

St. Augustine Emergency Shelter Team Meeting
Sunday, February 6, 2011 7:30-8:30 PM

Attendees: John Callear, Mike and Vicky Reardon, Grace Marino, Kim Ackerman, Alberto Torres, Katharine Anderson, Julie Herold, Carol Gibson, Kathy Jones, Giovanna Pedicini, Jay Brumbaugh, and Paul Bedard.

1. Welcome: We used the Volunteer Log for shelter team sign-in and updated the shelter phone tree notification listing.
2. Katharine opened the meeting with a prayer.
3. Paul outlined the purpose of the meeting:
 - a. Support CARITAS by bringing food, serving the evening meal to our CARITAS guests and holding our planning meeting (CARITAS is an example of how we will operate the shelter).
 - b. Determine how the team wants to support (respond to) the Red Cross request that our shelter team assist the Red Cross in helping other shelter teams prepare for shelter operations and support Red Cross planning for their annual shelter exercise in 2012. There will be no Red Cross exercise this year.
 - c. Determine what the shelter team wants to do this year for internal training.
 - d. Review the telephone tree for accuracy of phone numbers. Paul will forward to Dan Dupont to publish.
4. Support Red Cross and other shelter teams for shelter training: The team will support Red Cross and other shelter teams for shelter training events this year.
 - a. The team is interested in participating in training hosted by other shelter teams to learn how they do business and gain lessons learned in best practices.
 - b. The team is open other teams and the Red Cross staff attending its training events, to gain their input and share best practices; as they did last November when two members from the Bon Air Baptist team and Paul Hundley (Red Cross director of emergency services) participated in our Registration cross-training event.
 - c. John Callear, Dan Dupont and Paul Bedard will continue to serve on the Red Cross shelter team training committee, whenever requested by the Red Cross. Other shelter team members are welcome to join this working group.
5. Shelter team cross-training in 2011: There was team consensus that we concentrate on the tasks concerning opening the shelter. A spirited discussion followed on how to organize the training. Most members are not familiar with the tasks. Paul advised that they are listed in the Shelter Operations Manual.
 - a. History: This goes back to our experience of opening the shelter at Beulah United Methodist Church, as part of the Red Cross annual shelter exercise in March 2009. The Red Cross objective was to have a team set up at another shelter that was not familiar to them. Our team performed this task exceptionally well, due primarily to the fact of having members who were the leads in the key shelter areas: registration, food service, dormitory, health services, logistics, and shelter operations. The team quickly came up with a shelter layout plan and executed the tasks for their respective areas with little or no guidance.

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- b. Objective: provide training that helps all the team members understand the essential tasks to be performed in opening the shelter, and how to do them, so that whoever arrives at the shelter first, can immediately start the process of opening the shelter.
 - c. Training format:
 - 1) Keep it simple; and exportable to other shelter teams.
 - 2) Conduct training during team meetings in March, April and May. Keep the training blocks of instruction short and focused on a few topics. Plan for one hour training sessions.
 - 3) Start with the shelter manager tasks of inspecting and accepting the facility and expand to what is required in each shelter area.
 - 4) Address prioritizing the tasks. Provide checklist(s) to identify and help prioritize the tasks.
 - 5) Recommend all team members review the Shelter Operations Manual prior to the training, as preparation. Request a copy if needed.
 - d. Bilingual training: We need to get the Spanish translation of the Shelter Operations Manual, produced by the Red Cross last year. Paul will contact the Red Cross.
6. Tour the new office complex to evaluate how the team should use the new space.
- a. Discussion during the meeting precluded time for this tour. We will include it during our March meeting/training session.
 - b. In the meantime, recommend team members check out the meeting room space on their own and start formulating proposals on how our team should use this space.
7. Next meeting: Katharine will check the facility schedule to reserve meeting dates in March, April and May. Paul will pass on the dates to the team and post to the shelter team link to the Parish Website ([HTTP://Staugustineparish.net](http://Staugustineparish.net)).

Respectfully submitted,

Paul Bedard

February 7, 2011