

Shelter Team Cross-training in 2011:

There is shelter team consensus that we concentrate this year on the tasks concerning opening the shelter. Most team members shared that they are not familiar with these tasks. It has been the custom of our shelter team to assign each member to a particular shelter area. This is one of the strengths of our team, demonstrated in Red Cross annual shelter team exercises since 2007. To this we need to add to team flexibility, by sharing our knowledge of our shelter areas with the rest of the team.

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. We will attempt to cover all the tasks in three training sessions, focusing on a few shelter areas for each training session.

Training format:

- Keep it simple; and exportable to other shelter teams.
- Conduct training during team meetings in March, April and May, 2011. Keep the training periods short and focused on a few topics. Plan for 90 minute training sessions.

Organize the tasks:

- Start with the shelter manager tasks of inspecting and accepting the facility.
- Discuss in training sessions that emphasize lessons learned, what is required in each shelter area.
- Address prioritizing the tasks: identify what is most important.

Preparation for shelter training sessions:

- Angie Wilderman has posted the tasks for all shelter areas to the shelter team link to the Parish Web page: <http://www.staugustineparish.net/Emergency%20Shelter.htm>.
 - The intent is to provide a ready source of information for opening the shelter.
 - See the Documents section at the bottom of the page: Open Shelter section. It includes:
 - Open Shelter Tasks
 - Phone tree
 - Tips for shelter worker
 - Shelter diagram
 - Shelter volunteer sign-in form and reports.
 - Use this as reference for preparing for the training sessions.
 - Provide Paul recommendations on changes and additions to this section.
- All team members review the Shelter Operations Manual for each training session. Review the applicable shelter area task lists before each training session. Come prepared to participate in the discussion. This will help us develop checklists for all shelter areas.
- Shelter area leads organize training for their designated portion of the training session.

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Schedule of training:

Open Shelter Task Area	Date/Time	Location
Shelter Manager Staff Recruitment Registration	Wednesday, March 16, 7:00-8:30 pm	Classroom 18/19
Shelter Operations Logistics Information Communications	Tuesday, April 12, 7:00-8:30 pm	Classroom 10/11
Dormitory Food Service Health Services Mental Health Services	Thursday, May 12, 7:00-8:30 pm	Pastoral Center, Room 4

Training sessions outline:

Training session #1: Wednesday, March 16, 7:00-8:30 pm: classroom 18/19

- Tasks: concentrate on those related to opening the shelter
- Training leads:
 - Shelter Manager: Paul Bedard
 - Staff Recruitment: Alberto Torres and Paul Bedard
 - Registration: Kim Ackermann, Sue Ruppel, Giovanna Pedicini, Daniel Honings and Vicki Reardon
- Training time line
- 6:30-7:00 pm: Set up training classroom 18/19
- 6:45-7:00 pm: Team arrival and sign-in
- 7:00-7:30: Training overview and Shelter Manager tasks
- 7:30-8:00: Staff Recruitment tasks
- 8:00-8:30: Registration tasks
- 8:30 Cleanup

Training session #2: Tuesday, April 12, 7:00-8:30 pm: classroom 10/11

- Tasks: concentrate on those related to opening the shelter
- Training leads:
 - Shelter Operations: Dan Dupont and Kirk Orris
 - Logistics: John Callear
 - Information: Dave Gibson and Mike Reardon
 - Communications: Jim Jones
- Training time line
- 6:30-7:00 pm: Set up training classroom 10/11
- 6:45-7:00 pm: Team arrival and sign-in
- 7:00-7:30: Training overview and Shelter Operations tasks
- 7:30-8:00: Logistics tasks

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- 8:00-8:30: Information and communications tasks
- 8:30 Cleanup

Training session #3: Thursday, May 12, 7:00-8:30 pm: Pastoral Center, Room 4

- Tasks: concentrate on those related to opening the shelter
- Training leads:
 - Dormitory: Kathy Jones
 - Food service: Terry Knapp, Jay Brumbaugh and Dell Dodson
 - Health: Carol Gibson, Debbie Williams and Eunice Langlois
 - Mental health: Julie Herold
- Training time line
- 6:30-7:00 pm: Set up training in Pastoral Center, Room 4
- 6:45-7:00 pm: Team arrival and sign-in
- 7:00-7:30: Training overview and dormitory tasks
- 7:30-8:00: Food service tasks
- 8:00-8:30: Health and mental health tasks
- 8:30 Cleanup