

Red Cross Planning Meeting
For Annual Shelter Training Exercise
November 15, 2007 6:30 PM

Purpose: to include shelter teams in the planning process for the Red Cross Annual Training Exercise to be conducted on Saturday, March 8, 2008; determine the schedule of planning meetings to prepare for the exercise; and provide details of the exercise planning.

Summary:

1. Paul Hundley, Disaster Services manager, Richmond Chapter of the Red Cross chaired the meeting.
2. Paul outlined the objectives of the annual shelter exercise:
 - Train and certify shelter volunteers as part of the preparation and conduct of the exercise.
 - i. All participants will receive Shelter Operations training (2 ½ hours) the week before the exercise (Wednesday March 5th, 2008 for St. Augustine participants). This training is a prerequisite for the simulation training exercise.
 - ii. The intent is to generate more interest in shelter operations by providing a tangible reward for participating, and also help increase interest and the number of trained volunteers at the shelter team level.
 - iii. This training will be refresher training for those who have already completed the Shelter Operations course.
 - iv. This training will certify new/untrained volunteers in Shelter Operations.
 - v. The shelter exercise (March 8th, 2008) will be refresher training in Shelter Simulation for trained volunteers and certification for new/untrained volunteers.
 - vi. The maximum number of participants (including the shelter team) per shelter will be 50. This is determined by the Red Cross funding limit for the exercise (feeding @ \$2.50 per each participant).
 - vii. The Red Cross needs a listing of all participants from each shelter team by January 24th, 2008. Identify those who already have Red Cross shelter operations training manuals. This determines how many manuals will be needed for the training.
 - viii. Once the number of participants has been identified (max of 50 per site), the Red Cross will fill any remaining vacancies with volunteers from other shelter teams. These participants may come to St. Augustine for training on March 5th and the exercise on March 8th.
 - Currently, there are four church-sponsored shelter teams participating: Bon Aire United Methodist, Salisbury Presbyterian, Hope Chapel, and St. Augustine. The Red Cross would like one more faith-based shelter for the exercise.

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- Paul provided Fact Sheets on the Red Cross training courses to be taught for the exercise. The learning objectives are listed below. They describe what we need to be able to do as a shelter team.
 - i. Shelter Operations:
 - a. Describe the procedures for opening, operating and closing shelters.
 - b. Explain ways to demonstrate quality service.
 - c. Organize available human resources as a shelter operations team.
 - d. Identify resources available to assist shelter workers.
 - e. Organize the physical facility and material resources to meet the needs of the people in the shelter.
 - ii. Shelter Simulation:
 - a. Demonstrate shelter opening, operating and closing procedures.
 - b. Identify and use available resources to assist shelter workers.
 - c. Work as a team to provide quality shelter services to clients.
 - d. Address common shelter problems effectively.
- 3. The exercise will be conducted in accordance with the Shelter Simulation training course outline: Open the shelter; run the training scenario; insert decision-making events to test shelter team reaction and training; and shelter closing.
- 4. Red Cross will deliver materials to each shelter during the exercise. This includes cots and the shelter kit (if the shelter does not have one). If the shelter team has requested that the Red Cross deliver the mid-day meal, they will deliver the meal with the cots.
- 5. Feeding options for the exercise meal plan:
 - Keep the average cost per participant to \$2.50 per meal.
 - Plan A: do own meal:
 - i. Pre-purchase product for reimbursement by the Red Cross
 - ii. Store ahead (stock in place)
 - Plan B: Use local vendor (e.g., restaurant/grocery store)
 - i. Negotiate product @ \$2.50 per person
 - ii. Set up relationship with local vendor
 - Plan C: Request Red Cross deliver the meal. They can provide bottled water and coffee (grounds if shelter team to prepare or in containers).
 - Plan for drinks and ice.
 - This is my note. Plan for refreshments (coffee and juice) and snacks for the start of the exercise. The parish should provide this as part of its hospitality for hosting the exercise. Katharine, please check to see how this can be funded.

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6. Exercise planning meeting dates:

Date	Activity	Location
Dec 13 (Thursday)	Meet training instructors; receive training materials	Chapter HQ, Richmond
Jan 24 (Thursday)	Provide names of shelter participants	Chapter HQ, Richmond
Feb 14 (Thursday)	Exercise Planning Meeting	Chapter HQ, Richmond
Feb 28 (Thursday)	Final Exercise Planning Meeting	Chapter HQ, Richmond
March 1 (Sat)	Shelter Team-Run Simulation Exercise @ St. Augustine	Hall, all classrooms, nursery
March 5 (Wed)	Red Cross Training Class @ St. Augustine	Classroom 18/19
March 8 (Sat)	Red Cross Annual Shelter Exercise @ St. Augustine	Hall, all classrooms, nursery
March 12 (Wed)	Shelter Team Planning Meeting (After Action Review; what next)	Classroom 18/19

7. Planning actions for the St. Augustine shelter team:

- Review Red Cross site survey document and have it ready for review by the Red Cross at the start of the exercise (Katharine).
- Identify materials to be delivered by the Red Cross (other than cots) (do we need items for the shelter kit?)
- Communications: Red Cross has hand held radios that can communicate with the Red Cross Emergency Operations Center (EOC) in Richmond. They plan to issue them to the shelter teams and test communications with the EOC.
- Computers: the Red Cross is in the process of acquiring laptop computers to furnish to shelters. This will not happen during the exercise.
- Red Cross blank forms for the shelter kit: the Red Cross will put a package of forms together for our shelter and let us know when they are ready. Paul can pick them up at the next planning meeting.
- Posting signs: when a sign has a space for information, post the information to paper and tape it to the sign.
- Work on the phone tree/call procedures. Develop a plan for identifying volunteers (on a monthly basis) who can respond to Red Cross emergencies on short notice. We need to do the following:

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- i. Canvas all volunteers to identify who could serve on a shelter team on short notice.
- ii. Set up and maintain on a monthly basis, a scheduling/notification system within our parish to be able to contact volunteers to form a shelter team, on short notice.
- iii. Be able to provide the Red Cross on a regular (monthly) basis a list/schedule of shelter volunteers who can respond to their request for shelter team members.
- iv. Paul provided two examples of contact sheets that may be helpful to our efforts. He said there are no standard formats or forms for this purpose.
- v. Note: we may be able to use our current roster and add this contact information as tabs to the Excel spreadsheet.

Next Red Cross planning meeting: Thursday, December 13.

Respectfully submitted,

Paul Bedard

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