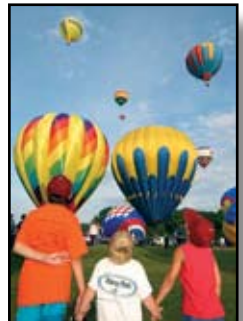




TENNESSEE VALLEY REGIONAL DISASTER INSTITUTE



This institute is made possible through the generous grants to the American Red Cross Tennessee Valley Region
From:



**AMERICAN RED CROSS
TENNESSEE VALLEY REGIONAL
DISASTER INSTITUTE**

JULY 23 -26, 2009

**UNIVERSITY OF ALABAMA
HUNTSVILLE**

**301 SPARKMAN DR.
HUNTSVILLE, AL 35899**

Mission Statement

The American Red Cross, a humanitarian organization led by volunteers and guided by its Congressional Charter and the Fundamental Principles of the International Red Cross Movement, will provide relief to victims of disaster and help people prevent, prepare for, and respond to emergencies.

Disaster events are reoccurring threats in our communities. The American Red Cross has long held the belief that a well planned and executed response using highly trained, committed volunteers and staff will lead to a successful outcome.

Today, the American people expect the Red Cross to be at the site of such events quickly in order to render assistance for basic human needs. Reliance on the expertise and commitment of Red Cross volunteers and staff, in times of major and sometimes catastrophic disasters, calls for and requires the Red Cross to coordinate the relief efforts in partnership with many agencies and organizations to meet those needs.

The Tennessee Valley Regional Disaster Institute is the culmination of a combined effort of Red Cross Chapters encompassing 12 counties in the Tennessee Valley; Morgan/Lawrence, Limestone, Northwest Alabama (Lauderdale, Colbert & Franklin Counties), Madison/Marshall (Jackson County), DeKalb County in Alabama and Lincoln County and Lawrence County Tennessee. Our vision and goal is to provide the participants of this institute the necessary basic, and advance disaster Red Cross training as well as many comprehensive workshops. All of our instructors have been chosen carefully and are considered the best disaster instructors in the Red Cross.



To Our Red Cross Workers:

We invite you to attend our Training Institute July 23-26, 2009 held at The University of Alabama in Huntsville (UAH). The goal of the Institute is to provide a fun learning environment, characterized by a broad range of disaster basic, advance courses and practical workshops, where workers can pursue the skills they desire as well as those needed by their Chapters in order to provide a high level of quality service to our clients. Whether you are a new or seasoned volunteer, there is a course or workshop at this Institute that will promote your growth. We have highly qualified instructors and facilitators to lead our courses and workshops. The facilities (class rooms, residence halls and dining hall) at UAH are outstanding! There are also many interesting and exciting things to enjoy in the Huntsville Metro Area. In addition to growth from attending the courses and workshops, you will benefit from the fellowship with other Red Cross disaster workers, meeting co-workers, networking and discussing experiences from the field. We encourage you to look closely at the training opportunities presented in this brochure and choose those that will take you where you want to go in your Red Cross career. We look forward to meeting and getting to know you at the Institute.

We welcome you to the first Tennessee Valley Regional Disaster Institute!

The Tennessee Valley Regional Disaster Institute Committee

Josie Asquith	Ginny Benson	Lois Calvert
Jim Chambers	Linda Clark	Shirley Crutcher
Lynne Davis	Kathy Harland	Linda Johnson
Monte McGee	Mary Moreillon	Charlotte Simpson
Joe Sims	Pat Wilson	

CLASS LOCATION:

University of Alabama Huntsville
301 Sparkman Dr.
Huntsville, AL 35899

All classes will be held at this site with the exception of:

Disaster Kitchen Training which will be held at Saint Bartley Primitive Baptist Church, 3020 Belafonte Ave. N.W. Huntsville, AL 35816.

Collaborating to Ensure Effective Service Delivery which will be held at Huntsville - Madison County EMA, 320 Fountain St., Huntsville AL 35801.

ERVs Ready Set Roll which will be held at the Madison/Marshall County Chapter, 1101 Washington St. Huntsville, AL 35801.

LODGING:

Lodging will be in the dorms on the UAH campus. Bed linens will be provided by UAH. You must provide your own towels and hygiene products. There are small communal kitchens in the dorms available for evening use. Rooms are in pods of 4 with bathroom and kitchen access.

Rooms will be assigned by Institute staff. However if you wish to choose your roommates, please do so on your registration form. Participants approved for overnight will be assigned a single room.

APPLICATION PROCESS:

Prior to enrolling in any of these courses, please study the course curriculum, review the course description, prerequisites, and the length of the course.

A **Form 5898-H** must be completed for EACH class prior to the institute deadline and submitted with a registration application to the Director of Disaster Services of the local Chapter prior to the institute deadline who will forward the Form 5898H to Madison/Marshall County Chapter.

CLASS SCHEDULING:

Classes start promptly at 8:30 a.m. each day unless noted on the enclosed schedule. Client Casework: Providing Emergency Assistance and Financial & Statistical Management begins promptly at 8:00 a.m. Some courses that are half-day sessions may be scheduled on the same date such as Mass Care an Overview and Shelter Operations. Afternoon classes begin at 1 p.m. unless notified differently by your instructor.

Most classes are scheduled for a minimum of ten (10) and a maximum of twenty (20) students. If a class does not meet the minimum level, the class will be canceled and all students will be notified.

WORKSHOPS:

Workshops will be held in the evening beginning at 7:00 p.m. with the exception of Disaster Service Technology workshops which will begin at 8:30 a.m. All workshops will last no longer than 9:00 p.m. with the exception of the Shelter Exercise will be completed by 10:00 p.m.

AMENITIES:

➤Disaster Service Human Resource (DSHR) badges will be made for DSHR members for a fee of \$6.00

➤While at the institute don't forget to shop our Tennessee Valley Regional Disaster Institute Red Cross Store for Red Cross pins, T-shirts and other items.

➤CEUs can be obtained at a cost of \$20.00 per course to the participant for the following classes:

	Contact Hours	CEU
Health Services Workshop	5.25	.5
Psychological First Aid	3.5	.4
Disaster Mental Health	6.5	.7
DIST	13.0	1.3
Client Casework: Providing E. A.	7.5	.8

TRAINING COURSES/WORKSHOP DESCRIPTIONS:

Fulfilling our Mission: 3 1/2 hours

The purpose of this course is to enable participants to translate their care and compassion into community action through a uniform message. The participants will be able to assess how to use their skill and abilities to strengthen the capacity of both the community and the Red Cross to better serve people affected by disaster. They will understand the mission of the Red Cross, the principals and values that support the mission and the expected behaviors of Red Cross volunteers and employees in the conduct of that mission and then will be given the next steps.

Prerequisites: none

Mass Care an Overview: 3 hours

The purpose of this course is to provide an overview of the activities performed by the Mass Care group in support of a disaster relief operation.

Prerequisites: Fulfilling Our Mission

Shelter Operations: 3 1/2 hours

The purpose of this class is to prepare volunteers and employees of the Red Cross and other agencies to effectively and sensitively manage shelter operations as a team while meeting the needs of people displaced as a result of a disaster.

Prerequisites: Fulfilling Our Mission, Mass Care Overview

Shelter Simulation: 3 1/2 hours

The purpose of this training is to provide participants an opportunity to practice the knowledge and skills needed to run a successful shelter operation.

Prerequisites: Fulfilling Our Mission, Mass Care Overview, Shelter Operations

Materials:

Participants should bring their workbooks from the Shelter Operations course for use during the simulation.

Mass Care II: 2 days

The purpose of this course is to prepare Red Cross employees and volunteers to establish, operate and phase out Mass Care services on a multi-chapter or national disaster relief operation so that client needs are met in a timely and cost-effective manner.

Prerequisites: Fulfilling Our Mission, Shelter Operations, Frontline Leadership Supervision, experience equivalent to a supervisor in the Mass Care group on a disaster relief operation.

Recommended: Working with Total Diversity

Disaster Kitchen Training: 2 days

The purpose of this course is to prepare Red Cross and partner agency staff to work at a kitchen site and prepare large numbers of meals for those affected by a disaster. Activities at a kitchen site include: preparing the food in the kitchen and working in the yard/supply area and mobile feeding area, if needed.

Prerequisites: Mass Care Overview

Recommended: ERVs: Ready, Set, Roll, Shelter Operations, Logistics an Overview, Logistics Simulation.

Disaster Kitchen Supervision: 8 hours

The purpose of this course is to provide Red Cross and partner agency staff with the knowledge, skills and abilities required to supervise the staff and tasks conducted at a disaster relief operation kitchen.

Prerequisites: Disaster Kitchen Training, ERVs: Ready, Set, Roll, Shelter Operations, Logistics an Overview, Logistics Simulation.

Recommended: It is recommended that participants will have taken a safe food course, e.g., the National Restaurant Associations ServSafe course or one from a similar program. It is also recommended that participants have life experience supervising other people or have taken Frontline Leadership for Supervisors and Simulation. Participants can also refer to the National Restaurant Association Educational Foundation Web site at www.nraef.org for more information. The following reference materials are also recommended: ServSafe Course Book 4th Edition 2006. US Department of Health and Human Services, Public Health Service, Food and Drug Administration Food Code 2005.

Foundations of Disaster Mental Health: 8 hours

The purpose of this training is to prepare licensed mental health professionals to provide for and respond to the psychological needs of people across the continuum of disaster preparedness, response and recovery. (CEUs offered)

Prerequisites: Mental health professional with a current state license, to include: Counselor, Marriage and Family Therapist, Psychiatrist, Psychologist, Social Worker, a registered nurse (RN) with psychiatric nursing experience and training beyond the normal rotation required for a RN.

Recommended: Strongly recommended that all participants complete: Fulfilling Our Mission, Client Casework, Working with Total Diversity

Client Casework: Providing Emergency Assistance: 8 hours

The purpose of this course is to prepare Red Cross employees and volunteers to perform the tasks of an Individual Client Services Casework service associate. (CEUs offered)

Prerequisites: Fulfilling our Mission

Fundamentals of Disaster Public Affairs: 8 hours

The purpose of this course is to prepare Red Cross Disaster Public Affairs employees and volunteers to initiate the public affairs activity at their local chapter by -

- ... Providing an overview of the American Red Cross Disaster Public Affairs, enabling chapter communicators to begin working in the Disaster Public Affairs role.
- ... Explaining the Disaster Public Affairs structure on a local level.
- ... Preparing any Red Cross employee or volunteer to effectively respond to local media inquiries and to proactively present Red Cross messaging.

Prerequisites: Fulfilling Our Mission, Disaster Public Affairs Overview an online course. Please bring certificate to class.

Recommended: Client Casework: Providing Emergency Assistance, Mass Care an Overview, Shelter Operations, Fundamentals of Disaster Assessment, Disaster Fund Raising

Disaster Fund Raising: 8 hours

This course provides the tools for chapter leadership, staff and volunteers fund raisers to prepare for and execute disaster fund raising campaigns in response to disasters within their jurisdiction, and during national disasters. The primary focus will be on the management of disaster fund raising at chapters for Level I-III relief operations.

Prerequisites: None

Fundamentals of Disaster Assessment: 4 hours

The purpose of this course is to introduce the critical role of Disaster Assessment, explore related preparedness tasks, learn how to collect and communicate disaster assessment information and become familiar with how disaster assessment information supports management and service delivery decisions.

Note: This is a blended learning class. There are four hours of online training and four hours of classroom training. You will need to bring your test paper from the online class with you and also your completed homework assignment.

Prerequisites: Fulfilling Our Mission

Financial & Statistical Information Management: 4 1/2 hours

After successfully completing this course participants will be able to-
... Describe the primary responsibilities of an FSI service associate when working on a disaster relief operation.
... Assign and account for the usage of Client Assistance Cards
... Assign and account for the usage of Disbursing Orders
... Manage the confidential master case files of Red Cross clients.

Prerequisites: Fulfilling Our Mission, Client Casework

Participants will benefit from having Individual Client Services casework experience issuing Client Assistance Cards and Disbursing Orders.

Logistics an Overview: 3 hours

The purpose of this course is to provide basic information about the process of Material Support Services activities in support of an American Red Cross disaster relief operation. Participants will learn about the skills, abilities and knowledge needed by Material Support Services workers and how they can become involved in their local chapter.

Prerequisites: Fulfilling Our Mission

Logistics Simulation: 4 hours

The purpose of this training is to provide participants an opportunity to practice the knowledge and skills needed to run a successful logistical operation in their local chapter.

Prerequisites: Fulfilling Our Mission, Logistics an Overview

In-Kind Disaster Workshop: 8 hours

The purpose of this course is to familiarize participants with the American Red Cross position on in-kind donations, and to prepare them to help manage in-kind donations at disaster sites. Much of the information presented can also be applied to managing in-kind donations at chapters.

Prerequisites: Fulfilling Our Mission

Service Delivery Site Management: 1 1/2 days

The purpose of this course is to prepare Red Cross employees and volunteers to establish, operate, monitor and close a service delivery site, to meet the needs of disaster clients in a timely and cost effective manner.

Prerequisites: Fundamentals of Front Line Supervisor, Fundamentals of Frontline Supervisor Simulation. Participants must be ranked and must have served as a supervisor in any DSHR activity in a service delivery site on at least one multi-chapter disaster relief operation or must be a director of a chapters disaster program with experience at a service delivery site. Familiarity with Red Cross policies and procedures is also required.

Disaster Frontline Supervisor: 4 hours

The purpose of this course is to prepare supervisors to lead a team of disaster workers to deliver high quality client service and to create a climate that promotes worker satisfaction.

Prerequisites: Applicants should have the training and experience equivalent to a Service Associate in an activity in which she or he expects to become a supervisor.

Disaster Frontline Supervisor Simulation: 4 hours

The purpose of the simulation is to provide participants an opportunity to practice their supervisory knowledge and skills in leading teams that deliver high quality service and to create a climate that promotes worker satisfaction.

Prerequisites: Applicants should have the training and experience equivalent to a Service Associate in an activity in which she or he expects to become a supervisor.

Weapons of Mass Destruction/Terrorism an Overview: 4 hours

The purpose of this course is to provide basic information about the issues and safety concerns related to responding to a disaster incident in an environment involving Weapons of Mass Destruction/Terrorism. Participants will learn about the knowledge, skills and abilities needed by disaster workers performing duties in this environment

Prerequisites: Fulfilling Our Mission.

Working With Total Diversity: 8 hours

Working with Total Diversity is a skills-based training course that provides the tools for creating inclusive relationships with colleagues and clients. It focuses on the conversational skill participants will need to be effective in working and serving in diverse communities.

Prerequisites: None

Disaster Instructor Specialty Training (DIST): 2 days

Disaster Instructor Specialty Training is designed to prepare knowledgeable and experienced Disaster Services workers to teach basic level disaster training courses, thereby ensuring uniform and quality disaster training consistent with Red Cross policies and the regulations and procedures of Disaster Services.

Prerequisites: The basic course that the candidate intends to teach. Sufficient operations knowledge and experience to be able to convey accurately the procedures contained in the course the candidate intends to teach and to be able to answer participants questions.

Recommended: Collaborating to Ensure Effective Service Delivery, Serving People with Disabilities Following a Disaster (online component) Working with Total Diversity

Collaborating to Ensure Effective Service Delivery and Emergency Operations Center 2 days

The purpose of this course is to prepare Red Cross employees and volunteers to establish collaborative relationships that contribute to coordinated disaster response and help to ensure effective service delivery. This course will also prepare participants to begin conducting liaison activities in a chapter and establish a foundation upon which they can build toward a career as a liaison in the Disaster Services Human Resources System. Incorporated into this class will be Emergency Operations Center/ Incident Command Liaison course. The purpose of the EOC training is to prepare Red Cross employees and volunteers who will be assigned to government and emergency settings to work collaboratively with Red Cross partners, helping to ensure a coordinated response that results in effective service delivery.

Prerequisites: Fulfilling Our Mission, familiarity with Red Cross programs and services and how they support service delivery.

Recommended: Mass Care Overview, Client Casework, Working with Total Diversity, additional basic level disaster training courses, experience working with a Red Cross Chapter, community and labor organizations, government agencies and/or diverse populations.

Mass Casualty Disasters: 8 hours

The purpose of this course is to prepare Red Cross employees and volunteers to provide a more effective initial response to a mass casualty disaster.

Prerequisites: Fulfilling Our Mission, additionally participants must have responded to a large disaster, preferably on a DSHR assignment.

ERVs: Ready, Set, Roll 8 hours

This course consists of 2 parts. The first part contains approximately 3 hours of classroom instruction. The second part consists of the combination of an ERV orientation and a road test. Participants must complete both parts of the course.

Prerequisites: Fulfilling Our Mission, Mass Care Overview. A copy of your drivers license will be required.

Fundamentals of Chapter Disaster Operations Management: 1 ½ days

The purpose of this course is to prepare Red Cross employees and leadership volunteers to manage a small disaster relief operation, which is chapter managed and accounted and at least partially funded by the Disaster Relief Fund.

Prerequisites: Fulfilling Our Mission, Client Casework, Mass Care an Overview, Fundamentals of Disaster Assessment (online component), Financial and Statistical Information Management, Collaborating to Ensure Effective Service Delivery. Participants must be familiar with current Disaster Services policies, procedures, regulations and guidance documents and the Chapter Disaster Plan of the participants Red Cross unit.

Recommended: Serving People with Disabilities Following a Disaster, Foundations of Disaster Public Affairs.

Psychological First Aid: 3 hours

The purpose of this course is to prepare all American Red Cross workers to provide basic care, comfort and support to people who are experiencing disaster-related stress.

Prerequisites: Fulfilling Our Mission

Recommended: Working with Total Diversity (CEUs offered)

Health Services Response Workshop: 8 hours

The purpose of this workshop is to prepare licensed or certified health professionals to either work in their local chapter jurisdiction or be deployed to a Red Cross disaster relief operation and function as health professionals within the Health Services Protocols.

Prerequisites: Fulfilling Our Mission

Recommended: Participants will benefit from having completed the following training prior to taking this course: Serving People with Disabilities Following a Disaster, Client Casework, Shelter Operations, Staff Health: Deploying a Healthy Workforce (online course), Client Assistance System training.

Although the recommended courses are not prerequisites to the Health Services Response workshop, participants should complete these courses prior to deployment. Health Services workers must also maintain current certification in First Aid and CPR. (CEUs offered)

WORKSHOPS:

Shelter Management

Practical aspects of managing a shelter. Subjects to be covered are shelter opening, staffing, operating and closing with quality service.

Shelter Exercise

This workshop is an extension of the Shelter Operation and Shelter Simulation classes. Attendees will put into practice the skills, procedures and guidelines learned in these classes by organizing as a shelter team, opening and running a shelter. There will be opportunities to solve problems and handle situations that could be faced on an actual Disaster Relief Operation.

Note:

Extras will be needed to act as shelter clients. Some will be given realistic scenarios to act out in the shelter.

Skywarn

Skywarn is the National Weather Service (NWS) program of trained volunteer weather spotters. Skywarn spotters play a critical role of providing the NWS with vital ground truth storm reports which help the NWS perform our primary mission, to protect life and property. Join our interactive and enthusiastic class and learn about significant weather phenomena, including the structure of super cell thunderstorms and see amazing video of tornadoes across northern Alabama.

Disaster Services Technology (DST101)

Note: DST 101 is a series of five (5), two (2) hour sessions. Please note the prerequisites as first 2 workshops must be completed before others may be taken.

1. Overview Workshop

The purpose of this workshop is to give the participant introductory knowledge of the Disaster Services Technology Team activity.

Prerequisites: Fulfilling Our Mission

2. Customer Service (RCS) Workshop

The purpose of this workshop is to give the participant introductory knowledge of the Disaster Services Technology Response Customer Service (RCS) activity.

Prerequisites: Fulfilling Our Mission, Overview Workshop

3. Networking (RNT) Workshop

The purpose of this workshop is to give the participant introductory knowledge of the Disaster Services Technology Response Networking (RNT) activity.
(RCO) activity.

4. Computer Operations (RCO) Workshop

The purpose of this workshop is to give the participant introductory knowledge of the Disaster Services Technology Operations

5. Communications (RCM) Workshop

The purpose of this workshop to give the participant introductory knowledge of the Disaster Service Technology Response Communications (RCM) activity.

Prerequisites: Fulfilling Our Mission, Overview Workshop, RSC (Customer Service) Workshop.

Youth Development Workshop

Youth Development Workshop is an interactive session for teen volunteers to access and develop leadership skills.

Working with Government Agencies and Other Disaster Relief Organizations/VOADs

Effective working relationships are crucial in Disaster Service Delivery. This workshop is to provide a medium of establishing good working relationships and lines of communications with voluntary agencies, community based organizations and faith based groups in coordinating services in a disaster relief operation.



Please review the training schedule in this brochure. Mail your application and 5898 H form for each class you plan to attend. Include all information regarding lodging and meals along with your payment to the address below.

**American Red Cross
Madison/Marshall Chapter
Tennessee Regional Valley Disaster Institute
1101 Washington Street
Huntsville, AL 35801
256-536-0084 ext 310**

**Questions can be emailed to:
shirley@helpcantwait.org**



**American
Red Cross**