	American Red Cross & NJSP OEM **Sheltering Management** **Course Information Sheet**	

Location: AAA Eastern Hqs. 700 Horizon Blvd. Hamilton, NJ Room 148

Date: September 22, 2015

Time: 8:30a.m. – 4:00 p.m. (8 hours)

Pre-Course Recommendations
  □ ICS 100 (Required) ICS 700 Recommended)

Additional Information:
        See ARC attached course fact sheet and application process.

  NJ OEMS CREDIT N/A CEU'SNJDFS CREDIT __N/A__ CEU'S NJLMS CREDIT __Not Applied For__ CEU'S

Course Purpose: & Course Description
        See ARC attached course fact sheet and applications process.

Target Audience
The primary audience for this training is individuals who will have responsibilities as their main job or as an auxiliary function at the State, tribal, or local level of government in operating a shelter. Additionally audience may include emergency management personnel who may serve in or manage an emergency operations center, to include office of emergency management staff and administration, support function staff, representatives from municipal agencies/departments that may assist in the recovery process.

Class size limited to 24, registration is required: See attached ARC Instructions to Register.

The target audience for this course includes the following local government positions and allied professionals:

- Medical Examiners/Coroners
- Funeral Directors
- Law Enforcement Personnel
- Fire Department Personnel
- Emergency Medical Services Personnel
- Emergency Planners
- Emergency Management Personnel
- Public Officials
- Health Official/Care Administrator or Planner
- Media (Public Information Officers)

- Public Works Personnel
- Members of the Clergy
- The Salvation Army Personnel
- American Red Cross Personnel
- Forensic specialists
- National Guard Members
- Transportation (railroads, etc.) Personnel
- Other significant disaster workers
- Community Planner and Staff

- Business and Private Organization Representative

For more information: Contact Course Manager, Ted Cashel, , NJOEM at lppcasht@gw.njsp.org 609-963-6900 ext 6214.

        You will be contacted by email when your application is received and approved.

American Red Cross

Fact Sheet
Disaster Services

Shelter Management
DIS000300: May 2012
Fact Sheet: July 2012

Description	*Shelter Management* is an instructor-led, basic level course that introduces the roles, responsibilities and tasks of the shelter manager. Using the *Sheltering Handbook,* participants will work through a case study that takes them through four of the six phases of the *Sheltering Cycle: Opening, Organizing, Operating and Closing.* The *Sheltering Handbook* provides the guidance for Red Cross shelter operations and serves as the main resource for the course. 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 chapter are additional criteria.
	This course was prepared under a grant from FEMA's Grant Programs Directorate, U.S. Department of Homeland Security.
Purpose	The purpose of this course is to prepare participants to effectively operate a shelter facility that provides disaster services in a safe environment for its residents and workers.
Learning Objectives	Upon completion of this course, participants will be able to–
	• Explain the roles and responsibilities of a shelter manager throughout the *opening, organizing, operating* and *closing* phases of a shelter operation.
	• Develop a plan for setting up shelter space and obtaining supplies.
	• Describe the components of effectively managing shelter staff including conducting job inductions and performing job evaluations.
	• Describe how collecting and reporting information relates to the mission of the Red Cross.
	• Convey the importance of effectively communicating with clients, partners, shelter staff, disaster leadership, media and key community members.
	• Accommodate the diverse needs of clients in shelters.
	• Collaborate with internal and external partners.
Audience	Employees, volunteers and partners of the Red Cross who are eligible to become or are already acting as shelter managers.

Prerequisites	Red Cross Employees and Volunteers: • *Disaster Frontline Supervisor* • *Disaster Frontline Supervisor Simulation* • *Shelter Operations* • *Shelter Operations Simulation* • *Basic Food Safety*	Red Cross Partners: • Hold a supervisory role within their organization. • *Disaster Services: An Overview* (Module one) • *Partner Agency Shelter Operations Workshop*

Length	This course consists of a *minimum* of five hours and 20 minutes of instruction time, which *does not* include time for two breaks and lunch. For scheduling purposes, it is recommended that chapters plan for a seven-hour day. Participants must attend the entire course to earn a certificate.
Scheduling	The recommended class size is a minimum of four and a maximum of 20 participants. It is at the discretion of sponsoring units to offer the course to more than 20 participants. It is recommended that this course have two co-instructors.
Instructor Requirements	This course is taught by certified basic disaster instructors who have: • Successfully delivered *Shelter Operations* and *Shelter Simulation* • Shelter manager experience in Red Cross local or multi-chapter disaster relief operations. • Knowledge of current Disaster Services operational guidance, Red Cross agreements with other agencies that provide disaster relief and local chapter disaster plans.
Materials and Equipment	• *Sheltering Handbook* (one per participant and instructor) • *Shelter Management* Instructor Manual • *Shelter Management* Participant Packet (one packet per participant, printed on colored paper) • *Shelter Management* Participant Handouts (one unstapled set per participant) • PowerPoint presentation • Computer and LCD projector • *Shelter Management* Video • DVD and monitor/TV • Sticky notes • Name tags or name tents • Newsprint paper, easel and markers • Masking tape • Course roster • Participant evaluations (F5898B) (one per participant) Note: The handbook, instructor manual, participant materials and PowerPoint presentation are downloadable from CrossNet. The following course materials are available for purchase from the DocStore: • Printed copies of the handbook, instructor manual and participant materials • *Shelter Management* DVD Course materials are designed to be printed double-sided, black and white, except for the *Shelter Management* Participant Packet. It is recommended to print it in a color other than white.

Additional Information	Please email questions or comments concerning this course to: DisasterTraining@redcross.org.

Shelter Management

Date: September 22, 2015
Time: 8:30 AM-4 PM
Location: AAA Eastern Headquarters
                 700 Horizon Road
                 Hamilton, NJ 08691

**REGISTRATION IS REQUIRED**. Class size is limited so register early! Registration closes on September 19th.

Click on or **copy and paste** this link into your browser address bar to be brought to the American Red Cross Learning Management System (LMS) and a description of the course.

https://classes.redcross.org/Saba/Web/Main/goto/GuestOfferingDetails?pageModeDeepLink=GuestLogin&showRegisterLinkDeepLink=true&offeringId=class000000004944531

➢ Scroll down and click on the **Register** button if you wish to register for this class or click on the **Cancel** button if you don't.
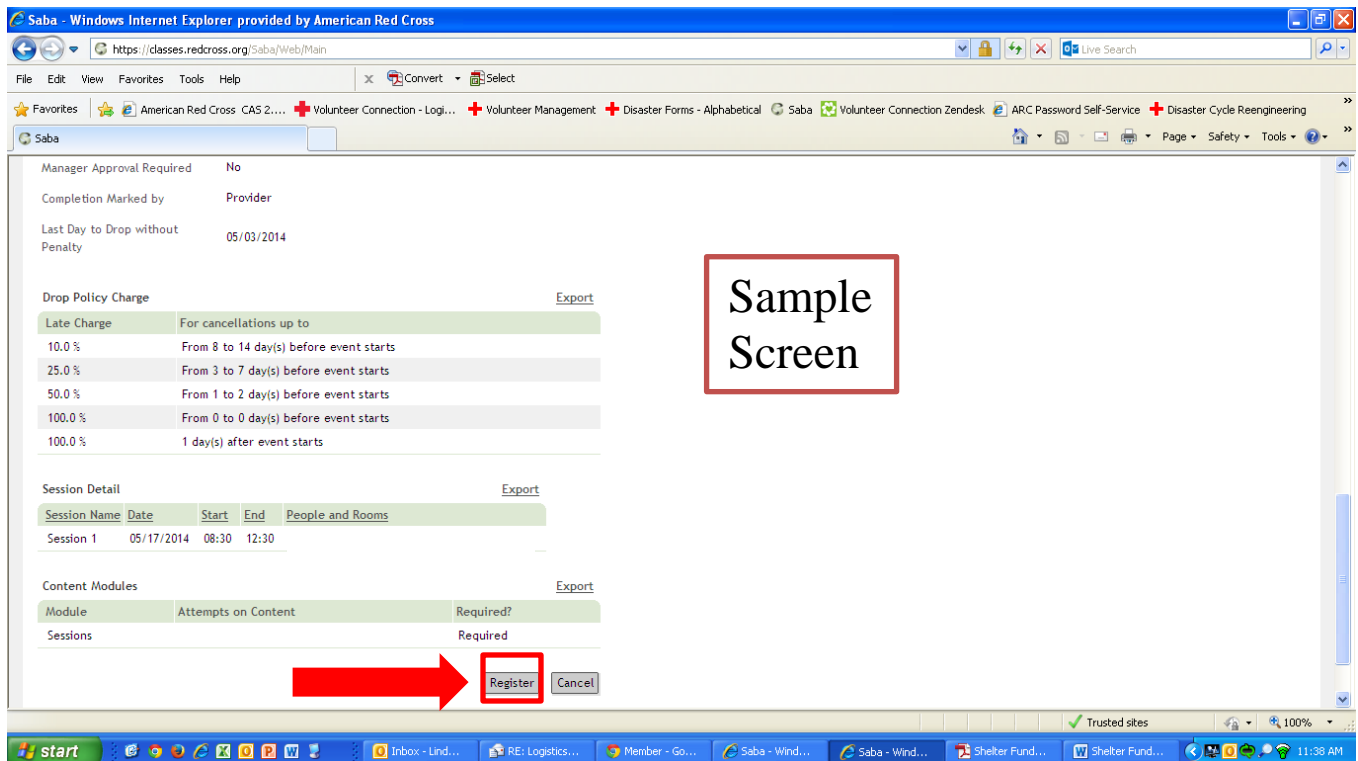
➤ Clicking the **Register** button routes you to the login page. If you have an existing LMS username and password, enter them in the **Returning Users Please Log In** boxes and click the Log In button. If you do not have an existing LMS username and password, click the **New Users** link to create an account.
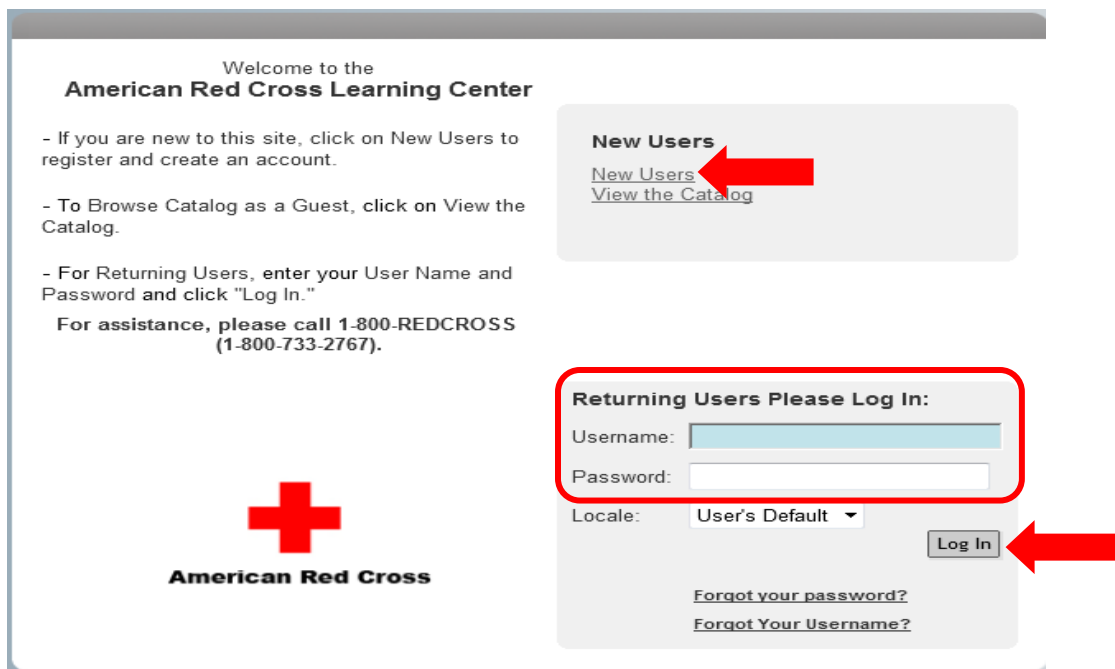
➤ When you have logged in or created your account, you are brought to the Create Order page. Click on **Place Order** to be enrolled in the class. A confirmation email of the registration will be sent from Classes-Notify@usa.redcross.org.
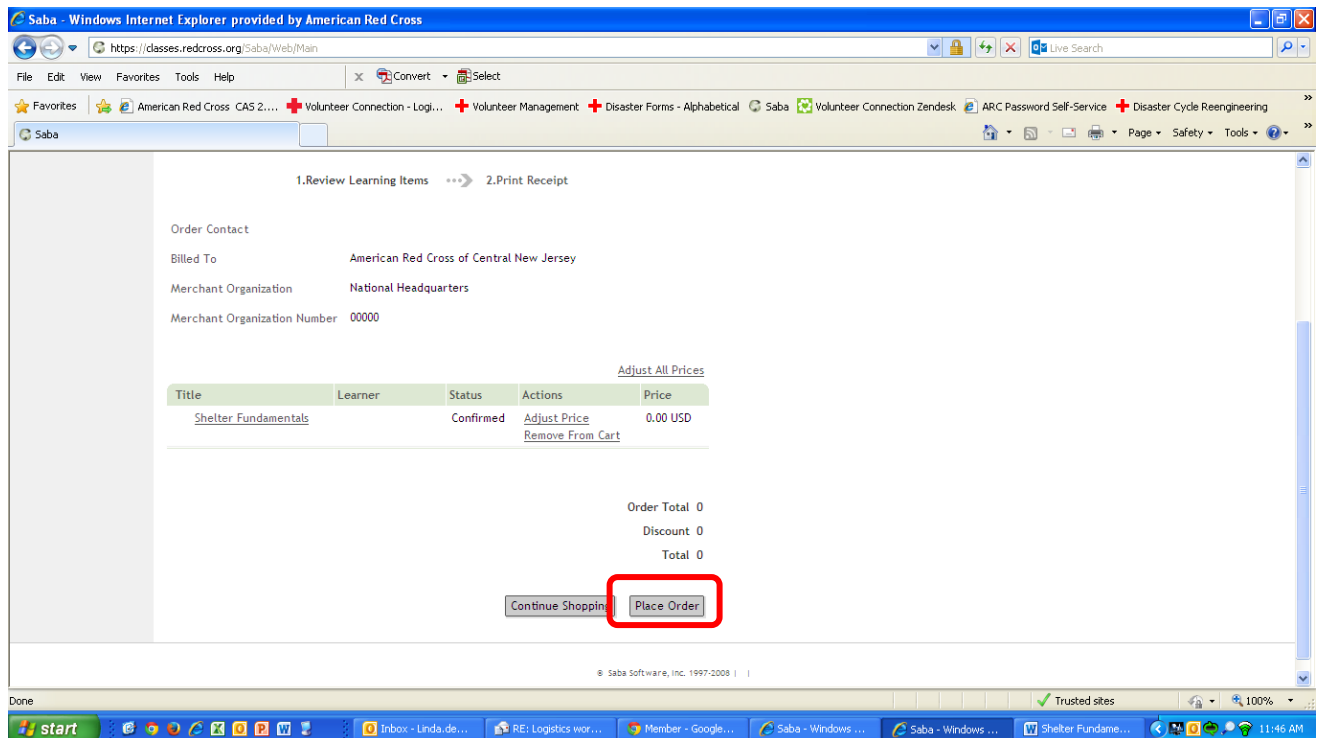
➢ Click **Log Out** at the top right of the page when finished.
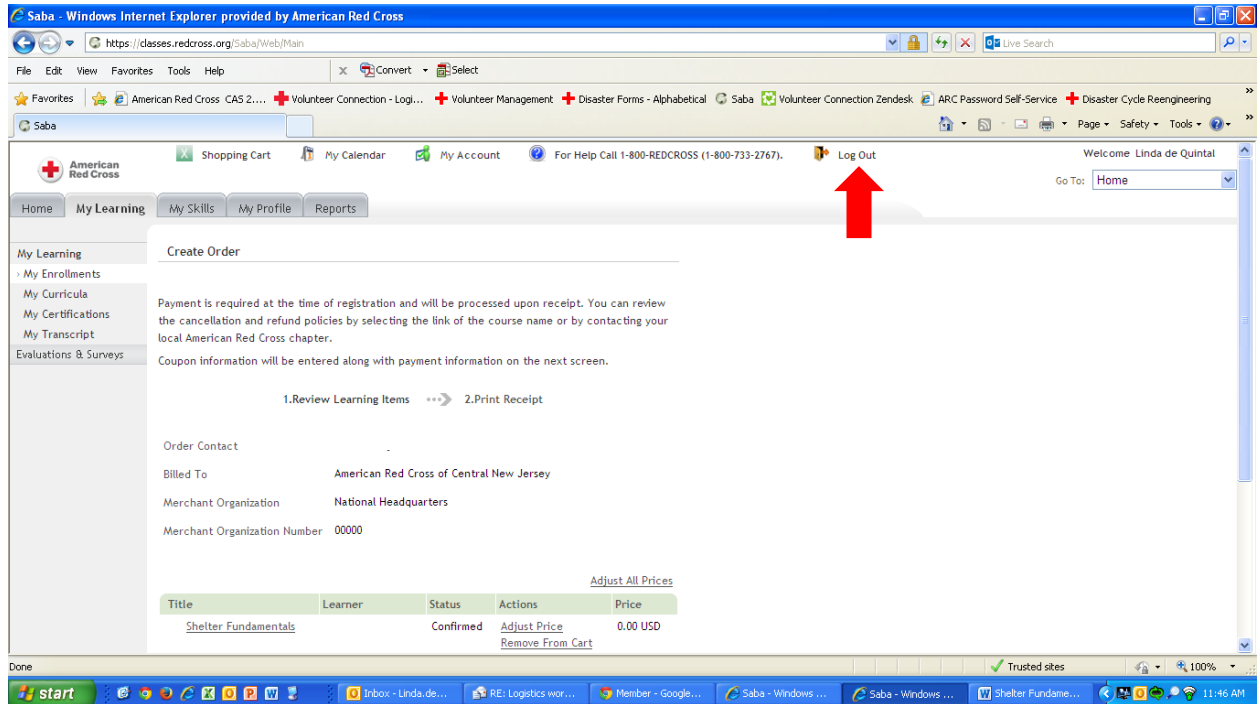
➢ If you need assistance registering, please contact Linda de Quintal, American Red Cross, at Linda.deQuintal2@redcross.org with the name and date of the course.