

Disaster Services Course Schedule

Fall / Winter 2008

September, October, November, December



Disaster Services



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American Red Cross - Heartland Chapter
2912 S 80th Ave - Omaha, Nebraska 68124

*Serving Washington, Douglas, Sarpy, Cass, Dodge, and Saunders Counties of Nebraska
and supporting Burt County Nebraska*

OUR MISSION STATEMENT

The American Red Cross, a humanitarian organization led by volunteers and guided by its Congressional Charter and the Fundamental Principles of the International Red Cross Movement, will provide relief to victims of disasters and help people prevent, prepare for, and respond to emergencies.



The **A**merican Red Cross...
Always there...
touching more lives, 
in new ways...
under the same trusted symbol.

THERE IS NO CHARGE FOR RED CROSS DISASTER TRAINING

General Information:

How Are Courses Taught?

Disaster Services uses four primary methodologies to impart essential disaster policies, procedures and skills. They are:

- Traditional Classroom setting
- At home self study
- On line learning
- Blended Learning – a combination of on line or self-study and classroom work.

Is pre-registration required?

Yes. Student packets and course materials are provided based on the number of persons registered for the class. Admittance of participants not pre-registered is at the discretion of the instructor.

Will I receive a confirmation of my registration?

No. Please make sure to keep a record of the course you have signed up for including the date time and location of the offering. Twenty-four to 48 hours prior to the class – if permitted – one of our Customer Service Representatives will phone you to remind you of the upcoming class.

Must I actively participate in the class?

Yes. Most of our classes include video segments, group discussions and skills practice that require you to participate in hands-on activities. You will learn more and have more fun by fully participating in the learning environment.

What if I'm late for class?

Don't be! Most of the Heartland Chapter's disaster classes are taught in the Woodmen of the World Disaster Operations Center. This center is located in a secure portion of the chapter headquarters building which is locked and not accessible to the general public. Access to this portion of the building is gained through the Disaster Action Team entrance. Our disaster instructors will have this entrance unsecured for approximately 15 minutes prior to the start of the class, but they must secure the entrance prior to starting the class. Once the door is secured, our instructors have no way of knowing about late arriving students and late students have no way of contacting the instructor.

Class Cancellations

The Heartland Chapter reserves the right to change this schedule at any time. Classes not meeting enrollment requirements may be rescheduled or cancelled. Persons registered for a class which is cancelled due to insufficient registration or unavailability of an

General Information continued:

Class Cancellations - cont

instructor will be notified by phone prior to the class. In case of inclement weather resulting in the closing of the Omaha Public Schools, the scheduled disaster class will also be cancelled. A separate notification of this course cancellation will not be made, but will be assumed.

Anti-Discrimination Policy

No person will be excluded from service or classes because of race, ethnic origin, religion, handicap, gender or sexual orientation.

Registration:

Phone:

To register by phone, call (402) 343-7730 and register with a Customer Service Representative. Chapter office hours are from 8 am to 4:30 pm, Monday through Friday.

Please provide:

- Name
- Address
- Daytime Phone Number
- The course name, dates, time and, if known the course registration number

During phone-in registration, you may get a voice mail message. Please leave your name and phone number and one of our representatives will return your call in a timely manner. We appreciate your patience.

Fax:

To register by fax, complete the registration form and fax to (402) 343-7777.

Mail:

To register by mail, send your completed registration form to:

American Red Cross
Heartland Chapter
2912 S 80th Avenue
Omaha, NE 68124

In Person:

You can bring your registration form to the Heartland Chapter or the Offutt Air Force Base office to register for disaster classes.

On Line:

Go to www.redcrossomaha.org to view all of the Heartland Chapter's course offerings.



Disaster Services

COURSE REGISTRATION FORM

Name: _____

Street Address: _____

City: _____ State: _____ Zip _____

Phone Number: _____

Course Title: _____

Time: _____ Registration Number: _____

Location: _____ Date: _____

Course Title: _____

Time: _____ Registration Number: _____

Location: _____ Date: _____

Course Title: _____

Time: _____ Registration Number: _____

Location: _____ Date: _____

Course Title: _____

Time: _____ Registration Number: _____

Location: _____ Date: _____

COURSE MATRIX

September 2008				
Course Registration Number	Day/Date/Location	Title	Requirements	Time
1774377	Sat/Sep 13 – Chp HQ	Community Disaster Education Workshop	None	9A – 4P
1774671	Thu/Sep 18 – Chp HQ	Fulfilling Our Mission	Introduction to Disaster (recommended)	6P – 9P
	Sat/Sep 20 – RCF	Fulfilling Our Mission	Introduction to Disaster (recommended)	10A – 1P
1774718	Sat/Sep 20 – Chp HQ	Heartland Chapter’s Disaster Action Team Orientation	Orientation to Red Cross, Interview with Disaster Services	9A – 1P
	Sat/Sep 20 – Chp HQ	Foundations of Disaster Mental Health	Licensed mental health professionals who hold a valid license to practice independently, school counselors or school psychologists	8:30A – 4:30P
1774731	Sat/Sep 27 – Chp HQ	Health Services Response Workshop	Fulfilling Our Mission: Translating Your Compassion Into Community Action	8:30A – 4:30P

October 2008				
Course Registration Number	Day/Date/Location	Title	Requirements	Time
1774733	Sat/Oct 4 – Chp HQ	ERV Ready Set Roll	Mass Care (Community Services) an Overview, Valid driver’s license, Satisfactory DMV Report, Defensive Driving Course Certificate, Logistics and Overview (Recommended)n	Blended Learning 9A – 1P
	Sat/Oct 11 and Sun/Oct 12 –Chp HQ	Disaster Instructor Specialty Training	Required: <i>Fulfilling Our Mission: Translating Your Compassion Into Community Action</i> (DSGEN200A, Rev. 09/07), <i>Community Services Overview</i> (ARC 3068-6, Rev. 09/05) or <i>Mass Care Overview</i> (DSMCC200A, Rev. 04/07), <i>Fundamentals of Instruction and Facilitation</i> (ARC 3090-1, Rev. 10/98) Three other basic level disaster training courses, to include the one the candidate intends to teach Sufficient operations knowledge and experience to be able to convey accurately the concepts, principles and procedures contained in the course the candidate intends to teach and to be able to answer participants’ questions.	

COURSE MATRIX - cont

October – cont 2008				
1774742	Thu/Oct 16 - Chp HQ	Heartland Chapter's Disaster Action Team Orientation	Orientation to Red Cross, Interview with Disaster Services	6P – 10P
	Sat/Oct 18 - RCF	Client Casework: Providing Emergency Assistance	Fulfilling Our Mission: Translating Your Compassion Into Community Action	8:30A – 5P
1774751	Sat/Oct 18 – Chp HQ	Fulfilling Our Mission: Translating Your Compassion Into Community Action	Introduction to Disaster (recommended)	9A – Noon
1774769	Sat/Oct 25 – Chp HQ	Serving People with Disabilities Following a Disaster	Fulfilling Our Mission: Translating Your Compassion Into Community Action	Blended Learning 8:30A – 4:30P

November 2008				
Course Registration Number	Day/Date/Location	Title	Requirements	Time
1774778	Sat/Nov 1 – Chp HQ	Client Casework: Providing Emergency Assistance	Fulfilling Our Mission: Translating Your Compassion Into Community Action	8:30A – 5:30P
1774785	Sat/Nov 8 – Chp HQ	Weapons of Mass Destruction/Terrorism	None	8:30 A – 4:30P
	Sat/Nov 15 - RCF	Psychological First Aid	Fulfilling Our Mission: Translating Your Compassion Into Community Action (Recommended), Working with Total Diversity	9A – 1P
1774791	Sat/Nov 15 –Chp HQ	Heartland Chapter's Disaster Action Team Orientation	Orientation to Red Cross, Interview with Disaster Services	9A – 1P
1774762	Thu/Nov 20–Chp HQ	Fulfilling Our Mission: Translating Your Compassion Into Community Action	Introduction to Disaster (recommended)	6P – 9P
1774803	Sat/Nov 22 –Chp HQ	Shelter Operations	Mass Care An Overview	9A – Noon
1774798	Sat/Nov 22 –Chp HQ	Shelter Simulation	Shelter Operations	1P – 4P

COURSE MATRIX - cont

December 2008				
Course Registration Number	Day/Date/Location	Title	Requirements	Time
1774810	Sat/Dec 6 – Chp HQ	Fundamentals of Disaster Assessment	On Line Portion of Fundamentals of Disaster Assessment. Fulfilling Our Mission: Translating Your Compassion Into Community Action (Recommended)	9A – 2P
	Sat/Dec 13 FRC	Fundamentals of Disaster Assessment	On Line Portion of Fundamentals of Disaster Assessment. Fulfilling Our Mission: Translating Your Compassion Into Community Action (Recommended)	9A – 2P
1774765	Sat/Dec 13 – Chp HQ	Fulfilling Our Mission: Translating Your Compassion Into Community Action	Introduction to Disaster (recommended)	9A - Noon
1774794	Thu/Dec 18 –Chp HQ	Heartland Chapter’s Disaster Action Team Orientation	Orientation to Red Cross, Interview with Disaster Services	6P – 10P
1774818	Sat/Dec 20 – Chp HQ	Psychological First Aid	Fulfilling Our Mission: Translating Your Compassion Into Community Action (Recommended), Working with Total Diversity (Recommended)	9A – 1P

ON LINE COURSE OFFERINGS

Introduction to Disaster Services (DSGEN201C) Revised 09/05

Introduction to Disaster Services on line learning enables participants to -

- Identify how communities and the Red Cross work together to prepare for disasters and continue to work together during and after a disaster, emphasizing the Red Cross role.
- Describe how individuals in Red Cross response contribute to preparing for and alleviating the effects of a disaster through the services provided by the American Red Cross.
- Identify ways that they can volunteer with or contribute to the activities of the Red Cross response in their local community.
- Contact their local Red Cross to learn more about volunteering with disaster response.

This course helps ensure that those attending further Red Cross disaster response training have a baseline of knowledge and accurate and realistic expectations of the disaster response volunteer's role within a chapter.

Web Address URL

Will be provided by e-mail upon successful registration /

Client Assistance Cards: Caseworkers (DSCLS200C, 07/06)

Introduces caseworkers to the role of issuing Client Assistance Cards by interviewing clients, filing out the proper forms and activating Client Assistance Cards via phone.

After completing this course, participants will be able to:

- Recall the purpose and advantages of a Client Assistance Card.
- Identify the characteristics of the Client Assistance Card.
- Verify the receipt of all appropriate materials for issuing Client Assistance Cards from Financial and Statistical Information Management (FSI) workers.
- Complete all forms associated with issuing Client Assistance Cards to a client.
- Explain how to activate a Client Assistance Card.
- Account for all Client Assistance Cards at the end of a work shift.

Required:

Client Casework: Providing Emergency Assistance (DSCLS202A, 07/06)

Web Address URL

Will be provided by e-mail upon successful registration /

Client Assistance Cards: Financial and Statistical Information Management Workers (DSCLS201C)

This basic level online course consists of four separate learning modules. The course leads Financial and Statistical Information Management (FSI) workers through the caseworker's role of issuing Client Assistance Cards by interviewing clients, filling out the proper forms and activating Client Assistance Cards via phone. It then addresses how FSI workers distribute, control, and track cards, as well as how to properly distribute, control, and track the use of Client Assistance Cards during a local disaster response and on a disaster relief operation.

Persons taking this course must be registered volunteers with the Heartland Chapter

Required:

- *Client Casework: Providing Emergency Assistance* (DSCLC202A, Rev. 07/06)

Web Address URL

Will be provided by e-mail upon successful registration

Disaster Public Affairs

This online course consists of six separate learning modules, which provides an introduction of disaster Public Affairs to staff and volunteers who will be going on disaster relief operations. Participants must demonstrate mastery of the concepts presented in the course by scoring 80% or greater on the final assessment to receive a certificate of completion. The purpose of this online course is to provide an overview of the role Public Affairs plays in disaster relief as well as guidelines for Red Cross employees and volunteers working in any activity to use when responding to a media inquiry.

After completing this online course, participants will be able to—

- Describe the role of disaster Public Affairs at the Red Cross and its importance to our mission.
- Explain how disaster Public Affairs fits into the structure of a Red Cross disaster relief operation.
- Provide the media with key messages and develop the skills to represent the Red Cross effectively.
- Use guidelines for dealing with the media and prepare to handle a media inquiry.

Recommended:

- *Fulfilling Our Mission: Translating Your Compassion Into Community Action*

Web Address URL

Will be provided by e-mail upon successful registration

Fundamentals of Staff Services (DSSSS200C)

This basic online course consists of four separate learning modules and takes approximately one hour to complete. The course provides an introduction to the Staff Services group, as well as an overview of each of the activities within the group. Participants must demonstrate mastery of the concepts presented in the course by correctly answering at least 80% of the questions on a final assessment in order to receive a certificate of completion.

Recommended: *Fulfilling Our Mission: Translating Your Compassion Into Community Action* (DSGEN200A) September 2005

Web Address URL

Will be provided by e-mail upon successful registration

Logistics During a Weapons of Mass Destruction / Terrorism Incident ARC 3079

COURSE PURPOSE: This course is designed to provide Red Cross paid and volunteer staff with the knowledge, skills and abilities to enable them to prepare for and support Red Cross services during a weapons of mass destruction / terrorism incident within their chapter's jurisdiction.

COURSE ORGANIZATION: This course is organized into four sequenced learning modules designed to address the learning objectives, with three more progressively difficult problem solving scenarios. The course is accessed through the Red Cross Learning Management System via the Internet. Persons interested in this course will register as indicated in the Registration section on page 4. Participants **MUST** provide an e-mail address when registering. Once registered, the participant will receive an e-mail confirming their registration along with instructions on how to access the course on line.

A pre-test must be successfully completed with the participant scoring at least 75% before being permitted to continue with the course. Completion of a final exam, scoring at least a 75% passing grade, is required to successfully pass the course. Once successfully completed, the participant will be permitted to print out a certificate of completion, a copy of which must be presented to Disaster Services at the Heartland Chapter by mail, fax or in person. The course modules are:

- **Module 1** Impact of WMD/T Incident on Logistics
- **Module 2** Chapter Roles and Responsibilities Associated with WMD/T Incident
- **Module 3** External Resources
- **Module 4** Safety and Security Concerns

Recommended *Logistics An Overview (ARC 3071-1), Logistics Simulation (ARC 3071-2), Weapons of Mass Destruction an Overview (ARC 3079-2)*

Web Address URL

Will be provided by e-mail upon successful registration

Preparing for and Managing a Spontaneous Volunteer Workforce (DCSSS201C, 07/06)

Provides participants with the knowledge and skills needed to prepare for and manage volunteers with no previous Red Cross affiliation who come forward to work with the Red Cross when a disaster threatens or occur. After completing this basic online disaster course, participants will be able to—

- Define a disaster services spontaneous volunteer.
- Describe the advanced preparation required to ensure an effective transition from a chapter response to a disaster relief operation.
- Summarize the tasks related to preparing for and managing a spontaneous volunteer workforce.
- List all available resources for local volunteers.
- Discuss the importance of continually reviewing and processing Staff Requests.
- Explain the process of assigning spontaneous volunteers including the ongoing recruitment, screening, interviewing, tracking, and placement of staff.
- Describe the use of volunteer groups as a source of workers.
- Describe the benefits of using volunteers from local community resources.

Recommended: *Fulfilling Our Mission: Translating Your Compassion Into Community Action* (CSGEN200A, 07/06), *Working with total Diversity* (ARC 1503)

Web Address URL

Will be provided by e-mail upon successful registration

Staff Health: Working on Disaster Relief Operations (DSSSS206C)

This course is a basic level online disaster course consisting of four learning modules that will familiarize participants with the mission and services provided by the Staff Health activity. It takes approximately 20 minutes to complete. Participants will be Red Cross employees and volunteers who are licensed Registered Nurses and Physicians and serve in Staff Health and Health Services.

Web Address URL

Will be provided by e-mail upon successful registration

Staff Health: An Overview (DSSSS205C)

This course is a basic level online disaster course consisting of four learning modules that will familiarize participants with the mission of and services provided by the Staff Health activity. It takes approximately 20 minutes to complete. Participants in this course will be American Red Cross employees and volunteers interested in having a better understanding of the Staff Health activity.

Web Address URL

Will be provided by e-mail upon successful registration

HOME STUDY COURSE OFFERINGS

Emergency Operations Center Liaison (Self-Study – DCPSS201S 8/6)

Provides operational training and material for individuals being assigned to work in an Emergency Operations Center or other emergency management setting. After completing this course participants will be able to:

- Work more effectively with Red Cross government partners.
- Help to ensure collaborative and coordinated response and service delivery.

Recommended:

There are no required prerequisites for this self-study course, however the following course is recommended:

- *Collaborating to Ensure Effective Service Delivery* (ARC 3089-4, Rev. 06/04)
- Sufficient operations knowledge and experience to provide a functional understanding of the concepts, principles and procedures associated with disaster assessment, sheltering, feeding, the provision of individual assistance and the basics of operations management are needed to place this learning activity in its proper context and to be able to apply the knowledge and skills successfully in real-world settings.
- The following Federal Emergency Management Agency independent study courses are required, after the current assignment, to continue working in the Government Liaison activity:
 - IS-100 Introduction to the Incident Command System
 - IS-200 Basic Incident Command System
 - IS-700 National Incident Management System
 - IS-800 National Response Plan
- The following FEMA courses are also recommended for Government Liaisons:
 - IS 1 Emergency Manager: An Orientation to the Position
 - IS-650 Building Partnerships with Tribal Governments

Financial and Statistical Information Management (ARC 3078-2, Rev 08/06)

This course prepares Red Cross volunteers and staff to perform the tasks of a Financial & Statistical Information Management (FSI) service associate on a disaster relief operation

Participants will be able to:

- Describe the primary responsibilities of the function
- Assign and account for the usage of Client Assistance Cards (CACs).
- Assign and account for the usage of Disbursing Orders (DOs).
- Manage the confidential master case files of Red Cross clients.

Required:

- *Client Casework: Providing Emergency Assistance* (DSCLS202A, 07/06)

Recommended:

Participants will benefit from having Individual Client Services casework experience issuing Client Assistance Cards (CACs) and Disbursing Orders (DOs)

Fundamentals of Instruction and Facilitation (ARC 3090-1, Rev 10/98)

This self-study course is designed to provide the necessary foundation required of basic level Disaster Services instructors who train employees and volunteers to be prepared for and respond to disaster events. Using a self-study workbook and course video, participants work through the materials, either alone or in conjunction with others, at their own pace. The course is comprised of specific video segments with assigned readings and exercises. At the conclusion of the training, participants will complete a self-administered, multiple choice question course review. For person making application to attend the Disaster Instructor Specialty Training, the completed course review should be attached to and submitted with “*Application for Training Disaster Training System*” **ARC Form 5898H** to the chapter disaster-training administrator. After completing this course, participants will be able to:

- Describe how to represent the Red Cross and be an effective instructor and facilitator.
- Describe the learning process and how it relates to the adult learner.
- Describe basic instructor functions, teaching methods, and how to use them.
- Describe how to facilitator simulations.
- Identify how to plan for a teaching assignment.
- Explain future career actions and direction.

Required *Fulfilling Our Mission: Translating Your Compassion Into Community Action* (DSGEN200A, Rev. 07/06)

Mass Care: An Overview (DSMCC200A) Revised 04/07

This is a self study course. Participants must obtain a video tape and workbook from the Emergency Services Department at the chapter. After viewing the video tape and completing the activities in the workbook, the participant must return the videotape, completed quiz, action plan and course evaluation to the chapter to receive a course completion certificate.

After completing this course, participants will be able to:

- Describe the role of Community Services workers on Red Cross disaster relief operations and services they provide.
- Explain how Community Services workers deliver quality service to clients.
- Match their interests, abilities, and skills with those needed in each Community Services group activity.
- Develop a plan of action for involvement in Community Services activities at the local Red Cross chapter.

Required *Fulfilling Our Mission: Translating Your Compassion Into Community Action* (DSGEN200A, Rev. 07/06)

Staff Health: Deploying a Healthy Workforce (DSSSS204A) 09/06

This self-study course is a PowerPoint-driven training module. It describes the role and responsibilities of the Chapter Health Reviewer and takes approximately 60 minutes to complete. It guides the participants through the application of hardship codes related to the deployment of employees and volunteers to disaster relief operations.

This training provides instruction that enables the Chapter Health Reviewer to complete the process of deploying a healthy workforce to a disaster relief operation

There are no prerequisites for this training

CLASSROOM AND BLENDED LEARNING COURSES

CLIENT CASEWORK: PROVIDING EMERGENCY ASSISTANCE(DSCL202A, 7/6)

This instructor-led, video-supported course is designed to train Red Cross caseworkers how to conduct effective client interviews and provide appropriate assistance to help meet a client’s immediate disaster-caused or disaster-aggravated needs. After completing this course, participants will be able to:

- Demonstrate the skills needed to perform an effective client interview.
- Identify and demonstrate the correct use of the basic forms and tools needed to provide assistance to clients
- Make appropriate decisions regarding the use of Red Cross resources and agency referrals when providing assistance to clients.

Required: *Fulfilling Our Mission: Translating Your Compassion Into Community Action* (DSGEN200A)

Course Registration Number	Date	Time	Location
1774778	Sat/Oct 18 Sat/Nov 1	8:30A – 5P 8:30A – 5 P	Fremont RC Chp HQ

COMMUNITY DISASTER EDUCATION WORKSHOP (DIS 4461 REV 3/01)

The purpose of this workshop is to prepare participants to deliver quality Community Disaster Education presentations by providing a background of information and support. The workshop provides information on ways to overcome disaster denial issues and motivates individuals and families to initiate preparedness actions. The workshop focuses on how to choose appropriate messages for target audiences and selecting materials that convey appropriate messages.

Course Registration Number	Date	Time	Location
1774377	Sat/Sep 13	9 A – 4 P	Chp HQ

ERVs: READY SET ROLL (ARC 3068-4)

This blended learning course consists of two parts. The first part contains approximately three hours of self-study. At the conclusion of the self-study, participants must attend the second part, which consists of the combination of an ERV orientation and a road test. Participants must complete both parts of the course. The total estimated time to complete the second part of the course is dependent upon the number of participants and the availability of equipment.

Recommended: It is recommended that the home study or on-line portion of blended learning courses be completed at least 48 hours prior to the classroom portion of the course.

- Provides an overview of basic knowledge, skills, and abilities needed to use an Emergency Response Vehicle (ERV) safely and effectively.
- The first part is performed at home using a video and a workbook and concludes with a test that the student must complete and bring to class.
- The second part is done on the class date and consists of hands-on instruction with the ERV.
- The last part is a road test with the ERV.
- *Introduction to Disaster Services* (ARC 3066) and *Mass Care* (formerly *Community Services*): *An Overview* (ARC 3068-1) required
- Students must pick up the video, the participant's workbook (ARC3068-4A), and *Safe Food Handling Procedures on Disaster Relief Operations* (ARC3068-3R) at least a week before the class date. The video and workbook must be brought to class.

Required: *Mass Care: An Overview* (ARC 3068-1).

Course Registration Number	Date	Time	Location
1774733	Sat/Oct 4	9 A – 1 P	Chp HQ

FOUNDATIONS OF DISASTER MENTAL HEALTH (ARC 3077-4)

This course is designed to prepare licensed mental health professionals to provide for and respond to the psychological needs of people across the continuum of disaster preparedness, response, and recovery.

After taking this course the licensed mental health professional will be able to:

- Identify the American Red Cross Fundamental Principles and mission, the disaster services structure and the disaster settings in which mental health professionals work.
- Describe the collaborative relationships of the Red Cross with federal, state and county agencies, national and state mental health associations and other voluntary agencies.
- Describe the mental health role in Red Cross disaster response and recovery and the context within which disaster services are provided.

- Recognize the psychological impact of disasters on adults, children, families and communities.
- Apply the interventions used by Red Cross mental health workers with clients, including adults, children, families, responders and disaster workers.
- Apply the interventions used by Red Cross mental health workers with clients, including adults, children, families, responders and disaster workers.
- Describe the legal and ethical implications of disaster mental health work, including licensing, HIPAA regulations, confidentiality and professional ethics
- Describe the legal and ethical implications of disaster mental health work, including licensing, HIPAA regulations, confidentiality and professional ethics
- Identify opportunities for becoming involved with American Red Cross Disaster Mental Health through their local chapters and the Disaster Services Human Resources (DSHR) System.

Required:

Participants will be licensed mental health professionals who hold a valid license to practice independently. Mental health professionals who hold a valid state mental health license to practice independently may include:

- ✓ Counselor
- ✓ Marriage and Family Therapist
- ✓ Psychiatrist
- ✓ Psychologist
- ✓ A registered nurse (RN) with psychiatric nursing experience and training beyond the normal rotation required for a RN.
- ✓ Social Worker
- ✓ School Counselors who have successfully completed a master’s or doctoral degree in School Counseling and hold either a current state license or state certification to practice as a school counselor. These individuals are expected to work only within their areas of competency
- ✓ School Psychologists who have successfully completed a master’s, specialist’s or doctoral degree in School Psychology and hold either a current state license or state certification to practice as a school psychologist. These individuals are expected to work only within their areas of competency

Recommended:

It is strongly recommended that all participants complete:

- *Fulfilling Our Mission: Translating Your Compassion Into Community Action* (DSGEN200A)
- *Working With Total Diversity* (ARC 1503)
- *Client Casework: Providing Emergency Assistance* (DSCLS202A, 07/06)

Course Registration Number	Date	Time	Location
	Sat/Sep 20	8:30A – 4:30 P	Chp HQ

FULFILLING OUR MISSION – TRANSLATING YOUR COMPASSION INTO ACTION (DSGEN200A, 7/6)

This basic level instructor-led course introduces potential disaster volunteers and members of other local agencies to the role of the Red Cross in the community’s actions in preparing for, responding to and recovering from emergencies and disasters.

Recommended:

Introduction to Disaster Services (DSGEN202C, Rev 09/05)

Course Registration Number	Date	Time	Location
1774671	Thu/Sep 18	6 P – 9 P	Chp HQ
	Sat/Sep 20	10 A – 1 P	Fremont RC
1774751	Sat/Oct 18	9 A – Noon	Chp HQ
1774762	Thu/Nov 20	6 P – 9 P	Chap HQ
1774765	Sat/Dec 13	9 A - Noon	Chp HQ

FUNDAMENTALS OF DISASTER ASSESSMENT (DSIMS200B) REVISED 7/6

This blended learning course consists of two components – an on line component and a classroom component. Successful completion of both course components is required to receive a certificate of course completion. The on-line component resides on the Red Cross Learning Management System (LMS). It provides an overview of the Disaster Assessment activity and its related tasks. The instructor-led component of the course will reinforce and build upon content presented in the on-line component while providing participants with the opportunity to apply their knowledge and develop skills in Disaster Assessment through applied learning activities. This basic level Disaster Services course will introduce the participant to the critical role of Disaster Assessment, explore related preparedness tasks, teach how to collect and communicate disaster assessment information, and become familiar with how disaster assessment information supports management and service delivery decisions.

Fundamentals of Disaster Assessment – Part 1 (on-line component) is comprised of six self-paced learning modules. It takes approximately 3.5 hours to complete all six modules.

Fundamentals of Disaster Assessment – Part 2 (instructor-led component) is four – five hours in length with two 10-minute breaks included.

Recommended: It is recommended that the on-line portion of the blended learning course be completed at least 48 hours prior to the classroom portion of the offering.

Course Registration Number	Date	Time	Location
1774810	Sat/Dec 6	10 A – 3 P	Chp HQ
	Sat/Dec 13	10 A – 3 P	Fremont RC

HEALTH SERVICES RESPONSE WORKSHOP (DSCLS205W, 09/06)

Orients licensed or certified health professionals to the roles and responsibilities of a Health Services worker when working on behalf of the American Red Cross to meet the disaster-related health needs of clients. After completing this workshop, participants will be able to:

- Describe the role of the Red Cross Health Services worker.
- Identify and apply the Health Services Commitments to their actions as a Red Cross Health Services worker.
- Describe the Health Services disaster relief settings to which health professionals may be assigned.
- Assess the needs of Red Cross disaster clients and provide appropriate interventions and assistance according to the Health Services Protocols.
- Describe three possible challenges of working with diverse populations—including persons with disabilities (PWD)—and list useful strategies for providing assistance.
- Describe the purpose of the Health Services Protocols.
- Describe how public health concepts are integrated into the actions of Red Cross Health Services.

Required:

Fulfilling Our Mission: Translating Your Compassion Into Community Action (DSGEN200A, 07/06)

Recommended*:

In addition to the requirement designated above, participants will benefit from having completed the following training prior to taking this course: *Serving People with Disabilities Following a Disaster* (DSPSS200B, 07/06)

Course Registration Number	Date	Time	Location
1774731	Sat/Sep 27	8:30 A – 4:30 P	Chp HQ

HEARTLAND CHAPTER’S ORIENTATION TO THE DISASTER ACTION TEAM

- Learn how the Disaster Action Team (DAT) responds to emergency incidents.
- Receive an overview of the services given in the field by the DAT team
- Obtain an introduction to the services of the Red Cross disaster program

NOTE: *This is a prerequisite for membership on the Disaster Action Team. Persons taking this workshop MUST have completed orientation to the Red Cross which is conducted by the Human Resources Department and MUST have had an interview with Disaster Services.*

Recommended: *Introduction to Disaster Services*

Course Registration Number	Date	Time	Location
1774718	Sat/Sep 20	9A – 1 P	Chp HQ
1774742	Thu/Oct 16	6p – 10p	Chp HQ
1774791	Sat/Nov 15	9A – 1P	Chp HQ
1774794	Thu/Dec 18	6P – 10 P	Chp HQ

PSYCHOLOGICAL FIRST AID (DSCLS206, 09/06)

This course provides a framework for understanding the factors that affect stress responses in disaster relief workers and the clients they serve. After completing this training, participants will be able to:

- Describe how to recognize the signs of stress in clients, co-workers and themselves.
- Apply psychological first aid principles in providing immediate support to people who may be experiencing stress.
- Describe how to obtain additional mental health support for themselves, co-workers and clients.

Recommended: *Fulfilling Our Mission: Translating Your Compassion Into Community Action* (DSGEN200A, 07/06). *Working with Total Diversity* (ARC 1503)

Course Registration Number	Date	Time	Location
1774818	Sat/Nov 15 Sat/Dec 20	10 A – 2 P 9 A – 1 P	Fremont RC Chp HQ

SERVING PEOPLE WITH DISABILITIES FOLLOWING A DISASTER (DSPSS200B, 07/06)

This blended learning course will enable participants to:

- Recognize American Red Cross policies for engaging and serving people with disabilities.
- Assess the needs of people with disabilities.
- Identify appropriate assistance for people with disabilities.
- Communicate effectively with people with disabilities.
- Apply American Red Cross policies and practices for serving people with disabilities.
- Coach others at a site about fully involving people with disabilities.
- Coach others in properly serving people with disabilities.

Required: *Fulfilling Our Mission: Translating Your Compassion Into Community Action* (DSGEN200A, Rev. 07/06). The on-line component of *Serving People with Disabilities Following a Disaster* is a required prerequisite for the instructor-led component.

Course Registration Number	Date	Time	Location
1774769	Sat/Oct 25	8:30 A – 4:30 P	Chp HQ

SHELTER OPERATIONS (ARC 3068-11)

- Describe shelter opening, operating, and closing procedures.
- Explain ways to demonstrate quality service.
- Organize available human resources as a shelter operations team.
- Organize the physical facility and material resources to meet the needs of people in a shelter.
- Identify resources available to shelter workers.

Required: Mass Care Overview required.

Course Registration Number	Date	Time	Location
1774803	Sat/Nov 22	9 A – noon	Chp HQ

SHELTER SIMULATION (ARC 3068-12)

- Demonstrate shelter opening, operating, and closing procedures.
- Identify and use a variety of resources available to assist shelter workers.
- Work as a team to provide quality shelter services to clients.
- Address common shelter problems effectively.

Required: Shelter Operations (ARC 3068-11) required.

Course Registration Number	Date	Time	Location
1774798	Sat/Nov 22	1 P – 4 P	Chp HQ

WEAPONS OF MASS

DESTRUCTION/TERRORISM: AN OVERVIEW (ARC 3079-2 REV 10/02)

This course provides basic information about the issues and safety concerns related to responding to a disaster incident in an environment involving Weapons of Mass Destruction/Terrorism (WMD/T). Participants will learn

about the knowledge, skills and abilities needed by disaster workers performing duties in this environment.

After completing this course, participants will be able to:

- Identify at least five unique challenges in responding to a WMD/T incident.
-
-
- Identify some of the potential targets of terrorists, identify the types of weapons that could be used and identify health concerns associated with those weapons.
- Describe the Red Cross’ need for accurate information flow, rapid assessment of the incident, identify the “First Responder” agencies and become aware of the Incident Command System.
- Identify some of the key learning points from the Red Cross’ history in responding to WMD/T incidents.
- Identify some of the planning and preparedness activities necessary to increase the chapter’s readiness to respond to a WMD/T incident.

Prerequisites Recommended *Fulfilling Our Mission:*

Translating Your Compassion Into

Community Action (DSGEN200A, Rev. 07/06)

Course Registration Number	Date	Time	Location
1774785	Sat/Nov 8	8:30 A – 4:30 P	Chp HQ

ADVANCED LEVEL TRAINING

The following Intermediate and Advanced Level course will be hosted by the Heartland Chapter. Intermediate and Advanced level courses are conducted on behalf of the American National Red Cross. Persons wish to take Intermediate and Advanced level training must submit an application (ARC Form 5898H) to their chapter at least 45 days prior to the course offering. The participant's home chapter recommends the applicants participation in the course and forwards the application to the host chapter.

DISASTER INSTRUCTOR SPECIALTY TRAINING (ARC 3090, 05/92)

This instructor-led course is designed to enhance and refine the presentation skills of instructor candidates for basic level disaster courses. This learning experience consists of a series of brief presentations and interactive discussions focused on the instructional techniques, course structure and delivery methods required to meet the diverse learning needs of disaster course participants. Instructor candidates will enhance their skills through practice teaching in a model classroom environment with feedback and coaching provided by qualified DIST instructors

After completing this course, participants will be able to—

- Identify the teaching methods used in training settings and explain how each can be most successful.
- Interpret and correctly teach from disaster training course designs.
- Explain the role of the Disaster Training System.

Required: *Fulfilling Our Mission: Translating Your Compassion Into Community Action* (DSGEN200A, Rev. 09/07), *Community Services Overview* (ARC 3068-6, Rev. 09/05) or *Mass Care Overview* (DSMCC200A, Rev. 04/07), *Fundamentals of Instruction and Facilitation* (ARC 3090-1, Rev. 10/98)

- Three other basic level disaster training courses, to include the one the candidate intends to teach
- Sufficient operations knowledge and experience to be able to convey accurately the concepts, principles and procedures contained in the course the candidate intends to teach and to be able to answer participants' questions.

Recommended: *Collaborating to Ensure Effective Service Delivery* (ARC 3089-4, Rev. 06/04), *Serving People with Disabilities Following a Disaster* (online component) (DSPSS200C, 07/06), *Working with Total Diversity* (ARC 1503), *Working Together: Building Effective Paid and Volunteer Staff Relationships*

This advanced level course requires completion and submission of a 5898-H 45 days prior to the scheduled date of the course.

Registration:

Registration for intermediate and advanced level courses must be completed 37 days prior to the date of the course. A 5898-H may be completed in lieu of on-line registration, and may be submitted to:

American Red Cross
Heartland Chapter, Emergency Services
Attn: Joe Phillips, Mgr Dis Svcs
2912 S 80th Ave
Omaha, NE 68124

Course Registration Number	Date	Time	Location
	Sat/Oct 11 and Sun/Oct 12	8:30 A – 4:30P each day	Chp HQ

DISASTER SERVICES HUMAN RESOURCE INFORMATION

Activity Requirements and Resources

This document gives the required and recommended training people need to serve in the groups and activities of the DSHR system. Some items apply to the group as a whole, and some are specific to the activities within the groups. Although some training courses are not required, all ARC training listed is important and, in most cases, is the primary means by which people gain the technical competency needed for tasks and activities.

GROUPS/ACTIVITES	ARC Training
Client Services:	CLS
Client Casework (CC)	Required: CCW, CAC-C, OT-Casework, OT-CAS Recommended: OT-HV
Mental Health Services (DMH)	Required: FDMH, OT-Casework, OT-CAS Recommended: PFA, CCW, CAC-C, SO, SOS
Health Services (HS)	Required: SFA/CPR/AED, HS1, OT-Casework, OT-CAS Recommended: CCW, CAC-C, PFA, OT-HV
Recovery Planning and Assistance (RPA)	Required: RPA Workshop- Overview Recommended: CEESD, IS-288, CCW, CAN, CAS Basics 3.1, RPA Workshop – Case Management
Welfare Inquiry (WI)	Required: Recommended: CCW, MC1, PFA
Information Management Support Services:	IMS
Disaster Assessment (DA)	Required: FDA
Financial and Statistical Information Management (FSI)	Required: FSI
Analysis and Planning (AP)	Required:
Information Dissemination (ID)	Required:
Mass Care	MC
Bulk Distribution (BD)s	Required: MC1, ERVT
Feeding (FF)	Required MC1, ERVT Recommended: DKT
Sheltering (SH)	Required: MC1, SO, SOS Recommended: LOG1, LS
Community Programs (CP)	Required: MC1 Recommended CEESD
Material Support Services:	MSS
Facilities (FAC)	Required: Log1, LS, IKD Recommended: CEESD, IS100, IS200

GROUPS/ACTIVITES	ARC Training
Material Support Services - Cont	MSS - Cont
Facilities (FAC) - cont	Recommended – cont: IS700, IS 800
In Kind Donations (IKD)	Required: Log1 Recommended: IKD
Invoice Review	Required: LOG1, LS, IKD Recommended: CEESD, IS 100, IS200, IS700, IS800
Procurement (PRO)	Required LOG1, LS, IKD Recommended: CEESD, IS100, IS200, IS700, IS800
Life Safety and Asset Protection (LSAP)	Required: CEESD, MC1, EOC-L, LOG1, MCD, SO, WMDT Recommended: FEMA IS15A, IS100, IS100LE, IS288, IS340, IS700, IS800
Transportation (TRA)	Required: ERVT
Warehousing and Supply (WHS)	Required: LOG1, LS, IKD Recommended: CEESD, IS100, IS200, IS700, IS800
RT Communications (RCM)	Required: RF Radio Basics Recommended: FCC Liscense, GROL, Advanced Radio License, RTT Training
RT Computer Operations (RCO)	Required: Recommended RTT Training
RT Customer Service (RCS)	Required: Recommended: RTT Training
RT Networking (RNT)	Required: Recommended: RTT Training
Organizational Support	OS
Public Affairs (PA)	Required: PA1 Recommended: PA2
Fundraising (FR)	Required: Recommended: DFRPR
Response Investigations, Compliance and Ethics (RICE)	Required; Recommended: SO, CCW, FSS, CAS Basics, Webi Reports
Partner Services	PS
Community Relations (LCR)	Required: CEESD
Emergency Support Service 6 (EFS6)	Required: MC1, SO, SOS, LOG1, CEESD, ESF6, EOC-L, IS100, IS200, IS700, IS800
Government (LG)	Required: CEESD, EOC-L, IS100, IS200, IS700, IS800
Labor (LL)	Required: CEESD
Voluntary Agencies (LVA)	Required: CEESD
Staff Services	SS
Staff Health (SW)	Required: CPR/SFA/AED Recommended: FSS

GROUPS/ACTIVITES	ARC Training
Staff Services - Cont	SS – Cont
Staff Relations (SR)	Recommended: FSS
Staff Support Systems (SM)	Required: CEESD
Training (TR)	Recommended: FSS
Workforce Planning and Acquisition (WP)	Recommended: FSS, WPA, SVW
Operations Management	OM
Chapter DRO Director (CD)	Required: SODA, SDSM, FCDOM Recommended: SID, OT-Admin Tools
Multi-Chapter DRO Director (MD)	Required: SODA, SDSM, FCDOM Recommended: SID, OT-Admin Tools
National DRO Director (ND)	Required: SODA, SDSM, FCDOM Recommended: SID, OT-Admin Tools

Training Delivery Legend

Legend: Delivery Method: BL-Blended Learning; IL-Instructor Lead; LMS-Learning Management System; OL-On-line (non-ARC course); OT-Operational Training; SS-Self Study; WE-WebEx				
DSHR Code	ATLAS Code	Delivery Method	Course Title	Rel./Rev. Date
ACPR	3242	IL	Adult CPR	
AED	3247	IL	Automated External Defibrillation Training	
CAC-C	DSCLS200C	LMS	CAC: Caseworkers	Rel. Jul-06
CCPR	3213	IL	Community CPR (Adult-Infant-Child, includes Prof. Rescuer)	
CCW	DSCLS202A	IL	CCW: Providing Emergency Assistance	Rel. Jul-06
CEESD	3089-4	IL	Collaborating to Ensure Effective Service Delivery	Rev. Jun-04
CPR		IL	Cardio-pulmonary Resuscitation	
DFRPR	3074-3	IL	Disaster Fundraising: Preparing and Responding in Chapters	Rel. Mar-06
DIST	3090	IL	Disaster Instructor Specialty Training	Rev. Mar-00
DKT	3068-30	IL	Disaster Kitchen Training (replaces MCFS)	Rel. Mar-05
EOC-L	3089-5	IL	EOC/Incident Command Liaison	Rel. Jun-05
ERVT	3068-4	BL	Ready, Set, Roll - ERV Training	Rev. Sep-05
ESF6	DSPSS600W	IL	ESF6 Workshop	Rel. Jun-06
FCDOM	3081-30	IL	Fundamentals of Chapter Disaster Operations Management	Rel. Apr-05
FDA	DSIMS200B	IL	Fundamentals of Disaster Assessment	Rel. Aug-06
FDMH	3077-4	IL	Foundations of Disaster Mental Health	Rel. Sep-06
FIF	3090-1	SS	Fundamentals of Instruction & Facilitation	Rev. Oct-98
FOM	DSGEN200A	IL	Fulfilling Our Mission - Translating Your Compassion into Community Action	Rel. Jul-06
FSI	3078-2	SS	Financial & Statistical Information Management	Rel. Aug-06
FSS	DSSSS200C	LMS	Fundamentals of Staff Services	Rel. Jul-06
HS1	DSCLS205W	IL	Disaster Health Services Response	Rel. Sep-06

DSHR Code	ATLAS Code	Delivery Method	Course Title	Rel./Rev. Date
IKD		IL	In-Kind Workshop	Rev. Jan-01
INTRO	DSGEN202C	SS	Introduction To Disaster Services	Rev. Sep-06
IS100		OL	Introduction to ICS	
IS200		OL	Basic ICS	
IS700		OL	NIMS, An Introduction	
IS800		OL	National Response Plan, An Introduction	
LOG1	3071-1	IL	Logistics: An Overview	Rev. Sep-05
LS	3071-2	IL	Logistics Simulation	Rev. Feb-98
MC1	3068-6	SS	Mass Care: An Overview (formerly COS1)	Rel. Sep-05
MC2	3068-2	IL	Mass Care-2	Rev. Oct-96
MCD	3079-1	IL	Mass Casualty Disasters	Rev. Oct-01
PA1	3080-1	IL	Pub Affairs In Dis-1	Rev. May-95
PA2	3080-2	IL	Pub Affairs In Dis-2	Rev. Feb-01
PFA	DSCLS206A	IL	Psychological First Aid	Rel. Sep-06
SDSM	3081-40	IL	Service Delivery Site Manager	Rev. Apr-05
SFA	3240		Standard (Community) First Aid	
SHS	DSSSS204A	WE	Staff Health: Deploying A Healthy Workforce	Rel. Sep-06
SID	3086	IL	Supervision In Disaster	Rev. Aug-06
SO	3068-11	IL	Shelter Operations	Rev. Sep-05
SODA	DSSSS600A	IL	Supervising on a Disaster Assignment	Rel. Jan-07
SOS	3068-12	IL	Shelter Operations Simulation	Rev. Sep-05
SPD	DSPSS200B	BL	Serving People with Disabilities Following a Disaster	Rel. Jul-06
SVW	DSSSS201C	LMS	Preparing for and Managing A Spontaneous Volunteer Workforce	Rel. Sep-06
WMD/T	3079-2	IL	Weapons of Mass Destruction/Terrorism: An Overview	Rev. Oct-02
WPA	DSSSS202C	LMS	Workforce Planning and Acquisition	Rel. 12/06

American Red Cross

DISASTER TRAINING SYSTEM

Title of Course: _____

Location of Course: _____ Scheduled Date: _____

Name of Applicant: _____
Last First Middle

Address _____ Office Phone _____

Home Phone _____

Occupation _____ E-mail Address: _____

If Mental Health Professional: License #, Date of Expiration & Discipline _____

Red Cross Unit of Affiliation _____

Red Cross Position Title _____

Volunteer Chapter Employee Disaster Reserve National Employee Other _____

All disaster courses have specific prerequisites of training and or experience that an applicant MUST have prior to enrollment. Using the current fact sheet for this course, indicate below how such prerequisites have been met.

TRAINING

Course Title	City and State Where Course Was Held	Inclusive Date(s) of Course

EXPERIENCE

DR No.	Name of Operation	Dates	Location	Function/Position

OTHER REQUIRED TRAINING AND/OR EXPERIENCE:

REASON FOR WANTING TO TAKE THIS COURSE:

I have reviewed the course fact sheet and I meet the training and experience prerequisites as indicated above.

Signature _____
APPLICANT: Submit original to Disaster Services at the chapter or unit.

Date _____
American Red Cross Form **5898H (Rev. 2-04)**

CONCURRENCES, RECOMMENDATIONS, AND APPROVALS

S E C T I O N A	FOR CHAPTER/STATION USE ONLY	
	Plan for use of candidate and other comments	Date Received: _____
	<input type="checkbox"/> YES-Candidate meets ALL requirements and IS recommended for appointment. <input type="checkbox"/> NO-Candidate IS NOT recommended for appointment for reason(s) above.	
	_____ Date	_____ Signature of Disaster Services <input type="checkbox"/> Chairman or <input type="checkbox"/> Director
		_____ Title of Designee if Signing for Chairman or Director

S E C T I O N B	FOR SERVICE AREA USE ONLY	
	Plan for use of candidate and other comments	Date Received: _____
	<input type="checkbox"/> YES-Candidate meets ALL requirements and IS recommended for appointment. <input type="checkbox"/> NO-Candidate IS NOT recommended for appointment for reason(s) above.	
	_____ Date	_____ Signature
		_____ Title

S E C T I O N C	FOR TRAINING DEVELOPMENT & DELIVERY, NATIONAL HEADQUARTERS USE ONLY	
	Plan for use of candidate and other comments	Date Received: _____
	<input type="checkbox"/> YES-Candidate meets ALL requirements and IS recommended for appointment. <input type="checkbox"/> NO-Candidate IS NOT recommended for appointment for reason(s) above.	
	_____ Date	_____ Signature
		_____ Title

DIRECTIONS FOR COMPLETION AND PROCESSING OF APPLICATION

BASIC COURSES ONLY: Chapter or unit completes Section A. Send to instructors.

ALL INTERMEDIATE OR ADVANCED COURSES:

CHAPTER OR STATION: Complete Section A.
Retain one copy. Send original to Service Area.

SERVICE AREA: Complete Section B.
Retain one copy, if desired.

TRAINING DEVELOPMENT & DELIVERY, NATIONAL HEADQUARTERS: Complete Section C.
Retain original. Notify Service Area of decision.