

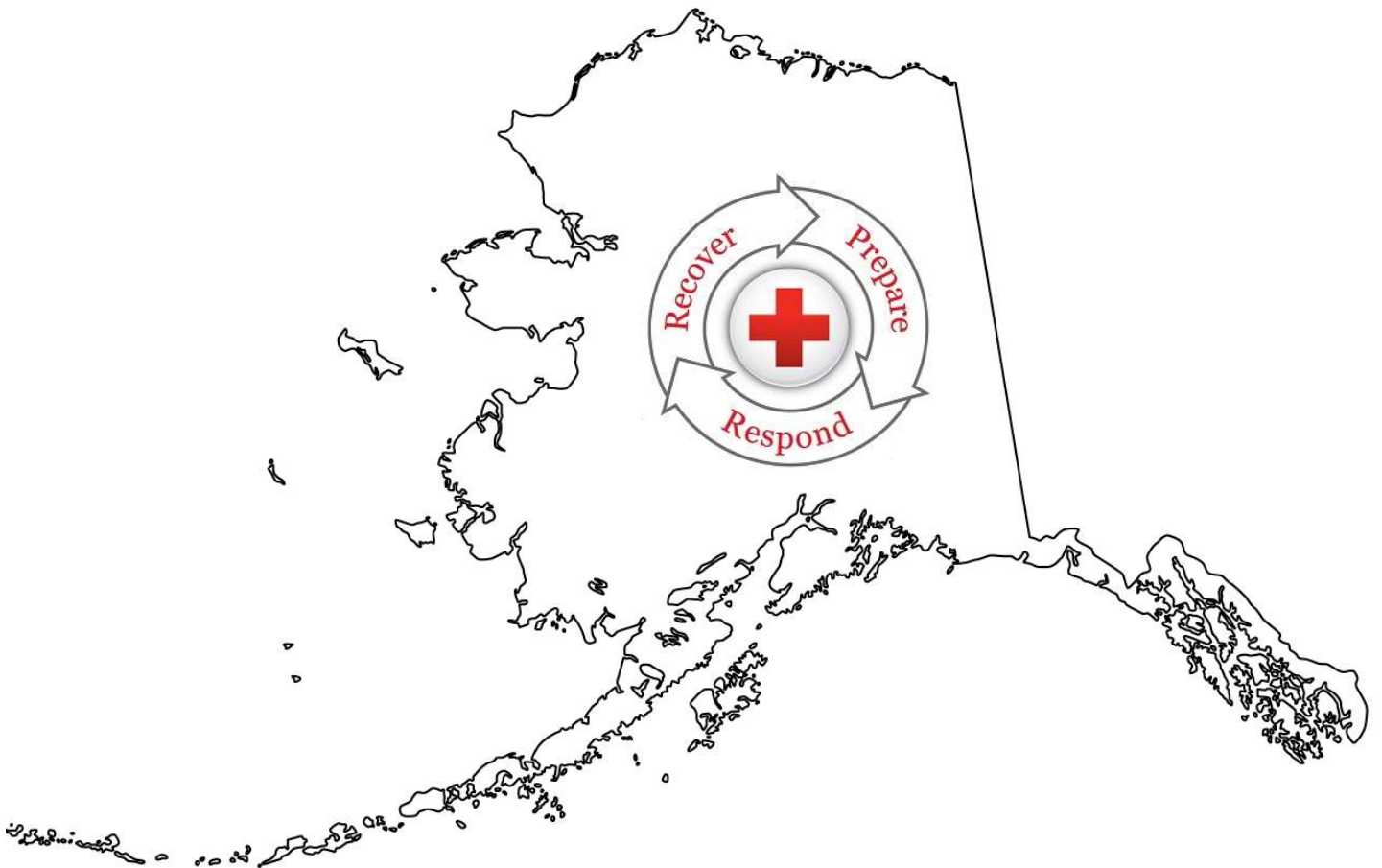


**American Red Cross**  
of Alaska

## ALASKA DISASTER LEADERSHIP INSTITUTE

April 15-18, 2016

### COURSE CATALOG



## Table of Contents

<b>ABOUT THE ALASKA DISASTER LEADERSHIP INSTITUTE</b>	<b>3</b>
<b>LOCATION, COST, AND REGISTRATION</b>	<b>3</b>
<b>ABOUT BIRCHWOOD CAMP</b>	<b>3</b>
<b>FACILITY NOTES</b>	<b>4</b>
<b>WHAT TO BRING</b>	<b>5</b>
<b>GOING GREEN</b>	<b>5</b>
<b>TRANSPORTATION AND LOGISTICS</b>	<b>5</b>
<b>PREREQUISITES</b>	<b>5</b>
<b>OVERVIEW OF INSTITUTE AGENDA</b>	<b>6</b>
<b>COURSE TRACK OFFERINGS</b>	<b>7</b>
<b>HEALTH AND MENTAL HEALTH SERVICES TRACK</b>	<b>8</b>
<b>LOGISTICS TRACK</b>	<b>9</b>
<b>SERVICE DELIVERY TRACK</b>	<b>10</b>
<b>GOVERNMENT OPERATIONS TRACK</b>	<b>11</b>
<b>COMMUNITY PARTNER TRACK</b>	<b>12</b>
<b>CHAPTER LEADERSHIP TRACK</b>	<b>13</b>
<b>COURSE DESCRIPTIONS</b>	<b>14</b>
<b>CASEWORK AND RECOVERY MANAGEMENT WORKSHOP</b>	<b>15</b>
<b>CONCEPT OF OPERATIONS WORKSHOP</b>	<b>16</b>
<b>CHALLENGE COURSES</b>	<b>16</b>
<b>ALASKA CULTURAL COMPETENCY WORKSHOP</b>	<b>17</b>
<b>DONATIONS MANAGEMENT WORKSHOP</b>	<b>17</b>
<b>FACILITATIVE LEADERSHIP SKILLS FOR MOBILIZING THE COMMUNITY</b>	<b>17</b>
<b>FUNDAMENTALS OF CHAPTER DISASTER OPERATIONS MANAGEMENT</b>	<b>18</b>
<b>GOVERNMENT OPERATIONS FUNDAMENTALS</b>	<b>18</b>
<b>DISASTER HEALTH AND MENTAL HEALTH SERVICES WORKSHOP</b>	<b>19</b>
<b>INTEGRATED CARE CONDOLENCE TEAM FUNDAMENTALS</b>	<b>19</b>
<b>LOGISTICS: AN OVERVIEW</b>	<b>19</b>
<b>MASS CARE MANAGEMENT</b>	<b>19</b>
<b>PUBLIC INFORMATION OFFICER (PIO) WORKSHOP</b>	<b>20</b>
<b>RC VIEW</b>	<b>20</b>
<b>SERVICE DELIVERY SITE MANAGEMENT</b>	<b>20</b>
<b>SHELTER FIELD GUIDE TRAINING FOR COMMUNITY PARTNERS</b>	<b>20</b>
<b>STAFF SERVICES FUNDAMENTALS</b>	<b>21</b>
<b>SUPPLY FUNDAMENTALS</b>	<b>21</b>
<b>SUPPORTING VOLUNTEERS AND MANAGING TEAMS</b>	<b>21</b>
<b>TRANSPORTATION MASS CASUALTIES AND FAMILY ASSISTANCE CENTER WORKSHOP</b>	<b>21</b>

## ABOUT THE ALASKA DISASTER LEADERSHIP INSTITUTE

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**Where:** Birchwood Camp, 1761 David Blackburn Road, Chugiak, Alaska

**What:** The Alaska Disaster Leadership Institute is a multi-day American Red Cross of Alaska training conference. We will be providing hundreds of hours of disaster training for our volunteers as well as partner agencies and organizations. The Institute is designed to increase the Alaska Region's leadership capacity for disaster response.



Out of respect for our donor dollars, this event has been planned with an eye toward creating the most comprehensive training event possible for the least cost and the least environmental impact. You will see this demonstrated by the facilities selected and the training

methodologies. By making those choices, more volunteers and employees can be trained on how to provide vital services.

**When:** April 15-18, 2016

**Attendees:** Red Cross volunteers, employees & partners.

**Registration:** Registration will open in February. Click [here](#), or go to [pacificdivision.weebly.com](http://pacificdivision.weebly.com) and click "Upcoming Institutes," then "Alaska Disaster Leadership Institute." Out-of-town registration closes March 31, 2016.

**Cost:** \$45 for overnights and \$25 for commuters. Cost covers lodging, food, transportation to-and-from the airport or Anchorage Red Cross office, and all training (cost is the same for one class or multiple classes).

**About Birchwood Camp:** Birchwood Camp is a year-round camp and retreat center in Chugiak, nestled between the Chugach Mountains and Cook Inlet, just 20 minutes north of Anchorage. The camp, which has been in operation since 1961, is owned by the Alaska United Methodist Conference and operated by an independent Board of Directors. The camp serves over 6000 people each year, with a large variety of religious, secular, educational and non-profit organizations using the camp. Guests enjoy scenic views, idyllic log cabins, beautiful Psalm Lake, hiking trails, opportunities for outdoor recreation and team building, and



much more on the 160-acre property. With 18 buildings, built mostly with volunteer labor, the camp is fully accessible and modernized for year round use. More information about the camp is available at [www.birchwoodcamp.org](http://www.birchwoodcamp.org).

**Facility Notes:**

- All guests have full use of the centrally-located bathroom and shower house. These are the only bathrooms on the site.
- All guests have access to recreation areas, coordinated through the Camp Office.
- WiFi is available in most camp buildings.
- All cabins are fully winterized.
- Wood for heating and outdoor fires is provided by the Camp.
- Birchwood Camp staff strives to provide access for visitors with limited mobility via maintained gravel paths between buildings and gathering areas, ramps to buildings, and wide doors on many buildings. Persons who may need special accommodations should contact the Camp Director or can be indicated at registration.
- Delicious and plentiful meal service is provided for groups using the Camp; allergies & dietary needs are accommodated for by our talented kitchen staff (please provide advance notice of special needs). Dietary needs can be indicated at registration.
- Birchwood Camp is an alcohol-free facility.
- All buildings at Birchwood Camp are smoke-free. If needed, please contact the Camp Office about a designated smoking area.
- Birchwood Camp offers recycling bins around camp; guests are asked to please participate in our recycling program by using these bins for their recyclables!



**What to bring:**

- Your curiosity, flexibility, and sense of humor. It's going to be a great weekend!
- Linens: Sheets, blankets /sleeping bag, pillow, towel(s).  
Laptop, Tablet, or other PDF reader if you have one available (or reserve one in the reservation phase or print your materials and bring them with you.
- Shower shoes, toiletries, and shampoo.
- Classes and sleeping areas are in unconnected buildings. Because of this we recommend you bring cold weather clothing.
- Bring shoes that are appropriate for walking on a trail.
- If you participate in the challenge course, please dress warmly and prepare to be outdoors for up to two hours.

**Going green:** This will be a paperless event. We will not be printing course materials – everything will be provided to you electronically before the event. You will be asked in the registration process if you have a device (i.e. laptop, tablet, Kindle, etc.) you can bring with you; if not, a loaner will be provided to you at the event. If you want paper copies of your course materials, you will need to print those and bring them with you.

**Transportation and Logistics:** Out-of-town participants will be greeted at the airport and shuttled to Camp Birchwood by a Red Cross vehicle. There will be transportation available to-and-from the airport all weekend. You will be contacted after registration to discuss scheduling and travel options.

Participants will be assigned a cabin (girls with girls, boys with boys) and receive their final course schedule after registration closes on March 31. At registration you will be asked about any dietary, sleeping, or physical access needs, which will be accommodated by the camp. Birchwood Camp also caters and will be providing three meals a day plus two snacks. And don't worry, there will be plenty of coffee!

In-town participants who are commuting to Camp Birchwood are welcome to park at the facility. If you are commuting, then we encourage you to stay overnight at the camp as the courses start early and end late. It's also a great opportunity to spend time with other volunteers and bond with colleagues. Three hot-cooked meals a day is an added incentive!

**Prerequisites:** Many of the courses offered at the institute have prerequisite trainings. If you do not have the prerequisites yet, we will work with you to complete your prerequisite training prior to the Institute.

## Alaska Disaster Leadership Institute 2016

### Overview of Institute Agenda:

- Friday – April 15
  - 4:00pm-6:00pm: Welcome Orientation and Dinner
  - 6:00pm-9:30pm: Courses
  - 9:30pm-10:30pm: Bonfire Social (optional)
- Saturday – April 16
  - 7:00am-8:00am: Breakfast
  - 8:00am-12:00pm: Courses
  - 12:00pm-12:30pm: Lunch
  - 12:30pm-5:00pm: Courses
  - 5:00pm-6:00pm: Dinner
  - 6:00pm-9:30pm: Courses
  - 9:30pm-10:30: Movie Social (optional)
- Sunday – April 17
  - 7:00am-8:00am: Breakfast
  - 8:00am-12:00pm: Courses
  - 12:00pm-12:30pm: Lunch
  - 12:30pm-5:00pm: Courses
  - 5:00pm-6:00pm: Dinner
  - 6:00pm-9:30pm: NTSB Presentation: Transportation Mass Casualties and Family Assistance Center Workshop
- Monday – April 18
  - 7:00am-8:00am: Breakfast
  - 8:00am-12:00pm: Courses
  - 12:00pm-12:30pm: Lunch
  - 12:30pm-5:00pm: Courses
  - 5:00pm: Check out

## COURSE TRACK OFFERINGS

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You can make a difference by attending the Alaska Disaster Leadership Institute with the American Red Cross of Alaska. It takes all kinds of people to make this organization work – different ages, different backgrounds, and different skills. We are currently offering six course tracks:

1. Disaster Health and Mental Health Services Track
2. Logistics Track
3. Service Delivery Track
4. Government Operations Track
5. Community Partner Track
6. Chapter Leadership Track

*Please note that the track schedules below include time for breaks and meals. Find a track that appeals to you and allows you to use your skills and talents!*

(Not sure or can't decide? Contact Volunteer Services Coordinator Linda Hokit at [Linda.hokit@redcross.org](mailto:Linda.hokit@redcross.org) for course track counseling.)



## **1. Disaster Health and Mental Health Services Track:**

**Description:** Learn to deliver disaster health and mental health services as part of a casework recovery team.

**Audience:** Licensed Disaster Health and Mental Health Services volunteers.

- Friday - April 15:
  - 6:00pm-9:30pm: Concept of Operations and RC View
- Saturday - April 16:
  - Optional (morning and afternoon):
    - 8:00am-11:00am: Logistics: An Overview, or
    - 8:00am-3:00pm: Government Operations Fundamentals
  - Required (evening):
    - 3:00pm-5:00pm: Alaska Cultural Competency and Rural Disaster Response Workshop
    - 6:00pm-9:00pm: Casework Recovery Management Workshop, or
- Sunday - April 17:
  - 12:30pm-2:00pm: Challenge Course
  - 2:00pm-5:00pm: Health/Mental Health Workshop
  - 6:00pm-9:00pm: Family Assistance Center Workshop and Transportation Mass Casualties
- Monday – April 18:
  - 8:00am-12:00pm: Supporting Volunteers and Managing Teams
  - 12:30pm-5:00pm: Integrated Condolence Team Fundamentals



## 2. Logistics Track:

**Description:** Learn to manage disaster workforce resources on a disaster relief operation, including supply chain management, deployment and coordination of volunteers, and donations management.

**Audience:** All American Red Cross volunteers with an interest in logistics and internal disaster operations support.

- Friday – April 15:
  - 6:00pm-9:30pm: Concept of Operations and RC View
- Saturday – April 16:
  - 8:00am-11:00am: Logistics: An Overview
  - 12:30pm-2:00pm: Challenge Course
  - 2:00pm-9:00pm: Supply Fundamentals
- Sunday – April 17:
  - 8:00am-12:00pm: Staff Services Fundamentals
  - 12:30-5:00pm: Staff Services Fundamentals
  - 6:00pm-9:00pm: Family Assistance Center Workshop and Transportation Mass Casualties
- Monday – April 18:
  - 8:00am-12:00pm: Supporting Volunteers and Managing Teams
  - 12:30pm-5:00pm: Donations Management Workshop

### 3. Service Delivery Track:

**Description:** Learn to open and operate a service delivery site and provide mass care services through excellent recovery casework management and resource coordination.

**Audience:** All American Red Cross volunteers with an interest in mass care and direct client services.

Schedule:

- Friday – April 15:
  - 6:00pm-9:30pm: Concept of Operations and RC View
- Saturday – April 16:
  - 8:00am-12:00pm: Service Delivery Site Management Day 1
  - 12:30pm-2:00pm: Challenge Course
  - 3:00pm-5:00pm: Alaska Cultural Competency and Rural Disaster Response Workshop
  - 6:00pm-9:00pm: Casework Recovery Management Workshop
- Sunday – April 17:
  - 8:00am-12:00pm: Service Delivery Site Management Day 2
  - 12:30pm-5:00pm: Service Delivery Site Management Day 2
  - 6:00pm-9:00pm: Family Assistance Center Workshop and Transportation Mass Casualties
- Monday – April 18:
  - 8:00am-12:00pm: Supporting Volunteers and Managing Teams, and
  - 12:30pm-5:00pm: Integrated Care Condolence Team Fundamentals, or
  - 12:30pm-5:00pm: PIO Workshop, or
  - 12:30pm-5:00pm: Donations Management Workshop

#### **4. Government Operations Track:**

**Description:** Learn to function as a Red Cross Government Liaison in an Emergency Operations Center.

**Audience:** All American Red Cross volunteers with an interest in working with government partners in an Emergency Operations Center.

- Friday – April 15:
  - 6:00pm-9:30pm: Concept of Operations and RC View
- Saturday – April 16:
  - 8:00am-3:00pm (including lunch): Government Operations Fundamentals
  - 3:00pm-5:00pm: Alaska Cultural Competency and Rural Disaster Response Workshop
  - 6:00pm-9:00pm: EOC Liaison Workshop
- Sunday – April 17:
  - 12:30-14:00: Challenge Course
  - 8:00am-5:00pm: Shelter Field Training for Community Partners (schedule includes Challenge Course)
  - 6:00pm-9:00pm: Family Assistance Center Workshop and Transportation Mass Casualties
- Monday – April 18:
  - 8:00am-12:00pm: Supporting Volunteers and Managing Teams, and
  - 12:30pm-5:00pm: PIO Workshop, or
  - 12:30pm-5:00pm: Donations Management Workshop, or
  - 12:30pm-5:00pm: Integrated Care Condolence Team Fundamentals

## 5. Community Partner Track:

**Description:** Learn to mobilize your community and provide mass care services in event of a disaster: including mass care sheltering, coordinating an Emergency Operations Center, and managing donations.

**Audience:** Government and community leaders in Alaska with a professional interest in disaster management and mass care services.

- Saturday – April 16:
  - 3:00pm-5:00pm: Alaska Cultural Competency and Rural Disaster Response Workshop
  - 6:00pm-9:00pm: EOC Liaison Workshop
- Sunday – April 17:
  - 12:30-14:00: Challenge Course
  - 8:00am-5:00pm: Shelter Field Training for Community Partners (schedule includes Challenge Course)
  - 6:00pm-9:00pm: Family Assistance Center Workshop and Transportation Mass Casualties
- Monday – April 18:
  - 8:00am-3:30pm: Facilitative Leadership Skills for Mobilizing the Community, or
  - 8:00am-12:00pm: Supporting Volunteers and Managing Teams, and
  - 12:30pm-5:00pm: PIO Workshop, or
  - 12:30pm-5:00pm: Donations Management Workshop

## 6. Chapter Leadership Track:

**Description:** Learn to manage a disaster relief operation at the Chapter or Regional leadership level.

**Audience:** American Red Cross disaster leadership staff and volunteers with a chapter or regional leadership role on a disaster relief operation.

- Friday – April 15:
  - 6:00pm-9:30pm: Fundamentals of Chapter Disaster Operations Management
- Saturday – April 16:
  - 8:00am-9:00pm: Fundamentals of Chapter Disaster Operations Management (includes):
  - 3:00pm-5:00pm: Alaska Cultural Competency and Rural Disaster Response Workshop
- Sunday – April 17:
  - 8:00am-5:00pm: Mass Care Management (schedule includes Challenge Course)
  - 12:30-14:00: Challenge Course
  - 6:00pm-9:00pm: Family Assistance Center Workshop and Transportation Mass Casualties
- Monday – April 18:
  - 8:00am-3:30pm: Facilitative Leadership Skills for Mobilizing the Community

## COURSE DESCRIPTIONS

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### **Alaska Cultural Competency and Rural Disaster Response Workshop**

**Description:** *Alaska Cultural Competency Workshop* is a seminar-style course presented by the Tribal Liaison with the FEMA Alaska Area Office. This course is designed to increase cultural awareness among volunteers and partner agencies on working with Alaska Native communities, with a focus on disaster response in rural Alaska. There are no prerequisites and this course is open to all. Attendees will receive a certificate upon completion.

### **Casework and Recovery Management Workshop**

**Description:** Building on Casework & Recovery Planning Fundamentals and Direct Client Assistance Fundamentals, this workshop covers the skills and knowledge those in supervisory roles need to effectively prepare, plan, and supervise casework tasks and team members, to provide casework supervisor reviews, to close or transition client cases, and to gather and report data and knowledge for oversight and organizational improvement.

**Prerequisites:**

- Disaster Cycle Services Overview (web-based)
- Recovery Services: An Overview (web-based)
- Casework and Recovery Planning Fundamentals (web-based)
- Direct Client Assistance Fundamentals (web-based)
- Psychological First Aid (Instructor-led)

### **Concept of Operations Workshop**

**Description:** *Concept of Operations Workshop* is a half-day, basic level, instructor-led workshop. It is for all disaster workers, and is designed as a follow up to *Concept of Operations Overview*, as well as an interactive familiarization with key ideas and practices from the Concept of Operations.

**Prerequisites:**

- Disaster Cycle Services: An Overview (web-based)
- Concept of Operations Overview (web-based)
- Operations Planning Fundamentals (web-based)
- Incident Reporting Fundamentals (web-based)

### **Challenge Courses**

Birchwood Camp offers team-building experiences on their private challenge course. Each of our disaster course tracks below has a two-hour challenge course built into the schedule. While you can opt out of the challenge course, we strongly encourage all

whom are able to participate and help us develop teamwork, cooperation, communication, and group building. The challenge course is open to all, including attendees from partner agencies. All participants will be asked to fill out a Challenge Course Release Form at check in.

### **Benefits of Participating in the Challenge Course:**

- It's fun and breaks down boundaries
- It gets our group outdoors together
- Overcoming challenges together fosters cooperation and trust
- The experience enhances communication and problem solving in our leadership team
- Solving problems as a group builds community and team work
- Everyone can participate! Elements are all below 6 feet and an average healthy individual should have no problem completing the elements.
- Birchwood Camp facilitators are trained according to national standards, certified in first aid and follow American Camp Association standards for accreditation.



### **Donations Management Workshop**

**Description:** *Donations Management Workshop* is a shortened overview of the FEMA course E289: State Volunteer and Donations Management. This workshop is designed to familiarize community leaders with the knowledge and skills necessary to develop and execute an effective volunteer and donations management program. There are no prerequisites and this course is open to all. Attendees will receive a certificate upon completion.

### **Facilitative Leadership Skills for Mobilizing the Community**

**Description:** *Facilitative Leadership Skills for Mobilizing the Community* is an instructor-led professional development course. It discusses what is meant by the term facilitative leadership in the Red Cross context, as well as the challenges associated with being a facilitative leader. Participants examine some of the theories and practices relevant to facilitation and then apply them to situations in which they are asked to mobilize the community. Role plays that center around working with stakeholders and partners give participants a chance to apply models for interest-based problem solving and intervention.



**Prerequisites:**

- Mobilize the Community Overview (web-based; recommended)

**Fundamentals of Chapter Disaster Operations Management**

**Description:** *Fundamentals of Chapter Disaster Operations Management (FCDOM)* is an advanced level, instructor-led course designed to train Disaster Cycle Services participants to perform the roles and responsibilities of directing a territory disaster relief operation. The course provides participants an opportunity to apply their disaster knowledge, experience and critical thinking abilities to the challenges of developing and resourcing effective initial incident reports, incident action plans and service delivery plans that meet the needs of the disaster-affected community.

**Prerequisites:**

- Supervisor in an Activity in Volunteer Connection
- Concept of Operations Overview (web-based)
- Operations Planning Fundamentals (web-based)
- Incident Reporting Fundamentals (web-based)
- Familiarity with the following documents: *Concept of Operations Essentials, Operations Planning Standards and Procedures, Incident Reporting Standards and Procedures*

**Government Operations Fundamentals**

**Description:** *Government Operations Fundamentals* is a basic level, instructor-led course that introduces the roles, responsibilities and tasks of the Red Cross government liaison. The course content is based on the *Government Operations Handbook* and other Disaster Services program guidance. Participants engage in activities and scenarios that Red Cross government liaisons typically encounter when representing the Red Cross throughout the disaster cycle.

**Prerequisites:**

- Disaster Cycle Services: An Overview (web-based)

**Emergency Operations Center Workshop**

**Description:** *Emergency Operations Center Workshop* is a shortened overview of the FEMA course IS-775: EOC Management and Operations. This workshop is designed to familiarize community leaders with the role, design, and functions of Emergency Operations Centers and their relationships as components of a multi-agency coordination system. There are no prerequisites and this course is open to all. Attendees will receive a certificate upon completion.

### **Disaster Health and Mental Health Services Workshop**

**Description:** *Disaster Health and Mental Health Services Workshop* is a group planning session led by a senior DSH/DMH volunteer manager. This course is designed to increase understanding of Red Cross health and mental health services, and health and mental health disaster relief operations delivery process and procedures. There are no prerequisites, but attendees must be currently licensed DHS or DMH volunteers.

### **Integrated Care Condolence Team Fundamentals**

**Description:** *Integrated Care Condolence Team Fundamentals* supports the standards and procedures and highlights the unique aspects of working as a team to provide services to families and friends of missing injured and deceased loved ones. The purpose of this course is to train current disaster responders in Casework and Recovery Planning, Disaster Health Services, Disaster Mental Health and Disaster Spiritual Care on the Integrated Care Condolence Team (ICCT) Standards and Procedures, and to provide guidance and best practices for working in an integrated care condolence team environment.

**Prerequisites:**

- Disaster Cycle Services: An Overview (web-based)

### **Logistics: An Overview**

**Description:** *Logistics: An Overview* is an instructor-led, basic level course designed to give participants an overview of Logistics and the activities associated with it. Participants will learn about the skills, abilities and knowledge needed by Logistics workers and how they can become involved in their region.

**Prerequisites:**

- Disaster Cycle Services: An Overview (web-based)

### **Mass Care Management**

**Description:** *Mass Care Management* is an advanced level, instructor-led course designed to inform participants how to successfully complete Mass Care management tasks on a large regional or district level disaster operation and provide customer service and support to assigned disaster workers.

**Prerequisites:**

- Concept of Operations Overview (web-based)
- Mass Care Overview (web-based)
- Shelter Fundamentals (web-based)
- Shelter Manager (web-based)
- Disaster Frontline Supervisor and Simulation (instructor-led)
- Feeding Fundamentals (web-based)
- Bulk Distribution Fundamentals (web-based)

- Disaster Kitchen Supervision (instructor-led)
- Operations Planning Fundamentals (web-based)

### **Public Information Officer (PIO) Workshop**

**Description:** *Public Information Officer (PIO) Workshop* is a shortened overview of FEMA course IS-29: Public Information Officer Awareness. This workshop is designed to familiarize community leaders with basic information about the role of a State or local Public Information Officer. The topics addressed in this course include: understanding the PIO role; PIO tools and resources; effective communication; preparing the community; and communicating in an incident. There are no prerequisites and this course is open to all. Attendees will receive a certificate upon completion.

### **RC View**

**Description:** RC View is a 1-hour presentation designed to introduce attendees to the features and functions of RC View and the situational awareness it provides to disaster workers on DAT calls and DROs. There are no prerequisites.

### **Service Delivery Site Management**

**Description:** *Service Delivery Site Management* is an instructor-led, advanced level course designed to give the participants the knowledge and skills needed to run a service delivery site during a disaster. This course includes lecture, table group exercises, and a half-day simulation of a disaster to test the participants' knowledge of opening, maintaining and closing a service delivery site.

#### **Prerequisites:**

- Disaster Frontline Supervisor (instructor-led)
- Disaster Frontline Supervisor Simulation (instructor-led)
- Concept of Operations Overview (instructor-led; part of institute curriculum)

### **Shelter Field Guide Training for Community Partners**

**Description:** 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. *Shelter Field Guide Training* is a basic level, instructor led course that is designed to prepare participants to use the *Shelter Field Guide* to manage and operate shelters using fundamental sheltering principles and best practices. There are no prerequisites and this course is open to all. Attendees will receive a certificate upon completion.

### **Staff Services Fundamentals**

**Description:** *Staff Services Fundamentals* is a basic level, instructor-led course that is designed to inform participants how to successfully complete Staff Services tasks on a disaster operation and provide anticipatory customer service and support to assigned disaster workers. The primary focus of this course is directed toward regional staff but also provides the tools to support a larger disaster operation.

**Prerequisites:**

- Disaster Cycle Services: An Overview
- Deployment Fundamentals
- *Volunteer Connection Disaster Management*

### **Supply Fundamentals**

**Description:** *Supply Fundamentals* is a basic level, instructor-led course that introduces the responsibilities and tasks of a Supply responder working in Logistics operations. Participants engage in activities and scenarios that Red Cross Supply workers typically encounter when working on a Red Cross disaster operation.

**Prerequisites**

- Disaster Cycle Services: An Overview (web-based)
- Logistics: An Overview (instructor-led; offered at Institute)

### **Supporting Volunteers and Managing Teams**

**Description:** *Supporting Volunteers and Managing Teams* is a basic level, instructor led course designed to benefit those who work with or supervise volunteers. It is designed to benefit those who are new to working with volunteers as well as those who have previous experience. It will present opportunities to raise self-awareness about what you are doing well as well as the positive changes you can make to enhance your success as a supervisor of volunteers.

**Prerequisites:**

- Disaster Cycle Services: An Overview (web-based)

### **Transportation Mass Casualties and Family Assistance Center Workshop**

**Description:** *Transportation Mass Casualties and Family Assistance Center Workshop* is a seminar-style course presented by the National Transportation Safety Board. The purpose of this workshop is to better prepare Red Cross volunteers to work in an FAC and raise awareness among our partners of FAC operations and what to expect in a transportation disaster. There are no prerequisites and this course is open to all. Attendees will receive a certificate upon completion.

## Alaska Disaster Leadership Institute 2016

To register, please go to <http://pacificdivision.weebly.com/> and click “Upcoming Institutes,” and “Alaska Disaster Leadership Institute.”