

Bethel Red Cross Emergency Shelter

Minutes: Meeting of 11/17/14

Page 1 of 2

Attending: Jenn Bartleman, Jan Abert, Greg Fedak, Susie Fedak, Ele Griffin, Carla Hodgdon, Jennie Marx, John Hubble.

1. Carla's Odds and Ends:

- a) Jenn received a donation of a large [4'x8'] white board. David Hodgdon transformed it into three smaller boards, all framed.
- b) The Bethel Public Library has volunteered to expand its hours and make computers available to shelter residents when necessary.
- c) Dennis Wood was very agreeable to having the Valley Motors lot used as a muster point for shelter residents in case of an evacuation. If residents are not able to return to the shelter, they will have to be transported to another certified shelter. Transportation for any residents without their own vehicles needs to be addressed.
- d) Linda Orr has volunteered use of the mini-fridge in her office at school. She will clarify with school administrators that it is not school property.
- e) Terri Hodgdon has volunteered to work with Gifford to assemble a First Aid kit.
- f) Red Cross policy is to only serve food prepared in a licensed kitchen. Local donations of food could be served to residents off site [eg, at the White Church or St. Anthony's], and/or shelter staff may consume it.
- g) The group decided that the exterior door should be locked at 10 pm. Residents who need to come and go after that time [such as for work], can be let in by the shelter staff. This will be posted throughout the shelter.

2. Outreach:

- a) Carla provided a revised letter that does not ask for donations; rather it explains the purpose of the shelter and gives basic information. The group decided that local businesses that already have accounts with the Town should be visited and provided with this letter, which they hopefully will display. In addition, they will be asked to maintain a separate account for the shelter [if activated] to facilitate Red Cross reimbursement for shelter items. The group divided up the list of businesses to visit.
- b) An additional list of recommended supplies was reviewed. This included disposable gloves, sanitizer, trash bags, chlorox wipes, adult disposable briefs, diapers, baby bottles, sanitary napkins and tampons, outlet covers. John will ask vendors he uses at the school for donations of these items. The 'wish list' letter will be revised and then sent to other local businesses, organizations, and churches.
- c) Carla will ask if the Town can include shelter information in the Town Report, and consider sending it to the Herald as well.

3. Fiddle with Forms: Carla brought copies of available forms with some related information about each. The group looked through them.

4. Critique Signage: The group reviewed partially complete signs, including those indicating evacuation routes.

5. Small Group Activity: This activity was tabled for a meeting where more people are present.

6. Discussion Topics for Joint Meeting of Emergency Response Team: The Town's Emergency Mitigation Plan is not yet complete, so for right now that is taking priority. Once it is completed, a

meeting will be organized with all the emergency response players. Two questions identified: (a) If the shelter must be evacuated and residents transported to another shelter, how will this occur? (b) If shelter residents leave their homes without household pets, what will the Town's role be in rescuing/retrieving the animals?

7. OTHER:

- a) Carla was reminded that additional blankets are needed from the Red Cross if we are to have two blankets per cot on hand.
- b) John Hubble pointed out that the gymnasium lights are motion-sensitive. This can be turned off , which then raised the question about adequate 'night lighting' for residents' safe movement in the dormitory at nighttime. Assessing how much light is provided by the 'Exit' lights, flashlights, and night lights were suggested.

8. Next Meeting / Agenda Items:

[Day and time of the January meeting were changed in hopes that more folks would be able to attend.]

Next Meeting: TUESDAY, JANUARY 20th 2015 at 5:00 pm at the School Conference Room.

Agenda Items: a) Small Group Activity;
b) 2015 Schedule of Meetings/Content.