

Warming and Cooling Center Working Group

Meeting #4

Thursday, May 25, 2017

10:00a-11:30p

American Red Cross

Rooms 1020 A & B (First Floor Across from Restrooms)

3747 Euclid Avenue

Cleveland, Ohio 44115

Notes

1. Attendance:

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 Nicastro	COAD
Julie Novario	Cuyahoga County Board of Health
Karen Seidman	Cuyahoga County Board of Health
Serena Steele	Cuyahoga County Office of Emergency Management
Jason White	The Salvation Army

2. Review and Revision of *Operations Guide*
 - Items revised since the last meeting were reviewed.
3. Review and Revision of Forms
 - Items revised since the last meeting were reviewed.
 - *Safety and Security Incident Report* was added, reviewed, and revised.
4. Review and Revision of Job Action Guides
 - Job Action Guides were reviewed and revised.
 - Sharon Nicastro will add a Job Action Guide for general workers.

5. Other Considerations?

- No additional issues were raised.

6. Next Steps

- Sharon Nicastro will finalize the document and send to the Working Group for final comment.
- County Office of Emergency Management will revise to meet County branding standards.
- The *Guide* will be posted on the COAD website in pdf with the COAD logo and in Word without the COAD logo for organizations that might want to revise the *Guide* and add their own logo.
- When the *Guide* is ready for posting, the Working Group will be disbanded. The *Guide* will be reviewed annually by the Mass Care Committee. If there is a need for ongoing attention to the *Guide* or if other issues arise regarding Warming and Cooling Centers, a Warming and Cooling Subcommittee might be formed.

7. Next Meeting, If Necessary

- Not applicable