

St. Augustine Emergency Shelter Planning Team Meeting
October 9, 2007 7 PM

Attendees: Dave and Carol Gibson, Katharine Anderson (parish staff), Kim Ackerman, Kathryn O'Meara, Dan Dupont and Paul Bedard.

Agenda

- Opening prayer (Katharine)
- Old Business
 - Status of RC shelter kit
 - Status of volunteer roster
 - Status of phone notification tree
- New Business
 - Review what was learned from RC training Oct 2nd
 - Review results of our September meeting

Summary:

1. Status of RC Shelter kit: Kim brought in a replacement container for the one missing, for use in registration. She stocked it with supplies needed for registration. We need Red Cross registration forms. There was consensus that we need a lockable container for the RC Shelter Kit and a storage location.
 - Katharine will check with the Parish staff to get approval for a storage location for the RC Shelter Kit. Recommendations: classroom 10/11, Commons, but not in the attic (too bulky to move).
 - Dan will check on locating a storage container; we may want to build one from wood; lock it with a combination lock.
 - Paul will contact the Red Cross to get more RC registration forms. Pam Somma confirmed that she will pick them up at RC Chapter in Richmond.
 - Paul brought in the Red Cross Sign kit with extra information posters in English and Spanish. Sandra Titus from the RC provided them. These will be placed with the RC Shelter Kit.
 - Dan has poster paper with adhesive backing that will make great temporary signs and client information.
 - We need to add local phone books to the RC Shelter Kit.
2. Status of volunteer roster: Still working; Donna is consolidating the input from our survey of volunteers. She will send it to the group when completed. This information will form a good base from which to develop our phone tree and short notice call roster.
3. Phone notification tree:
 - Still a work in progress. This will tie into a new request from the Red Cross to provide a list of available volunteers who can respond to emergencies on short notice.
 - From last month's meeting and still valid: Paul asked everyone to look at the draft and submit recommendations. Pay attention to

St. Augustine Emergency Shelter Planning Team Meeting
October 9, 2007 7 PM

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.
4. Shelter capacity: Katharine verified that the number of clients our shelter can accommodate is 50.
 5. Hispanic community coordination: Fidel Rubio from the Hispanic community talked with Paul before the meeting. They will be providing a representative at our meetings in the future. No one was available for this meeting. This is a very important development.
 6. New business: Review what was learned from RC training Oct 2nd.
 - Shelter meeting guidelines: Paul recommended that we follow the meeting guidelines used at the training session and all present concurred:
 - i. It is “our” meeting, meaning all the attendees.
 - ii. Respect peoples’ time. Start on time and close at the set time
 - iii. If not all agenda items are complete, move these to the next meeting.
 - iv. Appoint a time keeper to help keep the meeting on task and aware of the available time.
 - v. So, let’s do this next time.
 - vi. Meeting day: this is always a problem due to classroom availability and peoples’ schedules. But most of us have a problem with at least one day of the week. A number cannot come on Tuesday and/or Thursday. Paul will try to rotate the day of the week of the meeting to enable people to attend. Whatever the conflict, all are needed to make this work; so please stay connected by email/monitor our link on the parish website or phone.
 - Red Cross is requesting that Shelter teams maintain a roster of volunteers who can respond on short notice to emergencies and provide this roster to the Red Cross on a regular basis (monthly?). This will save the Red Cross valuable time (estimated 2-4 hours) in identifying emergency shelters and shelter teams to respond to requirements on short notice. What it requires (copied from Paul’s meeting notes):
 - Note: This ties in directly to our efforts to contact everyone on our roster and to develop a phone tree notification plan.
 - A planning point of contact person (at St. Augustine: Katharine, Paul and who else?) and a backup person who can contact (from available team members) a 5-10 member shelter team.

St. Augustine Emergency Shelter Planning Team Meeting
October 9, 2007 7 PM

- Provide availability dates for the St. Augustine shelter team for the given period (example: November 2007); repeat this every month by a certain date.
 - Canvass shelter volunteers and get a commitment to respond to short notice notification for a specific period of time. Example:
 - Identify what dates and shifts (AM/PM) each volunteer is available/not available (Example: November 2007).
 - Prepare a call list by date and AM/PM shift of who could respond. This includes Red Cross trained and untrained volunteers. Manage it on a monthly basis. Note: This could be very labor intensive.
 - Maintain the listing of shelter availability and team/team member availability (5-person team as base) of who could respond by shift period and provide it to the Red Cross and the team volunteers.
 - Paul: Check with the Red Cross to see if they have blank forms for this; Katharine has seen some formats that may work and will provide them.
- Red Cross annual shelter training exercise: The Red Cross is planning its second annual training exercise for the March 2008 period (to avoid holidays and Easter). Paul Hundley asked for volunteers to work with the Red Cross staff to help plan the exercise. The basic structure is in place from this year's exercise. He will send out an email to all the teams with the details (which he did and it was forwarded to the team). The exercise provides a training and exercise opportunity for shelter teams that serve as host shelters for the exercise. They need 4-5 teams to operate shelters for the exercise. The Red Cross would conduct a shelter operations class at these teams' location during an evening two weeks prior to the exercise to train and certify all their team members, followed by a shelter simulation exercise the Saturday preceding the exercise. This would also serve as a walk-through in preparation for the exercise.
 - i. Paul recommended that we volunteer St Augustine Church to be a host shelter for the exercise. We discussed this possibility. There was concern that there was not enough time to prepare and that we did not have enough volunteers to carry it off. This was balanced with the opportunity to get hands-on experience, Red Cross training at the parish, have a reason for more parishioners to become involved, and to actually perfect our plans (current and proposed). The determining factor will be the availability of the hall and the building complex on the exercise date (March 8th) and the availability of the hall the Saturday prior (March 1st). Katharine will check the parish calendar. After discussion,

St. Augustine Emergency Shelter Planning Team Meeting
October 9, 2007 7 PM

there was consensus from those present to support the commitment.

- ii. Since then, the Red Cross has confirmed the exercise date: Saturday, March 8th. We will need to schedule the Red Cross Shelter Simulation training for Saturday, March 1st, 2008 and a Red Cross training class during an evening the last week of February (25-29).
7. Shelter team is now a recognized parish committee: Katharine informed us that the parish recognizes the shelter team as an active committee. She is the staff representative. The parish requires a committee chairperson, other than the staff representative. With that, those present affirmed Paul as the chairperson. He will continue providing overall leadership and perform administrative duties as required; these minutes being part of that.
 8. Other notes:
 - Katharine will make 10 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 has taken the lead in the Feeding area.
 - Carol Gibson and Kathryn O'Meara confirmed that they will be the leads to coordinate the Health area.
 - David Gibson agreed to take the lead in Communications area.
 - Dan Dupont offered telephones that could be used in the shelter operations center. He also has located some 8 ft tables for use and is looking at the possibility of acquiring partitions that could be used in the dormitory area.
 - We need to look at the building to see where telephone hookups are located and we need to test the computer cable connection/wireless connectivity for the shelter operations room. We need to have phone, radio and computer communications in that room.
 9. Shelter Operations Training (from last month); there was not enough time to discuss this at the meeting:
 - 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

St. Augustine Emergency Shelter Planning Team Meeting
October 9, 2007 7 PM

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

- Sandra Titus from the Red Cross provided information on Red Cross training opportunities this fall. The schedule of classes is at the end of these notes from the September meeting.

10. Decisions:

- Our team will operate a host shelter at St. Augustine's for the Red Cross Annual Shelter Exercise on March 8, 2007, if the building complex is available. We will also host the Red Cross for shelter simulation training on March 1st and shelter training the week prior.
- Paul will contact the Red Cross to see if they have agreements with the SPCA or other organizations for accommodating pets that clients bring to emergency shelters. Note: Paul Hundley responded by email.
- Pam Somma will pick up 50 registration forms at the Red Cross in Richmond.

11. **Next meeting:** time ran out and we forgot to set a date for November.

- Paul called the parish office and reserved **classroom #18/19 for Wednesday, November 14th 7-8 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.

Respectfully submitted,

Paul Bedard

751-0007