

Warming and Cooling Center Working Group

Meeting #2

**Tuesday, March 7, 2017
10:00a-12:00p
Independence Public Library
Large Meeting Room
6361 Selig Blvd.
Independence, Ohio 44131**

Notes

1. Attendance

| | |
|-------------------------|--|
| Jim Armstrong | Cuyahoga County Board of Health |
| Chief Johnny Brewington | Woodmere Village Fire Department |
| Tom Fink | Cuyahoga County Board of Health |
| Pat Gregoric | Tri Community CERT |
| Adam Griffith | Cuyahoga County Office of Emergency Management |
| Martha Love | United Way 2-1-1 |
| Sharon Nicasro | COAD |
| Alex Pellom | Cleveland Office of Emergency Management |
| Sheila Roman | Garfield Heights CERT |
| Karen Seidman | Functional Needs |
| Serena Steele | Cuyahoga County Office of Emergency Management |
| Jason White | The Salvation Army |
| Rick Whitehead | Tri Community CERT |

2. Review and Revision of Checklist Draft #1

- a. The introduction should explain how to use the checklist. Elaborate on triggers for transitioning from a center to a shelter. Emphasize scalability of the operation.
- b. If prepackaged foods will be served, a health department visit will not likely be needed. If non-prepackaged food will be served, the health department will need to be involved and food service equipment (e.g., steam tables, hand sinks) will be needed. Center operators should contact the health department in all cases, and the health department will decide if they need to visit the center.

- c. For public education component, planning for pets will be needed. Stress that all minors must be accompanied by an adult. Tell the public what they should bring to the center. Public should be made aware of the center conduct rules before they arrive.
 - d. Section 9 about exercising a center will be deleted and mentioned in the introduction. A dry run or walk-through should be sufficient.
 - e. Temperature charts will be deleted from the assessment step and added to the introduction.
 - f. Notification should be made to applicable parties when an entity decides to open a shelter and again when the shelter opens. Notification can be made in Knowledge Center.
 - g. "Activity Log" will be defined.
 - h. Numerous, less significant changes will be highlighted in the second draft.
3. Significant challenges, such as communication and transportation of individuals with functional needs and the presence of unaccompanied minors and pets, were discussed. The checklist will make operators aware of these types of issues, but they are not for the Working Group to resolve. Operators of the centers will need to address them.
 4. The final checklist does not contain security information, so it will be added as a tab to the Cleveland and Cuyahoga County Emergency Operations Plans, Mass Care Annex. The checklist will also be posted on the COAD webpage.
 5. Templates to be determined will be attached to the checklists.
 6. Training for staff will be determined.
 7. The Incident Command System will not be incorporated into the checklist, but the option to use ICS will be explained in the introduction.
 8. Next Steps: Sharon will write a new introduction, update the checklist, and create templates.
 9. Next Meeting will be Tuesday, April 18, 2017, 10:00a-12:00p, American Red Cross.