

## Bethel Red Cross Emergency Shelter

Meeting of 06/16/14

Page 1 of 1

Attending: Abert, Jan; Bartleman, Jenn; Church, Mary Ann; Church, Richard; Fedak, Greg; Fedak, Susie; Gilderdale, Sandy; Griffin, Ele; Hodgdon, Carla; Marshall, Joann; Marx, Jennie; Mears, Lois; Watters, Katie.

1. **Phone Tree:** The group reviewed draft #2. Jenn and Jan have more names to add. Katie will check with Rosemary Brown to ascertain her level of involvement with the group. Revised editions will be numbered and sent to members as developed.
2. **Shelter Rules:** Susie and Ele shared their first draft. The group offered suggestions: a separate, marked entrance for individuals with pets, as pets are not allowed in the shelter per se; arrangements would need to be made for farm animals [should anyone arrive with them in tow- or have concerns for those at affected residences]; should designated area(s) for smoking be noted. As smoking on school property is not allowed; snacks need to be available 24/7- mealtimes would be posted daily; individuals will be responsible for prescribed medications- medications requiring refrigeration [e.g. insulin] need a locked location (perhaps the lockable refrig in the Nurse's Office and the Shift Supervisor or Security hold the key). Sandy offered some insights about cooking for large groups and how useful it is to have an advance 'head count'. The rules will be reviewed again at the next meeting.
3. **Storage Tubs:** A local resident has donated six good-sized tubs. The following uses were suggested:
  - a. **'Official Stuff'** – forms, signage, vests...
  - b. **Pet Stuff** – water and food bowls, poop bags, leashes... [Jenn will develop]
  - c. **Activities** [toddlers through elderly] – playing cards, puzzles, toys, games... [Susie and Ele will develop]
  - d. **Comfort Kits** – toiletries, washcloths, disposable supplies / enough for about 50 individuals... [Joann will develop]
  - e. **Utility-** power strip, glow sticks, possible flashlights...

Carla will check with the Town Manager about handling donations (for storage tub contents, and in general) and whether the shelter may use the Town's tax exempt number.

4. **Roles and Responsibilities:** This item will have top billing at the next meeting. The objective is to condense duties for each role into a checklist that someone could review and pick up on easily. A newer version of the 'Shelter Operations' booklet was distributed at the Sharon training, attended by eight of our local team. Susie has copies of this.
5. **Next Meeting / Agenda Items:** Monday, JULY 21<sup>st</sup>- 4:30 PM at the Town Hall Conference Room.
  - a. Job Descriptions
  - b. Shelter Rules

### Future Plans:

- 1.) Carla to check with Local Food Shelf regarding sharing resources in the event of an emergency and availability of storage space at the Food Shelf location. Their Board meets tomorrow [June 17<sup>th</sup>, 4:00 PM] at the White Church.
- 2.) Carla will check into arranging a 'field trip' to the Hartford Shelter to see how they operate.
- 3.) Red Cross has offered to present a training here in Bethel. Consensus identified the weekend – preferably Saturday – and after school resumes in August as best timing. Folks who have attended trainings already spoke highly of their value and usefulness, indicating that they would plan to attend again.