 3ft x 1.5 ft x 1 ft - not the huge ones!) We had 300 for a 1,200 people site, which was just about right. You can probably order bales a few months in advance for pick up just before the event. If you do that, you may want to pay a deposit to secure the straw.
- Find a friendly wood recycling yard that will let you have any stuff they want to get rid off, and/or make you a cheap deal for construction timber.
- Find a local source of sawdust, woodchip, coffee bean husks or the like. Arrange for pick-up once storage space has been found.
- Set a training date for people willing to help build toilets. This can be at a site where the “training” toilet will remain, or where it can be stored until site set-up.

Roles within the team:

- Building structures – a coordinator
- Toilet maintenance during the event – a coordinator

Liaise with

- Plumbing for washing facilities near toilet blocks
- Site meetings/neighbourhoods for volunteer toilet cleaners
- Council liaison before the council comes on site

### Timeline of Tasks from March to August 2008

**March-May 2008:** These can be shared within the team as appropriate

- **Contact neighbourhood kitchens with a checklist for sanitation maintenance.** This way neighbourhoods know what will need doing, and can arrange for volunteer teams to take on maintenance tasks.
- **Begin recruitment** of coordinators and volunteers for building structures at the earliest possible time. Set a date for training, in liaison with other working groups and site teams.
- **Make the team available for questions**, and have a known contact person
- **Do an inventory of existing toilet structures, and calculate anticipated need.** Develop a timber order.
- **Source suppliers of materials (straw, timber, soaking materials) local to the site and make price and credit enquiries:**

**May-June 2008**

- **Run training event for building structures.** Make sure you keep peoples contact details, and their availability before, during and after the camp.
- **Check state and completeness of existing toilets** in storage locker.
- **Arrange transport for existing structures and wheelie bins** from storage locker to the site.
- **Prepare timber order** for additional toilets and urinals, liaise with procurement and finance people.

**June –July 2008**



## **Site Office - Enter the Hub**

### ***Why have a site office?***

When events reach a certain size, separation of function needs to occur.

By site office we do not mean first aid tent, a welcome desk, nor trauma support. Unlike those areas, a site office can be staffed for "business hours" only, and depending on the nature of your event, it could incorporate a tool store, an information desk, a communication hub or just a message book hanging in an empty tent. If widely-known about, and accessible to co-organisers and event-visitors though, it could be a key part of a well oiled machine.

### ***Location***

Close to the entrance, near a vehicle access point, next to storage area for incoming goods and recycling. It makes sense to have a source of power and water nearby, and be near an internet connection for looking up information, emailing orders of materials etc.

### ***Purpose***

What will the site office do? The business of a site office needs defining from the start - do queries and information about electrics, plumbing, access, council-liaison, etc. all come to the site office, or do some of those details have their own co-ordination spaces?

One site office can only do so much. Here are some features to choose from, and how they might work.

### ***Receptionist***

This is the friendly, sorted person at the front (or rather bunch of people) who people first contact when coming to the site office. They cover the chaos that might be going on in the background. It's a vital function for bigger events, and a life saver for the people working on site set-up and maintenance. It also means there's someone left at the desk when all other site workers are out building or fixing things. This job could include checking tools out and back in, giving people quick answers to their requests if possible, connecting them to a specialist if that's required, directing them to the welcome/ action support/ workshop/ ... tent if that's what it turns out they're after, and fobbing them off in the nicest possible way if they're just wasting time. Goods deliveries might be handled through the site office. People bringing deliveries may turn up and need directing to the person who is in charge of receiving it. The great thing about being a receptionist is, everybody at the site office will love you for keeping their backs free. But it's definitely a rota job, as you can only do so many hours of answering the same questions over and over again.

### ***Tool store***

Where set-up involves non-specific volunteers as well as self-tooled-up craftfolk, a big supply of tools, a warm but eagle eyed office-sitter and a signing in and out book can facilitate everyone's will to help construct and embellish a camp.

At the 2007 climate camp many tooled up attendees lent their tools for the duration of the event, on the understanding that they would not be lost. To this end we catalogued and labelled (in permanent marker, not a removable sticker) all the tools and electrical kit that came in, so it was clear in the tool-signing-in-and-out book exactly what had gone where with whom. At Climate camp, we took people's names and neighbourhoods, but perhaps mobile phone numbers or a ransom item (phone, bank card, passport) could be used at a less trusting event! Some expensive or precious items were stored separately and only lent out to named trusted individuals. This increased security is something that the person lending the tool to the site office can request.

(In practice in 2007, just a very few items were damaged or pinched, and a great many items were never picked up again by the lenders! That wasn't a problem for us, because we had somewhere for them to go - into the pooled resources for this co-op, but it might be important for your event to have nothing left over, and a heavier push on lenders to come and collect their items at the end.)

The tools are best organised clearly behind the receptionist, but consumable items like nails and screws can be positioned in a more accessible part of the space. While gaffer tape and paint are technically consumer products, we'd advise numbering each roll, tin or tub to encourage bring-back. The empty roll returning is better than a dozen half-used rolls left lying all over the site.

Power tools are a sneaky resource, which create demand for themselves, and bottleneck procedures; structures

## **Food preparation**

- Use separate chopping boards for different foods (bread/cakes etc., raw veg and salad, other)
- Use clean knives/utensils
- Handle raw and cooked food separately using different utensils
- Clean as you go
- Store utensils and other equipment cleanly and safely

## **Food temperature and reheating**

- Hot food kept above 63 degrees C
- Cold food kept below 5 degrees C
- Ensure all food cooked through before serving, serve piping hot
- Reheat once only and thoroughly

## **Serving food**

- Provide clean utensils for self serving, different ones for raw and cooked food

## **Covering and storing food**

- Store raw and cooked food separately
- Separate containers for raw and cooked food
- Cover and secure all opened food packets
- Cover prepared food to be served in the near future
- Store prepared food to be used later in labeled, airtight containers
- Keep all food off the ground, at least one pallet high

## **Pest control**

- Protect open food from flying insects
- Check regularly for pests

## **Surfaces and cleaning**

- Tea towels to be clean and in a fit state to use (recommend only use for handling hot pans etc.)
- Wipe clean surfaces on all food preparation areas
- Keep surfaces, chopping boards and utensils clean
- Double sink (washing and rinsing) using hot water and washing up liquid for washing all crockery, cutlery and equipment
- Adequate cloths/scorers cleaned regularly
- Wash vegetables in separate sink/container

<b>Hand-washing set up for people in queue</b> (bowls and soap)	*
<b>Plates (small and large)</b>	
<b>Bowls</b>	
<b>Mugs</b>	
<b>Plastic cups/glasses</b>	
<b>Knives</b>	
<b>Forks</b>	
<b>Spoons</b>	
<b>Tea spoons (thousands)</b>	
<b>Safe container for cash</b>	

**Camp for Climate Action**  
**Food Hygiene Guidelines**

The following acts as both advice for kitchens and a checklist for daily inspections by a member of the camp. This process has been designed to help kitchens stay safe and hygienic, we are not trying to catch you out.

**Personal hygiene**

- Wash hands before and after handling food, after breaks, after the toilet
- Encourage 'customers' to wash hands before eating
- No sneezing and coughing over food
- No smoking or eating in any kitchen areas
- Put clothes/jackets/bags in a separate area away from cooking areas
- Tie back hair
- Wear clean clothing
- Wear an apron or other cover
- Cover cuts and sores with a waterproof dressing/plaster
- No one to working the kitchen who has or may have a transmittable disease

put up with cordless drills need drills to take them apart again neatly. Expensive models are exactly that, and cheap ones may not last the distance. Hammer and nails are good enough when used correctly, power drilling is a luxury you won't necessarily be able to rely on.

***Electrics workshop***

This could be some sort of help desk, with a skilled person available or on call, or a kind of back-room industry operating out of the back of the tent, almost by coincidence. Will phone-charging be offered, or can that happen in the Communications tent? Or electric rings?

***Checking in and out of Deliveries***

A similar issue to tool sign-in/out but on a much larger scale. Links with the site gates and outposts, by radio, phone or runners would be key. Again the factors of hours of business, and a "responsible person" suggest using a rota.

***Volunteer + job co-ordination***

With paper on the tabletop, and lots of information coming in and out this depends, like many things, on how well it's used by volunteers and job-spotters. One role of the receptionist is to spot serial volunteers, asking for their contact details and whether they want to become part of future events.

***Transport/ liftshare co-ordination***

As above, if people will use it, it could be great. People transport might be better sited at the welcome or information desks though, and the site office could concentrate on the transportation of tools, infrastructure, wheelie bins full of poo etc.

***Trouble-shooting report zone***

If a site office is not going to be a hang out for specialists in site work like pipes and structures, then the person staffing it does need a comprehensive list of phone numbers for specialists, or radio confidence.

***Site specialist comfy zone***

A table with tea & coffee facilities away from the front desk make the office that much nicer to be in. Make sure to have a ready supply of biscuits for workers in need of a sugar rush. On the downside, this zone can get a bit scruffy and unhelpful if no one's looking after it. Sleeping space of some description is useful for site team members who need a quick nap and essential if there is a need for night-time security sleepovers. Will the space welcome all friendly useful people, or crack down on overcrowding? Is someone "in charge" of the space at all times?

***Information point***

It's nice to start with a neat folder, although you may soon find yourself surrounded by sheets of flipchart paper with names and numbers on them. Useful Information to have written down:

- Receptionist rota
- Deliveries needed/ arranged/ expected/ arrived
- Drivers on standby/ out on missions
- Vehicles on standby/ out on missions
- Contacts for Volunteers for specific tasks or odd jobs
- Contacts for site specialists, esp. power/electrics, plumbing and structures
- Contacts for police liaison
- Information sheets for volunteer tasks

## Kitchen Set Up Advice based on Climate Camp 2007

By Lou Hemmerman (The Common Place Cafe, Leeds) with Shannon Stephens (The Forest Café, Edinburgh).  
Central Kitchen Co-ordinators

### 1.0 Feedback and Lessons Learned from Climate Camp.

#### 1.1 What kind of set up did climate camp have?

This advice is based on a model of 11 150-200 people capacity kitchens cooking three meals a day. There were 10 neighbourhood kitchens and one central/hub kitchen. The central kitchen did site set up and tat down food, kitchens support and co-ordinated food ordering and storage throughout the two weeks.

The central kitchen only cooked meals when it was needed to extend capacity beyond the neighbourhoods, and in the event that was most of the time. It had a dedicated team and provided continuity and coherency to food provision.

The central kitchen was the site of daily post lunch kitchens meetings where all kitchens teams met and agreed numbers, staggered timing of meals and sometimes talked menus. At the meeting we would also troubleshoot and gather money in from neighbourhoods to be banked.

A team of three co-ordinators there re-ordered food as needed, in conversation with the finance team.

The central kitchen was the hub of food provision and in many ways worked very well.

More devolved and less centralised models are possible, but Lou has not tried doing them on a large scale. Next year we may try doing a central café and snack area, providing soup and snacks, but not a central kitchen as such.

#### 1.2 Staffing needs

Kitchens were staffed by a combination of volunteers on a rota, co-ordinated by experienced cooks. A 250 people capacity kitchen generally needs at least 5 experienced co-ordinators and more is better. A large main meal needs around 8 volunteers for chopping as well as washing up help (2-4 people working shifts).

The co-ordinator should not only be someone who understands cooking but also has strong understanding of food hygiene, kitchen flow and time management.

Rotas are generally in four hour blocks, and peak activity is around vegetable preparation and clearing up at the end. Less people are needed to actually cook. Too many cooks spoil the broth!

It can work well to delegate specific tasks to people in teams. For example, One team responsible for sauce prep, two on salads. The co-ordinator should work out how the tasks of the meal could be divided this way.

It is recommended that you also have a food store co-ordinator available at agreed times. This person keeps track of stock, and also can be a key person in preventing overuse of expensive items. At climate camp expensive vegetables had to be rationed, and menu advice had to be given to aid the use of bulk and cheaper items.

#### Note: Separating food co-ordination and kitchen set up from cooking, and advice on tat down

The central kitchen team at climate camp had responsibility for both cooking and food and fuel provision, and also set up, food ordering and numbers co-ordination.

<b>on</b>	
<b>Salad and Mixing Bowls</b>	
<b>Graters</b>	
<b>Whisks</b>	
<b>Multiple TIN OPENERS</b>	*
<b>Colander</b>	
<b>Sieve</b>	
<b>Mashers</b>	
<b>Measuring jugs</b>	
<b>Drink serving jugs</b>	
<b>Trays</b>	
<b>Tongs</b>	
<b>Teapot and Cafetiere</b> <b>Plastic containers and Tupperware of a variety of sizes. WITH MATCHING LIDS</b>	*
<b>Tin foil</b>	
<b>Cling film</b>	

Eating and Serving (useful to get people to bring at least some items themselves, indeed we recommend this to avoid loss, or encourage a deposit scheme, plastic is best)

<b>Cloths</b>	
<b>Tea-towels</b>	
<b>Aprons</b>	
<b>Scourers and sponges</b>	
<b>Washing up liquid</b>	
<b>Washing liquid for towels etc</b>	
<b>Surface cleaner (preferably spray form)</b>	
<b>Gel hand sterilizer for quick cleansing.</b>	*
<b>Soap</b>	
<b>Some form of washing line</b>	

### Preparation and Cooking Utensils

<b>Multiple plastic chopping boards. At least five.</b>	*
<b>Multiple large and small SHARP knives with Sharpener</b>	*
<b>Thermometer for Checking Food Temperature</b>	*
<b>Massive pans. At least two. One for sauces and one for grains/sides: Large stainless steel pans with heavy bottoms, dixies rectangular stainless steel pans with lids which the army use, frying pans (big flat bottoms are the best). Each person needs 0.5L of food roughly for a main meal. This means if you are feeding 200 people at once, you need enough pots to put 100L of food in.</b>	* X
<b>Some smaller ones for any reheating.</b>	
<b>Big stirring spoons.</b>	
<b>Ladles and serving spoons</b>	
<b>Serving dishes and/or heatproof mats/boards for putting hot pans</b>	

It is highly recommended that these things are separated in future as it contributed to burn out. The people responsible for general food and stock needs and kitchen co-ordination should not be the same people doing the cooking. They are different tasks, and in combination can do you in!

Another way of avoiding burnout is to have a fresh and seperate crew for tat down, and also for set up.

### 1.3 Hot Water and Tea and Coffee

Climate camp had tea and coffee and hot water provision for washing up devolved to kitchens. This was extremely stressful and very propane heavy and affected cooking capacity.

Next year we may try having a team with responsibility only for hot water and tea and coffee provision, armed with a lot of rocket stoves. It is recommended that hot water is a separate concern from cooking with a dedicated team, even if it is located in the same general area as the kitchens.

### 2.0 General Information and advice on Kitchens

#### 2.1 What to cook?

First of all it is generally recommended in the movement that kitchens cook VEGAN. This is not just an ethical stance about the environment and animal cruelty, it also keeps the health and hygiene people happy and off your back. It avoids the need for refrigeration, and is low risk for cross contamination.

#### 2.2 Getting advice on food ordering and equipment needed

Other documents available from Lou and the ATC are a kitchen tat list, and a food hygiene guide. The anarchist teapot guide to mass catering is a must read, and veggies catering campaign are also experienced and helpful.

There are also copies available on request of the food order for Climate camp 2007 which gives some indication of food quantities for neighbourhood kitchens cooking for 250 people, and also the overall food usage of a 1000+ people camp over two weeks.

Gas at climate camp was ordered centrally, as were vegetables and bread. We recommended that each neighbourhood brought some gas themselves and spare regulators and piping. This gave us some extra capacity in case of an early influx of people.

Our dried food order was very basic, and it is best to keep it to that level. We suggested that if people wanted to bring nice luxury things like olives, pesto, favourite spices, fancy herbal teas, balsamic vinegar, chocolate and sweet things then they should feel free but it is their call and on their budget.

#### 2.3 Budget

You should budget around 12,000 pounds for food *at least*.

To give some indication Climate Camp began with a 5000 pound credit from a wholesaler, plus what they spent on vegetables and bread. They spent at least the same again throughout the camp. They charged around £28 a week/ £4 a day for food and made a 5000 pound surplus that will fund the next camp. As mentioned above the actual food order is available for consultation, and a detailed break down.

You also need to budget for gas and spare equipment. Spare burners and pans are particularly useful.

#### 2.4 Recipes and Menus

The kitchen team did not prepare recipes and menus but the anarchist teapot guide is great, and it is good to share ideas on site so you have as diverse range of food as possible. Or share with one another!

It can be discussed at a daily kitchen meeting if you want to avoid ten kitchens all cooking chilli.

### 2.5 Food Allergies and Special Diets

It is recommended that the medics team should be alerted to these things and gets anyone with severe food allergies to speak to their kitchen team immediately. In most cases we will try and find solutions, and if not the person will generally agree to take care of their own needs. Try and be tough with people who are simply faddy though. When cooking for hundreds you cannot be too delicate with people who don't like things, or who have mild food intolerances.

At the kitchens meeting you can decide which kitchen will be wheat free for the day. One kitchen should also be chilli free, and all kitchens should consider food suitable for children's palates be set aside.

I recommend that you ask raw foodies to help themselves to your veg store and to take care of themselves as much as they can. Or ask them to take over a whole meal!

### 2.6 Health and Hygiene

You should expect to be visited by people in white Wellingtons many times and to take health and hygiene seriously. There is advice included below about health and hygiene, and there is heaps of official advice available. Common sense practices of hand and veg washing, and surface cleaning are all important and there are other things that are more important in mass catering in a field. The main ones are to make people wash their hands before taking food, to make people wash their hands before washing up, and also to have only one or two people washing up rather than DIY. There were no mass outbreaks at climate camp 2007 and this can be attributed to great care being taken about this stuff.

### 3.0 Kitchen Tips and Recommendations

These are some things Shannon and Lou have learnt through time and experience and that are important from a safety/hygiene point of view.

#### 3.1 General Safety, Sanity and Hygiene

##### 3.1.1 General Kitchen Set Up: Space, Logic and Flow

a) Where possible have food storage, prep, cooking and serving area Separated but consecutive (this is a useful ordering to work with). Not in different tents or anything but in some kind of set up that aids logical progression/flow from food sack to mouth. Different areas are generally for different tasks but they should link with one another in an order that works without people having to bump into one another trying to do things. Eg the prep area should be close to the food, and a tap for washing veg should be nearby etc.

b) Try and have enough space for people to move past one another and hot things easily

c) Have a distinct, separate washing up area with a hot rinse and capacity for air drying. People should be able to take their things there without coming back through the kitchen.

d) Have all burners away from tent walls and sheltered from the weather. Make sure they are stable and away from any burnable material. Grass will nearly always burn, so you can dampen it or cut it back.

<b>Smaller bins (general waste and compost)</b>	
<b>Bin liners</b>	
<b>Tables and chairs for punters</b>	
<b>Matches or some form of robust mechanical lighter for your burners.</b>	*
<b>Kettles and Hot Water Urn for tea and washing up water</b>	*
<b>Weighing Scales (very important for getting grain quantities right and avoiding wastage)</b>	
<b>Sweeping brush and mop</b>	
<b>Dustpan and brush</b>	
<b>Rubber car/bath mats are handy for creating non-slip areas around washing up and tea urns.</b>	

<u>Cleaning</u>	*
<b>Hosepipe and connectors</b>	*
<b>Buckets</b>	*
<b>Bowls (or those plastic storage boxes are good)</b>	*

there is extra money from the food, and the camp has enough money, we can decide what to do with it (devide it among kitchens, or give to prisoner support etc).

### Menus

See the attached guide by the anarchist teapot which is a fantastic guide on how to cook for loads of people, with tips, guides for how much for each person, and recipes.

### Kitchen Infrastructure and Set Up.

<b>Gas Burners and something strong and fireproof to put them on. A kitchen to feed 150 needs at least three of these.</b>	*	X
<b>Propane Gas Bottles for Burners. Please do bring at least some yourselves if you possibly can</b>	*	X
<b>Rocket stoves, Gasifiers and hay-box ovens or alternative heat sources</b>		
<b>REGULATORS and piping that MATCH your gas bottles. Spanner if required for regulator. It is much better to use an adaptor that feeds multiple burners from one bottle than each burner having its own gas bottle!</b>	*X	
<b>Water Storage Butts or bottles</b>	*	
<b>A copy of the anarchist teapot guide and Health and Hygiene Regulations</b>	*	X
<b>Pallets and tables for storing food off the floor.</b>	*	
<b>Large mouse-proof plastic storage boxes with lids</b>	*	
<b>Strong tables/counters for prep and serving</b>	*	
<b>First Aid Kit (with blue plasters)</b>	*	X
<b>Fire Extinguisher (Powder type) and fire blanket and/or fire buckets.</b>	*	X

e) Get gas set up checked by an experienced person and keep your spanner handy. (See later sections for advice on gas set up)

f) Have sturdy tables and make sure they are steady on the ground. They should also be the right height for an average height person not to get back ache chopping.

g) Tables can be used logically to aid the flow of the kitchen and to create no-go areas. You can almost never have too many, and 8 is a good number. At climate camp we had two tables at the front with tea and snacks to keep people out of the kitchen most of the time. We had two large prep tables running perpendicular to these for prep and serving, and another two or three for the washing up area .

The back of the kitchen was pallets with food on and in the middle space and around the sides we had pallets with pans and cleaning equipment on. The burners were in the far corner, away from the general flow of people.

h) We made sure that once people had their food they could walk out of the door to the eating area without doubling back.

i) You can create non slip areas using rubber mats around urns etc to avoid a mud bath.

j) Pallets are invaluable for keeping things off the ground and also for creating logical storage areas.

### Lighting

The kitchen area should be well lit, and a light coloured tent is recommended. Lighting should be installed for evening and night cooking. Head-torches are really helpful

### 3.1.2 Gas set up

a) **MAKE SURE YOUR REGULATOR AND BOTTLE MATCH.** If they don't you will not be cooking a thing.

b) Treat gas with respect. Always have the bottle off when you are working on anything, keep naked flames away and out your kitchen when it is not in use, and keep your nose attuned for a gas smell when there shouldn't be one.

c) Use a proper lighter for lighting your burners, one that keeps your hand as far away as possible. I recommend the co-ordinator keeps the lighter on their person.

d) You can easily run two average burners off one bottle and you should do that for economy. Most burners come with their piping and regulator set up ready. You should check the piping for wear, and that the screws on the security clips are tight. Any missing security clips should be replaced.

e) **For new set up for two gas burners running off one bottle.**

You will need. Two burners. Spanner and screwdriver. 3-5m length of orange rubber piping, triad splitter and security clips (at least 6), and one compatible regulator to join to the bottle.

- First you need to attach two half metre pieces of ( ) mm orange rubber gas piping to each of the burners and secure each join with a screw on security clip. Tough piping can be softened in a mug of hot water.
- Take a metal triad splitter, available from most calor gas stores, and insert the two lengths of piping on either end of the horizontal metal part. Again you should join firmly and secure with screw on security clips.
- Another part of the triad splitter should be pointing vertically and this will join to the bottle. Take another length of piping appropriate to your needs and add it to the third branch and join it to the

- regulator. Again all joins should be security clipped
- The regulator should be fixed to the bottle and tightened thoroughly with a large spanner, which should remain near the gas area
- The gas bottle can then be turned on as needed, and the burners lit using the nozzles on the model you have.

f) Gas bottles should be put outside the tent. Turn them off when they are not in use for a length of time (overnight) it is easy for the nozzles on the burners to be left open.

g) Make sure the burner supports the pan and use two burners for one pan if you think it is necessary. You cannot heat a huge pan using tiny burners. Make sure your burners are powerful enough. A regular £35 one ring calor gas burner can cope with medium pans, but a three or four ring burner is often needed for a super big amount of sauces or grains. Check out your local Asian catering store, and army surplus are also great.

h) to change the bottle. Turn it off, detach the regulator and join it in the same manner to a new bottle.

If you suspect you have a leak turn everything off at once and test using soapy water, or a nearby plumber if there is one! Replace the part that is leaking

Always have spare piping, regulators and security clips.

### 3.1.3 Rocket Stoves Section

### 3.1.4 Pest Avoidance

- Store food off the floor and avoid spillage.
- Your containers must have lids.
- Don't leave food lying around and cover your compost in a sealed container
- Sweep and mop if you have the kind of flooring that could be. If not pick up any obvious bits of food waste left lying around.

### 3.1.5 General Hygiene

- All people who walk in the kitchen area and do anything must wash their hands. All volunteers should wash their hands in a bowl separated for this purpose using soap. You can also make sanitising gel available.
- The kitchen should be a working area. Don't let people hang out in there and try and avoid self service snacks. They make a mess and create germs.
- Cover your clothes and your HAIR.
- Wipe all surfaces regularly with sanitiser. Rinse chopping boards off regularly.
- Have only one WASHER UPPER for people's plates and mugs etc. AVOID DIY washing up. This person must wash their hands first.
- Keep food off surfaces and in containers. The central kitchen was full of plastic boxes and tubs of a variety of sizes for washing, storage and transportation of food. These are invaluable and it is recommended that you invest in a selection, some with lids, some without. They are also useful for serving (see below)
- If possible tubs for vegetable washing should be for that task only. Soil is a contaminant.

<b>Pallets and Boarding for walkways and food storage</b>	
<b>Wheelie Bins</b>	
<b>Rugs and old carpet for flooring</b>	
<b>Cushions and seating material</b>	
<b>Tarpaulins</b>	
<b>Plastic Sheeting</b>	
<b>Seating for people</b>	
<b>Flipchart paper, pens drawing pins and notice boards</b>	
<b>Small tables</b>	
<b>Gaffer Tape/Zip or Cable ties/poly-prop rope</b>	*
<b>Market trader type big clips/clamps for securing tarps</b>	
<b>Basic tools such as hammers, screwdrivers and spanners.</b>	*
<b>Power Equipment</b> <i>any queries about this please contact <a href="mailto:Paul.Chandler@hotmail.com">Paul.Chandler@hotmail.com</a>. Please note that the camp aims to be low power and you should endeavor to use non- electric sources of light and power where possible</i>	
<b>Low Energy Light Bulbs</b> <i>(12 volt options are best)</i>	*X
<b>Solar Panels or Alt Tech power sources</b>	
<b>Large Batteries</b> <i>Car batteries are good but the best for holding charge and being recharged are leisure batteries and deep cycle batteries</i>	* X
<b>Household electric cable and connectors (bulldog clips or car battery connectors)</b>	* X
<b>Fuses</b>	*
<b>Lanterns</b>	*
<b>Tea-lights and Candles</b>	*
<b>Jars and Holders for Candles</b>	

## Kitchens

For general kitchen queries contact Lou on [tummyfiller@riseup.net](mailto:tummyfiller@riseup.net)

If you are bringing a kitchen please try and bring as much of this as possible and let us know any gaps and how many people you think you can/need to cater for.

### Food / Menu

All cooked food on site should be vegan. We will be buying the food centrally. It would be good if you brought along your favourite spices and herbs that you like cooking with, although we will supply a stock of these as well

### Money

We will be buying the food centrally, you will then take it off us, and collect money for meals (we are suggesting about £1.50 a main meal, 50p for breakfast). You will then return the money to us, and we will give you your expenses, pay the suppliers, and give the rest to the camp. If

General Tat List for Neighbourhoods

Neighbourhoods Working Group: neighbourhoods@climatecamp.org.uk

This year we aim for neighbourhoods to be as self sufficient as possible and with that in mind neighbourhoods should aim to be as autonomous as they reasonably can be in meeting their needs. Water and toilets and some power are sorted centrally but neighbourhoods are welcome to aim to be self -supporting in all other areas, and to support the teams that will be setting water, power and toilets up.

The items that have a cross X next to them will be supplied centrally where possible if neighbourhoods truly cannot supply them themselves. Be aware we will need lots of notice of lack, particularly on structures. These are items that neighbourhoods cannot function without and you should check on them as soon as possible and start working towards getting and storing them.

The items that are essential but will not necessarily be available centrally are starred \* and should be provided by neighbourhoods. Start checking local skips now! We always need wood, rope, tarps and pallets so keep an eye out for generally useful stuff.

Unmarked items are important and necessary and should be sought out but some things can be shared, borrowed and begged if you forget them. It is up to neighbourhoods how much of this stuff they bring.

General Structures and Neighbourhood Layout

<b>At least one large marquee or two smaller.</b>	X *
<i>Some people prefer the kitchen marquee to be separate. Remember you will need to store food, have a preparation area and also have space for meetings and socialising. For all queries about structures contact <a href="mailto:tina_miller1986@hotmail.com">tina_miller1986@hotmail.com</a></i>	
<b>Metal Kitchen Sinks</b> .At least two for washing up and one for hand-washing area.	* X
<i>Last year we had standpipes near kitchens on mains water. If your sink has taps with pipe/fittings that can join on to 20mm or 25mm blue MDPE water pipe, you may be able to get a direct connection into your kitchen.</i>	
<b>Toilet Seats</b>	
<i>There will be centralised toilets provided, but why not bring extra toilet seats for the straw bales</i>	
<b>Wooden Stands for the Sinks</b>	*

3.1.6 Food Poisoning and Contamination

a)It is a strong recommendation that you do NOT REHEAT RICE, or indeed anything. Cook to the number of people you have and weigh out grains. 10kg feeds 100people. If it helps to avoid wastage cook smaller batches more often rather than cooking a huge batch and wasting it

b) Try not to have leftovers. Offer seconds once everyone has eaten. Throw away what is not eaten unless you have a cool place to store it.

c) Have a food thermometer to check that all food has reached a temperature of 65-70 degrees before serving. This is vital if you do reheat in desperation.

d) Have plenty of hot water. Set aside an urn, burner or rocket stove for that purpose alone.

3.1.7 Safety with heat and knives

a) Blunt knives are more dangerous than sharp ones. Have a sharpener and make sure you have plenty of plasters in your first aid kit.

b) Do not lift pans unaided and try and avoid moving them at all. Decant food into containers to serve using large jugs( see below)

c) Have pan holders. Take great care with urns and steam as many of the nastiest kitchen burns come from steam rather than flames.

3.2 People management, timing and staffing

a) Have one co-ordinator for each meal if possible. This is a constructive and fluid hierarchy and makes for better humour for all if someone has a recipe and system in mind and can take others through it.

b) A list of daily tasks and tasks needed for the next meal on a whiteboard or whatever works well. It can also be helpful to delegate specific tasks to a group. One for salads, one for sauce etc.

c) Keep children, dogs and snackers out of the kitchen. Make the kitchen recognisable as a seperate area using counters and tables.

d) Have set meal times and make them clear to avoid nagging, Make sure that the kitchen door shuts to the public at some points of the day so breaks can be taken and there is a sense of rest.

e) Set shifts for the volunteers and have a rota.

f) Have tea coffee and snacks in a seperate area so people can help themselves.

3.3 Cooking For Many People

3.3.1 Preperation

a) Regard prep as a constant task not a prelim to a meal. I try to have lots of large clean plastic containers labels on that  
I ask choppers to fill regardless of what time of day it is.

b) Have working areas for veg, salad and important but fiddly things like garlic, ginger and chilli. It is good to use colour coded chopping boards to separate salad and more mucky veg.

c) Never turn any volunteers away, you will always need garlic and onions.

D Use any downtime within range of a meal to put pulses into soak, boil beans and parboil hard veg like potatoes, carrots etc.

### 3.3.2 Stock Control

a) Ask neighbourhoods to bring containers for dried goods so it is easier for you to keep track centrally and then you do not have loads of bags open. Get items as you need them and keep track.

### 3.3.4 Cooking Tips

a) Prepare food in order of priority in terms of how long it takes to cook. Chop and cook potatoes before mushrooms for example.

b) Add them to the pan using a similar logic. Hard stuff first, softer stuff later

c) Several simple smaller dishes can be easier than a few large if you have the capacity. It also makes for variety if there is a bit of sauce and grains, some bean salad and side veg. It can also be simpler than a complex curry, and faster to cook.

d) Don't be scared of big pots. Fill them gradually and bulk out with stock, lentils and pulses. The protein element is important. And yes fifty onions is normal!

e) Lou cooks using a standard method that she finds works for most one pot sauces. Onions and veg fried with a bit of oil in order of toughness, add hot vegan stock (if you are making a sauce) for further cooking time, add cooked pulses and any tomatoes and condiments and then season. Other people have their own ways though.

f) Don't be shy with seasoning in big pots. You will need more than you think! But do add salt and chilli steadily checking taste and heat. Lou has ruined more than one meal by chucking it in. I also add garlic raw and late in the cooking process as I find it has more power that way.

g) Don't rush grains or leave them until last minute as they take time. Start with heated water early and add the grains until the water just covers them. I tend to stir as it boils and add more water if necessary.

h) LIDS are very important and save a LOT of time and energy

### 3.3.5 Serving

a) It is usually best if you serve people, rather than self service. It helps with portion control and also avoiding germs.

b) You can put food in containers on a table at right angles to the counter and stand in a line passing plates along each server who has a different item and finally handing them full to people through a 'hatch', or to the end of the queue

c) People should take what they are given, they can always leave it. Don't fuck around with preferences.

d) Only give seconds when you are sure everyone is eaten

e) Have bread and cutlery, tea and coffee on another table so that you don't get a hold up from buttering etc..

f) We recommend that people bring their own cutlery and plates and you conserve your stash for people who are visiting or have forgotten

g) make sure people donate and remind them!

## Workshops and Activities

## Co-ordination of workshop programme

### **Site wide meetings**

Site wide meetings happened every morning at 9.35am in 2006. These discussed practical issues that affect the site as a whole. Neighbourhoods were asked to send 2 representatives to these meetings. There was also a meeting at 10.30am everyday for people to find out how they can get involved in running the camp

### **Power-down**

Last year there was a noise curfew across site at 11pm most nights (later on Saturdays) there should be no amplified sound, drumming, shouting etc. Please could neighbourhoods police themselves on this. There is a late-night space provided.

## **Responsibilities neighbourhoods had in 2006 as a guide for 2007**

### **Recycling / landfill / Compost**

You are responsible for taking your neighbourhoods recycling / landfill / compost to the central collection point.

### **Info Board / welcome point**

You should maintain an info / welcome point. Ideally, this will have a programme for the camp displayed, a programme for your neighbourhood, and info on how to get involved in your neighbourhood, tasks etc, morning meeting agendas, and minutes of decisions taken, and major decisions from site meetings. Ideally it will have a person attached to it who will welcome new people to the neighbourhood and let them know what is going on, how the neighbourhood runs, what work needs doing, intros etc.

It is recommended that neighbourhoods have daily morning meetings at 9 - 9.30am. We suggest that these are run by consensus, and you should have a facilitator and minute taker who minutes decisions made only. Minutes should be displayed at your info point. These meetings are meant for you to:

- discuss issues from the day before site wide meetings so your representatives can take your neighbourhoods decisions to a site wide meeting
- Elect 2 representatives to go to site wide meeting - these are to represent your neighbourhoods rather than to make decisions on behalf of the neighbourhood.
- Allot neighbourhood tasks for the day : Cooking; Welcome person; Radio person; Rubbish / recycling
- Allot sitewide tasks for the day (see below): wellbeing; site tasks; Facilitation

## **Volunteers from your neighbourhood are needed to maintain camp!**

This camp will be run on a DIY basis, and everyone is expected to help out as they are able. There are sign up sheets for various jobs at the info point. There will be specific requests from working groups for volunteers from each neighbourhood.

The various groups practically running the site need volunteers from the neighbourhoods to help in all the site working groups based at the site office. Specifically neighbourhoods need to be responsible for their own plumbing in their area, for keeping fire lanes clear around their neighbourhood, and for cleaning toilets and washing areas for one day. Training will be provided at the start of the camp. For training, and to volunteer, come to the site office or the 'How do I get involved' meetings at 10.30 every morning.

People are also needed to facilitate meetings across the site.

What we need to know - please send replies to Lou [tummyfiller@riseup.net](mailto:tummyfiller@riseup.net)

If there is any essential equipment you need that you can't find?

13.

What gas supplies you need (i.e type, and amount of bottles)

A definite amount of people you think you can cater for (check the size / number of your pans!)

## Tat List and Running a Neighbourhood

Here is an update on what you need to know for running a neighbourhood at the camp for climate action. This is based on last years advice and could be subject to change over time so keep in touch

## Information on how to run your neighbourhood

### How was the 2006 camp organised?

The camp was organized on a DIY basis, with everyone who comes along being expected to help out in some way. In 2007 there are a number of working groups with responsibility for different aspects of the camp. These tasks are laid out below and neighbourhoods should consider their contribution to the smooth running of these things. Some neighbourhoods may want to take on a whole area or task and should contact us about this if they do.

Tasks	Responsibility
Grey Water	Disposal of washing / cooking water
Water	Plumbing of fresh water
Toilets	Creation and maintenance of toilets
Marquees	Erection and maintenance of main marquees
Power	Provision of renewable power
Kitchens	Central provision of food and gas to neighbourhood kitchens
Finance	Co-ordination of site funds
Media	Dealing with press
Transport	Provision of collective transport to and from site
Communications	Providing and maintaining camp radios
Kids / young people	Entertainments for younger folk, lost kids
Tranquility	Prevention of escalation of conflict on site. Gate duty
Medics	First aid on site
Well being & trauma	Masssage, quiet space, counselling, generally keeping us all sane
Legal Support Group	Legal advice and support, prisoner support
Action Support	Support and advice for direct action
Facilitation	Facilitation of meetings, communication between different groups

## Kitchen Set Up Advice based on Climate Camp 2007

By Central Kitchen Co-ordinators

Lou Hemmerman (The Common Place Cafe, Leeds) with Shannon Stephens (The Forest Café, Edinburgh).

*With thanks and acknowledgement to Pete from The Purple Penguin, Isy from the Anarchist Teapot and Pat from Veggies for comments and advice on their experience.*

## Contents

### **Feedback and Lessons Learned from Climate Camp. P3**

What kind of set up did Climate Camp 2007 have?

Staffing needs

Ideal Co-ordination Team

Cooking team

Common Staffing Experiences

Hot water and tea and coffee: Why a dedicated team?

### **General Information and Advice on Kitchens and Food p6**

What to cook?

Advice on food ordering and Gas

Equipment

Budget and quantities

Recipes and menus

Food allergies and special diets

Health and hygiene

### **Before the Camp p13**

Suggested Timeline of Tasks and Duties

6 Months before

3 Months before

1 Month before

### **Kitchen Tips and Recommendations p 15**

*General Kitchen Set Up: Space, Logic and Flow*

Lighting

*Gas and Burners*

Where to get Stuff?

Gas Quantities

Safety Advice

Gas Set Up

*Rocket Stoves and Alternative Fuels and Cooking Stoves*

*Food Safety*

Pest Avoidance

General Hygiene

Food Poisoning and Contamination

Safety with Heat and Knives

*People management, timing and staffing*

*Cooking for many people*

Preperation

Stock Control

Cooking Tips

Serving

**Onsite Kitchen Management and Tasks p22**

### *Immediately before Site Set Up*

*A Brief and Not Comprehensive Summary of Onsite Tasks and Routines.*

Set up

Main Camp

Tat down

Afterwards

### **Feedback and Lessons Learned from Climate Camp.**

#### What kind of set up did Climate Camp 2007 have?

This advice is based on a model of 10, 150-200 people capacity kitchens, cooking three meals a day.

There were 9 neighbourhood kitchens; Yorkshire ( The 1 in 12 Club and The Common Place Café Collectives), Scotland ( The Forest Café and AcE) , North West/Manchester ( The Basement and Liverpool Social Centre) , Oxford ( Oxford Action Resource Centre), West Midlands ( Food not Bombs) South Coast ( The Anarchist Teapot and The Cowley Club), London ( several groups), East Side/Nottingham ( The Sumac Centre and Veggies) and West Side/Bristol ( Kebele and Cardiff/LNG pipeline camp kitchen ). Many of these kitchens were based around social centre café collectives and existing vegan catering collectives. UK social centres are a vital support structure for practical kitchen provision. When seeking out kitchen collectives and neighbourhood collectives for 2008 these social centres are a good starting point .

Early communication with these teams is essential and e mail addresses and contact details should be gathered at the earliest possible time. The kitchens team should also have a key contact e mail and person checking the e mail. Questionnaires and tat lists can be sent out and these are available from the ATC.

There was one central/hub kitchen, which is based in Leeds. The central kitchen did site set up and tat down food, kitchens support during the camp and co-ordinated food ordering and storage throughout the two weeks. The neighbourhood kitchens cooked for the people in their neighbourhood with their own equipment, using food and fuel ordered centrally before the camp.

The central kitchen only cooked meals when it was needed to extend capacity beyond the neighbourhoods. In the event this happened most of the time due to fluctuating and unpredictable numbers. It had a dedicated team and provided continuity and coherency to food provision.

To co-ordinate this the central kitchen was the site of daily post lunch kitchens meetings where all neighbourhood and central kitchens teams met and agreed numbers, staggered timing of meals and sometimes talked menus. At the meeting we would also troubleshoot and gather money in from neighbourhoods to be banked.

A team of two co-ordinators in the central kitchen re-ordered food as needed, in conversation with the finance team and transport people. There was also a food store co-ordinator who kept track of things.

More devolved and less centralised models are possible, but the climate camp team has not yet tried doing them on a large scale. Next year we may try doing a central café and snack area, providing soup and snacks, but not a central kitchen as such.

Some people question the need for a central kitchen and this is open to debate. Regarding a neighbourhoods only model it can be suggested that each neighbourhood autonomously ordering and paying for their own provisions is difficult to manage financially and could lead to patchy provision and shortfalls. However a co-ordinated strategy is not impossible and could reduce central workload. This could happen if neighbourhoods are in place early enough and communicate with one another and a co-ordinating team. Feasibly a co – ordination group could also arrange for different neighbourhoods to take responsibility for set up and tat down but again there is a risk of fragmentation and gaps. Currently the partially centralised model is hard work for the central team, but it guarantees adequate provision throughout the camp and reflects current neighbourhood capacity and skill levels. Often neighbourhoods do not form until late in the process and it is risky to devolve

generators)?

#### **Power needs-**

Do you plan to run any high- energy equipment, if so how many kilowatts will it use and why do you need to use it?

#### **Lighting-**

Are you able to bring any lighting for your neighbourhood communal spaces (inside/outside)?

#### **Kitchens-**

Do you already have a kitchen linked to your neighbourhood?

How many people do you think you can feed?

Do you need any kitchen equipment that can form the basis of a kitchen?

Do you have any extra kitchen equipment which can be used by other neighbourhoods?

Groups which have no kitchen are asked to bring as much food serving equipment as they can so that they can distribute food from larger kitchens (i.e get yourselves a few big pots).

Note :**You can host a neighbourhood with out any kitchen equipment.**

#### **Seating/Flooring-**

Do you have access to any seating (chairs or the making of benches)?- Do you need flooring (old carpets, coconut matting etc?)- can you bring any extra?

#### **Transport-**

Do you have transport to get your things to the camp? do you have any extra room to transport things from other sources?

#### **Theme**

Do you have a theme for your neighbourhood, (eg locality, interest group)

#### **Workshops**

Are there any workshops that you want to run?

Aimed at how many people?

Do you want to do these in your space or could we put these elsewhere if necessary?

#### **Disabled/Access**

Are you likely to have any particular access or medical requirements?

**Is there anything else that would be useful for us to know?**

#### **Kitchens Section**

## Neighbourhoods Information Pack 2007

In 2007 there is a neighbourhoods working group supporting and communicating with neighbourhoods and kitchens at the climate camp. We can be contacted on [neighbourhoods@climatecamp.org.uk](mailto:neighbourhoods@climatecamp.org.uk)

If you intend to organise a neighbourhood it would be great if you could send us a contact phone number and e mail so we can consistently communicate with a named person. Or please call Lou on 07989 855936

In this pack are copies of stuff that we have recently sent out to neighbourhoods including a tat list, hygiene guide, anarchist teapot guide and a questionnaire. Expect some more stuff about the camp coming soon. It would be great if you could answer all the questions in the questionnaire and send them back to us by e mail as soon as you can.

Important: please let us know soon how many people you honestly think you can cater for and if you are bringing a kitchen.

Cheers,

Neighbourhoods

## Questionnaire

For all neighbourhoods to return ASAP

What is the best way to contact your neighbourhood?

-Contact name?

-Contact email?

-Contact telephone number?

### Structures-

How many you will need?

How big do you want (we are flexible!)-

How many you can provide (and the size of them)-

Can you bring any extras?

### Power sources-

Do you have or can you find/borrow any alt-tech power sources (solar panels, wind generators, bicycle powered

too much.

### Staffing Needs

#### Co-Ordination Team:

**Neighbourhood Communication Person/team:** Liases with neighbourhood representatives and kitchen crews to communicate progress in the run up to the camp and share advice and ideas, including tat lists and skill sharing documents. Onsite they organise and facilitate kitchens meetings and check capacity, menus and allergy needs with neighbourhoods.

**Food Hygiene Person:** Knows their stuff about all this and communicates with neighbourhoods and checks in with them regularly.

**Provisioning and Foodstore Person/team:** This person takes on responsibility for ordering and stock checking food, fuel and provisions for the site. They will write the orders before the camp with the help of last years records and place the orders when needed in communication with the finance team.

Onsite there is a **food store co-ordinator** who keeps track of stock and arranges for re-ordering. They also advise neighbourhoods on prudent and economical stock use.

**Central Kitchen Co-ordination and Cooking Team:** This team is responsible for food production and serving within the central kitchen, and all clearing up and food hygiene issues within it. They set up rotas, prepare the food if they are needed and keep the place tidy and running with cleanliness and order.

**Hot water people.** Hot water is the key to successful and hygienic kitchens and happy campers as they get regular tea and coffee. In 2007 hot water was a tremendous strain on kitchens and it really needs a dedicated production crew with a separate but connected area of work. No cooking skills are needed, but an interest in how to produce a lot of hot water with less fuel use would be ideal!

### Cooking Team

Kitchens themselves are usually routinely staffed by a combination of volunteers on a rota, co-ordinated by experienced cooks. A 250 people capacity kitchen generally needs at least 5 experienced co-ordinators on a rotation and more people is better. A large main meal for 150 or more needs around 8 -12 volunteers for chopping as well as washing up help (2-4 people working shifts).

The co-ordinator should not only be someone who understands cooking but also has strong understanding of food hygiene, kitchen flow, time management and very good people skills (if you are good enough with these people skills then you need not be a good cook since most cooking can be delegated).

Rotas are generally in four hour blocks, and peak activity is around vegetable preparation and clearing up at the end. Less people are needed to actually cook. Too many cooks spoil the broth!

It can work well to delegate specific tasks to people in teams. For example, One team responsible for sauce preparation, two on salads. The co-ordinator can work out how the tasks of the meal could be divided this way. Or different people take on responsibility in advance ( for example at a short kitchen morning meeting) for different parts of the meal, including setting up serving areas and making sure the washing up area is sorted.

### Common Staffing Experiences

The central kitchen was the hub of food provision and in many ways worked very well but struggled with staffing. The neighbourhoods also did very well although some less experienced kitchen crews needed support and struggled with staffing themselves. Generally there are more willing chopping volunteers than there are experienced co-ordinators. This contributed to exhaustion and high demand on people who are confident in the kitchen. Skillsharing is therefore a high priority for the movement in this area.

The central kitchen team at climate camp had responsibility for both cooking and food and fuel provision. They also dealt with set up, food ordering and getting an overview of how many people are being fed.

It is highly recommended that these things are separated roles in future ( see above ideas) as it contributed to burn out ( see the 2008 kitchens handover document for some idea of the new ideal task allocation and timeline). The people responsible for general food and stock needs and kitchen co-ordination should not be the same people doing the cooking. They are different tasks, and in combination can do you in!

Another way of avoiding burnout is to have a fresh and separate crew for tat down, and also for set up. We also hope to introduce this in 2008.

#### Hot Water and Tea and Coffee: Why a dedicated team?

Climate camp had tea and coffee and hot water provision for washing up devolved to kitchens. This was extremely stressful, very propane gas heavy and affected cooking capacity.

Next year we may try having a team with responsibility only for hot water and tea and coffee provision, armed with a lot of rocket stoves. It is recommended that hot water is a separate concern from cooking with a dedicated team, even if it is located in the same general area as the kitchens.

It is worth noting that on a typical ring burner or water boiler 5lt water from cold takes about 16mins to boil, whilst 5ltrs added to an already boiling boiler drops it's temperature to 83 degrees and takes about 12 minutes to get back to boiling.

#### General Information and Advice on Kitchens and Food

##### What to cook?

First of all it is generally recommended in the movement that kitchens cook VEGAN. This is not just an ethical stance about the environment and animal cruelty, it also keeps the health and hygiene people happy and off your back. It avoids the need for refrigeration, and is low risk for cross contamination. It is also more inclusive.

##### Advice on Food Ordering and Gas

Other documents available from Lou (tummyfiller@riseup.net) and the ATC (<http://atcoop.org.uk/>) are a kitchen tat list, and a food hygiene guide. Lou has also written a kitchens timeline and task list for 2008 which is a helpful guide to the tasks involved in kitchens set up. The Anarchist Teapot Guide to mass catering (<http://www.eco-action.org/teapot/publications.htm>) is a must read, and Veggies catering campaign are also experienced and helpful, for a whole range of useful advice see: (<http://www.veggies.org.uk/page.php?ref=912#suppliers>)

There are also copies available on request to Lou of the food order for Climate Camp 2007 which gives some indication of food quantities for neighbourhood kitchens cooking for 150 people, and also the overall food usage of a 1000+ people camp over two weeks. This is not intended to be comprehensive and mistakes were made. It is a good documentation of a successful ' in progress' ordering system.

Gas at climate camp was ordered centrally, as were vegetables and bread. Each neighbourhood used approximately 2-3 19 kilo propane bottles. We recommended that each neighbourhood brought some gas themselves and spare regulators and piping. This gave us some extra capacity in case of an early influx of people.

Our dried food order was very basic, and it is best to keep it to that level. We suggested that if people wanted to bring nice luxury things like olives, pesto, favourite spices, fancy herbal teas, balsamic vinegar, chocolate and sweet things then they should feel free but it is their call and on their budget.

It is good to research local wholefood, fuel and fresh provisions suppliers thoroughly before any event, and to

appears to tired to drive, maybe has had a drink or whose licence does not cover them for the vehicle they are driving represents a risk to themselves and to any passengers that they may be collecting.

Communication is vital between members of the transport group although often degenerating to sarcasm, tears or a few terse and sharp words between gritted teeth at the end of the week it is a good idea to initially have a mobile telephone system. If the budget allows the following system has worked well in the past.

A public phone number, if you have someone to staff it, that transport enquiries can be made to or a recorded message with your transport details can be left on. A private phone number that is left in the transport tent and monitored. This number is linked to a phone in each of the shuttle busses that you are operating. This phone number can also be given out to any other groups that you wish to help during the camp examples being, medics, prisoner support or legal observers. Transport collectives for previous mobilisations have had a prioritising scheme for the needs of others. Of course driving whilst on the telephone is illegal and should be discouraged.

*This is by no means meant to be the definitive transport collectives how to manual, it has been compiled from collective experiences and hopes to provide an insight in to organising transport for a gathering/camp. It does come with a warning that is to say, it is hard work, it is hassle but if planned and prepared for adequately it's a lot of fun and very rewarding.*

Lumsk.

Useful resources:

[www.lowimpact.org](http://www.lowimpact.org)

[www.sundancerenewables.org.uk](http://www.sundancerenewables.org.uk)

[www.nationalrail.co.uk](http://www.nationalrail.co.uk)

[www.greengoldbiodiesel.co.uk](http://www.greengoldbiodiesel.co.uk)

[www.direct.gov.uk/en/Motoring/index](http://www.direct.gov.uk/en/Motoring/index)

[www.salfordvanhire.com](http://www.salfordvanhire.com)

[www.samaritans.org](http://www.samaritans.org)

The service must be seen to be free. This is very important, if fares are collected aboard the shuttle service then it becomes a commercial enterprise and public service vehicle regulations then apply which most transport collectives can not comply with. The roadworthiness of vehicles is the responsibility of the transport collective as a whole. Some events (some more than others) attract attention from the police. The driver is inevitably the person responsible for the vehicle at the time it is stopped. The driver should satisfy him or herself that the vehicle is fit for purpose before driving it, otherwise despite who ever owns the vehicle, the driver takes the rap for any defects that the police wish to prosecute for.

As a transport collective it is important to satisfy yourselves that insurance for a vehicle is in place, this is especially important when borrowing vehicles from well meaning donators.

It cannot be over emphasised the amount of attention that vehicles and the drivers get from the police when entering and exiting a gathering or camp. If they can hinder or shut down the transport they know how much it will affect the efficiency of the running of the gathering and the ability to travel to other venues.

Whether it be out of boredom, to frustrate you or an over-zealous traffic cop checking your tyre pressures the responsibility always falls to the driver.

It is a good idea to provide a "what to do in the event of" pack. A lot of drivers who volunteer to drive may have never been stopped before by the police and it can be a traumatic experience. The driver is the one who has to speak to the police, the driver has to produce their name and address and documents etc. A transport collective should provide information on these issues and of course the support for drivers when these occurrences with the law happen.

Drivers would appear to be in short supply. As a transport collective one of the hardest jobs is to find drivers, it's then even harder to get them to stay for the duration. Once you have found one, hang on to him or her by any means, usually the way to do that is to be nice and consider their welfare. Driving can be hard and it can be stressful if you are constantly being stopped and told to produce your documents. It is worth having the insurance and MOT documents for the vehicles available and encourage the drivers to have their drivers licences with them. This will reduce the problems of then having to produce documents at a police station within seven days which in itself can prove a problem if you are penned in to a camp surrounded by police and fit team. Consider the number of hours that a driver should drive for and share the jobs of driving, refuelling, coordinating the schedule, consider sharing staffing the transport collective's phones around. It is often a good idea to have a family sized tent made available to the transport group so drivers can gather to discuss issues that have arisen, it is also a place to relax where tea and coffee can be provided and a card school can be started. A transport tent also provides a meeting place for people wishing to avail of the shuttle services or where they can be seen to be cool hanging out with the transport collective. It is also a good place to have a notice board advertising lifts or where transport announcements can be placed.

The location of the tent should be organised with a site group should one exist. Its location near to an entrance to a site is usually a preferred option, although past experience suggests that tucked away in the woods at the back of the camp with no outward indication as to what it is, also has its merits as well.

The well being of the drivers is the transport collective's responsibility, someone who

make sure they are supportive and can offer credit if needed. They need to be big enough to be able to take a risk on a big order and the local natural food store may not be your best bet. Lembas, Community Foods and Essentials are all good starting points. If they cannot help they may be able to recommend other suppliers who can. If you are using a squatted site you may want to consider a safe storage area to deliver food to near to the site immediately prior to the camp. This is to deal with suppliers anxiety about not having a fixed delivery address. This will reduce stress and should be dealt with as early as feasible.

You should always factor in transport of food and equipment into your planning procedures and budget.

#### Equipment

Equipment lists, tat lists and inventories are hugely helpful and can be shared. The central kitchen inventory and other kitchen tat lists are available for consultation. Here is a simple neighbourhoods and kitchen tat list. The central kitchen area needs a medium-large white marquee for cooking and eating space, a large white wedding marquee for the food store and a smaller washing up shelter.

#### General

**At least one large marquee or two smaller** Some people prefer the kitchen marquee to be separate. Remember you will need to store food, have a preparation area and also have space for meetings and socialising. Some neighbourhoods and kitchens may have their own marquees, others will have to contact the site structures person.

**Metal Kitchen Sinks** .At least two for washing up and one for hand-washing area. Last year we had standpipes near kitchens on mains water. If your sink has taps with pipe/fittings that can join on to 20mm or 25mm blue MDPE water pipe, you may be able to get a direct connection into your kitchen

#### **Wooden Stands for the Sinks**

#### **Pallets and Boarding for walkways and food storage**

#### **Wheelie Bins**

#### **Rugs and old carpet for flooring**

#### **Cushions and seating material**

#### **Tarpaulins**

#### **Plastic Sheeting**

#### **Seating for people**

#### **Flipchart paper, pens drawing pins and notice boards**

#### **Small tables**

#### **Gaffer Tape/Zip or Cable ties/poly-prop rope**

#### **Market trader type big clips/clamps for securing tarps**

#### **Basic tools such as hammers, screwdrivers and spanners.**

#### **Power Equipment**

#### **Tea-lights and Candles**

#### **Jars and Holders for Candles**

#### Kitchen Infrastructure and Set Up.

**Gas Burners and something strong and fireproof to put them on.** A kitchen to feed 150 needs at least three

of these.

**Propane Gas Bottles for Burners.** Please do bring at least some yourselves if you possibly can

Rocket stoves, Gasifiers and hay-box ovens or alternative heat sources

**REGULATORS and piping that MATCH your gas bottles.** Spanner if required for regulator. It is much better to use an adaptor that feeds multiple burners from one bottle than each burner having its own gas bottle! Appropriate clips or crimps for securing.

**Water Storage Butts or bottles**

**A copy of the anarchist teapot guide and Health and Hygiene Regulations**

**Pallets and tables for storing food off the floor.**

**Large mouse-proof plastic storage boxes with lids**

**Strong tables/counters for prep and serving**

**First Aid Kit (with blue plasters)**

**Fire Extinguisher (*Powder type*) and fire blanket and/or fire buckets.**

**Smaller bins (general waste and compost)**

**Bin liners**

**Tables and chairs for punters**

**Wheelbarrow**

**Matches or some form of robust mechanical lighter for your burners.**

**Kettles and Hot Water Urn for tea and washing up water**

**Weighing Scales (very important for getting grain quantities right and avoiding wastage)**

**Sweeping brush and mop**

**Dustpan and brush**

**Rubber car/bath mats are handy for creating non-slip areas around washing up and tea urns.**

### Cleaning

**Hosepipe and connectors**

**Buckets**

**Bowls (or those plastic storage boxes are good)**

**Tea-towels**

**Cloths**

**Aprons**

**Scourers and sponges**

**Washing liquid for towels etc**

**Washing up liquid**

cul-de-sac with limited access and no where to turn round then leave the 7.5 tonne at home and take the transit.

Very often different working groups will have their own transport, cars, vans, rickshaws, home build recumbent and stilts these subsequently can, with agreement, be used to help facilitate the collection of materials, food produce and the like whilst the camp or gathering is in operation. For example a barrio kitchen will bring equipment from their local groups and then be able to provide a recycling vehicle for trash or produce collection from local suppliers. Liaising with the working groups throughout the gathering is a must to help coordinate this.

Vehicles up to 7.5 tonne are generally used for providing infrastructure to a site at the first instance. A lot of equipment can be deposited in a short space of time to provide the essential elements that go to building the communal aspects of a camp. These vehicles are often in short supply within our networks and often have to be hired. Most hire companies will not lease a 7.5 tonne vehicle on a short term contract. Salford hire is one of the few that currently do.

A vehicle over 7.5 tonne presents a number of issues. Again they are difficult to hire, the driver must have an appropriate licence to drive a Heavy Goods Vehicle and you must also consider the access issues to the site you intend to go to and of course the premises that you may have equipment stored at. On the upside they make a great blockade. Very importantly do not take for granted that the person who happens to have passed their test prior to 1995 who is therefore eligible to drive a 7.5 tonne can actually drive it. They are big, difficult to manoeuvre with out experience and under the pressure of getting on off sites sometimes in a stressful situation; it can cause the driver a lot of problems. At this point you may have wished you had considered the damage waiver policy with the hire company, expensive at the time but less expensive than the "You bend it you mend it!" policy.

### Transporting passengers.

Ideally the two categories of transporting equipment and people should be managed by separate collectives; experience has shown that the energy and resources required and the management of both these aspects of transport can be a huge task for one group to undertake.

Once the decision has been made to have a camp or gathering, the geography of the area should be looked at. Utilising local public transport networks is ideal, past practice has seen good working relationships with staff at train stations and coach stations with members of the transport collective hosting a welcome desk to assist the ease of passage of participants at the event; promoting cycling through a bike library scheme is a great idea, lift sharing can be advertised through the campaigns website. Encouraging people to travel as ethically and environmentally considerate as possible reduces the impact that any shuttle service has to provide.

Providing a shuttle service is a mine field of considerations.

Depending upon locations of pick up points the service can prove to be fuel intensive, increasing the running costs. There are a number of bio diesel providers who will provide a large tank supply of bio diesel and a pump to administer it with, details of which can be found in the glossary.

## Transport

*Organising transport for an event, gathering or an action camp is not an exact science. Every event is different in terms of geography, size, finances and expectations. It is essential that an understanding of these parameters is made prior to embarking upon the task of organising transport.*

*It is hoped that the following document, which is drawn from the experiences, adventures, trials and tribulations of a few who have burnt some rubber, shed some tears and had a lot of fun and great experiences along the way, will go some way to assist with the planning of transport for events in the future.*

### Be prepared.

As a transport collective you will be much in demand, many of the other working groups before, during and after the event will be seeking your assistance.

Once you have attended endless meetings focussing upon going round in circles and then you have stopped going to meetings but assessed the transport needs of the gathering, you ideally should present a prospective budget to those that hold the purse strings. Considerations here are hire costs of vehicles, fuel costs and possibly insurance to cover the vehicles and drivers. Without some cash it is very hard to provide transport as a transport collective and transport falls back to whoever has a car and is willing to chip in, which can work if twenty people are going away camping for a tofu weaving weekend but not if you are planning to supply the infrastructure for a 2000+ attendance at a week long direct action camp.

Transport can be categorized into two sections, one is providing transport for materials on and off a site and the other is transporting people to and from a camp or gathering or simply providing a shuttle bus service. These two facets of transport have their own off shoots, of which some explanation will hopefully follow.

### Transporting materials.

An assessment at an early stage of where your equipment is being stored around the country will assist in planning your itinerary for collecting said equipment and thus help to maximise the potential of your vehicles, personnel, time and fuel efficiency. There is no point having too much equipment for collection and it then not fit in to a van. Equally having spent big cash on hiring a lorry and it only being half full, or sat idle whilst the calls are made to arrange pickups is both expensive and frustrating. When taking on the role of collecting equipment it is important to establish with the provider, the dimensions of the equipment, the long lengths of marquees poles can cause you hassle if your van is too short, or the number of marquees that you have crammed in to your transit which then subsequently overloads it and both van, marquees and drivers licence are confiscated by the law.

It is essential to manage your schedule, driving can be arduous and time consuming and an over ambitious number of pickups in a day can be detrimental to the overall efficiency of the collective. A drivers mate to assist with loading and unloading, providing topical and stimulating conversation and buying the teas is a priority for any transport collective when considering the welfare of those involved.

You must remember that you will be collecting generously donated yurts and tee-pees from people who have a different understanding of time management to the efficiently clockwork like and synchronised transport collective. An element of frustration at this point is inevitable but unfortunately understandable. The transport collective must also take into consideration the access to where equipment is stored. If a kind donator lives in a quite

**Surface cleaner (preferably spray form)**

**Gel hand sterilizer for quick cleansing**

**Soap**

**Some form of washing line**

Preparation and Cooking Utensils

**Multiple plastic chopping boards. At least five, brown and green coloured.**

**Multiple large and small SHARP knives with Sharpener**

**Thermometer for Checking Food Temperature**

**Massive pans. At least two.** One for sauces and one for grains/sides: Large stainless steel pans with heavy bottoms, dixies rectangular stainless steel pans with lids which the army use), frying pans (big flat bottoms are the best). Each person needs 0.5L of food roughly for a main meal. This means if you are feeding 200 people at once, you need enough pots to put 100L of food in.

**Some smaller ones for any reheating.**

**Big stirring spoons.**

**Ladles and serving spoons**

**Serving dishes and/or heatproof mats/boards for putting hot pans on**

**Graters**

**Salad and Mixing Bowls**

**Whisks**

**Multiple TIN OPENERS**

**Colander**

**Mashers**

**Sieve**

**Measuring jugs**

**Trays**

**Tongs**

**Teapot and Cafetiere**

**Plastic containers and Tupperware of a variety of sizes. WITH MATCHING LIDS**

**Tin foil**

**Cling film**

Eating and Serving (useful to get people to bring at least some items themselves, indeed we recommend this to avoid loss, or encourage a deposit scheme, plastic is best)

**Hand-washing set up for people in queue** (bowls and soap)

**Plates (small and large)**

**Bowls**

**Mugs**

**Plastic cups/glasses**

**Knives**

**Forks**

**Spoons**

**Tea spoons (thousands)**

**Safe container for cash**

You also need to budget for gas and spare equipment. Spare burners ( with gas set up extras like clips and piping) and pans are particularly useful.

People often ask how big a pan they will need. Here is an idea from Veggies:

'Use a pot big enough for about 0.4ltr per person, or 0.5 ltr for soup as a meal. The volume of a pot is approximately depth x radius squared x 3 (roughly 'pi'). Measure in centimetres and divide by 1000 for litres. eg a medium pot 25cm across by 20cm deep is almost 10ltr, enough for 20 - 25 people.

#### Budget and Quantities

You should budget around 12,000 pounds for food *at least* if you want to put on a similar event to Climate Camp. We do not have an accurate record of how many people we were feeding across a two week period, but at the weekend action peak it was around 1500, and at the main camp period it was around 800, which built up from around 200 in the early stages and fell to that again in the latter stages. More money is definitely always better.

To give some indication of costings Climate Camp began with a 5000 pound credit from a wholesaler, plus £500 spent on 2 days worth of vegetables and bread. They spent £6000 more throughout the camp on replenishment of all these things and several hundred pounds more on Gas. They charged around £28 a week/ £4 a day for food and made a 5000 pound surplus that will fund the beginning of the next camp. As mentioned above the actual food order is available for consultation, and a detailed break down is there.

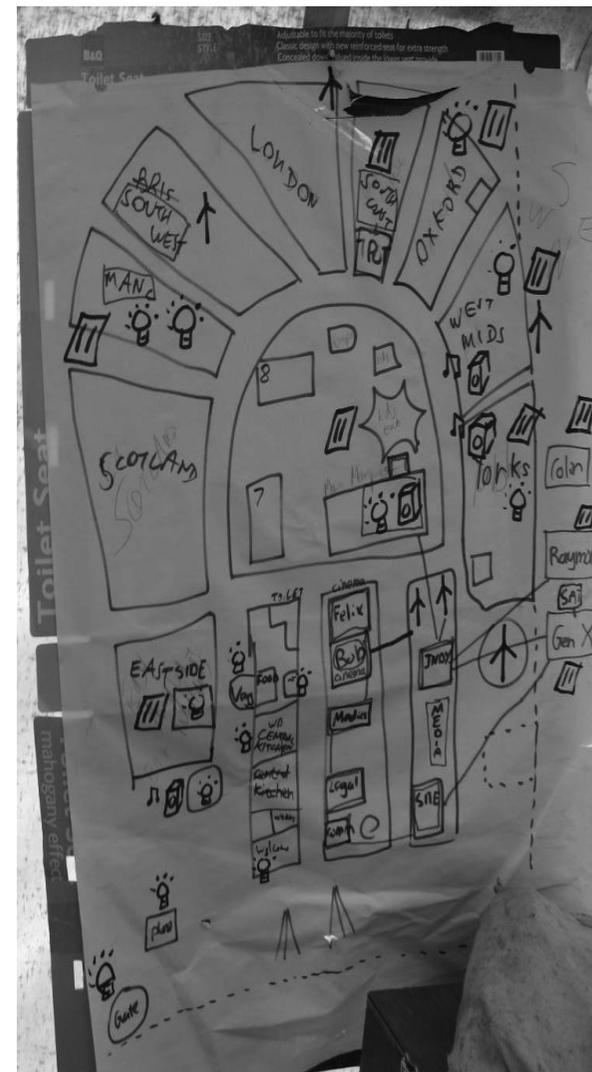
Central provisions were fronted by climate camp and paid back in donations by people at the camp. This is filtered through the neighbourhood kitchens collecting food donations from camp attendees. This donation money will also pay for food you need later in the camp so it is vital it is collected early. You will need to make sure this is clear to neighbourhoods and include the cost of food in the information on website about camp costs. To do this you need to work out necessary donation levels on the basis of your projected costs.

Here from the Anarchist Teapot Guide is a good indication of quantities allowed per person. For food ordering you simply need to calculate upwards from person to neighbourhood level ( approx average 150 people. See column 1 of the food order for an example. The you need to factor upwards again to camp level by number of kitchens. See column 2 of the food order. This can be done using these quantities as a rough guide. This can be complex and needs a good head for figures. The Climate Camp 2007 food order gives some indication that this is not an exact science. However it gives a sensible indication of the amounts of food you should be expecting to go through over a two week period. The final column tells you how much was actually used at the camp.

Muesli: 50g per person per day
Soymilk: 0,2l per person per day
Bread: a bit less than 200g per person per day, 20 large (800g) loaves will feed just under 200 people at one meal
Sugar: ca 1kg per 100 people per day for teas and coffees
Margerine: ca. 1kg per 100 people per day for breakfast/bread with lunch

- Label plugs
- Measure power use by individual appliances
- Gaffer-tape plug sockets were to prevent accidental removal of plugs or extra loads being plugged in without permission.
- Cables may have to be moved to supply demand from the available power sources during the event (eg. At CC 07 we moved Indymedia to Generator X once the original battery bank feeding the supply ran low).
- Liaise between power users (such as wheelchair users, entertainments and workshops) and power providers to ensure uninterrupted power use.
- CC 07 had one coordinator working full-time with assistance from several people on 240V, and two people working full-time on 12V with some support from others.

#### **Plan for Site electrics at CC 07**



Workshops: 300W projector (occasional)  
Toilets; 4 x 5W bulbs

**Case study Climate Camp 2007, Heathrow**  
Maximum population 1,200

#### Loads:

The following power users were connected to the solar powered 240V ac mains supplied by Steve (Generator X), Raymondo and Colin (Coltek) during the event (shown in red at the photo at the bottom):

1. Site office (light, wheel chair charging, power tool battery charging and phone charging)
2. Communications (Lights, radio communication, phone charging, printing press)
3. Legal (phone charging, lap-top charging)
4. Medics (Light)
5. Cinema (projector, computer and sound system)
11. Main marquee (roving microphones, sound system, lighting, projector)
12. Indy media (up-links, computer suite and assorted lap-tops / cameras etc)

#### Power ratings of generators and loads:

##### Generator X:

1.2kW peak PV array  
2 x 900W + 1 x 500W inverters  
supplying typically 5kW/day power supply?

##### Raymondo:

1kW peak PV array  
5kW inverter (with synchronised outputs)  
supplying typically 5kW/day power supply?

##### Coltek:

Due to transport problems, Coltek brought a limited PV array, battery bank and sound-system.  
1kW inverter  
600W sound system?

##### Loads:

Site office: wheel chair charging 150-300W for 3 -5 hours / day (per wheel chair x 2 average)  
Power tool battery charging: 50-100W for 2-3 hours / battery (3 charges / day)

Comms: 20W typical (short range radios charging x 24hours), up to 100W with phone charging, medium range radios: 360W (not used), printing press – 150W (20min for 1,000 copies, 1hr/day)  
Legal (also site-office and comms) – laptops (50-70Wx12hours/day average)

Main marquee: projector (200W) and roving mikes used for some talks. (several hours / day)  
12V (400W) sound system used for talks and for first nights entertainment

Cinema: projector (300W), DVD player (20w), power speakers (130W) x 2hours / night  
Indymedia: up-link and PC suite (700W), lap-tops and cameras (300W) x 12 hours / day

#### Jobs undertaken:

- Cables to be run from the power suppliers to the users. Place the cables so as to avoid trip hazards. Preferably cables should be dug in or run high to prevent damage to them. At CC 07 they were secured by fixing to pegs and poles to avoid trip damage and labeled to avoid accidents. To further minimize hazards, cables were placed under carpet or boards at roadways to prevent damage from vehicles or snagging.

Grains: 60-100g per person per meal
Couscous/bulgur: 5kg will do 60-80 people per meal
Pasta: 125g per person per meal
Dried beans: 80-100g per person per meal
Main dish: up to 0,4l per person per meal
Veg in a main meal: 250g per person per meal (so, if it's mainly potatoes and carrots – say 150g potatoes plus 100g carrots per person)
Tomato puree: 35x 200g double concentrate tubes for a sauce for 200 – or, large size catering tins (usually 900g) – 4x for a sauce for 100. A bit less if you're using chopped tomatoes too.
Lettuce: 1 iceberg for 10 portions of green salad, a bit less for other lettuces
Cabbage: 50g per person per portion of cabbage salad or cabbage side dish
Cucumber: 1 cucumber will make a salad for 6-8 people
Vegan sausages: 10kg sosmix will make ca 400 sausages (not huge ones)
Bouillion/stock: about one large tin (900g) for a soup for 200/250
Dressing: 1 litre vinaigrette dressing for a salad for 100 people (more if a potato/bean salad)
Fruit: if budget allows or we've been asked to, we'll have fruit with lunch or dinner, usually asking people to just take one piece. Apples often come in 18kg boxes (100-150 pieces), Bananas also 18kg (average – 120 pieces), oranges 15kg (average – 65 pieces)

#### Recipes and Menus

The Climate Camp kitchen team did not prepare recipes and menus as there is a huge range of advice and experience in circulation. The Anarchist Teapot Guide to Mass Catering is great ( see above). Veggies have been gathering their recipes at <http://www.veggies.org.uk/recipes/index.htm> and <http://www.veggies.org.uk/page.php?ref=1182>. Another Dinner is Possible' from Mike and Isy of the Anarchist Teapot is another great resource of recipes that can be sized up. This and other excellent vegan recipe books are available from Veggies and also Active Distribution ([www.activedistribution.org](http://www.activedistribution.org))

It is also good to share ideas and experiences on site so you have as diverse range of food as possible. Experienced kitchen people may not have used a recipe for a long time but have learnt through trial, error and practice. For example Lou has about 10 tried and tested favourites in her head ranging from thai, through indian and mexican type meals which she is happy to share and experiment with. It is good to learn and share seasoning combinations that make for a 'theme' of food that works ( for example using coconut, garlic, lime, turmeric, ginger and chilli gives a thai theme), and to also to learn by 'eye' vegetable combinations that are complementary, such as courgettes, aubergines, onions and peppers together giving an italian feel. These things come through practice and sharing ideas and tips. Things like that cocoa adds a certain something to chilli and pesto can rescue the dullest pasta sauce. It is also worth knowing what doesn't work and turns into the much maligned vegan slop! Try and maintain texture and variety in meals, but do not over do it by putting everything in. Having every vegetable and pulse in one meal with some random sauce is a recipe for disaster. Humourously Lou generally refuses to cook anything brown because it always looks bad!

It is important not to worry too much though. Experience will teach you that hungry and active people are always grateful and appreciate how difficult it would be to provide gourmet food in a field. Variety, retained texture, and a range of sauces, grains, salads and seeds are the key.

Menus and ideas can also be discussed at a daily kitchen meeting if you want to avoid ten kitchens all cooking chilli.

#### Food Allergies and Special Diets

It is recommended that the medics team should be alerted to these things and gets anyone with severe food allergies to speak to their kitchen team immediately. In most cases they will try and find solutions. If not the person will generally agree to take care of their own needs. Try and be tough with people who are simply faddy. When cooking for hundreds you cannot be too delicate with people who don't like things, or who have very

mild food intolerances.

At the kitchens meeting you can decide which kitchen will be wheat free for the day. One kitchen should also be chilli free, and all kitchens should consider food suitable for children's palates be set aside.

Raw food people are fairly common too. Last year I asked raw foodies to help themselves to the veg store and to take care of themselves as much as they could. Or to be creative you could ask them to take over a whole meal! . Be aware that some raw foodies can have a taste for exotic food stuffs so may need some monitoring if everyone else isn't just going to eat just turnips.

### Health and Hygiene

You should expect to be visited by people in white Wellingtons many times and to take health and hygiene seriously. There is advice included below about health and hygiene, and there is heaps of official advice available online. Common sense practices of hand and veg washing, and surface cleaning are all important and there are other things that are more important in mass catering in a field. The main ones are to make people wash their hands before taking food, to make people wash their hands in a dedicated hand wash sink, before washing up, and also to have only one or two people washing up rather than DIY. There were no mass outbreaks at Climate Camp 2007 and this can be attributed to great care being taken about this stuff. It is worth reminding everyone that takes part in cooking that those catered for will almost certainly include people with vulnerable immune systems.

It is wise to be co-operative with official people as they generally are supportive and only want to make sure people are safe. We all share the aim of making sure that an outbreak of tummy bugs is avoided, or worse. They are more likely to pass you if you are polite, well informed and willing to co-operate.

### **Before The Camp**

#### Suggested Timeline of Tasks and Duties

##### 6 Months before

- a) Set up the kitchens e mail address and agree a rota to check it
- b) Update neighbourhood kitchens contact list and introduce your team to neighbourhoods. Arrange to have regular contact with them and share contact details.
- c) Contact known neighbourhood kitchens with a questionnaire and tat list. Check in with them about capacity and any equipment and skillsharing needs. Give them copies of food hygiene regulations and a copy of the ATC skillsharing book with lots of advice in about practical matters. Share the anarchist teapot guide and other useful kitchen links.
- d) Begin recruitment of the kitchen co-ordination and hot water team at the earliest possible time.
- e) Make the team available for questions, and have a known contact person
- f) Do an inventory of the central kitchen equipment and replace any equipment lost or broken and expand the capacity if needed with extra burners and pans.
- g) Contact the structures person with the site group and make any equipment needed known to them. The central kitchen area needs a medium-large white marquee for cooking and eating space, a large white wedding marquee for the food store and a smaller washing up shelter.
- h) Source local to the site wholesalers and make price and credit enquiries: CHECK WHEN THEY NEED THE ORDER BY.

##### 3 Months before

phones is possible.

- Power supply delays happened at CC 07 due to police intimidation tactics. After prolonged negotiation via police liaison, vehicles were granted access to the adjacent car-park (electricity providers were required on health & safety grounds for people in electric wheelchairs). Luckily smaller vehicles managed to get through the gate (an issue for large non-articulate HGVs).
- Delayed access meant that vehicles arrived on site up to 24 hours later than expected and therefore alternative plans had to be instigated (including for entertainments).
- Make sure the site is planned with solar and wind in mind – solar panels need to face south un-obscured by marquees and wind turbines need to be clear from obstructions such as hedges and marquees.
- As access to the field was not possible, power had to be run further than anticipated; this had losses and safety issues as well as requiring more cable than expected.
  - **Fridges:** 12V fridges eat batteries and don't work – they can 'cook' medicine! If there is a fridge, have a thermometer to check temperature regularly within the fridge.

### ***Case Study: Climate Camp 06, Drax***

Maximum population 600

#### **Work done:**

- Identify and contact alt tech off-grid technology providers (3 person days)
- Liaise with alt tech providers (1 person day)  
Liaise with users (workshops, medics, neighbourhoods etc) to establish needs and wants – make a clear distinction between the two
- (6 person days inc monthly meetings)
- Match users & suppliers /neighbourhoods & do calculations (1 person day)
- Create shopping list & buy cables etc (1 person day)
- Train and advise users prior to camp and prepare guidance notes (1 person day)
- Set-up all site electrics (2 persons x 3 days = 6 person days)
- Maintain all site electrics (1 person x 6 days = 6 person days)
- Take-down site electrics (1 person day)

#### **Equipment used**

Power generation:

Medics – 3 x 60W PV, 150Ahr batteries  
Comms - 1 kW? Wind, 3 x 200 Ahr batteries  
Central battery charging – 3 x 60W + 3 x 20W PV, 10 x 100 Ahr batteries  
Toilet lights - 4 x 10W PV, 4 x 50Ahr batteries  
Safety & Wellbeing + entertainments + some use in Indymedia - 4 x 75W PV, 400Ahr batteries  
Westside (lights) - 10W PV, 1 x 70Ahr battery  
Nottingham neighbourhood - 20W PV, 1 x 70Ahr battery – (light & sound)  
Cinema (cinema + Indymedia) – 6KW diesel generator set, (2-3 hours / day)  
Indymedia - 3kW diesel generator set – (not used)  
Yorkshire neighbourhood - 3 x 75W PV

Users:

Gate: 8W light bulb (night - occasional)  
Comms: 8W lightbulb + 20W charging (24 hour)  
Medics: 50W fridge (24 hour)  
Westside: 8W bulb (evening occasional)  
Notts: 20W lights + 12V sound (evening occasional)  
Yorks: 30W lights + 12V sound (evening occasional)  
Indymedia: 600W up-link + 400Wpcs (2-3 hours / day)  
Entertainments: 100W – 200W PA + light (2-3 hours / day)

## Camp Electrics

In this document the terms off-grid, electrics, power and alt-tech are synonymous.

### Overview:

At the Climate Camp in 2007, all electricity used on site was produced from solar and wind energy. Electricity was provided to the 'central infrastructure users (medics etc)' by large solar powered electricity providers. These connections were made and managed by the site working group. Neighbourhoods were generally self-sufficient (using wind and sun) but were helped and monitored by the site working group. The same system was used at CC 06, although a back-up generator was provided for the computer server.

### General approach:

6. Employ power providers for the 'central' users – workshops, medics etc.
7. Ask users to minimise power needs as much as possible. Explain that power is VERY limited when off-grid. Make this clear throughout the organising process.
8. Team up power providers and users so that they can work together to share responsibility for equipment and maintenance work.
9. Ask neighbourhoods to be as self sufficient as possible.
10. As electrics are specialised work, offer training to neighbourhoods without specialists and/or equipment

***We recommend using a Needs and Wants systems so that electric energy is used sustainably and usefully for the length of the event.*** It's amazing how many people confuse their needs and wants.

***If there is lots of Sun, Wind and Power Providers then once the 'needs' are satisfied the 'wants' can also be satisfied. If there is not much Power, create priorities! Be aware that you may need to be strict in rationing Power. Be as strict as the situation requires.***

In preparation:

- Even before date and location are set, secure £3k budget for booking power providers – they get booked long in advance.
- Identify main power users and ask for likely amount of power needed, educating about limitations implicit in off-grid systems.
- Book power providers as soon as dates and location are known. Some providers may be reluctant to bring expensive equipment to a squatted site with heavy police presence, although we never have had any equipment seized yet.
- Pair up power providers with users, to minimise battery movements, encourage cooperation and shared responsibility.
- Arrange training for neighbourhoods who do not have their own electric system with sessions on how to choose, set-up & maintain off-grid technology.
- Check access – especially turning circles and access on site, as large lorries are used to move the equipment.
- Discuss Plan B with site team and power users in case of no power on site (due to police pressure, technical hitches or other unforeseen circumstances), or no vehicles on site.

On site

- All central equipment will probably be lent and maintained by (and be the responsibility of) the power working group - this is a demanding task and is best taken on by a group of people.
- Equipment can be installed in one place (due to its value) and batteries moved, or equipment can be placed where it is needed if it is going to be secure. Batteries need to be checked twice a day.
- Heavy power users such as computer servers may need generators – can biodiesel from ethical sources be used? The use of generators is contentious – informed discussion is needed early on.
- If possible, have separate charging points for mobile phones, to prevent their users disconnecting other equipment. If you find that they use up too much charge and power is running low, only mobiles essential for running the site and vital for its functions. It's a great way of reminding people that a life without mobile

a) Write the dried goods food order, with help from last years records. You will need one initial order and another top up order ( at least one) later in the week from a local supplier. It is best to draft these together and account for later needs, and have back up suppliers in the area. This will take a long time and a good head for numbers so allow plenty of time for it.

b) Once written check in with neighbourhoods about what provision they can expect and indicate to them what provisions they will need to supply for themselves. Usually these are luxury goods and some spare gas capacity.

c) Check the order with finance people and experienced kitchen folks for mistakes and missing items.

d) Begin enquiries about storage and delivery of the order to a safe space in the vicinity of the site. Suppliers do not like not knowing where they are delivering to so it is helpful with squatted sites to liaise with local people and the networking/outreach group to find a suitable space nearby.

e) Arrange transport for the central kitchen from Leeds to the site. It needs to be large enough for the kitchen and enough food stores for two-three days. Make sure you also arrange transport back at the end of the camp.

f) Arrange a meeting with kitchen reps from all neighbourhoods at one of the gatherings and give plenty of warning: This is an opportunity for skillsharing, troubleshooting, a capacity check and advance warning of problems and gaps.

g) Recruit new central kitchen co-ordinators and volunteers from outside the team: People and groups new to the camp often like to work in the central kitchen, and it is good to send a recruitment call out to the main list.

h) Make sure you have recruited a foodstore co-ordinator for onsite and engage their help in the later stages of ordering and provisioning.

i) Check in with perishable goods and fuel suppliers to check when they need the order by to have stuff on site at the beginning of the camp. You should expect to have to buy some fresh provisions for the set up period and then have the main order on site for the camp.

### 1 Month Before

a) Maintain regular contact within the team and with neighbourhoods. Make sure any final needs for information and support are met and that you know when to expect neighbourhoods on site so you know capacity and cover for the first few days of the camp. Tell them how much to charge people for food and how to get the money to you, when kitchens meetings are, and where you will be on site and what you will be doing.

b) Confirm the existence of a safe food store location near to the proposed site. Arrange a suitable delivery and take away date with the owners of the space.

c) Send in the final dried goods order to the supplier and give the supplier the address of the safe space when possible.

d) Arrange for transportation of this food onto the site at an appropriate time

e) Prepare fresh goods and fuel orders to be sent in, usually the week before the camp, you will often have to tell them the site location literally days before they deliver. This is stressful and be prepared for mutinous suppliers and have back ups ready.

f) Have a strong set up kitchen crew in place and ready to be onsite as soon as the site is taken. Do an inventory of equipment and do last minute checks.

### **Kitchen Tips and Recommendations**

These are some things the authors have learnt through time and experience They are also important from a

safety/hygiene point of view.

#### *General Kitchen Set Up: Space, Logic and Flow*

a) Where possible have food storage, prep, cooking and serving area separated but consecutive (this is a useful ordering to work with). Not in different tents or anything, but in some kind of set up that aids logical progression/flow from food sack to mouth. Different areas are generally for different tasks but they should link with one another in an order that works without people having to bump into one another trying to do things. Eg the prep area should be close to the food, and a tap for washing veg should be nearby etc.

b) Try and have enough space for people to move past one another and hot things easily

c) Have a distinct, separate washing up area with a hot rinse and capacity for air drying. People should be able to take their things there without coming back through the kitchen. There should be a separate hand wash here for washer uppers.

d) Have all burners away from tent walls and sheltered from the weather. Make sure they are stable and away from any burnable material. Grass will nearly always burn, so you can dampen it or cut it back. Or watch it carefully the first time it catches with water on hand and then it is fine.

e) Get gas set up checked by an experienced person and keep your spanner handy. (See later sections for advice on gas set up)

f) Have sturdy tables and make sure they are steady on the ground. They should also be the right height for an average height person not to get back ache chopping.

g) Tables can be used logically to aid the flow of the kitchen and to create no-go areas. You can almost never have too many, and 8 is a good number for a 200 person kitchen. At climate camp the central kitchen had two tables at the front with tea and snacks to keep people out of the kitchen most of the time. We had two-three large prep tables running perpendicular to these for prep and serving, and another two or three for the washing up area .

The back of the kitchen was pallets with food on and in the middle space and around the sides we had pallets with pans and cleaning equipment on. The burners were in the far corner, away from the general flow of people.

h) We made sure that once people had their food they could walk out of the door to the eating area without doubling back.

i) You can create non slip areas using rubber mats around urns, washing up pathways etc to avoid a mud bath.

j) Pallets are invaluable for keeping things off the ground and also for creating logical storage areas. Food should always be stored off the ground in closed bags and boxes.

#### Lighting

The kitchen area should be well lit, and a light coloured tent is recommended. Lighting should be installed for evening and night cooking. Head-torches are really helpful

#### *Gas and Burners*

#### Where to get stuff?

Calor suppliers are usually helpful and information or [www.bes.co.uk](http://www.bes.co.uk) come highly recommended

#### Gas Quantities:

19kilo bottles are the most manageable and last a decent amount of time. Generally we discourage people from ordering 47kg gas bottles because they weigh much more than 47kg including the bottle and are so very difficult to move about. The Anarchist Teapot do use them for their impressive burners but most burners can

with local people and the networking/outreach group to find a suitable space nearby.

- **Arrange transport for the central kitchen** from Leeds to the site. It needs to be large enough for the kitchen and enough food stores for two-three days. Make sure you also arrange **transport back** at the end of the camp.
- **Arrange a meeting with kitchen reps from all neighbourhoods at one of the gatherings and give plenty of warning:** This is an opportunity for skillsharing, troubleshooting, a capacity check and advance warning of problems and gaps.

#### **Recruit new central kitchen co-ordinators and volunteers from outside the**

**team:** People and groups new to the camp often like to work in the central kitchen, and it is good to send a recruitment call out to the main list.

- **Make sure you have recruited a foodstore co-ordinator** for onsite and engage their help in the later stages of ordering and provisioning.

- **Check in with perishable goods and fuel suppliers** to check when they need the order by to have stuff on site at the beginning of the camp. You should expect to have to buy some fresh provisions for the set up period and then have the main order on site for the camp.

#### **June –July 2008**

-**Maintain regular contact** within the team and with neighbourhoods. Make sure any final needs for information and support are met and that you know when to expect neighbourhoods on site so you know capacity and cover for the first few days of the camp. Tell them how much to charge people for food and how to get the money to you, when kitchens meetings are, and where you will be on site and what you will be doing.

-**Confirm the existence of a safe food store location near to the proposed site.** Arrange a suitable delivery and take away date with the owners of the space.

-**Send in the final dried goods** order to the supplier and give the supplier the address of the safe space when possible.

-**Arrange for transportation of this food onto the site** at an appropriate time

-**Prepare fresh goods and fuel orders to be sent in**, usually the week before the camp, you will often have to tell them the site location literally days before they deliver. This is stressful and be prepared for mutinous suppliers and have back ups ready.

-Have a **strong set up kitchen crew in place** and ready to be onsite as soon as the site is taken. Do an inventory of equipment and do last minute checks.

#### **Immediately before Site Set Up**

**A couple of kitchen people need to be in the area the day before.** Buy enough veg and bread for two-three days of provision to about 100 people and store it in a van with kitchen equipment. Be in the area quietly. Do not take part in taking the site. You will need to be fresh for a whole day feeding people who have been up all night and have to set up a camp.

**Get onsite as soon as you can after it is taken.** Get hot water and tea provision set up as soon as possible and provide bread and breakfast provision. Set up the kitchen! And get going....

#### **August: A Brief and Not Comprehensive Summary of Onsite Tasks and Routines**

production crew with a separate but connected area of work. No cooking skills are needed, but an interest in how to produce a lot of hot water with less fuel use would be ideal!

### Timeline of Tasks from March to August 2008

March-May 2008: These can be shared within the team as appropriate

- **Set up the kitchens e mail address** and agree a rota to check it
- **Update neighbourhood kitchens contact list** and introduce your team to neighbourhoods. Arrange to have regular contact with them and share contact details.
- **Contact known neighbourhood kitchens with a questionnaire and tat list.** Check in with them about capacity and any equipment and skillsharing needs. Give them copies of food hygiene regulations and a copy of the ATC skillsharing book with lots of advice in about practical matters. Share the anarchist teapot guide and other useful kitchen links.
- **Begin recruitment** of the kitchen co-ordination and hot water team at the earliest possible time.
- **Make the team available for questions**, and have a known contact person
- **Do an inventory of the central kitchen equipment** and replace any equipment lost or broken and expand the capacity if needed with extra burners and pans.
- **Contact the structures person with the site group** and make any equipment needed known to them. The central kitchen area needs a medium-large white marquee for cooking and eating space, a large white wedding marquee for the food store and a smaller washing up shelter.
- **Source local to the site wholesalers and make price and credit enquiries:** We need to find suppliers of Gas, Bread, Veg and Wholefoods. We have a good relationship with Lembas in Sheffield and they are a good place to start. We have a £5000 initial budget subject to agreement by a gathering. CHECK WHEN THEY NEED THE ORDER BY.
- **Money Note: Central provisions are fronted by climate camp and paid back in donations by people at the camp.** This is filtered through the neighbourhood kitchens collecting food donations from camp attendees. This donation money will also pay for food you need later in the camp so it is vital it is collected early. You will need to make sure this is clear to neighbourhoods and include the cost of food in the information on website about camp costs. To do this you need to work out necessary donation levels on the basis of your projected costs.

### May-June 2008

- **Write the dried goods food order**, with help from last years records. You will need one initial order and another top up order ( at least one) later in the week from a local supplier. It is best to draft these together and account for later needs, and have back up suppliers in the area. This will take a long time and a good head for numbers so allow plenty of time for it.
- **Once written check in with neighbourhoods about what provision they can expect** and indicate to them what provisions they will need to supply for themselves. Usually these are luxury goods and some spare gas capacity.
- **Check the order with finance people and experienced kitchen folks for mistakes and missing items.**
- Begin enquiries about **storage and delivery of the order to a safe space** in the vicinity of the site. Suppliers do not like not knowing where they are delivering to so it is helpful with squatted sites to liaise

cope with the 19kilo.

### Safety Advice

IMPORTANT: ALL THE INFORMATION BELOW CAN BE FOLLOWED WITH VERY LITTLE RISK. HOWEVER THIS IS A ROUGH GUIDE AND ANYONE WHO IS GOING TO CREATE A GAS SET UP SHOULD TALK TO SOMEONE WITH EXPERIENCE BEFORE THEY START TO PLAN, AND GET SOMEONE KNOWLEDGEABLE TO CHECK IT BEFORE USE.

- a) Don't use any gas equipment you are not sure about- was it designed for the task you are going to use it for, is it still in good working order?
- b) MAKE SURE YOUR REGULATOR AND BOTTLE MATCH. If they don't you will not be cooking a thing.
- c) Treat gas with respect. Always have the bottle off when you are working on anything, keep naked flames away and out your kitchen when it is not in use, and keep your nose attuned for a gas smell when there shouldn't be one.
- d) Use a proper lighter for lighting your burners, one that keeps your hand as far away as possible. I recommend the co-ordinator keeps the lighter on their person. (it's always best to use a lighter rather than matches as matches have a habit of getting into food)
- e) You can easily run two average burners off one bottle and you should do that for economy. Most burners come with their piping and regulator set up ready. You should check the piping for wear, and that the screws on the security clips are tight. Any missing security clips should be replaced.

### Gas Set Up

**For new set up for two gas burners running off one bottle.**

You will need. Two burners. Spanner and screwdriver. 3-5m length of orange rubber piping, triad splitter and security clips (at least 6), and one compatible regulator to join to the bottle.

- First you need to attach two half metre pieces of orange rubber gas piping to each of the burners and secure each join with a screw on security clip ( note: screw on security clips (jubilee clips) damage hosing and should be single use. Either cut the piece of hosing damaged off after use or use crimps and crimping tool (£10 to £15 gas supplier) and again discard after use. Tough piping can be softened in a mug of hot water.
- Take a metal triad splitter, available from most calor gas stores, and insert the two lengths of piping on either end of the horizontal metal part. Again you should join firmly and secure with screw on security clips (see above about re-use).
- Another part of the triad splitter should be pointing vertically and this will join to the bottle. Take another length of piping appropriate to your needs and add it to the third branch and join it to the regulator. Again all joins should be security clipped
- The regulator should be fixed to the bottle and tightened thoroughly with a large spanner, which should remain near the gas area
- Turn on gas and check all joints with gas leak liquid (from gas supplier) or washing up liquid. Smear on joint and check carefully for bubbles
- The gas bottle can then be turned on as needed, and the burners lit using the nozzles on the model you have.
- to change the bottle. Turn it off, detach the regulator and join it in the same manner to a new bottle.

Gas bottles should be put outside the tent. Turn them off when they are not in use for a length of time (overnight) it is easy for the nozzles on the burners to be left open.

Make sure the burner supports the pan and use two burners for one pan if you think it is necessary. You cannot

heat a huge pan using tiny burners. Make sure your burners are powerful enough. A regular £35 one ring calor gas burner can cope with medium pans, but a three or four ring burner is often needed for a super big amount of sauces or grains. Check out your local Asian catering store, and Army surplus are also great.

If you suspect you have a leak turn everything off at once and test using soapy water, or a nearby plumber if there is one! Replace the part that is leaking

Always have spare piping, regulators and security clips/crimps and the tools needed to work with them.

#### *Rocket Stoves and Alternative Fuels and Cooking Stoves*

Wood chip fuelled rocket stoves are becoming a common site around field kitchens and they can be very useful for heating water. Advice on their construction can be found on the internet and skill shares are common around the environmental movement and social centres. At current capacity it can be suggested that they are generally best kept as a supplement or reserve heat source, though as the technology and experience moves on this may change. Their advantages are sustainability and DIY/recycling ethos. However it is good to bear in mind that they are not often big, powerful or stable enough to support large pots and pans, they need constant tending and fuel monitoring and they make everything turn black and messy. Propane burners remain more reliable and you do not need to get in vast amounts of wood fuel.

Watch this space, I am hoping to be convinced!

Solar and Haybox ovens are also possible, and Gasifiers have also been mentioned and experimented with.

#### *Food Safety*

##### Pest Avoidance

a) Store food off the floor and avoid spillage.

b) Your containers must have lids.

c) Don't leave food lying around and cover your compost in a sealed container that is strong enough to present a challenge to rats foxes etc- so not just bin bags

d) Sweep and mop if you have the kind of flooring that could be. If not pick up any obvious bits of food waste left lying around.

##### General Hygiene

a) All people who walk in the kitchen area and do anything must wash their hands. All volunteers should wash their hands in a bowl separated for this purpose using soap. You can also make sanitising gel available.

b) The kitchen should be a working area. Don't let people hang out in there and try and avoid self service snacks. They make a mess and create germs. NO SMOKING in the kitchen

c) Cover your clothes and your HAIR.

d) Wipe all surfaces regularly with sanitiser. Rinse chopping boards off regularly.

e) Have only one WASHER UPPER for people's plates and mugs etc. AVOID DIY washing up. This person must wash their hands first

f) Keep food off surfaces and in containers. The central kitchen was full of plastic boxes and tubs of a variety of sizes for washing, storage and transportation of food. These are invaluable and it is recommended that you invest in a selection, some with lids, some without. They are also useful for serving (see below) If you're buying things in bulk, big brand new dustbins are an excellent investment as storage containers.

#### Handover Document for Kitchens Group Kitchens Timeline and Central Kitchen Co-ordination.

##### Key Background Notes

- In 2007 the majority of this work was taken on by two people liaising with neighbourhood kitchens. Onsite there were three people. This year we agreed that with an expected increase in camp size the co-ordination team should contain at least ten-fifteen people including the hot water folks.
- This year we also need a dedicated hot water provision team, who has proficiency with rocket stoves, extra propane burners and tea making. Ideally each neighbourhood would have a crew, and the central kitchen would have a larger one. If you are interested in sustainable hot water provision and distribution then also e mail lou.
- In 2008 the camp provision is separate from the provision for the caravan across London. If you are interested in catering within the caravan you should contact the caravan working group.
- Lou ( the kitchens co-ordinator in 2007) will be involved again this year but on a lesser scale. She would urge people to share many of the tasks she took on personally last year as there was undercapacity in this area. Ideally she would prefer to do a skillsharing and support role from within the Activist Tat Collective, and co-ordinate the central kitchen only. The central kitchen equipment belongs to her and she has responsibility for it at The Common Place in Leeds.

##### Main Roles to be filled

The central kitchen is the hub of kitchen provision. It provides continuity and support from set up to tat down and during the camp acts as a social and communal space for people unattached to neighbourhoods, or day visitors. It needs to be clean and efficient as it is often the first kitchen that people come across and it is also where neighbourhood kitchens can seek advice and support if they need it. It provides overflow capacity should the camp suddenly increase in numbers too. It is not designed to run when the camp is in full flow unless it is needed to boost provision. Most of the time it should be providing soup and snacks for example, rather than full meals. In practice it does cook quite a lot of the time and it needs a strong crew to maintain energy and full capacity.

During the days of action it runs for 24 hours feeding people off and on site and supplementing any neighbourhood capacity that might have run down.

**Neighbourhood Communication Person/team:** Liases with neighbourhood representatives and kitchen crews to communicate progress in the run up to the camp and share advice and ideas, including tat lists and skill sharing documents. Onsite they organise and facilitate kitchens meetings and check capacity, menus and allergy needs with neighbourhoods.

**Food Hygiene Person:** Knows their stuff about all this and communicates with neighbourhoods and checks in with them regularly.

**Provisioning and Foodstore Person/team:** This person takes on responsibility for ordering and stock checking food, fuel and provisions for the site. They will write the orders before the camp with the help of last years records and place the orders when needed in communication with the finance team.

Onsite there is a **food store co-ordinator** who keeps track of stock and arranges for re-ordering. They also advise neighbourhoods on prudent and economical stock use.

**Central Kitchen Co-ordination and Cooking Team:** This team is responsible for food production and serving within the central kitchen, and all clearing up and food hygiene issues within it. They set up rotas, prepare the food if they are needed and keep the place tidy and running with cleanliness and order.

**Hot water people.** Hot water is the key to successful and hygienic kitchens and happy campers as they get regular tea and coffee. In 2007 hot water was a tremendous strain on kitchens and it really needs a dedicated

donations and at right level

- d) Set up a rota and keen crew for the 24 hour kitchen in action periods.
- e) Keep an eye on stock and liaise with neighbourhoods about prudent use of expensive and easier to cook items.
- f) Try and change crew mid week and allow people to have rest and enjoy the camp.
- g) Re-order food and get new supplies on site as needed. This will be when vital items have generally run low, not when you run out of any non vital items. Bread and veg will need restocking at least twice. Take account of delivery days. Cash and Carries are also an option.

#### Tat Down

- a) Begin to increase capacity again as neighbourhoods leave and gradually we move into tat down when we will be the only kitchen left.
- b) Try and have a fresh crew coming in for tat down or at least a co-ordinator with a clear head to do the last few days of cooking.
- c) When only a skeleton crew is left then begin to dismantle the kitchen and distribute surplus food to appropriate places.
- d) Load the van and go home. Make sure central kitchen equipment ends up back in where it should be!
- e) Have some kind of review meeting on lessons learnt for next year

g) If possible tubs for vegetable washing should be for that task only. Soil is a contaminant.

h) Remember some people eating with you will have more vulnerable immune systems than you- take food hygiene seriously

i) If you're going to use teatowels, you will need a few hundred. Loads and loads of aprons are also a good idea, then laundry becomes another issue to consider. Have a washing line available and take detergent for washing.

#### Food Poisoning and Contamination

a) It is a strong recommendation that you do NOT REHEAT RICE, or indeed anything. Cook to the number of people you have and weigh out grains. 10kg feeds 100 people. If it helps to avoid wastage cook smaller batches more often rather than cooking a huge batch and wasting it

b) Try not to have leftovers. Offer seconds once everyone has eaten. Throw away what is not eaten unless you have a cool place to store it.

c) Have a food thermometer to check that all food has reached a temperature of 65-70 degrees before serving. This is vital if you do reheat in desperation.

d) Avoid keeping food warm for long periods before during or after cooking. Food should be hot or cold

e) Have plenty of hot water. Set aside an urn, burner or rocket stove for that purpose alone.

#### Safety with heat and knives

a) Have **either** bluntish **or** sharp knives - my experience is that a mixture between blunt and sharp knives is what's really dangerous and a uniform sharpish/bluntish is easier to maintain than all sharp.

The reason for the cliché that sharp knives are more dangerous than blunt ones, is that you have to push hard, but this is only really the case with meat. How much resistance to vegetables really put up!

b) Do not lift pans unaided and try and avoid moving them at all. Decant food into containers to serve using large jugs( see below)

c) If you have to move large hot things around make sure everyone in the kitchen knows what you are about to do before you do it- shout a warning.

d) Have pan holders. Take great care with urns and steam as many of the nastiest kitchen burns come from steam rather than flames.

#### *People management, timing and staffing*

a) Have one co-ordinator for each meal if possible. This is a constructive and fluid hierarchy and makes for better humour for all if someone has a recipe and system in mind and can take others through it.

b) A list of daily tasks and tasks needed for the next meal on a whiteboard or whatever works well. It can also be helpful to delegate specific tasks to a group. One for salads, one for sauce etc.

c) Keep children, dogs and snackers out of the kitchen. Make the kitchen recognisable as a separate area using counters and tables.

d) Have set meal times and make them clear to avoid nagging. Make sure that the kitchen door shuts to the public at some points of the day so breaks can be taken and there is a sense of rest. If you're not confident at achieving your meal time let people know eg write "ish" after the time aimed at

e) Set shifts for the volunteers and have a rota.

f) Have tea coffee and snacks in a separate area so people can help themselves.

### *Cooking For Many People*

#### Preparation

a) Regard prep as a constant task not a prelim to a meal. Try to have lots of large clean plastic containers labels on that you can ask choppers to fill regardless of what time of day it is.

b) Have working areas for veg, salad and important but fiddly things like garlic, ginger and chilli. It is good to use colour-coded chopping boards to separate salad and more mucky veg.

c) Never turn any volunteers away, you will always need garlic and onions and the kitchen can always be cleaner.

d) Use any downtime within range of a meal to put pulses into soak, boil beans and parboil hard veg like potatoes, carrots etc.

#### Stock Control

a) Ask neighbourhoods to bring containers for dried goods so it is easier for you to keep track centrally and then you do not have loads of bags open. Get items as you need them and keep track.

#### Cooking Tips

a) Prepare food in order of priority in terms of how long it takes to cook. Chop and cook potatoes before mushrooms for example.

b) Add them to the pan using a similar logic. Hard stuff first, softer stuff later

c) Several simple smaller dishes can be easier than a few large if you have the capacity. It also makes for variety if there is a bit of sauce and grains, some bean salad and side veg. It can also be simpler than a complex curry, and faster to cook.

d) Don't be scared of big pots. Fill them gradually and bulk out with stock, lentils and pulses. Add bulk and then liquid to avoid drying out and burning. The protein element is important. And yes fifty onions is normal! Be careful not to let food stick on big pots make sure to have big enough wooden spoons. It will need stirring well because a lot of food is heavy and will stick to the bottom

e) Lou cooks using a standard method that she finds works for most one pot sauces. Onions and veg fried with a bit of oil in order of toughness, add hot vegan stock (if you are making a sauce) for further cooking time, add cooked pulses and any tomatoes and condiments and then season. Other people have their own ways though.

f) Don't be shy with seasoning in big pots. You will need more than you think! But do add salt and chilli steadily checking taste and heat. Lou has ruined more than one meal by chucking it in. She also adds garlic raw and late in the cooking process as often it has more power that way. It may be useful to fry spices in separate pan. People who really like salt or chilli can add more themselves.

g) Don't rush grains or leave them until last minute as they take time. Start with heated water early and add the grains until the water just covers them. One technique is to stir as it boils and add more water if necessary. You can be more generous with water if you want to prevent burning. You can scoop the grains out with a wire hoop in this case rather than attempting to tip a heavy pan to drain.

h) LIDS are very important and save a LOT of time and energy

#### Serving

a) It is usually best if you serve people, rather than self service. It helps with portion control and also avoiding

germs. It also saves a lot of time and faffing.

b) You can put food in containers on a table at right angles to the counter and stand in a line passing plates along each server who has a different item and finally handing them full to people through a 'hatch', or to the end of the queue

c) People should take what they are given, they can always leave it. Don't fuck around with preferences.

d) Only give seconds when you are sure everyone is eaten- though don't be saving food for too long for people who may or may not turn up in a bit, it will only lead to food wastage

e) Have bread and cutlery, tea and coffee on another table so that you don't get a hold up from buttering etc..

f) We recommend that people bring their own cutlery and plates and you conserve your stash for people who are visiting or have forgotten

g) make sure people donate and remind them!

### **Onsite Kitchen Management and Tasks**

#### *Immediately before Site Set Up*

A couple of kitchen people need to be in the area the day before the camp. They should buy enough veg and bread for two-three days of provision to about 100 people and store it in a van with kitchen equipment. If it is a squatted site it is best to be in the area quietly and not to take part in taking the site. You will need to be fresh for a whole day feeding people who have been up all night and have to set up a camp.

Get onsite as soon as you can after it is taken. Get hot water and tea provision set up as soon as possible and provide bread and breakfast provisions. Set up the kitchen! And get going....

#### *A Brief and Not Comprehensive Summary of Onsite Tasks and Routines.*

#### Set up

a) Liaise with the gate at the earliest possible time to get regular updates of numbers of people on site approximately. This is hugely helpful if not always accurate.

b) Provide three meals a day for set up people and try and stay sane! Have a rota and make sure welcome team are including kitchen work in the set up tasks.

c) Hot water crew set up hot water areas for washing up and tea

d) Check in with neighbourhoods as they arrive: Find out when they will be set up, how many they will be feeding and make sure you have a kitchens meeting as soon as possible when the camp is nearly fully set up. Do health and hygiene advice sessions and gas set up checks.

e) Set up food store and put fresh food in it in an orderly manner as it arrives. Expect disruption to this from the police and try to stay calm and negotiate. Get the food from the storage location when agreed .

#### Main Camp

a) When neighbourhoods kitchens are at full capacity try and scale down central provision fully and have a rest day or two, or at least do less meals than before. Try and maintain a position as overflow capacity or soup and snacks.

b) Maintain kitchens meetings for troubleshooting and capacity checks.

c) Neighbourhoods must collect donations and pay them to central kitchen. Take in donations money from neighbourhoods, count, record and pass to finance group and 'check that neighbourhoods are collecting