

St. Augustine Shelter Planning Group

Meeting Notes

7:00 PM, January 18, 2006

St. Augustine Supporters of the Red Cross Shelter,

Thanks to all who were able to attend our meeting planning team at 7 PM on Wednesday, January 18, 2006. Please let parishioners know that all our shelter information is available on the Parish Web page. See the bulletin for the site address.

Attendees: Kim Ackerman, Judy Cranford, Pam Somma, Katharine Anderson, Donna Guza, Kathy Jones, John and Jeannette Ortiz, and Paul Bedard.

Notes:

1. Building walk-thru. We did not have a diagram to use, but Kathy Jones will get a copy of the Fire Marshall plan. We will need it anyway for opening the building as a Red Cross shelter.
 - a. Plan A: Use the hall for the dormitory and feeding area. No other plans were discussed in any detail, other than making the assumption of using classrooms for people with special needs (disabilities, families, other).
 - 1) Shelter manager: Verify that Red Cross has notified Police, Fire and Rescue that St. Augustine's is operating an emergency shelter.
 - 2) Make name tags for all team members; use plastic holders. Have name tag materials on hand for other volunteers (shelter kit).
 - b. Reception: Commons; this door will be the main entrance for all shelter clients. The commons will be the holding area for all clients until they are registered.
 - 1) Set up chairs for sitting.
 - 2) Set up a table for providing beverages and snacks.
 - 3) Post bi-lingual signs.
 - 4) No smoking; all smoking outside.
 - 5) Establish plan for how to handle pets. Registration contact local vets and set up contingency for providing care for pets (Vet contact list); consider bi-lingual needs.
 - c. Registration: set up four tables on the right side of the Commons area for registration.
 - 1) At least four volunteers performing registration. If the Commons is too crowded with clients, move the 4 tables inside the hall.
 - 2) Bilingual signs for each table.
 - 3) Plan for a number system for handling clients; get tickets from Bingo? (Donna Guza will check.)
 - 4) Check the Red Cross kit now for RC registration forms. Make sure we have enough forms. Set up a kit of all items needed for registration: forms, bi-lingual instructions for forms, bi-lingual signs, pens, paper
 - d. Nursery for infants and toddlers: use the current nursery with the door on the Commons.

St. Augustine Shelter Planning Group

Meeting Notes

7:00 PM, January 18, 2006

- 1) The nursery has a bathroom and with facilities and products to support infants and small children.
- 2) Consider acquiring some basic supplies to cover an initial emergency (diapers, cleaning wipes, other baby supplies). Store the supplies with the shelter kit.
- e. Dormitory:
 - 1) Do we need a basic supply of toiletry kits?
 - 2) Do we need a basic supply of towels and wash cloths, linen, pillows, and blankets?
 - 3) Cots will be provided by the Red Cross or coordinated by RC logistics from other sources.
- f. Use of classrooms for other requirements:
 - 1) Health Nurse: classroom #8.
 - 2) Mental Health Nurse: classroom #13-14.
 - 3) Red Cross representative: classroom #10-11. This classroom has two internet hookups.
 - 4) Shelter team: classroom #9.
 - 5)
2. Review and update phone tree: Donna Guza has the draft of the original. We will work this off-line and get it out to everyone to review.
3. Review roster and identify volunteers by Red Cross task area. We did not have time to do a review at the meeting. The information is on the roster. I will review and send out to the task area leads for their information. It is a planning tool to identify the people who could be used as a base for initial contacts and candidates to augment the planning group (e.g., feeding- who would be candidates to help cook).
4. Review how we propose to operate as a planning group and how to transition to a working group when tasked by the Red Cross: We did not have time to do a review at the meeting. My thoughts on this are:
 - a. We need to be flexible and proactive in our preparations. When we are tasked by the Red Cross, many of the planning team may not be available. The others have to pick up the mission and run with it. Therefore, we as a group need to be ready: the basic shelter information is available (to the whole team) with details already considered and acted on (e.g., shelter kit ready with forms, bi-lingual signs made, tape, pens, markers, forms, etc, phone tree, shelter layout plan, etc.); everyone familiar with and has access to the general plan, and so on.
 - b. The best case is that most of us will be available for implementing the planning, then filling in on the three shifts. But any situation will require a lot of work initially. We need to plan this out as a team, to iron out our expectations and make as much information and guidelines available to all.
5. Start the planning process for the shelter training exercise scheduled for Saturday, May 6, 2006. We did not have time to do a review at the meeting. We did identify at least four members of our group that have conflicts with this date. We will consider changing the date.

St. Augustine Shelter Planning Group

Meeting Notes

7:00 PM, January 18, 2006

- a. Mary Lou has since found out that the Christian Formation committee has reserved the hall and kitchen for that date. But this could be a plus; we could use their feeding requirement to be the feeding component of our exercise.
 - b. Here are other possible dates that do not conflict with major events: April 22, 29, May 13, 27, and June 10, 17, and 24.
 - c. Everyone on the planning group needs to identify:
 - 1) Can they attend May 6 (probably 8AM-1 PM)?
 - 2) If not, what other dates can they attend?
6. Review how our planning coordination works:
- a. Primary is e-mail. Use the roster Denny Hausenfus has prepared to get e-mail addresses and phone numbers. If you do not have this file, contact Paul Bedard (paul.bedard@ngc.com/751-0007 or Dennis Hausenfus dennis.hasenfus@verizon.net) for a copy.
 - b. St. Augustine Web site. George Cranford has built a page for the emergency shelter planning group. It will contain the shelter information we want to share with the group and the parish
 - c. Phone tree. It is under development. We will use the phone tree to contact people for the activation of the shelter or to contact people to form a Red Cross team for other support requirements. We hope to organize it by Red Cross task area, so people can be contacted by action group, if needed.
7. Note about CARITAS: St. Augustine will support CARITAS Saturday February 18 to Friday February 24. This will be an excellent shelter training/shelter experience opportunity.
- a. We as a planning group need to look at it and see how best we can plug in to help do it, as well as see how we can use it for preparation for running a shelter. Kathy Jones is the leader of the CARITAS committee. She always can use more help. We need to be a resource for CARITAS.
 - b. We need to meet as group that week and use CARITAS as our training and planning tool. Use this opportunity to see how the hall looks with actual people being housed and fed at the same time.
 - 1) What date: Wednesday Feb 22nd? Kathy Jones will let us know what date is best.
 - 2) Do we, as the planning group, want to:
 1. Sponsor a night (bring food, serve food, help support the operation with Kathy (6 – 9 PM).
 - 3) Overnight volunteers are always needed (2-3 people, 9 PM- 6 AM). This is an excellent opportunity to see what a night watch is like.
8. Next planning group meeting: We had initially set Wednesday, March 8th as our next meeting. But this did not consider CARITAS. Let's set **Wednesday, February 22nd** as our next meeting, pending coordination with Kathy Jones.

Respectfully submitted.

Paul Bedard

January 24, 2006