

St. Augustine Emergency Shelter Planning Team Meeting
August 8, 2007 7 PM

Attendees: Jay Brumbaugh, Carol & Dave Gibson, Katharine Anderson (parish staff), Kathryn O'Meara, Kathy Jones, Sue Ruppel, Mary Lou Marple, Terry Knapp and Dan Dupont. Thanks to Kathryn and Jay for attending and welcome to the group!

Agenda

- Opening prayer (Mary Lou)
- Turn in call list information
- Review contents of the Red Cross kit
- Decide on an emergency notification plan
- Review how we envision using the building space

Summary:

1. Results of calling volunteers on the shelter roster: At the last meeting team members divided the roster by page, took them home and tried to call all those listed. They returned pages 2 thru 5 with notes their efforts. Paul will provide them to Donna for updating the volunteer roster. It looks like a lot of changes. Thanks to all for making the calls.
2. Katharine brought the Red Cross kit. She has inventoried the kit by its contents list and indicated that all the items are present. Kim Ackerman has checked in this. She has looked at the kit and has recommendations on what it needs. Katharine and Terry will coordinate with Kim and finalize what items are needed. Katharine will check with the parish office manager to purchase the items.
 - The kit provides basic office supplies to support the opening of the shelter, plus a flash light and lantern.
 - It lacks: a first aid kit, sufficient flashlights, and batteries to support a 5 member operating team.
3. We discussed the obvious need for a contact mechanism to alert team members and volunteers in the event of being contacted by the Red Cross for support.
 - The concept is that Katharine or the parish staff will be the first to be notified; then the planning team will be notified, followed by volunteers on the shelter roster.
 - What is needed is an implementation plan that would work 24-7, so that key people can be alerted early in the process, formulate a plan of support, and contact the people necessary to implement the plan of support.
 - The notification concept would need a phone tree to confirm the participation of key participants (planning/operating team), as well as an email distribution list.
 - Paul will formulate a phone tree and contact plan for review at the September meeting.

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- In the meantime, we need to think about logical ways of organizing our volunteers by task area (registration, feeding, dormitory, health, logistics, communications, etc) and determining whether notification lists should be organized along these areas.
4. Building walk-thru: For the benefit of new people on the planning team, we reviewed how we intend to use the building during a walk-thru.
- Think CARITAS. If you have seen how we do CARITAS, then you will understand how we will serve as a shelter. The big difference is that the RC does not permit us to use food cooked at home.
 - The Commons area: used for the only entry point for shelter clients. This will be the registration area. Need for multilingual signs, outside (banner) and inside (toilet, dorm, nursery, health nurse, etc). Mary Lou will contact Kim about the signs.
 - Nursery: used initially for medical screening (if necessary); if a number of babies and toddlers arrive, use as a nursery and use a classroom for medical screening.
 - Hall: dormitory, feeding area and recreation area. Limit to 50 clients. Use CARITAS as model for operating. May need portable partitions for families, etc. (Dan said he may be able to acquire portable partitions. He will let us know.)
 - Classroom 8 and 9: use for health nurse and mental health nurse.
 - Classroom 10/11: Use as the shelter operations center. Set up for coordination with Red Cross and other outside agencies (news, etc.) It has access to an exit door for separate entry/exit. Replace round tables with those from the hall. There is no phone jack, but we could look into getting one installed. Katharine said the parish has hand-held walkie-talkie phones for internal communication. There is a computer line link in the ceiling for connecting a computer. Katharine said that the parish has wireless computer capability. Paul can provide a lap top computer equipped with a wireless modem.
 - Classroom 13/14? (Where the Women's Guild meets): Use for a shelter team room. Store personal items: kit, sleeping bag, etc. Sleeping area for the 5-person shift. The room has access to the outside.
5. Red Cross training: A number of people commented on this subject. Our new members probably are concerned of how they will perform not having completed RC training.
- In general, most of us who have been trained remarked that common sense is the standard, and all will do well. RC training helps one understand how the RC operates, its culture, and how its objective is treat everyone with respect and equally; no special treatment for some. One special note: No home-cooked food for feeding clients; only packaged food, food from restaurants, or food cooked to standard on site in our kitchen.

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- The Red Cross requires that the shelter leaders in the operating areas be trained, but that all the volunteers do not need to be trained. Untrained volunteers should be teamed with RC trained volunteers.
 - Over 100 parishioners have received RC training since we started in 2004. So there are plenty of trained folks, even when we delete the names no longer available.
 - Our roster identifies who have been trained and we can update it with more current information.
 - We need to identify who needs/wants RC training, so that we can request classes or schedule individuals for on-going RC classes in the area. We also need to determine our RC training needs across the planning team and the parish. This would be a good task for a RC training coordinator. Any volunteers for this task?
6. Decisions:
- Paul will provide updated volunteer roster pages to Donna for updating the volunteer roster.
 - Katharine, Kim and Terry will complete the review of the RC kit and identify the items needed; Katharine will coordinate the purchase of the items by the parish.
 - Mary Lou and Kim will locate the signs that have been made and identify the signs we need. If possible, coordinate with Katharine and the parish office about ordering banners that make the building easily identifiable for clients and the Red Cross.
 - Paul will formulate a phone tree and contact plan for review at the September meeting.
 - Paul will contact Molly Randolph at the Red Cross about RC training opportunities.
7. Next meeting: mid September. Katharine will check to reserve a classroom (Tuesday, Wednesday or Thursday 11-13). Time 7 PM.
- Paul will send an e-mail and post the parish Website.
 - Note: check out the Website (<http://staugustineparish.net/>). See the current notes as well as the old notes at our link on the left side of the page.