

PACIFIC DIVISION TRAINING INSTITUTE LOS ANGELES

May 13th to 15th 2016
COURSE CATALOG



American Red Cross
Los Angeles Region

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ABOUT THE PACIFIC DIVISION TRAINING INSTITUTE

Thank you for your interest in the **Pacific Division Training Institute – Los Angeles!**

We're very excited that you are considering joining us for an outstanding weekend of training and networking. Out of respect for our donor dollars, this event has been planned with an eye toward creating the most comprehensive training event for the least cost and the least environmental impact. You will see this demonstrated in the facilities selected and the training methods. By making those choices, more volunteers and employees can be trained on how to provide vital services.

What to bring:

- Your curiosity, flexibility, and sense of humor. It's going to be a great weekend!
- This will be a paperless event. We will not be printing course materials – everything will be provided to you electronically before the event. Download your course and event materials and bring them with you to the Institute.
- Bring your electronic portable devices to access your course materials and resources.
- Bring your refillable water bottle and reusable coffee cup.

Registration:

Please check-in at registration immediately upon arrival. Registration will be located at **The Commons**. All courses are held at **Cecilia Hall**.

Course Pre-requisites:

Please make sure that you have completed all the relevant pre-requisite courses prior to attending the Institute. It is up to you to ensure that you have met all of the pre-requisites for the courses you have enrolled in. If you need assistance or have additional questions about a course, contact LARegion.DisasterTraining@gmail.com. It may be helpful to refer to the Exchange or check Embarc before contacting us for assistance.

Course Materials:

Once you have completed your online registration and create your schedule in "Sched," your course materials can be downloaded from the "Sched" website. This is a paperless event and participant guides will not generally be provided. Please have your course schedule available when you attend the Institute.

Bring your own computer or device to be prepared for class. Alternatively, please pre-print your materials before your arrival. There will be a limited tech support co-located with the registration area.

Wireless internet will be available throughout the Institute. It is primarily intended for official Red Cross training needs. Internet passwords and attendee information will be provided at Registration. If you have any questions or needs during the Institute, please visit the Registration area in The Commons for support.

Lodging:

You are eligible for the “overnighter” lodging option if you are traveling more than 50 miles to arrive at the Institute. All “overnighter” accommodations are shared dormitory spaces and you will need to bring your own linens, towels and toiletries. Persons requiring accessible lodging accommodations may indicate so through the registration link. Dormitory spaces are a 15-minute drive from the campus, so carpooling is strongly encouraged.

Food:

Continental breakfast, lunch, and dinner is included with your registration. Please indicate whether you will attend dinners so that we can responsibly plan for meals and reduce waste.

All meals will be provided at The Commons. If you listed special dietary needs on your online registration, we will do our best to meet your needs. If you plan on bringing your own meals, there is some cold storage available. For extreme allergies or very special needs, please contact us at LARegion.DisasterTraining@gmail.com .

For snacks during the day or in the evening, there are vending machines available in the Student Center and in the Lodging Facilities. Bring your reusable coffee cups and water bottles! Water filling stations are available throughout the Institute. Coffee will also be available throughout the day.

Visitor Rules:

- Marymount California University is a no-alcohol and non-smoking campus.
- Please be respectful of classroom spaces. No food and drinks are allowed in classrooms. Bottled water is okay.
- Please make sure we are good neighbors and proper representatives of the Red Cross! Quiet hours are 10pm to 8am daily.
- The Marymount campus offers recycling bins around the facility; visitors are encouraged to participate in the recycling program by using these bins for recyclables.

Institute Location and Map:

The Pacific Division Training Institute – Los Angeles is being held at Marymount California University located at:

30800 Palos Verdes Dr. East
Rancho Palos Verdes, CA 90275-6299

Driving directions from nearby airports can be found at <http://www.marymountcalifornia.edu/?q=driving-directions>

General Sessions, Stations and Activities:

General sessions and other activities are planned throughout the Institute. We ask that you arrive promptly to lunch and dinner sessions out of courtesy to speakers. Some of the stations and other displays you will see include:

- Career Counseling
- Emergency Response Vehicle
- Canteen Vehicle
- Medical Trailer
- Emergency Communications Vehicle
- Shakey Quakey Trailer
- Pin Collection Display
- Historical Forms Display
- ..and more!

We encourage you to participate! The Institute is a great opportunity to get to know our Red Cross family and strengthen our collective team.

Daily Institute Schedule (ICS 230-ARC):

Time	Product/Meeting	Location	Attendance/ Participation
0700-0900	Continental Breakfast	Canteen	All attendees
0730-1300	Registration	The Commons	All attendees
0830-1230	Daily course offerings	Cecilia Hall	Registered students
1230-1330	Lunch	The Commons	All attendees
1330-1800	Daily course offerings	Cecilia Hall	Registered students
1830-1930	Dinner	The Commons	All attendees
1930-2100	Evening Activities	Varies	All attendees

ABOUT THE COURSE TRACKS

There are seven course track offerings at the **Pacific Division Training Institute – Los Angeles**. Course tracks are designed to train participants in an area of specialization within a disaster workforce activity.

Participants can enroll within a track or pick and choose as they wish. Find a track that appeals to you and allows you to use your skills and talents! (Not sure or can't decide? Contact your local disaster program staff or write to us at LARegion.DisasterTraining@gmail.com for course track counseling.)

1. Leadership Track: Supports development of operational leadership

- Service Delivery Site Management (Saturday & Sunday)
- Supporting Volunteers & Managing Teams (Friday AM)
- Concept of Operations (Friday PM)
- Concept of Operations (Saturday AM)
- Red Cross View (Saturday PM)
- Mass Care Management (Saturday)
- Facilitating Leadership Skills for Mobilizing the Community (Sunday)

2. External Relations Track: Supports development in Public Affairs, Government Operations, Community Partnerships and Fundraising activities

- Tribal Relations (Friday AM)
- Collaborating Essentials (Saturday)
- Disaster Public Affairs: National Relief Operation (Saturday)
- Media Training (Sunday AM)
- Social Media Training (Sunday PM)
- Government Operations Fundamentals (Sunday)

3. Operations Track (Mass Care): Supports development in Mass Care activities within Operations

Ops (Mass Care)

- Shelter Fundamentals and Exercise - Partners (Friday)
- DAT Extravaganza (Saturday PM)
- Shelter Fundamentals and Exercise (Sunday)
- Care Assistance Skills Test (Sunday AM)

4. Operations Track (CLS/HS/DMH/DSC): Supports development in Client Services activities within Operations, including Health Services, Disaster Mental Health, Client Casework and Disaster Spiritual Care.

Ops (Client Casework)

- Client Casework Workshop (Saturday PM)

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Ops (HS/DMH/DSC)

- Disaster Spiritual Care (Saturday)
- Disaster Mental Health (Sunday AM)
- Integrated Care Condolence Team (Sunday PM)

5. Logistics Track: Supports development in Logistics Section activities.

Logs (Material Logistics)

- Logistics Overview (Saturday AM)
- In-Kind Donations (Saturday PM)
- Supply (Sunday)

6. Information & Planning Track: Supports development in Planning Section activities.

- Fundamentals of Disaster Assessment (Friday PM)
- Situational Awareness in Disaster Response: Overview (Sunday AM)
- Situational Awareness in Disaster Response: Situation Unit (Sunday PM)

7. Preparedness Track: Supports development in preparedness activities.

- Preparedness Education Presenter Training (Sunday AM)
- Pillowcase Presenter Training (Sunday AM)
- Home Fire Campaign Training (Sunday PM)

ADDITIONAL COURSE OFFERINGS

Additional courses are also available that are not specific to a track but support further skills development in preparedness, response and recovery.

General Disaster Courses: Support skills development of general disaster workforce.

- Adult CPR/AED/First Aid (Friday)
- ICS 100/700 (Friday)
- Psychological First Aid (Saturday AM)
- Basic Instructor Specialty Training (Saturday)
- Disaster Frontline Supervisor and Simulation (Saturday)
- Disaster Spiritual Care Information Session (Saturday AM)

Other Available Courses: Support development non-specific to disaster.

- Diversity Awareness (Friday AM)
- Supervising Volunteers (Friday PM)
- Restoring Family Links (Saturday)
- International Humanitarian Law (Sunday PM)

COURSE DESCRIPTIONS

Adult CPR/AED/ First Aid

Description: This course teaches participants how to perform CPR, AED, First Aid and will certify individuals for two years.

Basic Instructor Specialty Training

Description: This is an instructor led course designed to prepare disaster instructor candidates to teach basic level disaster courses. It is required for all potential instructors. In this course, participants will have an opportunity to practice teaching using disaster materials.

Prerequisites:

- Basic Instructor Fundamentals (online via EMBARC)
- Shelter Fundamentals (online via EMBARC)

Care Assistance Skills Test

Description: This is designed to train disaster responders and partners to assist people with Disabilities and other Access and Functional Needs with the basic Activities of Daily Living, i.e. Mobility Assistance, Transferring Assistance, Feeding Assistance and Observation, so they can access and utilize Red Cross services offered in Shelters, Evacuation Centers and other Red Cross facilities.

Prerequisites:

- Complete the Care Assistant Fundamentals (online via EMBARC)

Client Casework Workshop

Description: In this workshop we will provide role playing opportunities for caseworkers to practice their interviewing techniques, document casework, develop narratives, make appropriate referrals, and build a client recovery plan. This workshop is intended for anyone with client contact, specifically those involved in client recovery.

Collaborating Essentials

Description: This 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.

Prerequisites:

- Disaster Cycle Services Overview (online via EMBARC)

Concept of Operations

Description: This workshop will explore the Disaster Cycle Services Concept of Operations which was published November 2014. As part of that discussion we will delve into further detail on ICS, incident action planning, and situation reporting. The entire workshop will offer an insight into how the meetings/reporting/products are developed and distributed on a disaster.

Prerequisites:

- Disaster Cycle Services: An Overview (online via EMBARC)
- Concept of Operations Overview (online via EMBARC)
- Operations Planning Fundamentals (online via EMBARC)
- Incident Reporting Fundamentals (online via EMBARC)

DAT Extravaganza

Description: This workshop will help participants to better understand the standard procedures and processes of a typical DAT Response. The workshop will review forms, assistance, and DAT supplies that DAT responders will use during a DAT response.

Disaster Frontline Supervisor

Description: This is an instructor-led, basic level course. 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 Mental Health

Description: This is a basic level, instructor-led course that introduces the key concepts, knowledge and skills required of a Red Cross Disaster Mental Health (DMH) responder with a current license to practice mental health.

Prerequisites:

- Disaster Cycle Services Overview (online via EMBARC)
- Professional License

Disaster Public Affairs: National Relief Operation

Description: Disaster Public Affairs for National Relief Operations is a basic level course that explores how public affairs workers tell the Red Cross disaster relief story, principles for initiating and maintaining a public affairs response and key disaster messages. The course is designed for individuals who will serve as service associates, supervisors or managers in the Public Affairs activity on national relief operations.

Prerequisites:

- Disaster Cycle Services Overview (online via EMBARC)

Disaster Spiritual Care Information Session

Description: This information session is designed to present the Disaster Spiritual Care function to the disaster cycle services workforce.

Disaster Spiritual Care

Description: Trains clergy volunteers to work directly with disaster clients and families. Trains volunteers to assess the client’s spiritual needs and provide direct spiritual care support and mitigate acute distress. This volunteer is part of the (ICCT) Integrated Care and Condolence Team (HS, DMH, CC, Disaster Spiritual Care).

Eligibility:

- local faith-based leaders

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- professional chaplains
- individuals from National VOAD partner organizations

Diversity Awareness

Description: Become more aware of people and cultures all around us and learn how to work better with people from diverse backgrounds. This (3) hour session will provide you with skills and knowledge to better understand LA's most vulnerable communities. In this training we will explore PrepareSoCal target groups, their specific needs, and ways to communicate more effectively.

Facilitating 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 (Required)
- Collaborating Essentials (Suggested)

Fundamentals of Disaster Assessment

Description: This is a blended learning, basic level course consisting of an online and instructor-led component. Part one, the online component, (on EMBARC) provides an overview of the Disaster Assessment activity and its related tasks. Part two, the instructor-led component, reinforces and builds upon content presented in the online component while providing participants with the opportunity to apply their knowledge and develop skills in Disaster Assessment through applied learning activities.

Prerequisites:

- Disaster Cycle Services Overview (online via EMBARC)

Government Operations Fundamentals

Description: This is a basic level, instructor-led course that introduces the roles, responsibilities and tasks of the Red Cross government liaison. 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 Overview (online via EMBARC)

Home Fire Campaign

Description: This course trains participants in a national effort to reduce home fire fatalities by ensuring families have working smoke detectors, providing them with safety information, and helping them make an evacuation plan. We will train you to fulfill any of the three roles on a team- educator, documenter, or installer.

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ICS 100 Introduction to Incident Command System

Description: IS 100, Introduction to the Incident Command System, introduces the Incident Command System (ICS) and provides the foundation for higher level ICS training. This course describes the history, features and principles, and organizational structure of the Incident Command System.

ICS 700 National Incident Management System: An Introduction

Description: This course introduces and overviews the National Incident Management System (NIMS). NIMS provides a consistent nationwide template to enable all government, private-sector, and nongovernmental organizations to work together during domestic incidents.

In-Kind Donations on Disaster Relief Operations Fundamentals

Description: This course introduces the responsibilities and tasks of an In-Kind Donations responder working in Logistics operations on a disaster relief operation. Participants engage in activities and scenarios that Red Cross responders typically encounter when working on a Red Cross disaster relief operation.

Prerequisites:

- Logistics Overview

Integrated Care Condolence Team

Description: Trains 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.

Prerequisites:

- Disaster Cycle Services Overview (online via EMBARC)
- Active DMH or Spiritual Care volunteer

International Humanitarian Law

Description: International humanitarian law (IHL) is a set of rules that restrict the means and methods of warfare while protecting civilians, prisoners of war and wounded soldiers. This course addresses key global humanitarian issues during times of armed conflict.

Logistics Overview

Description: This course is designed to give participants an overview of the Logistics group 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 local chapter.

Prerequisites:

- Disaster Cycle Services Overview (online via EMBARC)

Mass Care Management

Description: This is an advanced level, instructor-led course designed to provide participants with skill practice to successfully complete Mass Care management tasks on a disaster relief operation and provide customer service and management support to assigned disaster workers.

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Prerequisites:

- Concept of Operations Overview (online via EMBARC)
- Operations Planning Fundamentals (online via EMBARC)
- Concept of Operations Workshop (in person)
- Disaster Frontline Supervisor and Simulation (in person)
- Mass Care Overview (online via EMBARC)
- Shelter Fundamentals (online via EMBARC)
- Shelter Management (online via EMBARC)
- Feeding Fundamentals (online via EMBARC)
- Bulk Distribution Fundamentals (online via EMBARC)

Media Training

Description: Our social engagement team operates under one overarching philosophy: that we want to empower social media communities to execute the mission of the American Red Cross online. We want to provide valuable user-focused news and tools to help people: - Get help or give help in emergencies - Donate blood and get others to donate - Take health and safety courses and get others to enroll - Get prepared for disasters and encourage others to do so.

Pillowcase Presenter Training

Description: This 4 hour training will teach you to give the 60 minute presentation that teaches emergency preparedness to children in grades 3 thru 5 (ages 8-11) in school and other classroom settings. This highly interactive presentation addresses home fire safety, local natural hazards, psycho-social coping skills, and household preparedness steps like making a plan and a kit.

Prerequisites:

- Basic Instructor Fundamentals (2hrs online via EMBARC)
- Pillowcase Presenter Module 1 (2hrs online via EMBARC)

Preparedness Education (PE) Presenter Training

Description: This 4-hour training will teach you give the 60 minute PrepareU Disaster Preparedness Presentation the Red Cross for adults and youth including 3 steps for preparedness, and presentation techniques. You will learn about the preparedness messaging, how to present our preparedness presentation. Participants will have the opportunity to teach back what they have learned and receive feedback on presentation skills.

Prerequisites:

- Pre-Course Video Link
- Basic Instructor Fundamentals (2hrs online via EMBARC)

Psychological First Aid

Description: This course provides a framework for understanding the factors that affect stress responses in disaster relief workers and the clients they serve. Participants engage in practice exercises and complete a self-review questionnaire.

RC View

Description: This is a presentation designed to introduce attendees to the features and functions of Red Cross View and the situational awareness it provides to disaster workers on DAT calls and DROs.

Restoring Family Links

Description: Enables caseworkers to more effectively deliver international Restoring Family Links casework services to clients. The training explains how Restoring Family Links services are global in scope and a core activity of the International Red Cross and Red Crescent Movement.

Service Delivery Site Management

Description: This 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 and Simulation (in person)
- Concept of Operations Overview (online)

Shelter Fundamentals

Description: Shelter Fundamentals 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 Sheltering Cycle: Opening, Organizing, Operating and Closing.

Prerequisites:

- Disaster Cycle Services Overview (online via EMBARC)

Shelter Fundamentals Exercise

Description: This course allows participants to practice the knowledge they gained in the Shelter Fundamentals course. It is a "hands-on" skills-based exercise. Participants work in teams that rotate through four skills stations based on the four categories of shelter workers presented in the course: Dormitory, Registration, Information, and Feeding.

Prerequisites:

- Shelter Fundamentals (in person or online via EMBARC)

Situational Awareness in Disaster Response: Overview

Description: Situational Awareness in Disaster Response: An Overview introduces the concepts of situational awareness and common operating picture, and how they affect decision-making during a disaster response. The course provides an overview of how responders can contribute to and maintain situational awareness, and is recommended for cross-training of disaster responders in any activity.

Prerequisites:

- ICS 100 (in person or online through <https://training.fema.gov/is/>)
- Concept of Operations

Situational Awareness in Disaster Response: Induction to the Situation Unit

Description: Situational Awareness in Disaster Response: Induction to the Situation Unit is the unit-specific training for Situation Unit trainees and/or volunteers interested learning about the Situation Unit activity within the Information & Planning Section. This course is also recommended for those interested in Disaster Assessment, Geospatial Information Systems (GIS), and other units within the Planning Section.

Prerequisites:

- ICS 100 (in person or online through <https://training.fema.gov/is/>)
- Concept of Operations

Social Media Training

Description: Our social engagement team operates under one overarching philosophy: that we want to empower social media communities to execute the mission of the American Red Cross online. We want to provide valuable user-focused news and tools to help people:

- Get help or give help in emergencies
- Donate blood and get others to donate
- Take health and safety courses and get others to enroll
- Get prepared for disasters and encourage others to do so

Supervising Volunteers

Description: This course reviews best practices when supervising volunteers.

Supporting Volunteers and Managing Teams

Description: This course 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.

Supply Fundamentals on DRO

Description: This course 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 Overview (online via EMBARC)
- Logistics Overview (online via EMBARC)

Tribal Relations

Description: Effective partnerships form and evolve because the individual partners have an understanding, appreciation, and respect for one another that they acquire through education and life experience. This workshop is designed to provide the basic knowledge to build effective partnerships with tribal governments and to work in concert with them on disaster response. This workshop is recommended for all Red Cross responders.

Prerequisites:

- Collaborating Essentials (in person)