



American Red Cross & NJSP OEM Sheltering Fundamentals

Course Information Sheet

Location: AAA Eastern Hqs. 700 Horizon Blvd. Hamilton, NJ Room 148

Date: March 26, 2015

Time: 8:30a.m. - 12:00 Noon. (4 hours)

Pre-Course Recommendations

- ICS 100 (Required) ICS 700 Recommended)

Additional Information:

See ARC attached course fact sheet

NJ OEMS CREDIT N/A CEU'S/NJDFS CREDIT N/A CEU'S/NJLMS CREDIT Not Applied For CEU'S

Course Purpose: & Course Description

See ARC attached course fact sheet

Target Audience

The primary audience for this training is individuals who will have responsibilities as their main job or as an auxiliary function at the State, tribal, or local level of government in operating a shelter. Additionally audience may include emergency management personnel who may serve in or manage an emergency operations center, to include office of emergency management staff and administration, support function staff, representatives from municipal agencies/departments that may assist in the recovery process.

Class size limited to 24, registration is required: [See](#) attached ARC Instructions to Register.

The target audience for this course includes the following local government positions and allied professionals:

- Medical Examiners/Coroners
- Funeral Directors
- Law Enforcement Personnel
- Fire Department Personnel
- Emergency Medical Services Personnel
- Emergency Planners
- Emergency Management Personnel
- Public Officials
- Health Official/Care Administrator or Planner
- Media (Public Information Officers)
- Public Works Personnel
- Members of the Clergy
- The Salvation Army Personnel
- American Red Cross Personnel
- Forensic specialists
- National Guard Members
- Transportation (railroads, etc.) Personnel
- Other significant disaster workers
- Community Planner and Staff
- Business and Private Organization Representative

For more information: Contact Course Manager, Ted Cashel, , NJOEM at lpccasht@gw.njsp.org 609-963-6900 ext 6214.

You will be contacted by email when your application is received and approved.

Shelter Fundamentals
SHFUND: December 2012
Fact Sheet: February 2013

Description	<p><i>Shelter Fundamentals</i> is a basic level course that introduces the guidelines and procedures for setting up, running and closing a shelter during a disaster. Referencing shelter checklists, participants will work on a case study that takes them through four of the six phases of the <i>Sheltering Cycle: Opening, Organizing, Operating and Closing</i>.</p> <p><i>Shelter Fundamentals</i> is available in two delivery formats, instructor-led and online. Both formats cover the same content. This fact sheet describes both formats unless indicated.</p> <ul style="list-style-type: none">• At the end of the online course, participants are required to take a quiz and pass with a score of 80% or higher to earn a course certificate.• Classroom participants must attend the entire course and complete the classroom activities to earn a course certificate. <p>Note: <i>Shelter Fundamentals</i> replaces <i>Shelter Operations</i>, <i>Shelter Simulation</i> and <i>Partner Agency Shelter Operations Workshop</i>. A new component, a <i>Shelter Fundamentals</i> exercise is being added to the shelter curriculum. It is currently under development and will be released at a later date.</p> <p>It is recommended that chapters who have scheduled offerings of <i>Shelter Operations</i>, <i>Shelter Simulation</i> and <i>Partner Agency Shelter Operations Workshop</i> cancel those offerings and replace them with <i>Shelter Fundamentals</i>. The course materials for <i>Shelter Operations</i>, <i>Shelter Simulation</i> and <i>Partner Agency Shelter Operations Workshop</i> will be available until April 30, 2013.</p>
Purpose	<p>The purpose of this course is to prepare participants to assist in the opening, organizing, operating and closing of a Red Cross shelter.</p>
Learning Objectives	<p>Upon completion of this course, participants will be able to—</p> <ul style="list-style-type: none">• Describe the tasks of a shelter worker throughout the <i>opening, organizing, operating</i> and <i>closing</i> phases of a shelter operation.• Recall the tasks on the shelter checklists.• Describe how to complete the appropriate registration forms and make referrals for additional services, as needed.• Explain how to set-up a welcoming reception and registration area.• Identify internal and external locations for posting signs that clearly communicate shelter information.• Explain how to set up and monitor a dormitory environment that ensures resident safety and comfort.• Explain how to set up food distribution areas and monitor consumption to ensure that residents' dietary needs are met.• Describe the importance of information sharing in a shelter environment and identify multiple communication strategies.• Explain the steps required to return a shelter to its pre-disaster condition.

Audience	Employees, volunteers and partners of the Red Cross who want to work in Red Cross shelters.
Prerequisites	Red Cross Employees and Volunteers: <ul style="list-style-type: none">• <i>Disaster Services: An Overview</i> (Modules One and Two) Red Cross Partners: <ul style="list-style-type: none">• <i>Disaster Services: An Overview</i> (Module One)
Length	Online: <ul style="list-style-type: none">• This course is self-paced and the completion time may differ among participants. It takes approximately 2.5 hours including the final quiz. Participants must complete the course and pass the quiz to earn a certificate. Instructor-led: <ul style="list-style-type: none">• Consists of four hours classroom time including two-10 breaks. Participants must attend the entire classroom session to earn a certificate.
Scheduling	Instructor-led: <ul style="list-style-type: none">• The recommended class size is a minimum of eight and a maximum of 20 participants. It is at the discretion of the sponsoring unit to determine class sizes.• Online: this course is available 24/7; participants self-enroll in the American Red Cross Learning Center (Saba LMS)
Instructor Requirements (classroom)	The instructor-led course is taught by certified basic disaster instructors who have: <ul style="list-style-type: none">• Successfully delivered <i>Shelter Operations</i> and <i>Shelter Simulation</i>. Note: <ul style="list-style-type: none">○ Instructors who have not taught <i>Shelter Operations</i> and <i>Shelter Simulation</i> should co-teach with an instructor who has <i>Shelter Operations</i> and <i>Shelter Simulation</i> experience for their first time delivery of <i>Shelter Fundamentals</i>.○ It is highly recommended that all instructors delivering <i>Shelter Fundamentals</i> for the first time complete the online version of the course as a preparation method. <ul style="list-style-type: none">• Shelter experience in Red Cross local or multi-chapter disaster relief operations.• Knowledge of current Disaster Services operational guidance, Red Cross agreements with other agencies that provide disaster relief and local chapter disaster plans.
Materials and Equipment (classroom)	<ul style="list-style-type: none">• <i>Shelter Fundamentals</i> Instructor Manual• <i>Sheltering Handbook</i> (optional instructor resource)• <i>Shelter Fundamentals</i> Participant Guide (one per participant)• PowerPoint presentation

- Computer and LCD projector
- Sticky notes
- Name tags or name tents
- Newsprint paper, easel and markers
- Masking tape
- Course roster
- Participant evaluations ([F5898B](#)) (one per participant)
- Course certificates (optional)

Note:

The PowerPoint slides are intended for classroom presentation only and should **not** be printed.

The instructor manual, participant guide and PowerPoint presentation are downloadable from the Red Cross intranet. The following course materials are available for purchase from the DocStore:

- Printed copies of the *Sheltering Handbook*, instructor manual and participant guide.
- Course materials are designed to be printed double-sided, black and white.

**Additional
Information**

Please email questions or comments concerning this course to:
DisasterTraining@redcross.org.

Shelter Fundamentals

Date: March 26, 2015
Time: 8:30 AM-12:30 PM
Location: AAA Eastern Headquarters
700 Horizon Road
Hamilton, NJ 08691

REGISTRATION IS REQUIRED. Class size is limited so register early! Registration closes on March 23rd.

Click on or **copy and paste** this link into your browser address bar to be brought to the American Red Cross Learning Management System (LMS) and a description of the course.

<https://classes.redcross.org/Saba/Web/Main/goto/GuestOfferingDetails?pageModeDeepLink=GuestLogin&showRegisterLinkDeepLink=true&offeringId=class000000004944484>

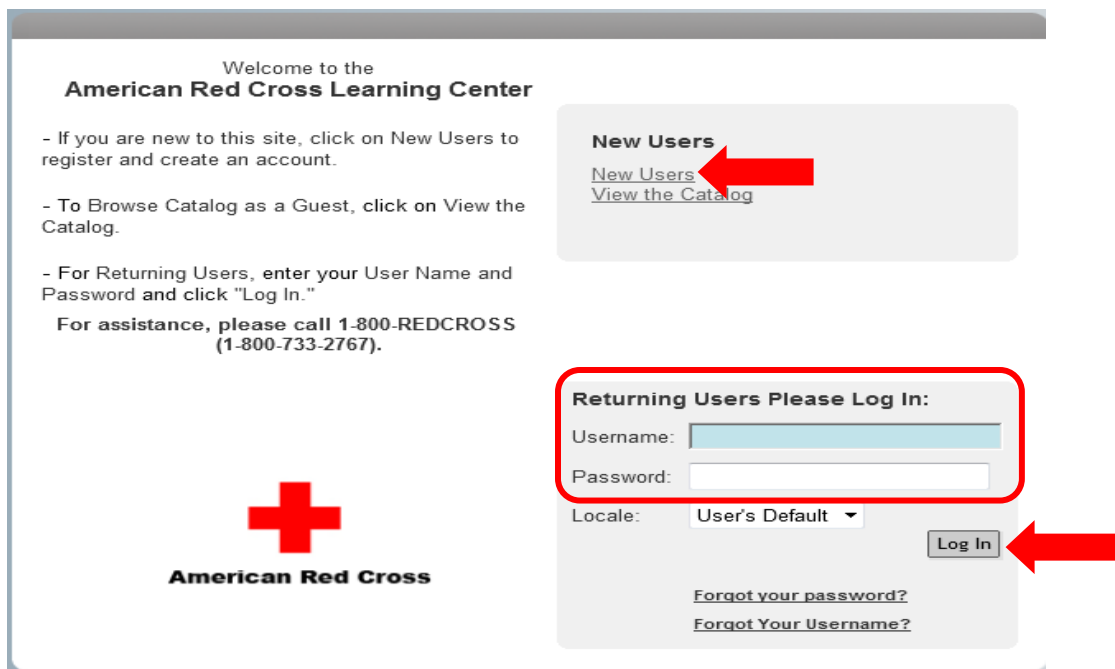
- Scroll down and click on the **Register** button if you wish to register for this class or click on the **Cancel** button if you don't.

The screenshot shows a web browser window titled "Saba - Windows Internet Explorer provided by American Red Cross". The address bar displays the URL: <https://classes.redcross.org/Saba/Web/Main>. The page content includes several sections:

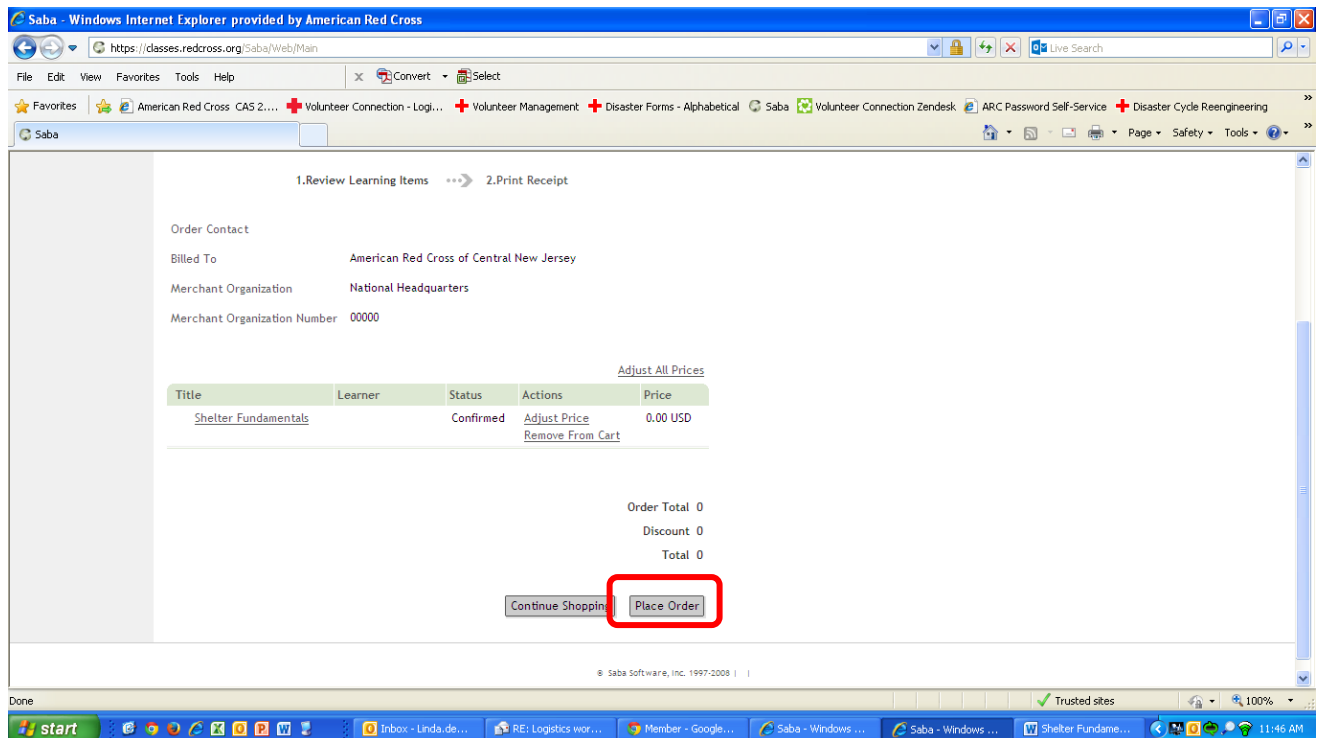
- Manager Approval Required:** No
- Completion Marked by:** Provider
- Last Day to Drop without Penalty:** 05/03/2014
- Drop Policy Charge:** A table with columns for "Late Charge" and "For cancellations up to".
- Session Detail:** A table with columns for "Session Name", "Date", "Start", "End", and "People and Rooms".
- Content Modules:** A table with columns for "Module", "Attempts on Content", and "Required?".

At the bottom of the page, there are two buttons: "Register" and "Cancel". A red arrow points to the "Register" button, which is also enclosed in a red box. A text box with the words "Sample Screen" is overlaid on the right side of the page.

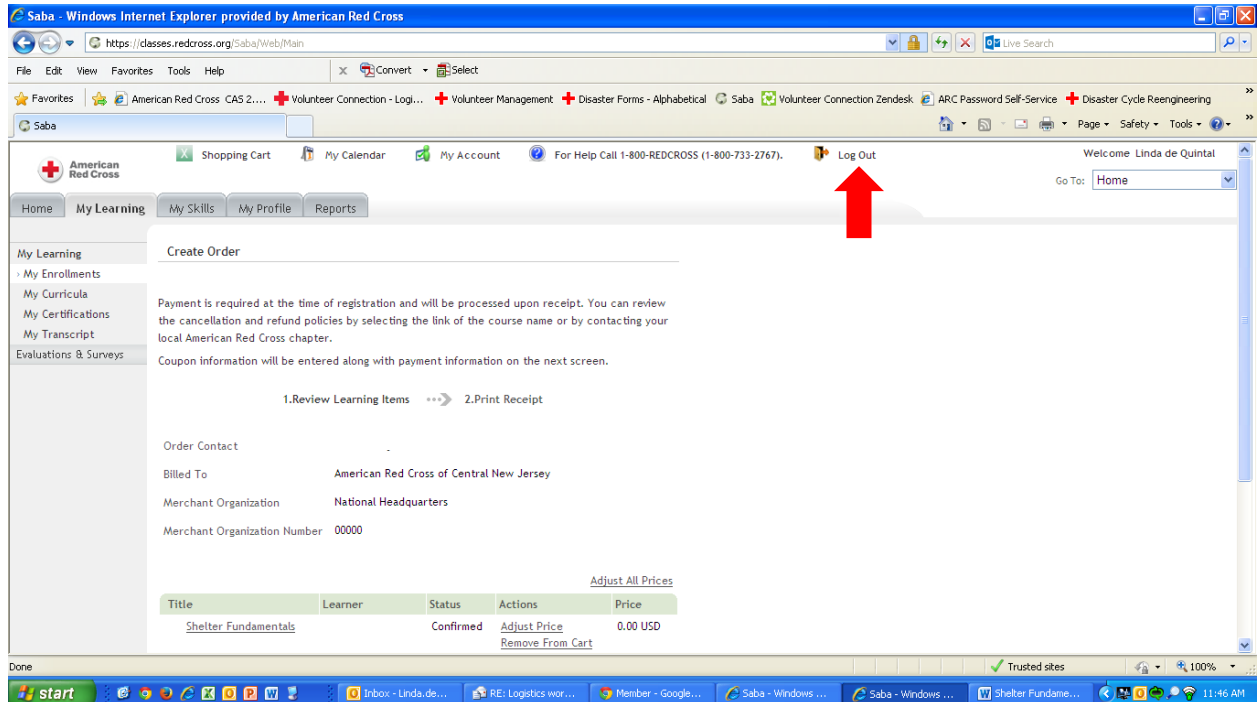
- Clicking the **Register** button routes you to the login page. If you have an existing LMS username and password, enter them in the **Returning Users Please Log In** boxes and click the Log In button. If you do not have an existing LMS username and password, click the **New Users** link to create an account.



- When you have logged in or created your account, you are brought to the Create Order page. Click on **Place Order** to be enrolled in the class. A confirmation email of the registration will be sent from Classes-Notify@usa.redcross.org.



- Click **Log Out** at the top right of the page when finished.



- If you need assistance registering, please contact Linda de Quintal, American Red Cross, at Linda.deQuintal2@redcross.org with the name and date of the course.