Desert to the Sea
2017 Disaster Training Institute
Course Descriptions

Bulk Distribution Fundamentals/Bulk Distribution Operations
Bulk Distribution Fundamentals 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. Bulk Distribution Operations is an interactive course where participants engage in scenarios to learn how to apply the guidance covered in the Bulk Distribution Handbook. The handbook provides information and tools for use on disaster relief operations, chapter responses and in the classroom. Course prerequisites: Disaster Cycle Services: An Overview (online) and Shelter Fundamentals (online or Instructor Led Training).

Collaborating Essentials
Collaborating Essentials is a basic level, instructor-led course designed to promote and support collaboration at the Red Cross. Participants will engage in discussions and scenarios to determine the different skills and behaviors required for building and maintaining internal and external relationships. The course emphasizes the role that collaboration plays in the successful delivery of disaster services. Course prerequisites: Disaster Cycle Services: An Overview (online).

Concept of Operations Workshop
Concept of Operations Workshop 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. The entire workshop will offer an insight into how the meetings/reporting/products are developed and distributed on a disaster. The purpose of Concept of Operations Workshop is to familiarize the Red Cross workforce with the key ideas from the Concept of Operations Program Essentials and achieve a baseline understanding of the doctrine; increase reach and penetration of existing doctrine, tools, and other Concept of Operations resources; provide more in-depth discussion and engagement as a follow-up to the existing Concept of Operations Overview; build nationwide consistency in the implementation of the Concept of Operations. Course prerequisites: Disaster Cycle Services: An Overview (online), Concept of Operations Overview (online), Operations Planning Fundamentals (online) and Incident Reporting Fundamentals (online).

Deploying in Logistics on a DRO
Deploying in Logistics on a DRO will provide information of expectations, flexibility, responsibilities, leadership, trainings and other duties of Logistics during a DRO. Course prerequisites: Disaster Cycle

Services: An Overview (online), Logistics: An Overview (Instructor Led Training) and Deployment Fundamentals (online).

Disaster Frontline Supervisor and Simulation
Disaster Frontline Supervisor prepares supervisors to lead a team of disaster workers to deliver high quality client service and to create a climate that promotes worker satisfaction. The Disaster Frontline Supervisor Handbook provides disaster relief operations supervisors with tools that support their success. The handbook is for use on operations and in the classroom. You will receive a link to the handbook to use in the course. Disaster Frontline Supervisor Simulation builds on the information presented in the Disaster Frontline Supervisor course. The simulation provides participants an opportunity to practice key supervisory skills and use the Disaster Frontline Supervisor Handbook as a resource. Course prerequisites: Disaster Cycle Services: An Overview (online). Applicants should have the training and experience in the activity in which he or she expects to become a supervisor.

Disaster Response Management Simulation
This is a two day course. You must register for both day 1 and day 2 to receive credit for this course. The Disaster Response Management Simulation is specifically for Red Cross disaster workers who are supervisors or above and have demonstrated the knowledge and skills necessary to serve in a leadership position on a disaster operation. Please gain approval from your Disaster Program Manager before registering for this course. The purpose of the Disaster Response Management Simulation (DRMS) is to prepare Red Cross disaster workers to function effectively as managers and leaders on a district level or larger relief operation within a region, state or division. To do this, the simulation allows participants to experience key elements of a disaster operation from preparedness capabilities to an after action analysis of the incident. After participating in this simulation, participants will be able to describe the interdependencies of disaster operation systems; explore what strategic leading means; develop integrated service delivery plans; demonstrate problem-solving with quality services as a goal; identify ways to contribute to a disaster response leadership team. Course prerequisites: Disaster Assessment Fundamentals (online or Instructor Led Training); Casework and Recovery Planning Fundamentals (online); Disaster Frontline Supervisor and Simulation (Instructor Led Training); Concept of Operations Overview (online); Operations Planning Fundamentals (online); Incident Reporting Fundamentals (online); Shelter Fundamentals (online or Instructor Led Training); and Feeding Fundamentals (online or Instructor Led Training).

ERVs: Ready, Set, Roll
The purpose of ERVs: Ready, Set, Roll is to prepare employees and volunteers of the Red Cross to operate an Emergency Response Vehicle (ERV) and its equipment safely and effectively to meet feeding and other service needs of people affected by disaster. Course participants must be at least 21 years of age; have a valid driver's license; have a clean driving record verified by a Department of Motor Vehicles report (you can obtain a MVR online through the DMV); have current certifications in First Aid and CPR; have successfully completed an American Red Cross approved defensive driving course (email

Workforce Engagement Manager Laura Greene at laura.greene@redcross.org for details); and have successfully completed Basic Food Safety (online in EDGE).

Everyone is Welcome
Everyone is Welcome will inform the audience about the Red Cross commitment to excellent service delivery to individuals with access and functional needs including those with disabilities. Tips will be included for providing service to individuals with access and functional needs including those with disabilities. There are no prerequisites for this course.

Government Operations Fundamentals
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. The course will also spend time discussing the Red Cross role in ESF6. Course prerequisites: Disaster Cycle Services: An Overview (online) and Government Operations Center Liaison Fundamentals (online).

Mass Care Management
Mass Care Management is an advanced level course specifically for current Mass Care leads and management workers, disaster program managers, workers personally identified by the region as potential mass care managers, coordinators or leads, and regional logistics leads who have an interest in mass care. Please gain approval from Disaster Program Manager before registering for this course. The Mass Care Management-2017 course is designed to inform participants how to successfully manage Mass Care on a regional, divisional or national level disaster operation. The revised course describes the advanced planning process and clarifies roles and responsibilities between mass care leadership positions operating between district and disaster operations positions. It also describes the newly revised advanced operational planning process and the expectations of mass care workers in the planning process. Course prerequisites: Concept of Operations Overview (online); Operations Planning Fundamentals (online); Disaster Frontline Supervisor and Simulation (Instructor Led Training); Mass Care Overview (online); Shelter Management (Instructor Led Training); Feeding Fundamentals (online or Instructor Led Training); Bulk Distribution Fundamentals (online).

Public Affairs Workshop
The Public Affairs course will familiarize volunteers with social media, traditional media, and interviewing techniques. The course is recommended for all DAT responders and shelter workers as media interaction occurs often in these roles. Course prerequisites: Disaster Cycle Services: An Overview (online) and Public Affairs Essentials (online).

Shelter Management
Shelter Management is an instructor-led, basic level course that introduces the roles, responsibilities and tasks of the shelter manager. 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, Shelter Staffing Job Tool, and Shelter Supply Template Job Tool. There are additional job tools and forms incorporated into this course. All documents are available on The Exchange. A video of Red Cross shelter managers talking about their experiences is incorporated into the course. Successful completion of this course is one step in the process of becoming a shelter manager; shelter experience and a recommendation by the region are additional criteria. Course prerequisites: Disaster Cycle Services: An Overview (online), Disaster Frontline Supervisor and Simulation (Instructor Led Training); Shelter Fundamentals (online or Instructor Led Training); Basic Food Safety (online).

Shelter Operations Simulation

The American Red Cross Shelter Operations 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. Course prerequisites: Disaster Cycle Services: An Overview (online) and Shelter Fundamentals (online or Instructor Led Training).

Staff Services Fundamentals

The purpose of Staff Services Fundamentals is to prepare you for successfully completing required Staff Services tasks on a regional disaster operation and provide you the opportunity to become familiar with the Staff Services Standards and Procedures and Staff Services job tools. Course prerequisites: Disaster Cycle Services: An Overview (online), Deployment Fundamentals (online), and Volunteer Connection Disaster Management (online).

Supply Fundamentals/In-Kind Donations on a DRO/Procurement Workshop

The Supply Fundamentals/In-Kind Donations on a DRO/Procurement Workshop, essential to those pursuing a Logistics GAP, combines the basic principles from Supply Fundamentals, In-Kind Donations on a DRO and Procurement into a daylong course. The purpose of the Supply Fundamentals portion is to prepare participants to support Supply operations by familiarizing them with the tasks they will perform as a Red Cross worker in Supply when assigned to a regional or larger disaster response. It also provides detailed training on the Disaster Requisition (Form 6409) procedures for requesting and obtaining supplies, tracking the requisition process, and completing the Three-Way Match. The purpose of the In-Kind Donations portion is to prepare participants to support Logistics operations by familiarizing them with the tasks they will perform as workers in In-Kind Donations when assigned to a disaster response. The Procurement Workshop is to provide practice on the requisition process (Requisition, Approval, Register/Sourcing, Buyer, Receiving and Paperwork) used in support of disaster operations. Multiple job tools are used in the workshop. Course prerequisites: Disaster Cycle Services: An Overview (online) and Logistics: An Overview (Instructor Led Training).

Supporting Volunteers and Managing Teams

Supporting Volunteers and Managing Teams 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 your

self-awareness about what you are doing well, as well as identify the positive changes you can make to enhance your success as a supervisor of volunteers. Course prerequisites: Disaster Cycle Services: An Overview (online).

Trailering
This Trailering workshop will help you to identify the important parts of a trailer and teach you how to appropriately hook a trailer to a tow vehicle hitch. Participants will also learn how a trailer is to be hooked up and towed to a site safely, and how to back the trailer in place. Participants will practice hooking up a trailer to a tow vehicle, driving it a set distance, and then backing it into place. Course prerequisites: Disaster Cycle Services: An Overview (online). Course participants must have a valid driver's license.

Transportation, Facilities, LSAP, Warehousing Workshop
The Transportation, Facilities, LSAP, Warehousing Workshop is to provide practice on the tracking process of vehicles and supplies and documentation for the use of temporary buildings or locations used in support of disaster operations. Multiple job tools are used in the workshop. Course prerequisites: Disaster Cycle Services: An Overview (online), Logistics: An Overview (Instructor Led Training) and Facilities Management Fundamentals (online).