

From: Bedard, Paul D, St. Augustine Shelter Team  
Sent: Thursday, October 08, 2009 1:54 PM  
To: hundleyp@usa.redcross.org, Paul Hundley, Director of Emergency Services,  
Richmond Chapter, American Red Cross  
Subject: Red Cross Annual Shelter Exercise and Training Sessions

Our shelter team met on Tuesday, October 6th, and made the following decisions concerning shelter operations during 2010. We will support the annual shelter exercise, would like to sponsor one of the monthly training sessions. We will establish on call list of team members on a monthly basis to respond to Red Cross emergencies.

We have three members who want to serve on the exercise planning team: John Callear (already a participant in the disaster deployment program), Danielle Honings (a high school student who has been on our shelter team for more than a year) and me. We plan to attend the planning meeting on October 13th.

We request April 14, 2010 for a Red Cross training session. We have reserved our church hall for that date. We have two proposals for your considerations:

- Bilingual training: can the Red Cross provide a bilingual (Spanish) instructor and training materials in Spanish? With the concurrence of our Hispanic community, we would try to have as many bilingual speakers as possible to be present to support this training event.
- In support of the training event, we would like to set up the facility as a shelter to demonstrate to the students how our shelter operates (bilingual signs, space allocation, phones, hand-held radios, report status, etc.). We would coordinate this with the instructor.

We are developing procedures to identify shelter team members who would be available to respond to Red Cross emergencies. We will finalize the procedures at our next meeting in November. Essentially, they will consist of:

- Identify on a monthly basis who can respond to Red Cross requests.
- From the general availability for the month, we would generate a list of names by week of who would be on call.
- We would then advise the Red Cross of the number of team members available by week for the given month.
- If called by the Red Cross, our team point of contact (POC) would contact the individuals on call for their response to the emergency. For those who could respond, the team POC would put them in contact with the Red Cross POC for immediate coordination of the details.
- Depending on the situation (e.g., hurricane) and day of the week, this could be a team response to set up the St. Augustine shelter, or provide a shelter team to another location. If an apartment fire and only individuals are needed, the response would be as outlined above.

Paul  
St. Augustine Shelter Team