

St. Augustine Emergency Shelter Planning Team Meeting
January 9, 2008 7-8:30 PM

Attendees: Kathryn O'Meara, Jay Brumbaugh, Dan Dupont, Terry Knapp, Kathy Jones, Evelyn O'Hara, Kim Ackerman, Sue Rupel, Fidel Rubio and Paul Bedard.

General note: We had a great turnout; a very positive and successful meeting; lots of actions being worked in the various shelter areas. We are on track!

Agenda

- Opening prayer (Paul Bedard)
- Time keeper: (Jay Brumbaugh)
 - Status of volunteer roster (Donna)
 - Status of communications for shelter (Dan)
- New Business
 - CARITAS planning (Kathy Jones)
 - Continue the planning to be a sponsor shelter for the March 8th Red Cross Shelter Exercise
 - Parish information campaign to identify exercise participants
 - ID tasks and people to do them
 - Set time line for tasks
 - Alert notification plan for the Red Cross
 - ID what will be done at the next meeting

Summary:

1. CARITAS planning: (Kathy)
 - Kathy asked Kathryn about nursing supplies needed (Aleve, Tylenol, non-alcoholic cough medicine, gloves, bleach for cleaning). MCV medical personnel will be coming on Wednesday (Feb 6th).
 - Support of CARITAS by day:
 - 1) Saturday: Set by Boy Scouts and others; food needed
 - 2) Sunday: food needed
 - 3) Monday: Food by Teresa Moreno
 - 4) Tuesday: Food by Linda and Inga?
 - 5) Wednesday: Food by Teresa Moreno
 - 6) Thursday: RCIA; (Shelter team meeting)
 - 7) Friday: Fidel and Hispanic committee
 - 8)
 - Donate/turn-in men's clothing items at auxiliary building on 26-27 Jan and 2-3 Feb; Clothes closet managed by Pat King
 - Comfort kits and towels for showers provided by St. Augustine; available for shelter
 - Kathy will provide copies of CARITAS forms and information lists to the shelter team for possible use by the team.

St. Augustine Emergency Shelter Planning Team Meeting
January 9, 2008 7-8:30 PM

- Differences between CAITAS and Red Cross shelter:
 - 1) Shelter: everyone (guests and volunteers) sign in and out
 - 2) Shelter food: cannot use food prepared at home; use packaged; prepared in restaurant facility; or prepared in shelter kitchen
- 2. Status of Red Cross shelter kit: (Kim)
 - Paul picked up the shelter managers 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.
- 3. Building room signs: (Dan)
 - Dan has made room signs based on our shelter diagram. This complements the Red Cross sign kit maintained by Kim.
 - Dan will provide the list of these signs to Paul and Fidel so that Fidel can get them translated. Dan will then make copies in Spanish.
- 4. Communications: (Dan)
 - Dan provide purchase information about hand held phones (4) that would be very helpful to internal communications (used by the operations center, registration, dormitory and shelter manger)
 - Kathy thought that the parish already had some of these radios; Paul will check with Katharine on staff, as Caroline Honings, the business manager was not aware of this.
 - Kathy said that the parish had two computers with wireless capability that might be available for use by the shelter. Paul would like to use one in the shelter operations center and one in registration. We hope to confirm usable phone and computer connections in the building when Caroline Honings returns. There are two phone connections in room 10/11 (shelter operations center).
- 5. Signups for the Red Cross training and shelter exercise: (Paul)
 - Paul identified the need for an information campaign and sign up to identify parishioners who can attend the training class on March 5th and the exercise on March 8th. The Red Cross needs our information by Jan 24th so that they can invite other churches to fill in vacancies at the 4 shelter sites (50 participants needed per site).
 - Kathy will prepare a signup sheet and pulpit announcement for Sunday (Jan 12-13)

St. Augustine Emergency Shelter Planning Team Meeting
January 9, 2008 7-8:30 PM

- The following volunteered to take signups after the Masses:
 - 1) 12/13: 5:30: Dan/Sue
 - 2) 12/13: 9: Evelyn/Paul
 - 3) 12/13: 11: Terry/Paul
 - 4) 12/13: 1 & 6: Fidel will get volunteers
 - 5) 19/20: 5:30: Kim
 - 6) 19/20: 9: Evelyn/Paul
 - 7) 19/20: 11: Terry/Paul
 - 8) 19/20: 1 & 6: Fidel will get volunteers
 - 9) Fidel: provide list of those signed up to Paul
 - 10) Paul will consolidate names and contact the new volunteers

- 6. Shelter team walk-thru exercise on March 1st: (Paul reviewed the intent of this event)
 - Each team lead will set up their area like it will operate on March 8th; however, only a few tables and no cots in the dorm area.
 - All team members should complete a Red Cross registration form sometime during the exercise (Kim provide the team an estimate of how you want us to participate in this)
 - We will set up all the signs inside and outside (this may involve many of us, so Kim and Dan provide the team an estimate of how you want us to participate in this)
 - Team leads: look at the reports needed in your area and prepare a sample based on our activity during this practice exercise.
 - Paul: provide the team an estimate of how you want us to participate in this.
 - Donna: set up admin support as part of the operations center. All reports and resource requests should go through you in the operations center; provide us an estimate of how you want us to participate in this
 - Dan: set up the shelter operations center. Coordinate with Donna, David Gibson and Paul on this.

- 7. Exercise preparation calendar: Note look at a new date for the after exercise review, Wednesday, March 12th. The first picnic planning meeting is that night. How about Saturday March 15th?

Date	Activity	Location
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

St. Augustine Emergency Shelter Planning Team Meeting
January 9, 2008 7-8:30 PM

Date	Activity	Location
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)? Need new date due to conflicts	Shelter Team Planning Meeting (After Action Review; what next)	Paul's Home in Chester

8. Next meeting: Thursday, February 7th (during CARITAS).
- We will meet after dinner has been served (hopefully starting 7-7:30). If you can come early (around 6 PM), you can observe/help serve the evening meal; you are welcome to eat (after our guests); and save the trouble of trying to eat at home before coming to the meeting.
 - Area leads (registration, feeding, dorm, health, communications, admin, shelter manager, volunteer coordination): outline to the team how you plan to operate during the exercise.
 - This can be a walk thru of sorts, if desired by an area lead.

Please send Paul your recommended changes and additions.

Respectfully submitted,

Paul Bedard

January 14, 2008