

St. Augustine Emergency Shelter Planning Team Meeting
Monday, November 9, 2009 7:00-8:30 PM

Attendees: Julie Herold, John Callear, Debbie Williams, Dan Dupont, Susan Ruppel, Dell Dodson, Fran Kuzma, Alberto Torres, Carol Gibson and Paul Bedard.

1. Thanks to all who were able to come. Most of the Red Cross shelter areas were represented. This was our second meeting of the “new” shelter year, and confirms that we have a very vibrant team going into 2010. We used the Volunteer Log for shelter team sign-in and updated the shelter team roster and phone tree.
2. Discussion on what we will do as a team in 2010 continued. Decisions:
 - a. Conduct internal shelter team cross training in all shelter areas. Those who currently support a shelter area and those who want cross training in that area would collaborate to prepare and conduct the training class for all team members.
 - b. Hold monthly shelter team meetings. Focus on shelter area cross training at each meeting, starting January 2010. Use the training to prepare for the Red Cross annual shelter exercise in March. Apply the principle of “just in time” training to focus on the primary tasks to be ready by March. Keep it general and simple. Build on our shelter experience from the 2008 and 2009 Red Cross exercises.
 - 1) January 12th: Registration and Volunteer Coordination (Kim, Sue Danielle, and Laura for Registration and Fran and Paul for Volunteer Coordination). Carol, Debbie and Kathryn will tie in medical forms and the coordination needed between Health services and Registration. Kathy: tie in the coordination necessary with Registration to manage dormitory operations.
 - 2) February 16th: Information and communications (Dave and Jim) and Dormitory (Kathy).
 - 3) At our meeting on January 12th, we will determine the other shelter areas to be covered in February and March to prepare for the March exercise.
 - 4) Remember check lists. These can serve as quick reference to the important tasks to be performed. We need input from each shelter area to improve the current checklists and add the ones not yet developed. Provide input to Paul or Dan.
 - c. The team wants to participate in the annual Red Cross shelter exercise and keep its team integrity. We will volunteer to form a shift rather than fill in as individual shelter members. Paul notified the Red Cross of our team request. The team prefers the first shift 8:00 AM-12:00 PM to the second shift 11:00 AM-3:00 PM.
 - d. John who is a member of the Red Cross exercise planning team outlined the Red Cross exercise:
 - 1) Date: Saturday, March 13, 2010; 8:00 AM-4:00 PM
 - 2) One large shelter at Bon Aire Baptist Church
 - 3) Plan for 200 clients (volunteers from all the shelter teams and others invited to participate in the exercise (e.g., retirement homes). (9:00 AM-3:00 PM for client volunteers; pick a shift).

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- 4) 2 shifts: #1-8:00 AM-12:00 PM, followed by lunch and exercise debriefing; #2- 11:00 AM-3:00 PM, in briefing followed by lunch; debriefing at 3 PM.
- 5) Shelter set up on Friday by Red Cross logistics; support on Saturday during the exercise; and cleanup after the exercise. John is working this; he estimates the Red Cross will need 20-25 helpers in two teams. He can use our help. John does not want to impact our shift support, but support to either area is good and will provide excellent training in Red Cross support of shelter operations. If anyone can help, please let John and Paul know.
- 6) Food preparation provided by a Baptist service organization. Shelter shift members will help serve, but will not prepare the food.
- 7) The shift will fall in on the shelter already setup by the Red Cross. No setup tasks (e.g., tables, cots already setup, shelter areas already designated and signs posted).
- 8) Shelter areas where our team will support as a shift:
 - a) Registration: 10 per shift; plan for bilingual operations
 - b) Volunteer Coordination: sign-in shelter workers; provide shelter area assignments; briefing information for shelter workers
 - c) Health and mental health professionals needed; provide names to Red Cross for their planning; bilingual medical forms: do we have any?
 - d) Dormitory: organize space for 200 clients (cots already setup); coordination with Registration for managing flow of clients and management of cot allocation
 - e) Food service: provide help with serving snacks and meals
 - f) Information: provide bilingual signs for exercise. (Note: make a set to donate to the Red Cross); organize area for press; work with Red Cross to coordinate press operations; provide disaster information for clients
 - g) Logistics: support shelter shift as needed.
 - h) Shift leader: organize shift members to operate shelter.
 - i) Operations: set up shelter operations center to manage information flow and provide reports to Red Cross.
 - j) Note: John will be working on the Red Cross logistics team throughout the exercise and will not be available to the team; Paul will be serving the Red Cross as one of two shelter managers for the exercise, so will work with the shifts in this capacity.
- e. Sponsor one Red Cross training session (4-hour shelter operation training class) on Wednesday, April 14, 2009. The parish hall and classroom 18/19 have been reserved. (Note: all other classrooms have been reserved by other parish activities)

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- 1) This is being planned as bilingual (English/Spanish) training. The Red Cross will provide a bilingual instructor and is translating the Shelter Operations manual for this purpose.
 - 2) This class will be open to all shelter teams in the Red Cross Richmond chapter area.
 - 3) Plan to set up our shelter to showcase our shelter operations.
- f. Establish shelter team procedures to respond to Red Cross requests for volunteers to support local emergencies beyond St. Augustine Parish.
- 1) In October Paul sent out a draft of contact procedures for a monthly on-call list; he requests input on changes/additions, etc. to finalize.
 - 2) Debbie responded by providing a completed volunteer form. Paul asked the team to review and provide comment to the draft procedures and to complete the volunteer form, if they can support this.
 - 3) Paul will include the procedures as an attachment when he sends out these notes. He will also contact Carolyn Coleman to post it on our Emergency Shelter link to the parish website (<http://www.staugustineparish.net/>). Look for it at the bottom of the page under Other Documents.
3. Other topics.
- a. Good news on our storage cabinet. Thanks to Dick Thackston who procured a lockable metal storage cabinet on wheels. We placed it in Classroom 18/19 and tested its mobility at the meeting, as we had to relocate the meeting to classroom 9. Dick provided 4 keys. Paul distributed keys to Dan and Sue and will make additional keys for those who need access. Please notify Paul if you would like a key. We will use the cabinet to store the shelter kit: registration and other Red Cross forms, admin supplies, radio, batteries, medical kit, sign kit, and any other supplies we need for the shelter. We need a sign for the cabinet. We will need to make an inventory list of the cabinet and mark by storage location. That would be a task for our meeting in January. Thanks to Dan for pressing the planning on this much needed cabinet.
 - b. Shelter team Shelter Operations manual. Dan is updating the manual to include checklists, phone tree and other changes. There has been discussion on providing a complete Shelter Operations Manual for all members of the planning team. Currently, each planning team member has the instructions for their respective area. There was consensus to do this. Paul will furnish Dan the list of names and Dan will start the process.
 - c. Dan updated the phone list of the planning team members and distributed to the team. He requested any changes before he laminates the list.
 - d. Dell has taken action to address a finding from the 2009 shelter exercise concerning food service sanitation procedures. He donated to the shelter team a plastic bucket and sanitary packets for preparing a cleaning solution for use in during food service operations. It is the first item to be placed in the storage cabinet. Thanks Dell.

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- e. At our October meeting, Fran Kuzma recommended that we contact the Red Cross to obtain a defibulator for the parish along with training for operators (Ushers and Mass Coordinators). Paul contacted the Red Cross. The defibulator is available, but is not free. Paul will get the cost from the Red Cross and provide it to the parish business office.
 - f. Paul displayed the updated shelter diagram. We need to validate the layout for the Operations Center (classroom 18/19) and the Health Center (classroom 10/11) during 2010.
4. Next meeting: Tuesday, Jan 12, 7-8:30 PM: Shelter Team Meeting Classroom 18/19. The following dates have been reserved on the parish calendar:
- a. Tuesday, Feb 16, 7-8:30 PM: Shelter Team Meeting Classroom 18/19
 - b. Tuesday, Mar 9, 7-8:30 PM: Shelter Team Meeting Classroom 18/19
 - c. Wednesday, Apr 14, 6:00-10 PM: Red Cross Shelter Operations Class: Hall and Classroom 18/19

Best wishes for your happiness and peace during the upcoming Thanksgiving and Christmas season.

Respectfully submitted,

Paul Bedard

November 20, 2009