

Agenda  
St. Augustine Shelter Team Meeting  
Thursday, January 12, 2012 7:00 to 8:30 pm, Classroom 18/19

- Welcome and Opening prayer; especially welcome the Beulah Methodist shelter team
- Review results of last shelter team meeting on Thursday, Nov 17, 2011
  - Beulah UMC and St. A shelter teams agreed to joint training in 2012
  - 2 training events, each team host 1 event
  - Both teams participate/help with Red Cross annual shelter team exercise
  - John Callear, Dan Dupont and Paul Bedard support Red Cross planning team for annual shelter exercise
- Review and discuss Red Cross training plan for March 10 Area-wide training event
  - Date: March 10, 2012; 9 am to 2 pm; First Baptist Church, Ashland, VA
  - Smaller event; focus on shelter team training; estimate 50 participants from shelter teams plus 20 trainers from shelter teams and RC staff
  - Table top exercise with hands-on in each shelter area covered
  - Training format: similar to St. Augustine shelter team training: training stations for shelter areas; participants rotate through stations based on plan
  - Sub-team to do meal planning for the exercise; meet separately
  - Shelter areas to be trained: registration, food service, dormitory, health services, mental health services and logistics
    1. First hour: all participants do registration
    2. 3-30 minute rotations for other shelter areas; focus on “Operate Shelter “ tasks vs open or close shelter tasks; scenario and situational injects by Red Cross
    3. Food service separate area; prepares/serves noon meal
    4. Meal at end part of training for all participants; and exercise evaluation
  - 2 shelter team member roles for this event: shelter area trainer or participant
  - Joint shelter team support roles for event
    1. Any volunteers for the Exercise Planning Team; food service planning group
    2. Team members commit to support exercise: select shelter area trainer or participant
  - Next Red Cross exercise planning meeting: Thursday, January 19, 2012; 6:30 pm; First Baptist Church, Ashland, VA (snow makeup date: Jan 26)
- Discuss the joint training and shelter operations with the Beulah Methodist shelter team.
  - Team interest and priorities for which shelter areas to concentrate during 2012

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- Decide our joint shelter team plans for 2012
- Shelter team participation in CARITAS (Jan 24-31)
  - Meet during CARITAS week
  - Provide food or serve meal during the week
  - Other needs identified by Kathy Jones
- Next Red Cross Shelter Operations Class:
  - Saturday, January 28, 2012
  - Red Cross Chapter Building 420 E. Carey St., Richmond
  - Shelter Operations: 9am-12 noon
  - Shelter Simulation: 1-4 pm
  - Bring bag lunch if plan to do both
- Next shelter team meeting: Tuesday, Feb 14, 2012 (same time/location)

**NOTES**