

St. Augustine Emergency Shelter Planning Team Meeting
September 11, 2007 7 PM

Attendees: Jay Brumbaugh, Dave Gibson, Katharine Anderson (parish staff), Mary Lou Marple, Terry Knapp, Kim Ackerman, Donna Guza and Paul Bedard.

Agenda

- Opening prayer (Katharine)
- Old Business
 - Status of RC shelter kit
 - Status of volunteer roster
- New Business
 - Review Red Cross shelter areas
 - Identify people for Red Cross shelter areas
 - Discuss phone notification tree
 - Develop an emergency notification plan
 - Identify who plans to attend RC shelter operations training class on October 2nd

Summary:

1. Status of RC Shelter kit: Kim reported that she had donated a plastic tub container and stocked it with items, including RC registration forms. She placed RC signs in the container and stored it with the RC Kit in the Bingo closet. She and Donna looked for it in the BINGO closet during the meeting, but it was not there. Terry said that we will need more RC registration forms, as there are only 25 in the RC kit. Kim offered to replace the container and the items. Katharine will check on parish reimbursement and will order more RC registration forms. Paul was contacted by the RC person responsible for signs (Sandra Titus). She has signs for St. A and will bring them to the training on Oct 2nd.
2. Status of volunteer roster: Donna is consolidating the input from our survey of volunteers. She will send it to the group when completed.
3. Phone notification tree:
 - Paul introduced [Danita Poprik](#) recommendations about being careful not to overload people like Katharine and Paul with too many notification responsibilities that might detract from responsibilities for responding to Red Cross requirements.
 - Paul asked everyone to look at the draft and submit recommendations. Pay attention to format and notes on how it should operate. We will plug in names after the volunteer roster is updated.
 - Kim commented that it should contain all applicable phone numbers for each person.
 - The operation of the phone tree will become the emergency notification plan. So the diagram needs to be supplemented with instructions on how to handle the what-ifs.

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4. Red Cross shelter areas: This is a work in progress. We will review the shelter operations manual at each meeting to help all of us better understand our shelter mission.
 - We started a review of shelter operations from the RC shelter operations manual. We looked at the shelter organization structure centered on a 24-7 shift schedule. To simplify our approach, we looked at it from a 3-day perspective (the probable maximum period of operation). This helped us reduce the scope of our task to a manageable bite. The RC manual covers all the areas with the amount of detail on how to organize and perform the tasks in each shelter area.
 - What we need at our level, are brief notes on how we envision doing each of the task areas. Organize the notes by task area in a notebook to serve as a guide by volunteers.
 - We agreed that each of the area leads should prepare a draft of how each area should be organized and performed (not elaborate, and not a re-write of the RC manual). Kim mentioned 3X5 cards; there is no standard format, so do what makes sense to you.
 - We need a good layout of the building to be used in planning. Paul will prepare a building diagram.
 - Katharine, please get a notebook for maintaining the information (St. Augustine Emergency Shelter Operations Guide). Donna, please assist in organizing it.
 - Katharine will make copies of the RC Shelter Operations manual to provide to those who need a copy. We also need to keep a copy with the RC kit.
 - Terry Knapp agreed to switch area lead from Health to Feeding.
 - We will ask Carol Gibson and Kathryn O'Meara to coordinate the Health area.
 - David Gibson agreed to take the lead in Communications.
5. Shelter Operations Training:
 - After the meeting, Sandra Titus called Paul and provided information on Red Cross training opportunities this fall. The schedule of classes is at the end of these notes.
 - An important development: The RC introductory training on Disaster Services is now available on-line at www.redcross.org. Now the new volunteer does not have to try to find and fit in a training class and location. Paul checked it out. It is very easy to access. From the RC home page, click Disaster Services, the first selection on the left side of the screen. From the next screen, locate the blue Spot Light box on the right and click Disaster Services, to start the training session. Here is the direct link, if you want to skip the RC home page:
http://www.redcross.org/flash/course01_v01/.
 - All who have not taken any RC shelter training classes, please try the on-line training. Let us know what you think, so we can pass it

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on to the Red Cross chapter. Let Donna know when you complete it, so she can update our volunteer roster.

6. Red Cross Shelter Operations Refresher Training Class Oct 2nd:
 - This should be an excellent training opportunity.
 - We agreed to meet at the parish office at 6:30 PM to form carpools.
 - Those planning on attending (so far): Jeannette Ortiz, Jay Brumbaugh, Terry Knapp, Kim Ackerman, David & Carol Gibson, Mary Lou Marple, Katharine Anderson and Paul Bedard.
 - If anyone else plans to attend, please let Paul know so that he can inform St. Marks.
 - Paul will send out a note to the team and put a notice in the bulletin and will notify RC and St. Mark's about our participation.
7. Decisions:
 - Katharine will check the parish Red Cross coordination document to verify the number of clients listed for planning purposes. If it is greater than 50, she will coordinate with the Red Cross to change it to 50. She will make copies of the RC Shelter Operations manual for use by the team.
 - Kim offered to purchase another storage container and kit supplies to replace the missing container. Katharine will check on reimbursement and will request RC registration forms.
 - Paul will prepare a building layout to use for planning.
 - Area leads will start preparing drafts of the procedures to be followed in their areas: Paul: shelter manager/shift leader/volunteer coordination; Kim: registration; Terry: food service; David: communications. Katharine: acquire a notebook for shelter operations. Donna: maintain the notebook for shelter operations.
 - All: review the draft phone tree and make recommendations on its format, content and placement of names.
 - Paul will contact Fidel Rubio about emergency shelter coordination with the Hispanic community.
 - Those attending the RC Shelter Operations training on Tuesday October 2nd will meet at the parish office at 6:30 PM to carpool to St. Mark's church.
8. Next meeting: week of October 8-12. Katharine will check to reserve a classroom. Time 7 PM.
 - Paul will send an e-mail and post the parish Website.
 - Note: check out the Website (<http://staugustineparish.net/>). See the current notes as well as the notes from other meetings and events at our link on the left side of the page.

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Red Cross Shelter Training Opportunities

| Date/Time | RC Training Class | Location |
|----------------------------|--|---|
| On-Line | Intro to Disaster Services | Red Cross Website: http://www.redcross.org/flash/course01_v01/ |
| Monday Sep 24 (6-10 PM) | Mass Care & Shelter Opns + Simulation | RC Chapter, Richmond |
| Saturday Oct 6 (9-4 PM) | Mass Care & Shelter Opns | Kingsland Baptist Church, Richmond |
| Monday Oct 22 (6-10 PM) | Mass Care & Shelter Opns + Simulation | RC Chapter, Richmond |
| Saturday Nov 17 (9-4PM) | Mass Care & Shelter Opns + Simulation | RC Chapter, Richmond |
| Saturday Nov 17 (9-4PM) | Mass Care & Shelter Opns + Simulation | RC Chapter, Richmond |

Respectfully submitted,

Paul Bedard

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