

Shelter Cluster Vanuatu – Meeting Notes			
Meeting:	Ambae Volcano response		
Date:	23 rd October 2017	Time:	10:00am
Meeting Facilitator:	Dick Abel	Location:	EOC Sanma
Minutes Prepared By:	Luke Johnston		
Agenda			
1. Shelter tents decommissioning plan			
2. Exit strategy for evacuation centre sites			
Notes, Decisions, Issues			
Topic			
Attendees Luke Johnston - Shelter Cluster coordinator Samson Sam – Police Jeff Ngwele – Vanuatu Red Cross Robert Vateceni – PWD Sanma Frazer Graham – Baptist Church			
<p>1. Shelter tents decommissioning plan</p> <p>A. Paul from PWD was tasked in our meeting last week to lead this, but he had to leave for Ambae on the weekend for other tasks, and says he will be back on Saturday.</p> <p>Robert from PWD has a crew of 6 and they have already dismantled and packed up the tents at St Michel school.</p> <p>B. Chapuis Stadium is now empty of displaced people. We need to arrange overnight security and we will pack up the tents tomorrow. Luke will follow up security for overnight. Jeff will contact Corrections and arrange work crew for this tomorrow (available from 8:30am to 3:30pm) together with Robert and the PWD crew.</p> <p>C. Tents have been put up with some parts left out in many cases. A lot of leftover parts at VRCS outside warehouse. Frazer will study the components and correct method of packing up and take photos for instructing the crews. Leftover parts will be put in the truck and as tents are packed up we will try to supplement any missing parts as far as we can.</p>			

2. Evacuation site exit strategy			
Jeff asked to clarify the exit strategy for decommissioning sites, regarding any outstanding issues with the site owners. Luke will follow this up with EOC.			
Action Items			
Action	Owner	Due Date	
Contact Corrections and arrange work crew for packing up tents at Chapuis tomorrow.	Jeff	End of the day	
Packing up tents at Chapuis tomorrow.	Samson and Frazer Robert and the PWD crew	24/10/17	
Clarify with EOC the exit strategy for leaving sites regarding any outstanding issues with the site owners.	Luke	24/10/17	
Security overnight at Chapuis stadium	Luke	End of the day	
Next Meeting			
Date:	TBA	Time:	Location:
Objective:			