

New Jersey Mass Care Training Catalog

Prepared by:

**New Jersey Department of Human Services
Office of Emergency Management
ESF 6 Lead**

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New Jersey Mass Care Training Catalog

Purpose

Mass Care/Emergency Assistance operations (Sheltering, Feeding, Family Reunification and Distribution of Emergency Supplies) is a labor intensive and skilled function of the emergency operations response continuum; requiring a large support network for people who are displaced and/or are the survivors of a disaster or other catastrophic event. The New Jersey Shelter Task Force (STF) has developed this training guidance to assist in Mass Care planning efforts. One of the goals of the STF is to ensure that a cadre of trained personnel are available around the state to step in and manage this daunting human services task.

This document is intended to identify minimum training standards as well as available courses and course providers to enhance mass care operations around the state. Additional courses are identified in the description's section to supplement an agency's mass care training program.

Recommended Training Outline

It is important to lay a solid foundation of trained personnel, to various levels, to manage and/or oversee mass care operations. This is critically important considering that when large scale operations are started and continue for any length of time, a significant number of the people who will be brought in to staff shelters and feeding sites are "ad hoc" or spontaneous volunteers. Pre-identifying and training as many personnel in a "blue sky" period will greatly enhance the disaster operations.

The following is a recommended training curriculum; these are in addition to the NIMS (National Incident Management System) Incident Command course you have identified for your personnel:

Partners: **DHSOEM**- NJ Department of Human Services, Office of Emergency Management; **ARC**- American Red Cross; **DTB**- NJ Department of Human Services, Disaster and Terrorism Branch; **TSA**- The Salvation Army; **NJDOHMRC**- NJ Dept of Health, Medical Reserve Corps.

Level 1- For people likely to end up working in a shelter environment

- Shelter Field Guide- *DHSOEM or ARC*
- Everyone is Welcome- *ARC*
- Mental Health First Aid- *DTB or alternate ARC or TSA training.*

Level 2- For people who will be front line leaders in a shelter environment

- Shelter Fundamentals- *ARC*
- Shelter Operations Simulations- *ARC*
- ServSafe Food Handler- *TSA or alternate ARC training.*
- Self-Care for Emergency Responders- *DTB*

Level 3- For Shelter Supervisors and Managers

- Shelter Supervisor - *ARC*
- Shelter Manager- *ARC*

Contacts for Training

- **DHSOEM- NJDHS Office of Emergency Management:** Joseph Geleta, Director, joseph.geleta@dhs.nj.gov or Ed Conover, edward.conover@dhs.nj.gov or EOCESF6@NJSP.gov
- **NJOEM:** www.ready.nj.gov/training/schedule.shtml to view current training offerings or contact 609-963-6962 for questions or other matters.
- **DTB- NJDHS Disaster Terrorism Branch:** DMHAS.DTBTraining@dhs.nj.gov
- **ARC- American Red Cross:** Instructor Led Training, both Virtual and Classroom (ILV and ILC), as well as Web Based Training (WBT), can be requested through Ted Smith, Ted.Smith@redcross.org. For Web Based Training (WBT) please see the attachment on how to access *EDGE*.
- **TSA- The Salvation Army:** Seth Ditmer, Emergency Services Disaster Director, seth.ditmer@use.salvationarmy.org
- **NJDOH- Medical Reserve Corps:** Julie Petix, State MRC Coordinator, Julie.Petix@doh.nj.gov
- **FEMA Independent Study:** <https://training.fema.gov/is/>

Training Program Descriptions

The descriptions below are for the courses identified in the Training Outline. Note that there are many supplemental courses described for each agency. Please review the entire list of offerings to help shape your Mass Care Program.

Presentation Method Key: **WBT**- Web Based Training; **ILC**- Instructor Led, Classroom; **ILV**- Instructor Led, Virtual

➤ **FEMA- Independent Studies**

This is web based training only.

FEMA IS 405 – Overview of Mass Care/Emergency Assistance (Length: 1 hr.) (WBT)

https://emilms.fema.gov/is_0405/curriculum/1.html

This course provides an introduction to Mass Care and Emergency Assistance (MC/EA) support, with a focus on Whole Community, by outlining the importance of collaboration and coordination between government, non-profit, public, and private sectors.

Objectives:

- Explain the importance of the National Incident Management System (NIMS), the National Response Framework (NRF), and the Whole Community approach to emergency management.
- Identify MC/EA activities.
- Describe a suggested sequence of support for MC/EA.
- Explain the importance of thinking about MC/EA activities in an interoperable way.

FEMA IS 406 Operating a Shelter (Length- 5 hours) (WBT)

<https://training.fema.gov/is/courseoverview.aspx?code=IS-406&lang=en>

Course Overview

This 5-hour independent study course will support state, local, tribal, and territorial (SLTT) governments, as well as community and faith-based, non-profit, and private sector partners to increase readiness for shelter site management and congregate shelter operations and to provide best practices and common methodology.

Course Objectives:

- Identify the seven different roles involved in operating shelters.
- Explain the resources available to support shelter operations.
- Describe the functions necessary to operate a shelter.
- Use the Shelter Field Guide to open, operate, and close a shelter.
- Articulate potential challenges involved with operating a shelter.

➤ FEMA- Field Delivery Training

FEMA G0108 Community Mass Care and Emergency Assistance

Format: Instructor Led Classroom (ILC)

Length: 16 hrs.

Audience: Emergency Managers, Mass Care Coordinators, Shelter Workers, Disaster Responders & First Responders

This in-person training can be requested through EOCESF6@NJSP.gov

Course Description

This course provides training for local communities to prepare for and manage the Mass Care/Emergency Assistance (MC/EA) functions effectively. The goal is to prepare community agencies, organizations, and businesses to work together in coordination with Emergency Management and traditional MC providers to plan and provide MC/EA services to those affected by disaster.

Selection Criteria: This course is intended for MC coordinators, management staff, non-governmental organization leaders, private sector, and other emergency management staff that are a part of the team and have a responsibility for effective MC/EA preparedness and response.

There are several options for the composition of a class. One is the State MC Coordinator and his/her team; a local MC Coordinator and his/her team; or a State MC Coordinator and local MC Coordinators from the state.

Course Objectives

- Define the four primary MC/EA services as discussed in this course.
- Describe how to determine their community's MC/EA service resource requirements.
- Identify providers that exist in their community or can be called upon from a nearby community to meet the requirements for MC/EA.
- Name planning and operational actions that can affect how services will be provided.
- List action items to use resources and providers to meet MC/EA requirements in their community.

Other training opportunities through FEMA: It is also recommended that Disaster Responders (career or volunteer) complete these virtual trainings to ensure awareness of how to operate within the National Incident Management System (NIMS), under the Incident Command System (ICS).

FEMA IS 100.C – Introduction to the Incident Command System, ICS 100 (Length: 2 hr.) (WBT)

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

FEMA IS 200.C – Basic Incident Command System for Initial Response (Length: 4 hr.) (WBT)

<https://training.fema.gov/is/courseoverview.aspx?code=IS-200.c>

FEMA IS 700.B – An Introduction to the National Incident Management System, ICS 100
(Length: 3.5 hr.) (WBT)

<https://training.fema.gov/is/courseoverview.aspx?code=IS-700.b>

FEMA IS 800.D – National Response Framework, An Introduction (Length: 3 hr.) (WBT)

<https://training.fema.gov/is/courseoverview.aspx?code=IS-800.d>

➤ **NJDHS, Emergency Management/New Jersey Office of Emergency Management**

◆ **Shelter Field Guide**

Format: Instructor Led Classroom (ILC)

Length: 6 hrs. (One six (6) hour session or two three and one-half hour sessions)

Audience: Shelter Workers, Disaster Responders & First Responders

This training examines the use of the FEMA Shelter Field Guide. The field guide was developed to assist shelter staff in the administration and operation of congregate care shelters. It is a supplement to the Shelter Fundamentals and Shelter Manager programs. It is recommended for anyone who may be working in a mass care shelter including agencies that may act in a “supporting role”.

Operating emergency shelters helps communities respond to disasters. The Shelter Field Guide helps organizations without prior disaster experience establish and maintain shelters. This guide provides a basic overview of shelter operations and is written for people who may manage a shelter.

Objectives:

- Use the Shelter Field Guide to open, operate and close a shelter
- Identify the 7 different roles involved in sheltering
- Prepare for shelter operations
- Explain the resources available to shelters

◆ **Points of Distribution (FEMA IS-26)**

Format: Instructor Led Classroom (ILC)

Length: 4 hrs.

Audience: Local and County Emergency Managers, Disaster Responders & First Responders

This training was developed to support the Points of Distribution (POD) overview video and provide an in depth look into the planning, operations, and demobilization stages of a POD mission. The lessons detail the staffing and procedures any agency will need to plan for, execute, and shut down POD operations. The training also includes key lessons such as safety, equipment, and resource accountability.

Objectives:

- Describe Points of Distribution

- Explain how Points of Distribution are set up and operated
- Understand how to supervise a Point of Distribution Staff

Pathways to Preparedness

Format: Instructor Led Classroom (ILC)

Length: 3-4 hrs.

Audience: Members of the community with Disabilities or Access and Functional Needs

This training is designed to help any New Jersey resident prepare for a disaster, but it is specifically targeted for people with access and functional needs, including those with disabilities and caregivers. The training is based upon two important themes:

1. Each individual must take responsibility for their own personal and family preparedness. Individuals have varying needs, abilities and resources and there is no one-size-fits-all disaster plan. Each person needs to evaluate their own unique needs, learn about and choose options available to them in their community, and prepare to the greatest extent possible prior to a possible disaster.
2. Most decisions on how to prepare for and respond to disasters are made at the local level. Each individual and family must understand how their county's emergency management plan works, including how steps are taken to address the needs for people with disabilities in the area.

New Jersey Pathways to Preparedness provides the individual with a basic introduction to disaster planning. Disaster planning is a concept that utilizes strategies that are common to all types of public emergencies and disasters. This workshop encourages each person to consider an all-hazard approach, meaning that you create a plan one time, and then they can apply the plan to all types of hazards.

Training Contact: NJ Dept of Human Services, Emergency Management, EOCESF6@njsp.org

◆ Overnight Sheltering for those with Disabilities and Access and Functional Needs

Format: Instructor Led Classroom (ILC)

Length: 2 hrs.

Audience: Shelter Workers, Disaster Responders & First Responders

This training will provide information on conducting a shelter simulation exercise that involves individuals from the community with a disability, including those with access and functional needs. With the "whole community" approach you will learn about how to conduct this exercise and more importantly how to identify weaknesses in your sheltering plan and improve upon them using additional organizations and/or resources.

OBJECTIVES:

- Participants will learn how to plan an overnight exercise with community members with disabilities, including those with access and functional needs.
- Participants will learn about challenges encountered by individuals with disabilities, access and functional needs, and in the process learn how to overcome them

- Participants will learn tips on what supplies/resources may be needed for their shelter
- Participants will come away with the tools necessary to replicate this activity in their local community

Training Contact: NJ Dept of Human Services, Emergency Management, EOCESF6@njsp.org

➤ **NJDHS, Division of Mental Health and Addiction Services (DTB)**

♦ **Mental Health First Aid**

Format: Instructor Led Classroom (ILC)

Length: 8 hrs.

Audience: Disaster Responders & First Responders

Mental Health First Aid is an 8-hour course (often broken up into two 4-hour days) that teaches the participants how to help someone who is developing a mental health problem or experiencing a mental health crisis. The workshop helps the participant identify, understand, and respond to signs of addictions and mental illnesses.

Objectives:

- Participants will identify potential risk factors and warning signs for a range of mental health and substance abuse problems
- Participants will be able to apply the five-step action plan encompassing the skills, resources and knowledge to assess the situation.
- Participants will develop skills in assisting disaster survivors who may be developing or have developed a mental health disorder or substance abuse disorder to appropriate help and supports.
- Become aware of professional, peer and self-help resources

♦ **Self-Care for Emergency Responders**

Format: Instructor Led Classroom (ILC)

Length: 3 hrs.

Audience: Disaster Mental Health Responders & First Responders

Working with survivors of natural and human-caused disasters is at times stressful. Many responders work long hours in chaotic environments. Moreover, being exposed to human suffering can take a toll on even the most seasoned worker. While helping survivors recover from a disaster can be both rewarding and challenging, it also causes long-lasting adverse effects for the worker.

Using best practices in self-care for disaster behavioral health responders, this training focuses on helping the disaster behavioral health responder understand the stressors associated with working in disasters, including secondary traumatic stress; the importance of developing self-care practices; and to recognize that caring for one's self is part of helping others.

Objectives:

- Participants will understand the need for self-care.
- Participants will identify potential risk factors and warning signs of secondary traumatic stress.
- Participants will be able to identify which self-care activities works best for them.

◊ Skills for Psychological Recovery (SPR)

Format: Instructor Led (virtual or in-person)

Hours: 4 hours

Audience: First responders, volunteers

CEU's: None

Prerequisites: None

Skills for Psychological Recovery (SPR) is an evidence-informed modular intervention that aims to help survivors gain skills to manage distress and cope with post-disaster stress and adversity. Individuals affected by a disaster or traumatic incident, whether survivors, witnesses, or responders to such events, may struggle with or face new challenges following the event. *SPR* was developed by the National Child Traumatic Stress Network and the National Center for PTSD, with contributions from individuals involved in disaster research and response.

SPR is not formal mental health treatment, but rather a secondary prevention model that utilizes skills-building components that have been found helpful in a variety of post-trauma situations. *SPR* is not formal mental health treatment, but rather a program that uses skill modules to build resilience

and enhance coping. This course utilizes skills-building components from mental health treatment that have been found helpful in a variety of post-trauma situations.

The six *SPR* skills include:

- **Gathering Information and Prioritizing Assistance** helps survivors to identify their primary concerns and to pick the *SPR* strategy to focus on.
- **Building Problem-Solving Skills** teaches survivors the tools to break problems down into more manageable chunks, identify a range of ways to respond, and create an action plan to move forward.
- **Promoting Positive Activities** guides survivors to increase meaningful and positive activities in their schedule, with the goal of building resilience and bringing more fulfillment and enjoyment into their life.
- **Managing Reactions** helps survivors to better manage distressing physical and emotional reactions by using such tools as breathing retraining, writing exercises, and identifying and planning for triggers and reminders.
- **Promoting Helpful Thinking** assists survivors learn how their thoughts influence their emotions, become more aware of what they are saying to themselves, and replace unhelpful with more helpful thoughts.
- **Rebuilding Healthy Social Connections** encourages survivors to access and enhance social and community supports while keeping in mind the current post-disaster recovery circumstances.

SPR is usually offered in 1-4 sessions.

◊ Question, Persuade and Refer (QPR)

Format: Instructor led (virtual or in-person)

Hours: 2 hours

Audience: Anyone

CEU's: None

Prerequisites: None

QPR stands for *Question, Persuade, and Refer* — the 3 simple steps anyone can learn to help save a life from suicide.

Just as people trained in CPR and the Heimlich Maneuver help save thousands of lives each year, people trained in QPR learn how to recognize the warning signs of a suicide crisis and how to question, persuade, and refer someone to help. QPR is an emergency mental health intervention for suicidal persons created in 1995 by Paul Quinnett. An abbreviation for Question, Persuade and Refer, the intent is also to identify and interrupt the crisis and direct that person to the proper care. Each year thousands of Americans, like you, are saying "Yes" to saving the life of a friend, colleague, sibling, or neighbor.

◊ Psychological First Aid (PFA)

Format: Instructor led (virtual or in-person)

Hours: 6 hours (Can be split into two, 3-hour sessions)

Audience: Community members, first responders, social services workers, disaster workers

CEU's: None

Prerequisites: None

"Psychological First Aid" is a full-day workshop for mental health professionals and paraprofessional crisis team members who may be called upon to provide early psychological intervention in the wake of a disaster, terrorism, and/or other violent or traumatic events. The program addresses the critical knowledge areas and skill sets that will allow the crisis responder to deliver effective, empirically-sound services within the first 0 to 48-hours after an event. This course is a core course and a prerequisite to becoming a Disaster Response Crisis Counselor. (DRCC)

➤ The Salvation Army

◊ National Restaurant Association Educational Foundation ServSafe® Food Handler (6th Edition)

Format: Instructor Led Classroom (ILC)

Length: 4 hrs.

Audience: Any personnel involved with preparing or serving food

Cost: \$10/person

This course introduces participants to the basics of safe food handling. The course explains how food can become unsafe through time-temperature abuse, cross-contamination, and improper cleaning and sanitizing, and emphasizes the importance that good personal hygiene plays in limiting the spread of dangerous pathogens.

♦ National Restaurant Association Educational Foundation ServSafe® Food Protection Manager (7th Edition)

Format: Instructor Led Classroom (ILC)
Length: 8 hr. (pre-reading recommended) and 16 hr. formats
Audience: Managers/supervisors of food service operations
Cost: \$40/person

This course prepares individuals for a management role in a food service establishment. It covers critical principles including: personal hygiene, cross contamination, time and temperature, receiving and storage, food safety management systems, training hourly employees, and more. This course is highly detail-oriented and culminates in an 80-question multiple choice exam. A passing score will confer an ANSI-certified ServSafe Food Protection Manager Certificate.

♦ Health and Safety Institute Training:

♦ Pediatric CPR, AED, and First Aid

Format: Instructor Led Classroom (ILC)
Length: 4 hrs.
Audience: This course is open to anyone who wishes to learn basic first aid, CPR, and the proper application of an AED for children and infants.
Cost: \$15/person

The Health and Safety Institute Pediatric course is ideal for personnel in any program environment involving children and infants, who may be called upon to serve as a lay provider of emergency first aid care within their program setting. This training confers a 2-year certification that is widely accepted by regulatory authorities for childcare settings, camp programs, family shelters, etc.

♦ Adult CPR, AED, and First Aid

Format: Instructor Led Classroom (ILC)
Length: 4 hrs.
Audience: This course is open to anyone who wishes to learn basic first aid, CPR, and the proper application of an AED for adults.
Cost: \$15/person

The Health and Safety Institute Adult course is a CPR, AED, and first aid core training program designed specifically for the occupational first aid provider. This extremely flexible program will help employers meet OSHA and other federal and state regulatory requirements for training employees how to respond and care for medical emergencies at work. Additional supplements can be added to this core course for topics such as: Child/Infant CPR and AED Supplement; Bloodborne Pathogens in the Workplace; and Oxygen First Aid for Emergencies.

♦ Combined Pediatric and Adult CPR, AED, and First Aid

Format: Instructor Led Classroom (ILC)
Length: 6 hrs.
Audience: This course is open to anyone who wishes to learn basic first aid, CPR, and the proper application of an AED for all age groups.

Cost: \$20/person

This course includes treatment guidelines for all age groups, delivered concurrently.

The Salvation Army – National Disaster Training Program

◆ Introduction to Emergency Disaster Services

Format: Instructor Led Classroom (ILC)/Instructor Led Virtual (ILV)/Online Self-Guided

Length: 4 hrs.

Audience: Those interested in volunteering with The Salvation Army in disaster operations.

Cost: None

This course outlines the history of Emergency Disaster Services in The Salvation Army, internal management framework and operations during all phases of the disaster cycle, and how The Salvation Army interfaces with multi-sector partners during disaster response and recovery.

◆ Incident Command System

Format: Instructor Led Classroom (ILC)/Instructor Led Virtual (ILV)

Length: 8 hrs.

Audience: Those interested in management/supervisory roles in Salvation Army disaster operations.

Cost: None

This course outlines essential features of the Incident Command System and how The Salvation Army utilizes ICS during disaster operations, as well as how The Salvation Army would integrate into multi-agency coordination using ICS principles.

◆ Foundations of Emotional and Spiritual Care

Format: Instructor Led Classroom (ILC)/Instructor Led Virtual (ILV)

Length: 4 hrs.

Audience: Anyone involved with providing services to disaster survivors and responders.

Cost: None

This course is designed to provide a basic understanding of emotional and spiritual care within The Salvation Army's emergency disaster services program. The course provides participants with an overview of The Salvation Army's mission and the importance of the "Ministry of Presence", as a tool used in disaster work. Participants will be encouraged to seek other training to develop additional skills and a greater understanding of emotional and spiritual care.

◆ Disaster Food Service and Canteen Operations

Format: Instructor Led Classroom (ILC)/Hybrid (Instructor Led Virtual 6 hours w/ in-person equipment training at a later date)

Length: 8 hrs.

Audience: Anyone involved with providing services to disaster survivors and responders.

Cost: None

This course provides an orientation to mobile feeding support, as The Salvation Army often provides in an emergency to disaster responders and survivors, as well as on an ongoing basis in vulnerable communities. Content includes menu design, site operations, staffing, and equipment orientation, including a hands-on tour of a Salvation Army mobile canteen.

More specific NDTP training programs are available for those seeking specialization in certain functions within The Salvation Army's Emergency Disaster Services programming.

➤ **American Red Cross**

• **SHELTERING**

◊ **Everyone is Welcome**

Format: Web Based Training (WBT)/Instructor Led Classroom (ILC)

Length: 1 hr./1 hr.

Everyone is Welcome is a basic instructor-led and web-based course that informs the learner about the Red Cross commitment to excellent service delivery to individuals with access and functional needs, including those with disabilities by inclusion and integration of their varied needs before, during and after disasters. This course also provides tips for providing services to individuals with access and functional needs, including those with disabilities.

◊ **Shelter Fundamentals v2**

Format: Web Based Training (WBT)/ Instructor Led Virtual (ILV)

Length: 1.5 hrs./1.5 hrs.

The revised Shelter Fundamentals v2 is a basic level course that introduces the roles and responsibilities for opening up, operating and closing a shelter during a disaster. The course focuses on what new shelter workers need to know to work in a shelter.

◊ **Shelter Simulation**

Format: Instructor Led Classroom (ILC)

Length: 6 hrs. *Note: If presented with Shelter Fundamentals both sessions can be condensed into a six (6) hour program.*

The American Red Cross Shelter Simulation establishes an environment for participants to practice the knowledge they learned after completing the Shelter Fundamentals course. It is a "hands on" skills-based simulation. Participants work in teams that rotate through three skills stations based on the four phases of the Sheltering Process presented in the course: resourcing, opening, operating and closing a shelter. In addition, a select number of shelter manager candidates may be given the opportunity to practice the knowledge they learned after completing the Shelter Management course as skills station leads. Ideally, the exercise should be conducted in an actual shelter facility that is likely to be used in the event of a disaster. This will make the exercise more realistic as participants carry out the tasks of shelter workers.

♦ Shelter Supervisor

Format: Web Based Training (WBT)/ Instructor Led Virtual (ILV)

Length: 1.5 hrs. WBT/2.5 hrs. ILV

Prerequisite: Shelter Fundamentals v2

Shelter Supervisor is a mid-level basic course that introduces the roles, responsibilities, and tasks of shelter supervisors. The course content is based on the American Red Cross sheltering guidance, which is documented primarily in the *Sheltering Standards and Procedures*, *Operating a Shelter Job Tool*, and *Concept of Operations 3.0*. There are additional job tools and forms incorporated into this course.

♦ Shelter Manager

Format: Instructor Led Classroom (ILC)

Length: 6 hrs.

Shelter Manager is an advanced level course that introduces the roles, responsibilities, and tasks of Shelter Managers. The course content is based on the American Red Cross sheltering guidance, which is documented primarily in the *Sheltering Standards and Procedures*, *Operating a Shelter Job Tool*, and *Concept of Operations 3.0*. There are additional job tools and forms incorporated into this course. All documents are available on The Exchange. Successful completion of this course is one step in the process of being qualified to be assigned in the position of Shelter Manager.

Prerequisites

- Shelter Fundamentals or Shelter Fundamentals V2
- Shelter Supervisor

♦ Shelter Field Guide

Format: Instructor Led Classroom (ILC)/Instructor Led Virtual (ILV)

Length: 8 hrs.

The Federal Emergency Management Agency (FEMA) and the American Red Cross along with input from local and state emergency management representatives have developed a Shelter Field Guide to provide organizations without prior disaster experience with a basic overview of shelter operations that will help them open manage and close an emergency shelter. It is offered virtually by FEMA Emergency Management Institute and National Fire Academy.

• FEEDING

♦ Feeding Activity Introduction

Format: Instructor Led Classroom (ILC)/Instructor Led Virtual (ILV)

Length: .5 Hrs.

Feeding Activity Introduction is a basic level course that introduces the tasks and responsibilities for disaster workers who support the Feeding Activity on a disaster relief operations (DROs). This course is also intended for Red Cross Feeding workers who are new to the Feeding Activity.

◆ Feeding Fundamentals v2

Format: Web Based Training (WBT)/Instructor Led Classroom (ILC)

Length: Self-paced (WBT) approx. 1hr./ILC 3 hrs.

Feeding Fundamentals v2 is a basic level course for disaster responders who conduct tasks associated with Feeding when supporting disaster relief operations (DROs). The purpose of this course is to provide participants with skills and knowledge about the feeding process for disaster response at the Red Cross.

◆ Basic Food Safety

Format: Web Based Training (WBT)

Length: Self-paced/approx. 1 hr.

Basic Food Safety eStart™ introduces the non-management food-handler to critical issues of safe food handling & preparation, equipping them with all the practical skills and knowledge required to be a part of the food flow process. The course is written in accordance with the 2013 FDA Food Code and its supplements and aligns with all major Managerial Certification programs. Each of the program's 4 lessons concludes with a 10-question remediation quiz to check for student understanding and the course concludes with a 20-question final assessment. The end of course assessment requires a grade of 70% for successful completion, at which time a Certificate of Achievement may be printed.

- **DISTRIBUTION OF EMERGENCY RELIEF SUPPLIES**

◆ Distribution of Emergency Supplies Fundamentals

Format: Web Based Training (WBT)

Length: 26 min.

Distribution of Emergency Supplies Fundamentals is a web-based course that provides an introduction to the roles and responsibilities of the Bulk Distribution worker. The course introduces the types of products the Red Cross provides to people affected by a disaster, methods of distribution, requisite paper work and safety procedures. Participants are required to take an assessment upon completion of the course and score at least an 80% to receive a certificate.

- **REUNIFICATION**

◆ Reunification Fundamentals

Format: Web Based Training (WBT)

Length: 1 hr.

Reunification Fundamentals is a basic level web-based course for disaster responders who conduct tasks associated with Reunification when supporting disaster relief operations (DROs). The purpose of Reunification Fundamentals is to familiarize participants with the tasks performed as a worker in the Mass Care Reunification activity when assigned to a disaster relief operation.

- **DISASTER MENTAL HEALTH**

◆ Psychological First Aid-Helping Others in Times of Stress

Format: Web Based Training (WBT)

Length: 1.5 hrs.

This course is a basic level web-based, instructor-led and virtual instructor-led course that provides a framework for understanding the factors that affect stress responses in disaster relief workers and the clients they serve. The course introduces the principles of psychological first aid and guidelines for when to refer to a Disaster Mental Health worker.

Additional training and information from the American Red Cross is available on the National Mass Care Strategy website at <https://nationalmasscarestrategy.org/>

➤ **NJDOH- Medical Reserve Corps**

◊ **Care Assistant Fundamentals (Part One)**

Format: Modular online course available through the American Red Cross EDGE training site (<https://arc.csod.com>) (WBT)

Length: 2 hours, 55 minutes

Audience: Disaster responders and partners

Care Assistant Fundamentals is an online American Red Cross modular training course. It is designed to train disaster responders and partners to assist individuals with disabilities, access and functional needs (DAFN) with basic Activities of Daily Living in emergency shelter operations, evacuation centers, and other American Red Cross managed facilities. Activities of Daily Living include mobility assistance, transferring or ambulating assistance, feeding assistance, and observation. When circumstances demand, the course can be utilized on a module-by-module basis for Just-in-Time skills training. **All modules must be successfully completed in order to receive credit for the online Care Assistant Fundamentals course.**

◊ **Care Assistant Fundamentals (Part Two)**

Format: Instructor Led Classroom, hands-on skill stations (ILC)

Length: 3 hours

Audience: Disaster responders and partners including the New Jersey Medical Reserve Corps, New Jersey Community Emergency Response Teams, County and Local Disaster Responders, and New Jersey FAST

The goal of *Care Assistant Fundamentals* training is to ensure disaster responders and partners are trained in the safe performance of skills necessary when assisting individuals with disabilities, access and functional needs (DAFN) in emergency shelter operations. *Care Assistant Fundamentals* skills include mobility and transfer assistance, doffing protective gloves, aiding the visually impaired, feeding assistance, safe lifting technique, and de-escalation techniques. Our partner agency for this training is the American Red Cross - New Jersey Region. In addition to providing access to their online *Care Assistant Fundamentals* training course, American Red Cross volunteers provide in-person hands-on skills training followed by observation and skills testing.





Attachments:

- 1- American Red Cross- Setting up an EDGE Account

This document developed in cooperation with the
NJ DHS Disaster and Terrorism Branch, NJDOH Medical Reserve Corps,
American Red Cross and The Salvation Army.



How do I create an account?

1		Go to: http://bit.ly/ext_register
2		Complete the fields indicated on your screen. Please note that required fields are marked with * When prompted for Division, select Disaster . When prompted for Region, select N/A . When prompted for Organization Type, select Community Partner-Other .
3		The username box will automatically populate with your email address.
4		When choosing your password, please note the password requirements at the bottom of your screen.
5		Complete the "CAPTCHA" at the bottom of your screen. Your account is now created.

How do I register for a class?

- To register now, click the "Log In" button. When you do, you will automatically be connected EDGE, the Red Cross training website. Follow the directions below to register for a class.
- To register later, you can access EDGE at this link: <https://arc.csod.com>. This will connect you to Cornerstone on Demand, where you will enter your username and password. When you do, you will be connected to EDGE.

How do I find a class?

- To find a class, click on **Browse for Training** on the right side of the screen.
- In the **Search box** at the top right side of the screen, type **Everyone is Welcome** or **Shelter Fundamentals**, then click on the little magnifying glass. If more than one option comes up, select the one with the computer monitor icon. This indicates an online class.
- Click on **Request** to register.

If there are any questions, please send an email to: njdisastertraining@redcross.org.