

St. Augustine Emergency Shelter Planning Team Meeting
March 25, 2008 7:00-8:15 PM

Attendees: Sue Ruppel, John Callear, Jay Brumbaugh, Katharine Anderson and Paul Bedard.

Agenda

- Opening prayer (Katharine)
- Time keeper: (Paul)
- Review lessons learned from shelter simulation exercise by shelter areas
- ID who can attend Red Cross exercise review meeting on Monday, March 31st

Summary:

1. Food service (Jay):

- Terry provided shelter exercise food service information to Katharine: recipes, vendors, etc.; Terry made three copies.
- Terry proposes to contact the Red Cross to determine food vendors that have accounts with the Red Cross.
- Terry proposes to set up St. Augustine accounts with local food vendors for future support.
- Jay recommends that we set up a 3-day meal plan that can be easily put into effect when needed. This needs to be coordinated with the shelter manager, registration and logistics.
- Jay recommends establishing operating rules that prohibit children in the kitchen (too dangerous). We need to create bilingual signs and add them to our sign package. This rule should apply at all times.

2. Logistics (John):

- Logistics has its "thumb in everyone's pie": if you need anything, logistics is responsible for getting it.
- All shelter areas need to be familiar with procedures for using logistics forms to record all items used during shelter operations.
- No areas will make any purchases without first checking with logistics and/or the shelter manager. This is to prevent duplicate or unnecessary purchases. (See example of logistics procedures on page 3).
- Logistics will maintain records of all items used, requested, and received. When a requested item has been purchased and received and all actions completed, logistics will turn over the paperwork and receipt to shelter operations for filing. Shelter operations will turn over the purchase receipt to the parish office for payment/reimbursement. The parish office will submit all reimbursement requests to the Red Cross with supporting documentation furnished by shelter operations.
- Security: John raised concerns that there is a need for police presence 24/7 while the shelter is open. There is a real danger of residents acting out their frustrations within the facility leading to

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disturbances. The shelter team is not capable of handling such incidents. We need to find out from the Red Cross what security is normally provided to shelters by local police.

3. Registration (Sue):
 - They need registration forms translated into Spanish. Claudia will be an excellent resource. She has already translated logistics forms and just completed the translation of a Resident Information poster and letter with questionnaire to exercise participants.
 - We need to develop a means for identifying and tracking residents who stay overnight and those who do not. This affects who will need to use a cot. Coordination with dormitory is ongoing.
 - We need to develop procedures for numbering cots for assignment during/after registration.
4. Shelter manager (Katharine):
 - She regrets not being able to make the rounds of the shelter due to the requirements to brief the rotating groups and perform the manager decision-making functions and talking to Red Cross on the phone from the shelter operations center. (From my observation, she was kept very busy reacting to exercise inputs presented by the Red Cross evaluators and briefing the participants).
 - She recommends that we look at having our own shelter exercise in the fall to test our shelter procedures.
5. Communications (Paul):
 - The parish is planning on installing up to 10 phone hookups in the hall-classroom complex. The phones have an intercom capability. We should be able to have phones in registration, kitchen, disaster health and shelter operations.
 - The building has Wireless Internet capability. Donna was able to get it to work on her computer. This is an area we can further develop to automate our shelter operations.
6. Katharine and John plan to attend the Red Cross exercise review meeting on Monday, March 31st in Richmond.
7. Next meeting: Tuesday May 6th 7 PM classroom 10/11.

Respectfully submitted,

Paul Bedard

March 26, 2008

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- Examples of the logistics process:
 - a. Food service needs paper plates for the first meal. Use products already on hand: (Paper plates): start by taking a whole unopened package for use; record it on the form.
 - b. Dormitory needs trash bags for the dorm area: start by taking a whole unopened package for use; record it on the form.
 - c. All areas turn in usage forms to logistics; logistics will maintain forms to track usage.
 - d. Food service needs an item (paper plates), record the item on a request form and give it to logistics for purchasing.
 - e. Food service needs to order pizzas for lunch tomorrow:
 - 1) Coordinate with logistics in the operations center.
 - 2) Logistics will coordinate with the shelter manager, shelter operations, registration, dormitory and volunteer coordination to verify the feeding requirements.
 - 3) Logistics may do the ordering or coordinate this with food service.