

St. Augustine Emergency Shelter Planning Team Meeting  
December, 12, 2007 7-8:30 PM

Attendees: Mary Lou Marple, Kathryn O'Meara, Eunice Langlois, Carol Gibson, Jay Brumbaugh, Donna Guza, Terry Knapp, Kathy Jones, Evelyn O'Hara, Kim Ackerman, Fidel Rubio and Paul Bedard. Please welcome Fidel to the team. He is the leader of the Hispanic community within the parish.

General note: This was a very positive and successful meeting, filled with energy and positive ideas. Mary Lou started it with a centering prayer that opened our hearts to abundant grace. The rest fell into place.

### Agenda

- Opening prayer (Mary Lou)
- Time keeper: (Kathy Jones)
- Old Business:
  - Status of RC shelter kit
  - Status of volunteer roster
  - Status of phone notification tree
  - Hispanic Community participation
  - Review notes from Nov 14<sup>th</sup> team meeting
- New Business
  - Start the planning to be a sponsor shelter for the March 8<sup>th</sup> Red Cross Shelter Exercise
    - Parish information campaign to identify exercise participants
    - Set planning meeting dates
    - ID tasks and people to do them
    - Set time line for tasks
  - CARITAS planning (Kathy Jones)
  - Alert notification plan for the Red Cross
  - ID what will be done at the next meeting

### Summary:

1. Status of Red Cross shelter kit: Kim provided the following:
  - We need RC registration and report forms. Paul picked up the shelter mangers kit with publications and forms. It has everything we need, including 100 registration forms.
  - Kim is maintaining a registration kit separate from the shelter kit to enable ease of use for registration.
  - She has set up a notebook for registration with all the applicable information. We need to do this for each shelter area.
  - Note: Kathy has a wealth of information documented for CARITAS. Much of this may be useful for shelter use and reference.
  - Kim reviewed the signs from the shelter kit, showing how they work together with arrows, etc. They are also in Spanish. We will need to practice putting them up, identifying the best locations, etc. She noted that there were no directional signs in Spanish for outside the

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building. The Red Cross responded that there are none in any of the sign kits.

- Kim also has compiled a listing of phone references for pet shelters and other services. This is great and needs to be compiled into a reference resource used at registration and available in the shelter operations center.
2. Donna provided information about the volunteer roster:
    - She updated the planning team roster and provided it to all to review. Paul had posted some X's in the various shelter areas, so please check to see if you are comfortable with them.
    - Donna will update the rosters for the other volunteers, based on the review we did earlier. This will help us to form the phone tree contact list and alert notification for the Red Cross.
    - We need to discuss this at our January meeting: roster, contact lists, March 8<sup>th</sup> exercise participation, and Red Cross alert notification procedures (see next item).
  3. 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:
    - Canvas all volunteers to identify who could serve on a shelter team on short notice.
    - 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. This would take a commitment of time by a team volunteer to set up and maintain.
    - 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.
    - This would be invaluable for alerting our team to operate a shelter when called upon by the Red Cross.
    - So is there anyone who would be interested in this commitment? It needs more than one person, to include admin support. Once the procedures have been developed, one or more persons could work the monthly scheduling drill, probably rotating this duty.
  4. Hispanic participation in the shelter team: Fidel will coordinate to have representatives attend our meetings and jointly work to prepare for the Red Cross exercise. We need Hispanic volunteers for every shelter area.
  5. Kathy reviewed how CARITAS (Churches Around Richmond Involved to Assure Shelter) operates in providing overnight shelter and hospitality to the homeless. St. Augustine will host 40+ men during the week February 2-9, 2008.
    - The CARITAS organization furnishes cots, sheets, blankets and pillows (delivered/picked up on Saturday).
    - The guests arrive at 6:30 PM each evening. Various parish groups prepare the meals each evening, delivering and serving them or

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preparing them in the kitchen. Parish volunteers provide hospitality and services (laundry, haircuts, tax preparing, etc.), and entertainment (TV, videos, games, fellowship).

- Volunteers prepare a bag lunch for each guest for the next day.
  - Volunteers spend the night to help overnight and serve a cold breakfast (cereal, milk, juice, coffee, etc). The guests depart by 6 AM each morning. Most work at jobs around Richmond.
  - The majority of tasks apply directly to shelter operations. Except meal preparation: the Red Cross does not permit food to be prepared at home and brought in.
  - We will hold a joint planning meeting with the CARITAS team on Wednesday January 9<sup>th</sup>, to help with planning for CARITAS and see how it can help our preparation.
6. Paul reviewed the key points of the notes from the previous meeting on November 14<sup>th</sup>:
- Saturday, March 1<sup>st</sup>: The Red Cross will not conduct simulation training the Saturday preceding the exercise (March 1<sup>st</sup>). Instead, Paul recommended that we conduct our own dress rehearsal exercise on March 1<sup>st</sup> to set up and practice how we plan to operate, and possibly order pizza for lunch. Plan for 9-12; finish early if we are done. Here is an idea of an outline:
    - i. Follow the exercise outline (Paul received a copy from the Red Cross at their meeting on November 13<sup>th</sup>).
    - ii. Start with a team meeting to outline our effort; all complete the volunteer sign in form. Registration provide completed volunteer sign in forms to the operations center.
    - iii. Each shelter area set up your operation, including signs, tables, etc. (no cots, though).
    - iv. Prepare Red Cross reports applicable to your area for your area and submit them to the operations center.
    - v. When ready, team leads brief the team on how you see your area operate. We will have exercise training information to help guide our efforts.
    - vi. Close with a team review to see where we are.
  - Wednesday March 5<sup>th</sup>: The Red Cross will conduct a Shelter Operations training class at St. Augustine's.
    - i. They have set a limit of 50 people, including all who have already been trained. They want all who participate in the exercise to attend the Wednesday training, if possible.
    - ii. So we all are invited to attend (as a refresher, which we can use). All who attend training will get a training certificate.
    - iii. Please let Paul know who still has their Shelter Operations booklet, so that he can advise the Red Cross.
    - iv. All who attend the exercise on March 8<sup>th</sup> will get training certificates for the simulation exercise.

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- v. We have to provide the names of all exercise participants to the Red Cross by January 24<sup>th</sup>. Paul will take the list to their meeting that night.
- vi. This means we need to mount a concerted advertisement campaign with signups after Mass etc. to identify who will participate. We need to anticipate this and be organized to hammer out the details etc at our meeting on January 9<sup>th</sup>. Start thinking about your ideas; who can head this up? Let Paul know prior to the meeting.
- vii. After January 24<sup>th</sup>, the Red Cross will fill the remaining spaces up to 50 with participants from other shelter teams. Expect these people to attend training at St. Augustine on March 5<sup>th</sup>.

Date	Activity	Location
January 9 (Wed)	Joint CARITAS & Shelter Team Planning Meeting	Classroom 17
February 2-9	CARITAS Week for parish	Hall and Commons
February 7 (Thur)	Shelter Team Planning Meeting	Classroom 18/19
February 20 (Wed)	Shelter Team Planning Meeting	Classroom 18/19
March 1 (Sat)	Shelter Team-Run Simulation Exercise	Hall, Commons, all classrooms
March 5 (Wed)	Red Cross Shelter Operations Training Class (by Red Cross)	Classroom 18/19 or Hall
March 8 (Sat)	Red Cross Annual Shelter Exercise	Hall, Commons, all classrooms, nursery
March 12 (Wed)	Shelter Team Planning Meeting (After Action Review; what next)	Classroom 17

7. 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. Paul contacted Carolyn Honing, the Parish business manager, after the meeting about the Parish communication structure for the building, to include phone lines, computer lines and wireless computer capabilities. She will contact Verizon to see what it will cost to set up phone lines in the classroom building.
- We want to have multiple means of communication and to be able to operate them from the Shelter Operations Center (classroom 10/11):

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- 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.
8. 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. She has also located recipes for 50 servings that sound promising. She is looking at menu planning for the exercise that stays within the Red Cross cost limit of \$2.50 per meal.
9. 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. Carol and Kathryn concurred.
  - 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. We could partition the room to maintain a separate press/information room.
  - 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.
10. 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. Kim has researched animal shelter activities in the area that can take in animals in an emergency and produced a phone listing.
  - 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.
  - Paul received information at the Red Cross meeting in Richmond that the state requires that animals be accommodated at state-

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operated shelters. The SPCA provides mobile shelters for animals that can be set up in parking lots of shelters. We need to research this, so that we can coordinate this service.

11. Dan is still looking for a storage cabinet for shelter team equipment and supplies.
12. 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.

Next meeting: Wednesday January 9, 2008, 7PM room 17. This will be a joint meeting with the CARITAS team.

Respectfully submitted,

Paul Bedard

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