

St. Augustine Emergency Shelter Planning Group Meeting  
Thursday May 11, 2006 7-8:30 PM

Purpose: The meeting was called to verify preparation for the summer hurricane season and to determine what actions are needed to be ready to operate an emergency shelter at St. Augustine Church.

Attendees: Mary Lou Marple, George and Judy Cranford, Rich Marino and Paul Bedard

Agenda:

- Identify who can work which shifts (8 AM-5 PM; 4 PM-1 AM; 12 PM-9 AM)
- Determine possible shelter operating teams
- Decide whether to hold a mock disaster shelter training exercise
- Conduct a building walk-through to review how we will use the building for a shelter
- Finalize registration procedures
- Inventory the Red Cross kit and determine what additional items are needed
- Identify which signs are needed for the building and grounds
- Identify who will take the lead in meal planning and food ordering

Decisions:

- Meet in smaller groups by shelter area to determine the planning necessary to operate a shelter at St. Augustine Church. Report the results to the Planning Group at the next meeting, Tuesday June 20, 2006.
  - Mary Lou will meet with Kim Ackerman and Katharine Anderson to determine Registration area planning requirements
  - George and Judy will meet with Donna Guza to determine administration and communications planning requirements
  - Rich Marino will meet with other volunteers to determine logistics planning requirements (Paul Bedard, Jonathon Bodus, and Dave Gibson have listed logistics; Ted Fighera and Kathy Jones would have input for feeding and dormitory)
  - Request Grace Marino contact the other nurse volunteers and determine health and mental health planning requirements
  - Paul will meet with Kathy Jones and Ted Fighera to determine dormitory and food service planning requirements
- Shelter Planning Group members complete the shelter work shift forecast to help identify how we can staff the shelter 24-7: (8 AM-5 PM; 4 PM-1 AM; 12 PM-9 AM; allows one hour shift overlap at the end of each shift)
- Next meeting: Tuesday June 20, 2006, 7PM. Mary Lou will reserve a room. Recommend room #9.

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Notes:

- It was obvious by the poor turnout that planning group meetings are not a viable venue for conducting planning business and preparing the group to lead and operate an emergency shelter operation. Meetings on January 18 and in February (during CARITAS) were also poorly attended. Still, the consensus among those present is that we (St. Augustine Parish and the planning group) can operate an emergency shelter. This is due to our CARITAS experience. We have the dormitory and food service operation experience.
  
- The concern is in the details of carrying out the operation of a shelter, especially on short notice.
  - Kathy Jones knows that there is a lot of planning and coordination necessary to orchestrate the dormitory and feeding requirements for CARITAS. And the Red Cross does not permit providing food prepared at home.
  - Ted Figuera knows that there is also a lot that is required to prepare meals in the parish hall kitchen, as well as purchasing and storing the food items.
  - We need a set of basic plans that can be put into use by the shelter team and not be dependent on a Kathy Jones, Ted Figuera or Mary Lou Marple.
  - Therefore, we need to record these plans now so that we are prepared; and now means within the next month to be ready for hurricane season.
  - We need to publish a phone notification tree.

Respectfully submitted.

Paul Bedard

