



Massachusetts Department of Public Health
Office of Preparedness and Emergency Management

MRC MINI GRANT REPORTING FORM

For units who received an MRC mini grant in BP4, please complete this form as part of the end of year reporting.

Project General Information:

MRC Unit Name:	Burlington Volunteer Reserve Corps (MRC)
Point of Contact Email:	slumenello@burlington.org
Name of Project:	Sheltering Drill/Volunteer Equipment
Person Completing Report:	Susan Lumenello, Unit Leader
Date:	July 25, 2016

Project Description - Please write a brief narrative (1 to 2 paragraphs):

A Shelter Drill/Full Scale Exercise was held at 61 Center Street, Burlington on June 11, 2016 from 9 am- 3pm. Exercise participants included the Burlington Board of Health, Burlington Emergency Management, Burlington Volunteer Reserve Corps (MRC), Burlington Council on Aging, Burlington Facilities Department, Burlington Players, Suffolk University, and Emergency Preparedness Region 4A. Mobilization, Radio Training, and Just in Time training were held from 9 am to 11:30 am. The drill began at 11:30 am and ended at 1:30 pm, followed by a de-briefing and de-mobilization. Based on participant feedback and comments from observers, several areas of improvement, along with corrective actions, were identified.

Due to an increase in volunteer recruitment in 2016, there was a need for additional volunteer shirts and backpacks. Fifty MRC shirts and fifty MRC backpacks were purchased.



Project Details:

<p>Project Rationale: How did you choose this project? (Related to AAR, or other gaps)</p>	<p>The BVRC formed a Training Committee to analyze the gaps and needs associated with Volunteer Training. It was identified that there was a need for Shelter Training. Two tabletops exercises and one shelter manager course were held in 2016. The Shelter Drill/Full Scale exercise was needed to test shelter operations capabilities.</p> <p>Due to the formation of a Volunteer Recruitment Committee, 40 new volunteers were recruited within the last year, thereby, requiring additional shirts and backpacks for volunteers.</p>
<p>PHEP Capabilities that your project addressed: http://www.cdc.gov/phpr/capabilities/</p>	<p>Capability 1: Community Preparedness Capability 3 Emergency Operations Coordination Capability 6 Information Sharing Capability 15 Volunteer Management</p>
<p>Objectives that your project addressed.</p>	<p>Objectives:</p> <ol style="list-style-type: none"> 1. To effectively mobilize and demobilize equipment and supplies during a shelter operation; 2. To evaluate the effectiveness of the proposed shelter layout plan for 61 Center Street 3. Test Communications during a shelter operation within the shelter and between the shelter and the EOC 4. Evaluate Job Action Sheets and Just in Time Training to be utilized in shelter operations 5. Test On-site Incident Command in a shelter operation
<p>Project Planned Activities: What deliverables, products, or outputs were expected? Did you meet those outputs? Where different outputs achieved?</p>	<p>An After Action Report (AAR) was completed for the Shelter Drill/Full Scale Exercise held on June 11, 2016. Based on this report, a corrective action plan was identified.</p>



<p>Funding Associated with this project: (Please provide a narrative of the costs incurred with this project).</p>	<p>The total cost for a consultant to assist with the Shelter Drill/Full Scale exercise and After Action Report/Corrective Action Plan was \$1225. Refreshment costs for the day of the drill was \$220, for a total of \$1445 in mini-grant funding. Additional costs for the drill, including custodial fees and additional shelter supplies, were incurred by Burlington Emergency Management.</p> <p>The total cost for fifty MRC backpacks and shirts was \$2036.</p>
<p>Other feedback or comments to share about your project?</p>	