

St. Augustine Emergency Shelter Planning Team Meeting
February 7, 2008 7:15-9:00 PM

Attendees: Eunice Langlois, David & Carol Gibson, Dan Dupont, Terry Knapp, Kathy Jones, Kim Ackerman, Sue Ruppel, Rich Marino, John Callear, Reyna Ayala, Claudia Garay and Paul Bedard.

Welcome to Rich Marino and John Callear, who will work the logistics' area during the Red Cross simulation exercise and Reyna Ayala and Claudia Garay, who join us from the Hispanic community at St. Augustine.

Agenda

- Opening prayer (Paul Bedard)
- Time keeper: (None: due to delayed start from CARITAS and the number of topics to be covered)
- Confirm the date for the shelter team walk-thru exercise
- Training plan for March 5th and the shelter simulation exercise on March 8th
- Integration of Hispanic community for the simulation exercise and shelter planning team
- Shelter Operations Center
- Shelter operations manual (Dan)

Summary:

1. The team welcomed Reyna Ayala and Claudia Garay to the shelter team.
 - Reyna and Claudia attended the meeting at the request of Fidel Rubio, to represent the Hispanic community
 - They will work in the areas of their choosing, once they become familiar with the shelter operations information furnished them
 - They will participate in our walk-thru exercise, the Red Cross training on March 5th and the Red Cross simulation exercise on March 8th.
 - The planning team needs representation from the Hispanic community in all shelter areas. Priority starts with registration and Disaster Health Services.
2. The members present confirmed February 23rd as the date for the walk-thru exercise. Purpose: to discuss and do some practice of how the team will operate during the Red Cross simulation exercise on March 8th.
 - Time: 9-12
 - Set up registration, hall (for start of exercise), health areas, and operations center; review setup of other rooms.
 - Red Cross general plan for the exercise.
 - Training concept for the simulation exercise and everyone's role.
 - Bilingual aspects of training and operating each shelter area.
 - Welcome, sign-in, exercise overview, and group assignment of participants.

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- Organization of shelter into 3 stations for group rotation and time schedule. Flow of 3 groups through the 3 stations.
 - Information reporting, forms used, flow of information, role of operations center.
 - Opening and closing the shelter.
3. Training plan March 5th and March 8th: (7-10 PM)
- March 5th Red Cross Shelter Operations class:
 - a. Parish hall
 - b. 50+ students expected based on sign-ups (including planning team)
 - c. Need bulletin/pulpit announcements the weekend of March 1st
 - d. Need parish hall set up for 60 students; sign-in table, name tags, refreshments, volunteer data
 - e. Two Red Cross instructors
 - f. Bilingual instruction (16 members of the Hispanic community signed up)
 - g. Instructors will link training to shelter simulation exercise on Saturday.
 - h. Students may identify the areas of interest for the simulation exercise
 - March 8th Red Cross shelter simulation exercise (9 AM-1 PM)
 - a. Parish hall and classroom complex
 - b. Planning team set up hall and classroom complex (8-9 AM)
 - c. 50 participants expected (including planning team); most attended class on March 5th, but some will be new.
 - d. Set up hall for 50 participants (15 planning team; 35 other); sign-in table, name tags, refreshments, volunteer data; shelter shift and shelter area sign-up lists
 - e. Two Red Cross instructors will be simulation exercise evaluators.
 - f. Concept of the simulation exercise:
 - 1) Shelter team members will act as leads in their assigned areas and be prepared to explain their areas to the participants.
 - 2) All other participants will perform duties as shelter team members, but may also act in the roll of shelter residents, when requested by the Red Cross evaluators. Example: a number of participants will complete the registration process (not all are expected to do this).
 - 3) The evaluators will introduce inject situations to evaluate the shelter team's understanding of shelter operations and application of Red Cross training.
 - g. Team firm up concept and details of the operation during the walk-thru on February 23rd.

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Shelter Simulation Exercise Time Line

Time	Event	Location	Team	Participants
8:00-9:00	Setup	Hall, Commons & Classrooms	Team setup areas	
9:00-9:15	Welcome & refreshments	Commons, Hall	Team greets, serves	Arrive, sign in
9:15-9:55	Red Cross Exercise overview; training concept; roles	Hall	Leads guide groups to their stations (1-3)	Form into 3 groups; go to stations 1-3
10:00-11:30	Initial actions; ongoing actions; closing actions	Hall: Station 1; Commons: Station 2; Opns Center: Station 3	Brief their shelter area; 30 min per group	Rotate through stations 1-3; 30 min per station
11:30-12:00	Close shelter	Hall: Station 1; Commons: Station 2; Opns Center: Station 3	Lead take down of shelter areas.	Work with plan team to take down shelter
12:00-1:00	Lunch	Hall	Serve lunch	Eat Lunch
12:00-1:00	Red Cross exercise review	Hall	Participate; take notes	Participate
1:00-1:30	Cleanup	Hall, Commons & Classrooms	Team cleanup areas	Help if able

4. St. Augustine Shelter Operations Manual. Dan has prepared a draft of this document and passed out five copies for review by the team. He reviewed the document during the meeting and led discussion of its contents. He will send out a copy via email for all to review. Please review and comment, as this will be our primary supplement for the Red Cross Shelter Operations Manual. Those who have already prepared operating instructions, please advise how we can incorporate all in this document.
5. Shelter operations center.
 - Purpose: Serve as the hub of the information flow within the shelter concerning recovery matters and the effective daily functioning of the shelter.
 - Receive, record and pass on to shelter staff and residents: disaster/recovery information from outside sources (Red Cross chapter and Emergency Operations Center), media and other sources.

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- Receive, record and maintain Shelter Log information from the shelter area staff members.
 - Send Shelter Log reports and other shelter information to Red Cross chapter and Emergency Operations Center.
 - Staffing: The following shelter team members will use the shelter operations center: Shelter Manager/shift leader, and leads for logistics, information/communications, and administration / volunteer coordination-recruitment and shelter operations.
 - The shelter operations manual describes their functions and operation.
6. Next meeting: Walk-thru exercise on Saturday February 23rd, 9-12.

Please send Paul your recommended changes and additions.

Respectfully submitted,

Paul Bedard

February 12, 2008