

Attending: Jen Bartleman; Greg Fedak; Susie Fedak; Ele Griffin; Carla Hodgdon; John Hubble; Meredith Manning; Jennie Marx; Wendell Wills.

1. Introductions – Information Sheet:

Agendas and '*Red Cross Emergency Shelter, Bethel VT*' folders for handouts were distributed while introductions occurred. An information sheet circulated to gather addresses [mailing, residence, and email] and telephone numbers.

A couple of general reminders: (1) the overall goal is to provide shelter until the Red Cross organization is able to provide staffing and/or assistance- it is recommended to expect a 72-hour need; (2) another goal during this organization period is to identify necessary action, define roles, and establish how the shelter would function without getting overwhelmed by all the possible 'what ifs' and varying case scenarios that might occur- if we have 'the basics' down, we can be adaptable for whatever circumstances arise. [Example: Red Cross provides three square footage requirements for each cot, depending on what type of emergency situation arises. G. Fedak will assure that cot placement meets at least the minimum requirement .]

2. Current Status [aka 'where things are at']:

The Red Cross has provided 50 cots, 100 blankets, flats of water, and a plastic tote of materials. At least the cots, blankets and water were delivered to the Fire Station and have been relocated at the Whitcomb High School- right rear corner of the stage, off the gymnasium on top of closets built for school supplies. The upper level of this closet will be reinforced with 2x4's and ¾ inch plywood. We are also considering building 2x4 racks that supplies could be shelved on to facilitate access to them. [The plastic tote seems to have wandered off. C. Hodgdon will track it down.]

C. Hodgdon and G. Fedak met with Dr. Kevin Dirth, Principal, on Friday [March 7th]. J. Hubble joined them during a tour of the space [see footprint of school building]. Previous discussion with Joe Defreitas had designated the gym, locker rooms, cafeteria, hallway between gym and cafeteria, and Elementary School entrance as promoting the best 'flow' and consolidation of shelter space. It seemed reasonable to continue at this time with this plan.

3. Where we fit in the Local Emergency Plan: Chief David Aldrighetti was unable to join us, so discussion of local emergency planning was postponed. G. & S. Fedak and E. Griffin spoke briefly about the C+ group and anticipated activities. CERT was mentioned.

A '*Quick Start Up Checklist*' was distributed and discussed [see attached, so titled]. Everyone should have these steps memorized: should the shelter be activated, as staff arrive on site they will pitch in wherever needed for the first five of these to be accomplished smoothly and efficiently.

Under no circumstances will media –if present- be allowed into the shelter space. J. Marx or C. Hodgdon will meet with them as soon as possible to answer questions or to direct them to the appropriate ICS communications assignee. Shelter registrants may be informed that media representatives are present upon request, but it will be registrants' choice whether they speak with media or not.

4. Notification/Activation System: A telephone tree was roughed out, starting with individuals living closest to the high school. Each person will ideally telephone two others... during activation, each individual continues telephoning until another person is reached. C. Hodgdon will complete this draft for review at the April meeting. An unannounced 'tone out' with everyone noting the date and time they actually receive a call or message will be held in May.

5. Roles and Responsibilities: Some degree of cross training will be necessary for staff to accomplished the first 5 steps of start up as they arrive at the activated shelter. That being said, and with consideration of how many volunteers are currently on board, we can anticipate that we will utilize individuals that may come forward during an actual emergency- or register to be at the shelter, C. Hodgdon would like to have a 'Team Leader' for specific roles... well versed in the responsibilities for the specific role and able to quickly orient untrained individuals. Specific roles will be discussed at future meetings.

A local clinical psychologist has indicated interest in helping at the shelter. We welcome all volunteers, however, with the caveat that the 'health' roles [mental or medical] is for assessment and triage- not counseling or direct care. It is our understanding that the WRV Ambulance will have staff on site during an emergency.

6. Anticipated Activities: (a) April- tour shelter space, figure out traffic pattern and signage; (b) May- preliminary test of the telephone tree with an unannounced 'tone out' (c) develop a Manual with Red Cross and local procedures.

7. 'To Do' List: (a) Shelter Rules; (b) Review forms; (c) Handling Media; (d) Non-perishable snacks; (e) Entertainment/Toys; (f) Donation Acknowledgements.

8. OTHER: (a) David Kent [Dunham Road] has erected a ham radio antenna on school property- backside of the building outside the art room. J. Hubble will touch base with him regarding next steps [i.e., what this amounts to]; (b) S. Fedak, J. Hubble, M. Manning, and J. Bartleman would like to receive the [electronic] Red Cross newsletter 'Bits and Bites'. C. Hodgdon will get them added to that mailing list; (c) J. Bartleman has started stockpiling animal crates and carriers; (d) Doug & Joann Marshall have donated three animal crates- two large & one small; (e) Lloyd Trask will donate lidded plastic totes once snow is gone and his driveway passable.

9. Next Meeting: 1:30 PM on Tuesday, APRIL 22nd at Bethel School. [This is vacation week.]

Agenda Items: (a) figure out traffic pattern, and signage for: waiting area, registration, intake, canteen, dormitory, staff room; (b) possible locations for recharging electronics and activities; (c) distribute telephone tree; (d) review registration in detail; (e) distribute and review material on hand for role 'responsibilities.' Jennie Marx will see about having a Herald photographer available for a feature article on the shelter activity.

Those who are able to arrive by 12:30 to help reinforce the storage space are welcome and appreciated.