

St. Augustine Emergency Shelter Team Meeting  
Tuesday, September 14, 2010 7:00-8:45 PM

Attendees: Mike and Vicky Reardon, John and Martie Sars, Kirk and Patty Orris, Alberto Torres, Katharine Anderson, Danielle Honings, John Callear, Julie Herold, Dan Dupont and Paul Bedard.

1. Welcome: We used the Volunteer Log for shelter team sign-in and updated the shelter phone tree notification listing. Paul welcomed the team back from the summer hiatus. We do not schedule team meetings during the summer months due to low availability of team members. Paul apologized for not adding newly trained members to the email list for the team meeting and will fix this oversight. FYI: He recommends two information sources: monitoring the bulletin and the shelter link to the parish website to get information on shelter team activities.
2. Katharine opened the meeting with a prayer.
3. Shelter team response to alert for Hurricane Earl: Paul explained that he sent out an email to the team (unfortunately less those newly trained members) requesting member availability during the 5-day period September 2nd through September 6th (Thursday-Monday). The purpose was two-fold: raise awareness of shelter team operations (after the summer break) and practice team response procedures to an actual event. The results were mixed, but encouraging, nevertheless. Bottom line: we had enough team members to have opened and operated our shelter during this period:
  - a. 13 of 33 active members responded with their availability (AM, PM, overnight).
  - b. Note: requested availability by day; responses identified who could do overnight, and included specific availability during the day and evening. Remember, this was a holiday weekend, which included Monday.
    - 1) Thursday: 8 available; 6 for AM; 7 for PM and 3 for overnight
    - 2) Friday: 8 available; 6 AM; 7 PM and 4 overnight
    - 3) Saturday: 7 available; 6 AM; 7 PM and 4 overnight
    - 4) Sunday: 6 available; 6 AM; 6 PM and 4 overnight
    - 5) Monday: 6 available; 6 AM; 6 PM and 3 overnight
4. Shelter team planning for fall 2010: we focused on a shelter team training event scheduled on the Parish calendar for Saturday, November 13<sup>th</sup>. There was consensus that we should do this as internal shelter team training. We decided that planning and finalizing the shape of this event should take place at the October 12<sup>th</sup> meeting.
  - a. Training objective: Keep it simple and flexible; experienced shelter team members conduct training for their assigned shelter area. Organize shelter area training into at least two sessions so that team member trainers can switch roles and receive cross training in another shelter area and new members can receive training in multiple shelter areas.
  - b. The intent is to walk through and practice shelter area tasks (for hands on experience) so that team members can learn how to perform those tasks and gain cross training experience in another shelter area. We trust that the training event will enable new members to gain experience in a number of shelter areas; and (hopefully) will be able to use the experience as an aid in selecting a shelter area to concentrate their efforts as a team

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- member. Our shelter team experience has shown that concentrating on a particular shelter area helps the team member learn the details of the shelter area necessary to be effective. The downside is that they do not have the opportunity to learn how the other shelter areas function.
- c. Include bi-lingual training for as many shelter areas as there are translators.
  - d. Conduct a review of lessons learned at the end of the event.
  - e. Paul will develop a concept outline and timeline for review and finalize at the team meeting on October 12<sup>th</sup>. He will publish them as soon as possible (by email and Parish Website) for the team to review and provide input (before and during) the October 12<sup>th</sup> meeting.
5. Shelter team participation in Red Cross training events in 2011: Since the Red Cross has not yet published their plans for 2011; we decided to wait until our October 12<sup>th</sup> meeting to discuss our team participation. Our participation will affect our team meeting schedule for 2011. John, Dan and Paul are on the Red Cross committee for planning shelter training. They hope to have information to share at our October 12<sup>th</sup> meeting.
  6. Responding to local Red Cross emergencies: we discussed the Red Cross need to have a pool of shelter team members who could respond to local emergencies (like apartment fires) when they need to set up a shelter outside our St. Augustine area. This would entail advising the Red Cross concerning availability during a set period (e.g., a calendar month). The Red Cross would contact the individual directly if they had a need during the period identified. Paul asked all to consider this; we will discuss this topic during future meetings. Please contact Paul for more details if interested.
  7. Personal kit for shelter team members: We discussed the need to maintain a bag with personal belongings, packed and ready, for use when serving at a shelter. It contains a change of clothes, toiletries, medicine, flashlight, etc. The Red Cross has provided a list, which is posted on the shelter team's link to the parish website. Paul has provided it to the team by email in the past and will provide it to new members.
  8. Next meeting: Tuesday, October 12th. We REALLY NEED A GOOD TURNOUT for this meeting to finalize planning.
    - a. We have to identify who will do all the tasks for this team training event.
    - b. If you cannot attend the October 12<sup>th</sup> meeting, please advise Paul whether you can attend the November 13<sup>th</sup> training and what task area you will support.

Respectfully submitted,

Paul Bedard

September 16, 2010