

St. Augustine Emergency Shelter Planning Team Meeting
November 14, 2007 7 PM

Attendees: Kathryn O'Meara, Eunice Langlois, Jay Brumbaugh, Dan Dupont, Terry Knapp and Paul Bedard. Please welcome Eunice to the team. She has nursing experience and will work with Kathryn O'Meara and Carole Gibson in the health area.

Agenda

- Opening prayer
- Old Business: (tabled due to absence of area leads)
 - Status of RC shelter kit
 - Status of volunteer roster
 - Status of phone notification tree
- New Business
 - Start planning to be a sponsor shelter for the March 8th Red Cross Exercise.

Summary:

1. There were not enough team members present to effectively start the planning for the March 8th exercise. This will be delayed until the next meeting on December 12th.
2. Paul reviewed the planning schedule of meetings and training to prepare for the exercise. There have been some changes based on Red Cross participation.
 - The Red Cross will conduct a training class the week of the exercise (Wednesday March 5th).
 - The Red Cross will not conduct simulation training the Saturday preceding the exercise (March 1st).
 - Instead, Paul recommended that we conduct our own dress rehearsal exercise on March 1st to set up and practice how we plan to operate, to include ordering pizza for lunch.
 - Those present approved the proposed planning schedule outlined below. We will review the dates again at the meeting on December 12th to ensure they are workable/practical for the team.

Date	Activity	Location
Dec 12 (Wed)	Shelter Team Planning Meeting	Classroom 18/19
Jan 9 (Wed)	Shelter Team Planning Meeting	Classroom 18/19
Feb 6 (Wed)	Shelter Team Planning Meeting	Classroom 18/19
Feb 27 (Wed)	Shelter Team Planning Meeting	Classroom 18/19
March 1 (Sat)	Shelter Team-Run Simulation Exercise	Hall, all classrooms, nursery

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Date	Activity	Location
March 5 (Wed)	Red Cross Training Class	Classroom 18/19
March 8 (Sat)	Red Cross Annual Shelter Exercise	Hall, all classrooms, nursery
March 12 (Wed)	Shelter Team Planning Meeting (After Action Review; what next)	Classroom 18/19

3. Phone notification tree:
 - This still needs to be completed. It needs to be resolved at the December 12th meeting.
 - Paul linked phone notification to the Red Cross need to be able to contact church shelter teams on short notice to set up a shelter at a Red Cross site. If we are to support the red Cross, we need to do the following:
 - i. Canvas all volunteers to identify who could serve on a shelter team on short notice.
 - ii. Set up and maintain on a monthly basis, a scheduling/notification system within our parish to be able to contact volunteers to form a shelter team, on short notice.
 - iii. Be able to provide the Red Cross on a regular (monthly) basis a list/schedule of shelter volunteers who can respond to their request for shelter team members.

4. Communications: Dan did a building survey for telephone hookups. He noted their locations and tested them (none were operative). He has telephones that could be used if the connections can be activated. Dan will check with Carolyn Honing, the Parish business manager, about the Parish communication structure for the building, to include phone lines, computer lines and wireless computer capabilities.
 - We want to have multiple means of communication and to be able to operate them from the Shelter Operations Center (classroom 10/11):
 - i. Phone (parish land lines): Registration, kitchen (already in place), shelter operation center.
 - ii. Mobile hand held radios (walkie-talkie) for all team members
 - iii. Computer (set up in the Shelter Operations Center) to link to the Red Cross via the Internet
 - iv. Personal cell phones (log in all volunteers who have them, for possible use as backup communication).
 - v. Red Cross operated short wave (HAM) radio.
 - Dan will make signs for our shelter activity rooms: shelter operations center, health nurse, mental health, shelter volunteer room, press briefing room, Red Cross staff room, etc. We will then get them translated into Spanish.

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5. Food service: Terry provided information about food sources: the parish food pantry uses the local Food Lion store; a new grocery store has opened in the old Winn-Dixie store across the street; Terry has located/contacted local pizza restaurants. These will be food sources for our shelter.
6. Shelter building layout:
 - Terry recommended that we change the health room from classroom #8 to the backroom of the nursery, because the nursery has a sink and examination table
 - The Red Cross requires that feeding of persons other than residents (e.g., police, fire, medical) be separate from resident feeding. Terry recommends classroom 18/19.
 - The Red Cross recommends that there be a place where residents can meet visitors. Paul recommends classroom 16.
 - The Red Cross recommends that there be a place for Red Cross support staff. Paul recommends classroom 17.
 - Paul will update the building diagram.
7. Shelter residents with animals: The Red Cross permits only special use animals (e.g., dogs for the blind) in shelters. We are trying to identify animal shelter resources for residents. Kathryn reported that the county animal shelter has been identified as the place to take animals in an emergency. We still need to research animal shelter activities in the area that can take in animals in an emergency. Kathryn and others listed possible resources: Richmond Animal League, Genito Animal Hospital, and Southside SPCA. She also recommended that we contact the Beulah Methodist Church Shelter team to see if they have information, or can help.
8. Dan is still looking for a storage cabinet for shelter team equipment and supplies.
9. Shelter team organization: The following members have accepted the request to work in the areas indicated:
 - Sue Ruppel: Registration, to capitalize on her Spanish language and people skills.
 - Jay Brumbaugh: Food service; he is the “Mr. Iceman” on the parish picnic committee, which may come in handy during the hurricane season.
 - Eunice Langlois: Health, a new member, she has nursing experience.
 - Dan Dupont: Administration & Communications, Dan will work in the shelter operations center, setting up and operating communications equipment (phones, radios, computers, etc.) and managing the shelter operations center.
10. Terry reported that all the Red Cross blank forms (except Registration) were lost when the storage bin was lost. Paul will request them from the Red Cross.

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Next meeting: Wednesday December 12.

Respectfully submitted,

Paul Bedard

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