

St. Augustine Emergency Shelter Team Meeting  
Wednesday, March 16, 2011 7:00-8:30 PM

Attendees: Alberto Torres, John Callear, Kim Ackerman, Sue Ruppel, Julie Herold, Carol Gibson, Giovanna Pedicini, Marisol Nunez, Julie Herold, Terry Knapp and Paul Bedard.

1. Welcome: We used the Volunteer Log for shelter team sign-in and updated the shelter phone tree notification listing.
2. Paul opened the meeting with a prayer.
3. Paul outlined the purpose of the meeting: Shelter team cross-training.
4. Training session #1:

Thanks to all the team members who were able to attend this training session, the first of three monthly sessions scheduled for March, April and May. 11 team members participated, including Marisol Nunez, who completed Shelter Operations training last year. Welcome, Marisol!

We concentrated on the tasks essential for opening the shelter for the shelter areas: Shelter Manager, Logistics, Staff Recruitment and Registration. The shelter area leads identified the key tasks to be performed and the discussion that followed identified additional requirements to enable the effective opening of the shelter:

- Any team member can expect to be one of the first team members to arrive at the shelter. They need to be prepared to take action and not wait for the shelter manager (Katharine) or the area leads to arrive. Cross-training in all the shelter areas will help prepare members, but what is needed is usable information on what to do, immediately available to the shelter team members on site.
- Prepare an information packet for opening the shelter, for use by the first shelter team members to arrive on site. Copy with Parish Staff and copy in the shelter team storage cabinet (currently in classroom 18/19). It should contain the following:
  - Instructions to confirm with the Red Cross representative:
    - date/time that they want the shelter to open
    - number of clients anticipated; St. Augustine capacity is 50 clients
    - Red Cross point of contact and phone number
    - Red Cross Emergency Operations Center (EOC) phone number
  - Confirm that the Parish Pastor has approved the use of the parish facility by the Red Cross for the period requested.
  - Verify whether Chesterfield County will provide security for the shelter facility.
  - Instructions for opening the classroom containing the Shelter Team storage cabinet (currently in classroom 18/19) and location of the cabinet key
  - Instructions on the key tasks to be accomplished for opening the shelter and their priority

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- Current shelter team phone tree notification list
  - Current shelter team roster
  - Current shelter building diagram
  - Copies of the Volunteer Log for shelter team sign-in
  - Facility Agreement (Red Cross Form 6621)
  - Self-Inspection Worksheet Off-Premises Liability Checklist (Red Cross Form 6505)
  - Copies of the Red Cross client registration forms
  - Information on the location of CARITAS supplies to support shelter residents/clients
- Place a key to the shelter team storage cabinet in a magnetic key holder and attach it to the underside of the cabinet. This will allow access to the cabinet to team members who do not have a key.
  - Shelter area leads to provide Paul a list of key tasks and their priority for inclusion in the Open Shelter Information Packet. Paul to produce a draft information packet for review by the shelter team.
5. Next training/meeting: Shelter Area Cross-training Session #2, Tuesday, April 12, classroom 10/11, 6:45-8:30 pm; shelter areas and leads for training: Shelter Operations Center (Dan Dupont and Kirk Orris), Information (Dave Gibson and Mike Reardon) and Communications (Jim Jones). Angy Wilderman has posted the training information to the shelter team link to the Parish Website:  
[\(\[HTTP://Staugustineparish.net\]\(http://Staugustineparish.net\)\)](http://Staugustineparish.net).

Respectfully submitted,

Paul Bedard

March 24, 2011