

**HEATH BOARD OF HEALTH  
MEETING MINUTES  
(Special Meeting with Emergency Management Team)  
April 22, 2024**

Board Members Present: Sheila Litchfield, Susan Gruen, Gene Garland -Chair, Tim Lively (EMD)

0900 Meeting Called to Order by Gene Garland

**EMERGENCY SHELTER MANAGEMENT PLAN**

Tim and Sheila attended a shelter operations training class in Ashfield, MA run by the Massachusetts Emergency Management Agency (MEMA). The training Tim and Sheila took was for basic shelter operations. There is a more detailed Incident Command System (ICS) online that individuals can take for training.

<https://training.fema.gov/is/courseoverview.aspx?code=IS-100.c&lang=en>

Western Mass Homeland Security offers videos to help with shelter management.

Tim reviewed the guidelines by MEMA for various shelter scenarios. All shelter staff and volunteers will adhere to the operating guidelines including signing a confidentiality form. At the day of the event all staff and volunteers will have to first report to the EOC room at Jacobs Road Municipal Center (JRMC) before entering any shelter area. The Community Hall was used in the past as the Heath shelter but now we have a larger space at JRMC which provides the convenience of having the EOC and shelter in the same building.

Questions that were suggested for further study:

How do we create a shelter plan that effectively utilizes the existing place and people?

Who in town is ServSafe certified and qualified to handling meals?

Who has language skills including sign language?

Who has medical backgrounds?

Counseling training?

Pharmacy skills?

How to manage drugs and medications?

What are Heath's policies for handling a "Pharmacy"?

Pet crates and sheltering pets?

In Heath the BOH runs the shelter. Sheila recommended that Shelter Management guidelines be added to the BOH red book. Tim stated the shelter at JRMC would be at most a two/three-day event and if more than that clients would be moved to the Mohawk Regional High School. Mohawk would get the support from American Red Cross, MEMA, and other agencies.

Tim recently provided an orientation of general Emergency Management operations for Heath BOS, Fire, Police and BOH folks in Town. Sheila recommended that this training/orientation be provided annually.

Roles that were discussed for the shelter:

-Volunteer Manager

- Police Officer that would provide Criminal Offender Record Information (CORI) checks for all volunteers. -Sheila will ask John McDonough, Town of Heath Police Officer, who will do the checks.
- Food Leader
- “Dormitory” Leader
- Volunteers
- Other special skill sets as needed such as Medical, Transportation, Care giver, and food preparation

Tim reviewed the Shelter Resident Information packet. He also stated that NO press was allowed in the shelter. Franklin Regional Council of Governments (FRCoG) and Western Mass Homeland Security has extensive information about shelter management on their websites. Individuals who are sheltered (Residents) are identified as “clients”. Sheila stated that the MEMA training indicated a shelter must be safe and secure, have a backup power system and communications with the outside and WIFI. Dormitory and feeding space must be available. Private space should also available for special need clients and counseling as needed. JRMC is the only place in Heath that can provide these necessary facilities. The classrooms that are under contract will not be available for sheltering. Tim stated there are plenty of restrooms for the clients. The Nurse’s office at JRMC has a refrigerator and limited supplies to support an emergency event. Tim stated that Volunteers may be feeding more than sheltering because many residents in Heath have back up generators. Susan asked about transportation services if clients need to be moved to Mohawk Regional High School. Tim said he didn’t have a clear answer for that task. Volunteers with a license to drive a bus would be sought out. Sheila stated the JRMC has storage space for EDS material/supplies. Tim stated that towns may be able to receive reimbursement. All receipts must be turned in for all items that is purchased for the shelter.

There was discussion about the check-in process and capturing clients’ functional needs. The use of cell phones or personal cameras to take photos of other shelter clients without their written permission is not allowed. Clients will keep and administer their own prescriptions. Tim stated the gym at JRMC has a compacity of 104 people. He will verify the number allowed per the certification. However, when sheltering including cots the number would be lower. Tim added that the City of Greenfield has cots available in their shelter storage and the Town of Heath has some of their own. Tim stated the Shelter Management Guidebook is in the shelter cabinet in the EDS storage closet which BOH members have access. The guidebook has a checklist for volunteers and clients. Forms are also available for distribution of food for the clients. Tim will provide a checklist for the BOH members. The forms are also available on the MEMA Regional Command Operations website. Tim provided the draft JRMC Shelter Management floor plan to the BOH members. There was much discussion regarding which rooms would be beneficial for the various operations. Tim will update the sheltering map.

BOH members will review the documents then insert the necessary pages into the CPHS Heath Board of Health Handbook (red book). The Shelter Management Book will be in the EOC office. Sheila stated that Heath residents need to be reminded that the EOC is located at the JRMC building. Gene stated the BOH has CPHS file of life cards for residents. Tim and BOH will set up an information booth at the Annual Town Meeting. Information will include, file of life cards, go bag list for humans and pets, what to do when there is an emergency, and EOC location. Gene will add prevention care information about upcoming mosquito/tick season. Tim and Sheila will design a “go bag” list for residents.

Tim provided a tour of the EOC room and the EDS storage closet to the BOH members. Supplies include isolation gowns, cookbooks for large volume recipes, first aid kits, air purifiers, radios, flashlights, vest, batteries, wool blankets, a dozen cots, pillows, COVID masks, EDS supplies, refrigerator, EDS go kit, rolling file cabinet, cones, adult pads, and gloves. Tim also stated there are wheelchairs available.

There was discussion about capturing Heath residents' skill sets that can be deployed during an emergency. Susan will start a list.

Next Meeting: TBD

Gene motioned to adjourn at 1017. Susan second the motion, Sheila: Aye Gene: Aye.