

BETHEL RED CROSS EMERGENCY SHELTER Meeting
July 21, 2014

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Attending: Abert, Jan; Aldrighetti, David; Bartleman, Jenn; Church, Mary Ann; Church, Richard; Fedak, Greg; Fedak, Susie; Griffin, Ele; Hodgdon, Carla; Hubble, John; Marshall, Joann; Marx, Jennie; Orr, Jessie; Orr, Linda; Wills, Wendell.

1. Carla's Updates: A) The Hartford emergency shelter is not set up unless there is an emergency, so there would not be much to see during a 'field trip'. It may be more productive to have members of that group visit us and share their tips/advice. Carla is in contact with their point person. B) The Bethel Food Shelf is very happy to share resources with the shelter during an emergency. There is ample storage space as well should we have need for more space than the school has available. C) The Red Cross is willing and able to lead a class in Bethel. A weekend day after school starts would work for most people; no official date has been set. D) The group discussed the Town's new cash handling policy. Cash donations to the Red Cross will go directly to that organization. As we are a 'Town Committee', Carla will connect with the Town about starting an account for the shelter even though our 'budget' is currently zero. Donations to the Bethel Emergency Shelter would be deposited to this account. E) Carla asked that work group activities be presented to the group once for discussion and input. Following a group discussion, work group members and Carla will create a final product.
2. Revised Telephone Tree: The group reviewed and approved the telephone tree.
3. Revised Shelter Rules: Minor changes were discussed. Susie, Ele, and Carla will now create a final version. The rules must be available at registration so that shelter users can agree to follow them (they sign a statement to this effect on the Registration Form). Possible areas for smokers were discussed. Carla will connect with Robert Tracy, owner of the S&S Auto property. There was discussion about where pets should enter, although they are not allowed in the shelter per se. To enable one registration area and entry to the shelter, it seemed most desirable that pet owners 'check' their pets at another point on the school property and then register with all others.
4. Storage Tubs: A) Jenn has cat food and is accumulating crates. B) Joann has developed a list of items for Comfort Kits: toothpaste, toothbrush, wash cloth, soap, shampoo, tissues, wet wipes, razor, shaving cream, hand sanitizer. Joann suggested creating a 'Wish List' letter soliciting donations of these items from local businesses. Carla will develop this. C) Ele brought crayons, glitter glue, playing cards, clay forms, and more for the Activities Tote.
5. Roles and Responsibilities: A) Group members filled out forms indicating their top three role preferences. Carla will collate these, as well as check with folks who were unable to attend the meeting, and mail results out before the next meeting. B) Spare copies of the updated Red Cross 'Shelter Fundamentals' booklet were passed out: this has fairly detailed descriptions of role duties and responsibilities. C) Some roles could be combined: food service workers could take on other roles between meals, for example. Shifts will most likely be twelve hours.
6. Registration Practice: The group paired off and practiced asking questions and filling out the registration form. A sample copy with blanks-to-be-completed will be laminated and available as a reference for registrars. Although only one blank is available for 'address', we will need to assure obtaining both mailing and residence/911 location, if they are different. An Intake procedure occurs right after registration and is another form, which will be discussed at another meeting.
7. Other: A) The electronic sign at the school can easily be changed to provide emergency information. B) John Hubble asked about generator maintenance. Town Manager Keith Arlund anticipates a service contract with the generator company, and a contract for diesel fuel. C) The group discussed having a booth at the Forward Festival, September 20th. The booth would need staffing from 11 am – 3 pm. Members should check their schedules. We could have a donation jar (for cash), and/or bin (for items).
8. Next Meeting: Monday, AUGUST 18 at 4:30 at the Town Hall Conference Room. Homework: study the shelter map and think about where –and what- signs should be posted.