

Bethel Red Cross Emergency Shelter Meeting
April 22, 2014

Attending: Abert, Jan; Bartleman, Jen; Fedak, Greg; Fedak, Susie; Griffin, Ele; Hodgdon, Carla; Hubble, John; Marx, Jennie; Mears, Lois; Orr, Linda; Scott, Ethan; Scott, Jolene; Scott, Nick; Watters, Katie.

General information: Shelter is under the auspices of the Red Cross- annual training is mandatory. Carla Hodgdon was appointed as director of the shelter by the Selectboard: meetings are public and minutes will be kept. Decisions made by the group [such as 'shelter rules'] will be run by the Selectboard and agendas will be posted on the Town website.

1. Tour Shelter Space: The group toured the space, including the cafeteria, locker rooms, gym, the newly reinforced storage area backstage, the generator, and outdoor areas. David Kent has set up a short-wave radio facility in the high school: all operators need to be licensed. There is also a two-way radio system to communicate with the Fire Department and Town Office. John Hubble can train people to use it. Greg Fedak [as Red Cross representative] and John Hubble [as school representative] will 'walk through' the property to note any existing damage. Carla will connect with Sandy Gilderdale regarding food service.

2. Traffic Flow / Signage: The group discussed how to allocate space in the shelter.

- a. Registration- use the Elementary School entrance, near the cafeteria. Overflow into the hallway to the right.
- b. Dormitory- gymnasium [can hold up to 600], can be divided using curtains for multiple functions.
- c. Cafeteria- for food service and other functions [can hold up to 150].
- d. Health Services- nurse's office or conference room [rescue squad will need a home base when they are at the shelter].
- e. Staff/Administrative Area- teachers' lounge.
- f. Children's Play Area- section of cafeteria or gymnasium.
- g. Men's/Women's Restrooms/Showers- public restrooms by the cafeteria entrance from the school side, locker rooms for showers.
- h. Temporary Respite Care for Children- EEE area if possible. [Note: Respite workers need background checks.]
- i. Security- One door will be unlocked for entry; it will be staffed and have sign-in/sign-out sheet. Other doors will be 'exit only', locked from the outside- these will need oversight.
- j. Information Desk [resource information for clients]- high school lobby. Media representatives may congregate here.
- k. Evacuation Routes- will be determined and signs posted. Gathering areas outside will also be noted and identified/posted, as well as included in 'shelter rules'.
- l. Smoking Areas- no smoking on school property.
- m. Quiet Area- cot area, elementary school library, conference room.

It is the school's decision whether to cancel classes when the shelter is in use. Dual operation is an option, but would need to be carefully planned if deemed desirable. Shelter staff have access to all necessary keys at the school via the Fire Department. We are a local 'emergency' operation- the Red Cross will try to arrive as soon as possible after an incident, but the shelter should be prepared to operate for at least 72 hours on its own.

3. Telephone Tree: A draft was reviewed by the group and some adjustments made. Jan Abert offered to work on it. Everyone using the tree will call people following them on the chart, and continue calling down the tree until they speak to an 'actual person'.

4. Shelter Rules: The group offered some suggestions to make the Red Cross rules concise and easy to post. Ele Griffin and Susie Fedak offered to work on a draft. Particular areas of discussion were pets [which will be allowed in certain areas], and smoking [which is not allowed on school grounds].

5. Distribute/Review Shelter Operations Booklet: The group quickly reviewed the lengthy booklet. It was agreed that everyone needed additional time to become familiar with it.

6. Discussion: Roles and Responsibilities: The booklet gives very detailed lists of responsibilities for each position. It would be helpful to have shorter, checklist-style lists of responsibilities. The group will familiarize themselves with the roles, consider which ones they are most interested in [though everyone will have to pitch in as needed when the shelter initially opens], and come to the next meeting with ideas for more manageable role descriptions. Also, all roles need to be covered, so some folks may not get their 1st choice.

7. Next Meeting / Agenda Items: Next meeting is June 16th as 4:30 at the Town Hall conference room. Carla Hodgdon will arrange this with Linda Noyes –or- find a suitable alternate site.

- a. Telephone tree final draft.
- b. Shelter Rules draft.
- c. Discussion: Roles and Responsibilities.
- d. Review Forms.

There will be no meeting in May as there is a Red Cross training on 05/12 at the Sharon Fire Department. Everyone is encouraged to attend. [Addendum: Eight of our Bethel group attended this training: Jan Abert, Jen Bartleman, Greg Fedak, Susie Fedak, Ele Griffin, Carla Hodgdon, Lois Mears, Katie Watters.]