

Sherman Emergency Management Agency  
**Shelter Meeting**  
January 29, 2008 Minutes

**Attending:**

Burge, Randy	Sherman EMA	496.3256	burge@gcctv.com
Clatfelter, Trevor	Village of Sherman	691.7737	tclatfelter@shermanil.org
Colonius, Darrell	Sherman CON	623.5984	dkcolonius@aol.com
Eden, Amy	American Red Cross	306.5305	aeden@il-redcross.org
Emerson, Mark	Living Faith Baptist	652.8671	pastormark@livingfaithbaptist.org
Evans, Bob	Sherman EMA	522.2414	bob.p.evans@illinois.gov
Moos, Michael	Sherman EMA	306.1942	mmoos@shermanil.org
Pennell, Mike	Sherman UMC	496.2338	mpennell@gcctv.com
Renfro, Gary	Sherman CON	496.2875	
Root, Dave	School District	566.2014	root@wcusd15.org
Smith, Eric	Sherman Police	496.3256	esmith@shermanil.org
Vickery, Blake	American Red Cross	787.7602 x228	bvickery@il-redcross.org
Wise, Larry	Sherman UMC	566.2107	lpwise@yahoo.com

Acronyms: EMA = Emergency Management Agency, CON = Church of Nazarene, UMC = United Methodist Church, ARC = American Red Cross.

**Welcome**

Randy Burge, Deputy Coordinator for Sherman EMA (SEMA) opened the meeting and welcomed all. Each person introduced themselves and whom they represented. Randy provided a history of why we were working on the project using last year's storms and power outages as example of the need. Mayor Trevor Clatfelter further emphasized the need and what activities the village encumbered during those storms. Trevor indicated that during that storm there were about 106 houses without power. Village trustees and employees went door to door to check on residents. The village wants a "game plan" and operational structure to address a sheltering concern. Mike Moos, Coordinator for SEMA, indicated that shelters with a village plan will permit us to take care of residents and visitors in an efficient manner without having to travel far.

**Survey Process**

Randy indicated that so far the village has had five locations surveyed by the American Red Cross (ARC). Amy provided a summary of what ARC needs for a facility to be certified as one of their shelters. When ARC does the survey they also check the host might be able to dedicate persons to assist. Facilities surveyed could be classified as a "Shelter", a "Reception Center" or a "Holding Area". A Holding Area is a temporary site prior to where a person in need might go. Holding and Reception areas could turn into a shelter. They also look to see what shelters is American for Disabilities Act (ADA) compliant so those with such needs can be directed to a facility that can serve them. The shelter survey is filled out and the ARC will make sure there is a backup copy and entered into the National Shelter Survey (NSS).

If a host site wishes to partner with the Red Cross there are two shelter courses available. The ARC would really like to have such assistance. The courses are Operations and Simulation with each approximately 3 hours in length. The course could be taught at a local facility in Sherman. Mike suggested that if there is such interest that maybe we could train as a group for all our sites. Later, when we have a disaster drill, we could incorporate a shelter site in the drill as a shelter training exercise.

### **Activation Protocol**

The ARC was asked what the procedure would be to activate a shelter(s). Amy and Blake indicated that we can call them or if a disaster occurs in the community and they hear about it they would work with us to establish whatever is needed. The village would contact ARC and they would contact the facility needed. If SEMA would open an Emergency Operations Center (EOC) they would work via the EOC on shelter operations.

ARC will bring cots, food, paperwork and a trained workforce to manage the facility. They would appreciate a local host site representative as a liaison to ARC to help with facility operations. Having people trained locally would speed the process up. The ARC, once notified of a need would contact their volunteers to come in. Upon arrival to their center they would then come out with their equipment.

If a person signs up to volunteer in a Sherman shelter and goes through training would they be classified as an ARC volunteer and be located anywhere needed or just stay in Sherman? ARC indicated that while they welcome qualified volunteers to volunteer in other areas of need or they can just remain a Sherman asset.

The question of under whose authority the shelter would be under came up. Mike indicated that it was assumed that Sherman Fire would provide fire and EMS coverage and Sherman Police would provide law enforcement as needed. ARC confirmed that nothing is different there. ARC though would run the shelter and they do have specific rules and regulations. If a shelter is run by the ARC then their insurance covers the operation within the facility.

There was discussion of what would happen if the village is out of power. CON representatives indicated that they have well water but road is needed to be cleared in the winter time as it can be a problem area. Mike indicated that at this time, none of our proposed facilities have emergency power. The only facilities that have power is the Villa complexes, the fire station and the police department. One of the reasons we selected the sites was on the basis of splitting up the sites between different utility companies. This would hopefully reduce the risk of a shelter without power. Once we have a shelter program in place SEMA plans to see if it is possible to have one or more locations wired with a transfer switch that would permit a generator to be hooked up to the site.

### **Annual Records Review**

Updates of contacts and/or facility changes are needed. In order to ensure a facility still wishes to remain a site and all contact information is correct the ARC does an annual call-in. The facility is more than welcome to contact ARC with such information or ARC receives such information during the annual call-in check.

The group discussed having an annual meeting to review data, the portion of the Village Emergency Operations Plan (EOP) that covers shelter management and any other matters of interest. It was the consensus of the group that this would be a good idea.

### **Recognition**

There was discussion that the Village would like to issue a certificate of appreciation to those that “partner” with the Village as a shelter site. The ARC indicated they also provide a sign that the facility is a shelter site and that can be a sign that indicates the host is part of the partnership if they commit trained personnel to the site.

### **Adjourn**

Randy and Trevor extended their appreciation for everyone showing up on this blistery night. Appreciation was also extended to SUMC for providing a spot to host the meeting.

Respectively Submitted By:  
Michael Moos