

St. Augustine Emergency Shelter Planning Team Meeting  
Tuesday, February 17, 2009 7:00-9:00 PM

Attendees: Lauren Fields, Dell Dodson, Carol and David Gibson, Kim Ackerman, Danielle Honings, Kirk Orris, Jay Brumbaugh, Kathryn O'Meara, Eunice Langlois, Grace Marino, Katharine Anderson, Dan Dupont and Paul Bedard.

Please welcome two new members: Lauren Fields and Dell Dodson. Lauren has had shelter experience working with the shelter in Amelia during hurricane Isabel. Dell has restaurant experience and is interested in working with food service.

#### Agenda

- Opening prayer (Paul)
- Time keeper: (Paul)
- Prepare to be a host shelter for the Red Cross disaster simulation exercise March 14
  - Attendance March 11 & March 14
  - Hospitality March 11 & March 14
  - Training concept
  - Overview of how we will operate
  - Review schedule of events
  - Issue Shelter Operations manuals (Dan)
- Post exercise review at Jay & Inga Brumbaugh's home (Wed March 18)
- Training certificates and parish recognition at Mass (Katharine)

#### Summary:

1. We accomplished a lot at this meeting, which was well-attended by the team; plenty of comments and discussion throughout. We went beyond our normal time due to the information requirements and discussion needed. We are encouraged by the participation of Lauren and Dell.
2. Red Cross Shelter Operations training class, Wed March 11, 7-10 PM (following the Lenten Soup Supper).
  - Moved to classroom 18/19 due to space conflict with Soup Supper.
  - Need confirmation from team on who plan to attend; contact Paul
  - Team participation needed to host the class
  - Team members bring snacks for hospitality
3. Red Cross Disaster Simulation Exercise, Sat March 14, 8 AM-1 PM.
  - Team members bring snacks for hospitality
  - 8-9 AM: set up shelter areas
  - 9-10AM: Welcome participants; shelter meeting to review Red Cross exercise plan and shelter team plan of operations.
  - 10 AM-12 PM: shelter exercise (open/operate/close shelter)
  - 12-1 PM Lunch and Red Cross exercise review
4. Shelter team training concept: There was good discussion about the proposal to repeat the plan we followed last year.
  - Assign participants to teams; break shelter areas into 3 groups
  - 10 AM-12 PM: Rotate teams through shelter area groups; shelter team briefs each group on their shelter area
  - Shelter team members want to do cross training in other areas; need to revise training plan.
  - Change: shelter team members rotate to another area during second rotation (figure out details during the exercise)
  - Change: as long as a shelter area is covered by a team member, team members may also rotate to another area at any time during the exercise.
  - Requirement: team members ensure that their assigned shelter area is covered for setup and closing

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- Paul has revised training plan and schedule. See separate document.
5. Shelter operating concept for the exercise:
    - Each shelter area outline their operations (keep it brief) at the beginning of each team rotation; do a combined overview for each area grouping. Focus on only the tasks for the scheduled time period (open shelter/on-going operations/close shelter).
    - Also react to Red Cross exercise injects.
    - Perform record keeping and reporting tasks each rotation; maintain awareness of shelter status for your area.
  6. Issue shelter operations manuals:
    - Dan has updated the shelter operations manual and adapted separate copies to each shelter area. He has produced copies for each shelter area to be kept with the shelter kit or at Katharine's office for issue during actual emergencies.
    - Dan issued manuals to reps for each shelter area for use in preparing for the March exercise. These should be returned to the shelter kit after the exercise.
  7. Communications:
    - The Red Cross may assign a HAM radio operator to our shelter for the exercise. Jim Jones will be the shelter team coordinator for the set up. Paul, Dan (Operations), John & Rich (Logistics) will also support this effort.
    - Katharine may have hand held radios. Jim will also coordinate the setup and issue of this equipment.
      - Priority to Operations, Registration, shelter manager, logistics
    - Building phones: Registration, kitchen, operations (18/19), press room (10/11) nurse station (maybe).
    - For those who want to use your cell phone for internal communications during the exercise, list the phone number when signing in with Volunteer Coordination (Fran Kuzma/Evelyn O'Hara).
  8. Building layout: since we now have a phone connection in classroom 18/19, this will be shelter operations
    - 18/19: shelter operations & admin, information, communications, logistics, volunteer coordination, and shelter manager & shift leader
    - 10/11: Press briefing room; fire/police/rescue break area; resident phone call room
    - 13/14: volunteer rest/sleep area
    - 9: mental health
    - 8: room for residents with special needs
    - 16: Red Cross and case workers
    - 17: resident meeting room
    - Paul will send the diagram to the Red Cross so that they can produce an enlarged and laminated copy for use by the team. They did that last year for our participation in the exercise.
  9. Volunteer coordination (Fran Kuzma/Evelyn O'Hara): all team members sign-in / out with volunteer coordination.
    - All sign-in in 18/19 at the start of the exercise (8-9 AM)
    - Receive name tag; if receive operations manual, list it
    - Indicate which shift you can support for day 2 and day 3.
    - Provide cell phone # if used during exercise
    - All sign out at end of the exercise (18/19); return name tag and other equipment.
  10. After exercise review: We will meet at the home of Jay and Inga Brumbaugh on Wednesday, March 18<sup>th</sup> at 7 PM.
    - Enjoy a relaxed time together as a team
    - Spouses or friend welcome
    - Bring a snack, dessert or beverage to share
    - Review lessons learned: what worked/didn't/what we need to do to do better

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- Driving directions to be provided
  - All RSVP to Paul or Jay
11. Parish recognition of shelter team: there will be an announcement of the shelter teams hosting the Red Cross training class and shelter exercise and recognition of the shelter team and participants at all Masses on March 14/15.
  12. Red Cross training certificates: the Red Cross will provide separate training certificates for the Shelter Operations class and the shelter simulation exercise. We distribute the certificates after Masses and at our next meeting.
  13. Lastly, I want to thank Lauren for sharing her shelter experience during hurricane Isabel. It gave us a better perspective on shelter operations.
  14. Next meeting: Wed March 11<sup>th</sup>, support Shelter Operations training class 7-10 PM.

Respectfully submitted,

Paul Bedard

February 20, 2009