

Bethel Red Cross Emergency Shelter Meeting  
**Minutes for 10/20/14**

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Attending: Jenn Bartleman, Greg Fedak, Sandy Gilderdale, Ele Griffin, Carla Hodgdon. John Hubble, Joann Marshall, Jennie Marx.

1. Local businesses/organizations to receive 'Wish List' letter: Carla shared her list and took suggestions for additions. Carla will compile one list, then connect with the Town Office about which already have accounts with the Town. Ideally, those businesses would agree to have the shelter on account as well. All expenses [except for pets] should be reimbursed by the Red Cross if the shelter is activated. Carla asked the group how much 'seed money' is needed: other than 'just in case', the only concrete item was perhaps some white boards. Joann plans to have the comfort kits complete by the end of the month: no additional fundraising is necessary for those. It was also mentioned that there is a large white board at the Town Hall, left over from Tropical Storm Irene. Carla will check into whether this could be used by the shelter.
2. Review Traffic Flow: The group reviewed a list of necessary 'designations' and assigned areas of the core school area for shelter operations:
  - a. bulletin board(s) for information and messages – lobby adjacent to the cafeteria;
  - b. [Posted] Daily meal schedule and menu – cafeteria;
  - c. Health/Mental Health – common area in the Learning Center [off the lobby];
  - d. Media Representatives – kindergarten room;
  - e. Quiet area – music room;
  - f. Recharge station for electronics with surge protector – small table or cart in cafeteria;
  - g. Representatives from Service Organizations – Lobby [information area];
  - h. Snacks – cafeteria;
  - i. Staff Meeting/Change of Shift Report – Teachers' lounge;
  - j. Temporary Respite for Children – school conference room;
  - k. Town Meeting area – cafeteria or dormitory;
  - l. Pets – in the High School entrance while families register. After that, perhaps in the back shop/workroom. John Hubble will check with school administration about this;
  - m. Transportation – still under discussion.
3. Signage: A Red Cross sign is required in every room used by the shelter. We will 'sign' the school as if shelter residents have never been there before: This includes directional arrows to all major locations, indications of 'staff only', 'no admittance', 'not an exit' or 'emergency exit only', evacuation route, and reminders for 'no unattended children'. Carla will create and laminate signs. A couple of large 'maps' with only shelter designations on them would be helpful: Carla will figure this out.
4. Tables/chairs/etc: Tables and chairs are located in the storage spaces underneath the stage: these are not locked and are easily accessible. The refrigerator in the Teachers' Lounge will be used for resident medications: residents will be escorted to and from there as needed by staff. The group felt that this was preferable to having meal preparation interrupted. The group decided to not have OTC drugs available [eg, aspirin, antacids]. Carla will ask Gifford Medical Center to donate a First Aid Kit and a sharps container. [In a pinch, a laundry detergent bottle –appropriately labeled- could be used for sharps.]

5. Practice assembling cots: The group set up two cots: we have 36. We understood that Red Cross provides two blankets per cot – we currently have 45 total, so 27 more are needed.
6. Review forms list: Carla will bring an assortment of forms to the next meeting for the group to look through. Carla handed out information for each person's role at the shelter [including 'backup roles].
7. OTHER: The dormitory and registration desk will require staffing 24/7. Ideally, we will be able to supply a male/female team for the dormitory.
8. Next meeting: Monday, November 17<sup>th</sup> at 4:30 PM. The group felt that the school is the ideal location for meetings, as we can trot off to whatever area might be under discussion and check it out right then. Carla will check with school administration to see if it could be available. We will go to an every-other-month meeting schedule starting in January 2015.