

Red Cross Planning Meeting
For Annual Shelter Training Exercise
February 12, 2009 6:00 PM

Purpose: determine the training approach for the Shelter Operations class and shelter simulation exercise.

Summary:

1. Paul Hundley, Disaster Services manager, Richmond Chapter of the Red Cross chaired the meeting. Attendees included shelter team representatives from Bon Aire United Methodist Church, St. Augustine Catholic Church, and other shelter teams, Central Virginia Food Bank, Meals on Wheels, Poplar Springs and Red Cross instructors.
2. There are three host shelters for the shelter operations training and disaster exercise:
 - St. Augustine Church: 35 participants for training on Wednesday, March 11, 7-10 PM; more are expected;
 - St. Augustine Church: 50+ expected for the simulation exercise
 - Bon Aire Church: 9 participants; training class on March 11; more expected for the simulation exercise
 - St. John's Church: no report
 - A final head count for training and the simulation exercise is due to the Red Cross by February 27th.
3. The Red Cross wants the disaster exercise to be more structured and business-like this year.
 - They will pay more attention to following procedures, performing survey of the shelter site, pre-occupancy inspections (paying attention to the condition of the building).
 - The Red Cross trainer/evaluators for the shelter sight will be supplemented by observers.
 - Timing is important for the shelter teams. The Red Cross will be measuring the time it takes to support the shelter teams with supplies and meals and responding to the exercise scenario inject incidents.
 - Simulation exercise: 9 AM-1 PM.
 - Shelter team member name tags with position worked; Client/participant name tags.
 - Use paper 8x11 to simulate items received and their location: blankets, cots, etc.
 - Use of signage by the shelters:
 - 1) Inside: tape to rooms; being careful not to damage signs, so that they can be re-used
 - 2) Outside signs: using 8x11 to simulate shelter signs.
4. Involve participants in shelter operations and training during simulation exercise:
 - 9:00-10:30 Training exercise/shelter team meeting at each shelter
 - 1) Operation of the exercise
 - 2) Red Cross demo how it will be done?

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- 3) Delegate shelter jobs
 - 10:30-12:00 Set up and operate shelter; register clients
 - 12:00 – 1:00 PM Final shelter team meeting and lunch
5. Food service:
 - Central Virginia Food Bank will prepare the food for the lunch meal.
 - Red Cross logistics will coordinate and make the delivery of the food to the shelters.
6. Red Cross equipment and supplies:
 - Red Cross logistics will make deliveries of cots, blankets and other supplies (water and snacks) to the shelters between 9 AM and 10:30 AM
 - They will pick up these supplies at 1 PM
7. Communications: Amateur (HAM) radio operators may be assigned by the Red Cross to each shelter for communications. These will be used for sending and receiving messages when regular telephone service is not available.
 - Also plan to use regular phones and cell phones for communications.
 - Computer based communications: the Red Cross may have a laptop computer to testing their link to the Red Cross computer network.
 - St. Augustine will set up their own laptop computer(s), as well.
8. Red Cross break-out sessions possible for some shelters with mature shelter teams (like St. Augustine).
 - National shelter system
 - Shelter Logistics
 - Other topics: use of computers to link to the Red Cross Web system
9. News media has been notified. Be prepared to interact with the media reporters and apply Red Cross training.

Next Red Cross planning meeting in Richmond (420 E. Cary St): Tuesday, March 3, 2009 at 6:00 PM. Only Paul and Kim will attend.

Respectfully submitted,

Paul Bedard

St. Augustine Shelter Team

751-0007