

Shelter Team Meeting Agenda
Wednesday, May 13, 2009 7:00-8:30 PM

- 6:30-7:00 Early setup of classrooms 10/11 and 18/19
- 7:00: 7:10 PM Start meeting in classroom 18/19
 - Welcome and meeting overview
 - Opening prayer: Katharine
 - Time keeper: Paul
- 7:10-7:30 Review shelter simulation exercise after exercise report
 - Note: Please review the shelter team after exercise report before the meeting
 - Review lessons learned with the idea of making the fixes at this meeting
- 7:30-8:00 Setup classroom 18/19 and 10/11 for new operating plan
 - Set up 18/19 as operations center
 - Set up 10/11 as health/mental health center
 - Update the shelter kits: main shelter kit, registration, medical, signs, logistics, operations
 - Update area report forms: registration, medical, logistics, operations, volunteer coordination
 - Update checklists
 - Make up report boards with acetate covers for shelter areas that need them
 - Review reporting; use radios
- 8:00-8:30 Discuss plans for fall team training (see outline on following page)
 - Shelter team members identify shelter area for cross-training
 - Team members pick the next shelter area for cross training
 - Coordinate with the shelter area lead for how this area operates (setup area/open shelter, operate, reporting, forms, shelter close shelter) and checklists
 - Plan to operate this new shelter area during the fall training exercise
- 8:30 Cleanup; return tables to parish storage

Note: If anyone can come at 6:30 to help move tables and shelter kits to classrooms 10/11 and 18/19, I would appreciate your support.

Thanks,

Paul

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Here is a recommendation for a training event in the fall: sponsor a bi-lingual Introduction to Disaster Services class and a Shelter Operations class followed by a shelter simulation exercise.

- **Objective: get Hispanic community involved in the shelter team through a bi-lingual training event.**
- Focus on training Hispanic volunteers plus others who are interested: those who could not attend training in March and other new volunteers
- Get Red Cross support for trainers and logistics
- **(#1) Weeknight class on Intro to Disaster Services** (there are manuals in Spanish)
 - Match bi-lingual students/shelter team members with non-English speakers (1:2 ratio)
 - This introduction prepares the volunteer for the Shelter Operations class.
- **(#2) Saturday shelter operations class** (9-12 PM) followed by lunch (12-12:30 PM).
 - Match bi-lingual students/shelter team members with non-English speakers (1:2 ratio)
 - During lunch: Assign students to groups; rotate through shelter areas; try to maintain ratio of bi-lingual speakers with non-English speakers
- **(#3) Shelter simulation exercise** (12:30-3:30 PM)
 - Shelter team sets up shelter for simulation
 - 3 rotations: cover tasks to open shelter (12:30-1:30 PM), operate shelter/reporting (1:30-2:30 PM), close shelter (2:30-3:30 PM)
 - 3:30-4:00 PM Wrap up/lessons learned
 - Simulation: Use a canned sequence of events to support the training that addresses all the shelter areas
 - Take the time in each area to review the tasks for the applicable rotation
 - Shelter team members signup ahead of time for a different shelter area
- **Cross training:** Shelter team members signup ahead of time for a different shelter area to cover for the exercise; coordinate with the applicable area lead to prepare; act as area lead for the exercise.