

**2009
Disaster Services
Mini-Institute Schedule**

**Greater Houston Area Chapter
American Red Cross**



Disaster Training Mini-Institutes

By attending a Red Cross mini-institute, you can get trained to help families in our community and across our state and nation who are affected by disasters such as hurricanes, fires, and floods. The Greater Houston Area Chapter offers six of these major training sessions each year – in January, March, May, July, September, and November. The courses are offered from Thursday evening through Sunday afternoon at the Chapter Headquarters at 2700 Southwest Freeway in Houston. There is never a charge for disaster training. If you are from out of town, you will need to make your own arrangements for lodging.

During each mini-institute volunteers and staff have the opportunity to take the four most basic disaster classes: Fulfilling Our Mission (which is a prerequisite for all the other disaster courses), Mass Care: An Overview, Client Casework: Providing Emergency Assistance, and Fundamentals of Disaster Assessment (actually the second part of this class, with the first part being online). Other courses at the mini-institutes will vary. Registration is through the Red Cross Learning Management System (LMS). The registration deadline for each mini-institute is noon on the Monday before classes begin on Thursday. A 5898H approval form (only for a class specifically requiring one) must be submitted 2 weeks before the class is scheduled to begin. **For more information** call Doni Ward-McAlister, Asst. Disaster Director, at 713-313-1638, call Disaster Services at 713-313-1608, or email your question or request to distraining@ghac.org.

2009 Mini-Institute Classes

Each class is open to all who have taken whatever prerequisites are required. Fulfilling Our Mission is a prerequisite for all other disaster classes. You may enroll in any of these classes through the Learning Management System.

**Collaborating to Ensure Effective Service Delivery +
Emergency Operations Center/Incident Command
Liaison (COL/EOC)**

These two courses are taught concurrently over a 2-day period. They train Red Cross employees and volunteers who will represent the organization, when assigned as liaisons in incident command centers, multi-agency coordination sites, and other emergency management settings. **Prerequisites:** (1) Fulfilling Our Mission. (2) Participants must be familiar with: Red Cross disaster programs and services. Attendance for both days is mandatory.

Date	Time	Date	Time
Mar. 14	8:30 a.m.	Mar. 15	8:30 a.m.

**Client Casework: Providing Emergency Assistance (CC:
PEA)**

This 8-hour class is one of the three basic courses most volunteers should take (in any order) after completing Fulfilling Our Mission. **Prerequisite:** Fulfilling Our Mission.

Date	Time	Date	Time
Jan. 10	8:30 a.m.	July 11	8:30 a.m.
Mar. 14	8:30 a.m.	Sept. 11	8:30 a.m.
May 15	8:30 a.m.	Nov. 14	8:30 a.m.

Disaster Instructor Specialty Training (DIST)

Disaster Instructor Specialty Training (DIST) is an advanced, instructor-led course designed to enhance and refine the presentation skills of instructor candidates for basic level disaster courses. **Prerequisites:** There are numerous prerequisites for this class, including an approved 5898H. Attendance for both days of the 2-day course is mandatory. Please call Doni Ward-McAlister, Asst. Disaster Director, at 713-313-1638 for more information, or email her at dward@ghac.org.

Date	Time
Jan. 10 & 11	8:30 a.m.

Frontline Disaster Supervisor (FDS)

Disaster Frontline Supervisor (DFS) is an instructor-led, basic level course. The Disaster Frontline Supervisor Handbook provides disaster relief operations supervisors with tools that support their success.

Date	Time
May 16	1 p.m.

Frontline Disaster Supervisor Simulation (FDSS)

The simulation builds on the information presented in the Disaster Frontline Supervisor (DFS) course, providing an opportunity to practice key supervisory skills and use the Disaster Frontline Supervisor Handbook as a resource.

Date	Time
May 16	1 p.m.

Fulfilling Our Mission (FOM)

Fulfilling Our Mission is a 3-hour class that is the prerequisite for all other Red Cross Disaster Courses.

Date	Time	Date	Time	Date	Time
Jan. 8	6 p.m.	May 14	6 p.m.	Sept. 12	8:30 a.m.
Mar. 12	6 p.m.	July 9	6 p.m.	Nov. 12	6 p.m.

Fundamentals of Instruction and Facilitation (FIF)

Persons who want to take Disaster Instructor Specialty Training must first take either this 3-hour course or Fundamentals of Instructor Training (offered regularly by the Health and Safety Dept.). **Prerequisite:** Fulfilling Our Mission.

Date	Time
Jan. 8	6:00 p.m.

Fundamentals of Disaster Assessment (FDA)

Fundamentals of Disaster Assessment is one of the three basic courses most volunteers should take (in any order) after completing Fulfilling Our Mission. **Prerequisites: (1)** Fulfilling Our Mission. **(2)** Actually this is the 4-hour classroom segment of a course that is begun by taking the online portion of the class. Everyone must have passed the online portion before taking the classroom portion.

Date	Time	Date	Time	Date	Time
Jan. 10	1 p.m.	May 15	1 p.m.	Sept. 12	1 p.m.
Mar. 13	1 p.m.	July 11	1 p.m.	Nov. 13	1 p.m.

International Humanitarian Law (IHL)

This all-day class is intended to raise awareness among Red Cross representatives and general audiences about the Geneva Conventions, the basic rules of international humanitarian law, and the role of the Red Cross during armed conflict to implement IHL. This newly-updated course invites participants to reflect on their images and perceptions of armed conflict and explore the fundamental concept of human dignity even in the midst of the excesses of war.

Date	Time
July 11	8:30 a.m.

Logistics: An Overview (LOG)

This 3-hour class provides participants with an overview of the Material Support Services group and the activities associated with it. **Prerequisite:** Fulfilling Our Mission.

Date	Time
Jan. 10	8:30 a.m.

Managing Total Diversity (MTD)

This all-day class focuses on concepts that will improve participants' understanding of managing a multicultural workforce and assist them in making diversity an integral part of their business plan.

Date	Time
Mar. 12	8:30 a.m.

Mass Care: An Overview (MCO)

This is 3-hour class is one of the three basic courses most volunteers should take (in any order) after completing Fulfilling Our Mission. **Prerequisite:** Fulfilling Our Mission.

Date	Time	Date	Time
Jan. 9	1 p.m.	July 10	1 p.m.
Mar. 13	8:30 a.m.	Sept. 10	6 p.m.
May 16	8:30 a.m.	Nov. 13	8:30 a.m.

Psychological First Aid (PFA)

Psychological First Aid is a basic 3-hour class to prepare Red Cross workers to provide basic care, comfort, and support to people of are experiencing disaster-related stress. **Prerequisite:** Fulfilling Our Mission.

Date	Time	Date	Time
Jan. 9	8:30 a.m.	Sept. 12	8:30 a.m.
July 10	8:30 a.m.		

Serving People with Disabilities Following a Disaster (SPD)

This is actually the all-day classroom portion of a basic course that begins online. The course outlines American Red Cross policies and practices as they pertain to providing services to people with disabilities following a disaster. **Prerequisites: (1)** Fulfilling Our Mission. **(2)** The online portion of this course must be completed successfully before attending the classroom portion.

Date	Time	Date	Time
Jan. 9	8:30 a.m.	Nov. 13	8:30 a.m.
July 10	8:30 a.m.		

Shelter Operations (SO)

This 3-hour basic class provides participants with knowledge of Red Cross policies and procedures for setting up, running and closing a shelter during a disaster. **Prerequisites: (1)** Fulfilling Our Mission and **(2)** Mass Care: An Overview.

Date	Time	Date	Time
Mar. 14	8:30 a.m.	July 11	8:30 a.m.
May 15	8:30 a.m.	Sept. 12	1:00 p.m.

Shelter Simulation (SOS)

This very informative and practical 3.5-hour basic class builds on what students have learned in Shelter Operations. **Prerequisites: (1)** Fulfilling Our Mission and **(2)** Shelter Operations.

Date	Time
Mar. 14	1 p.m.

Working with Total Diversity (WTD)

Working with Total Diversity is an all-day skills-based basic training course that provides the tools for creating inclusive relationships with colleagues and clients.

Date	Time	Date	Time
Jan. 10	8:30 a.m.	Nov. 14	8:30 a.m.
May 14	8:30 a.m.		

Workshop for Development of CDE Presenters (CDE Leader)

This all-day class aims to make a presenter aware about where to find the appropriate disaster education information, how to target the desired audience, and how to encourage behavior change. This workshop does not teach presentation skills, so it is recommended that each participant be a qualified Disaster or Health & Safety instructor or have some other background that has instilled proficiency in public speaking and presentation.

Date	Time
Mar. 13	8:30 a.m.

Working Together: Building Volunteer and Employee Teams (WT: BVET)

This all-day class is an intermediate, instructor-led course designed to increase the effectiveness of American Red Cross teams. This highly interactive course is intended for all volunteers and employees. Participants will use group activities and discussions to strengthen their work teams.

Date	Time	Date	Time
May 16	8:30 a.m.	Sept. 11	8:30 a.m.

Classes for Health Professionals Only

The following classes are intended **only** for certified health professionals. Your eligibility for these courses **must** be confirmed before you attend. For more information call Doni Ward-McAlister at 713-313-1638.

Foundations of Disaster Mental Health (FDMH)

This all-day class introduces participants to the key concepts, knowledge and skills required of anyone assigned to Disaster Mental Health.

Date	Time	Date	Time
Mar. 14	8:30 a.m.	Sept. 12	8:30 a.m.

Health Services Response Workshop (HSRW)

This 6.5-hour class 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

Date	Time	Date	Time
May 16	8:30 a.m.	Nov. 14	8:30 a.m.

Other Training Options

Online: Numerous disaster training courses are now available to Red Cross volunteers and staff through the Learning Management System (LMS). The following courses are available through our online catalog: Basic Food Safety, Client Assistance Cards: Caseworkers, Client Assistance Cards: Financial and Statistical Information Management Workers, Disaster Public Affairs Overview, DSHR Deployment Orientation, Emergency Manager: An Orientation to the Position, Fundamentals of Disaster Assessment (prerequisite for the classroom portion), Fundamentals of Staff Services, Introduction to Disaster Services (English), Introduction to Disaster Services (Spanish), Logistics during a WMD/T Incident, Preparing for and Managing a Spontaneous Volunteer Workforce, Serving People with Disabilities Following a Disaster (prerequisite for the classroom portion), Staff Health: An Overview, Staff Health: Working on Disaster Relief Operations, Workforce Planning and Acquisition.

The Chapter's **branch offices** also offer disaster training at various times through out the year. Please contact your local branch for information about any upcoming training or check your branch's website at www.houstonredcross.org.

ERVs: Ready, Set, Roll! Emergency response vehicle (ERV) drivers are always needed to help out at home and also on disaster assignments across our nation. Volunteers take the first part of this course on their own after picking up the video and other materials at the Chapter or at their local branch offices. They then complete the course when they have fulfilled the requirements outlined in the materials and then taken a road test administered by the Chapter ERVs Coordinator. Email distraining@ghac.org for more information.

To become a member of a **Red Cross Disaster Action Team (DAT)** at the Chapter or your local branch, please email distraining@ghac.org for information about qualifications and meetings.

Contacts for more information:

Mary Jane Kinnebrew, Volunteer Disaster Training Coordinator: distraining@ghac.org
Doni Ward-McAlister, Asst. Director of Disaster Services: dward@ghac.org or 713-313-1638
Disaster Services Office: 713-313-1608

2009 Disaster Training Schedule -- Greater Houston Area Chapter, 2700 SW Freeway @ Kirby

- An * asterisk indicates that the course has one or more prerequisites in addition to Fulfilling Our Mission.
- To be an Emergency Response Vehicle (ERV) driver, take Part One of the course on your own, then make arrangements for the driving test. To be a member of a Red Cross Disaster Action Team, please email distraining@ghac.org for a list of core courses.
- Please register for classes through the Learning Management System (LMS). For questions or assistance with LMS, please email the Volunteer Disaster Training Coordinator at distraining@ghac.org. The registration deadline for each mini-institute will be at noon the Monday before the institute begins on Thursday. Any course that does not have a required minimum number of students at that time may be cancelled. Please do not plan to attend without first registering.

		THU 1/8/09		FRI 1/9/09		SAT 1/10/09			SUN 1/11/09	
JANUARY	8:30am			* SPD	PFA	CC: PEA	WTD	LOG	*DIST 1 st Day of 2 5898H required	*DIST 2nd Day of 2 5898H required
	1:00pm			MCO	* FDA (Part 2)					
	6:00 pm			FOM	FIF					
		THU 3/12/09		FRI 3/13/09		SAT 3/14/09			SUN 3/15/09	
MARCH	8:30am	* MTD		CDE Leader	MCO	CC: PEA	*SO	* FDMH	* COL/EOC	* COL/EOC
	1:00pm				* FDA (Part 2)		*SOS			
	6:00 pm			FOM						
		THU 5/14/09		FRI 5/15/09		SAT 5/16/09				
MAY	8:30am	WTD		* SO	CC: PEA	* HSRW	WT:BVET	FDS	MCO	
	1:00pm			* FDA (Part 2)				FDSS		
	6:00 pm			FOM						
		THU 7/9/09		FRI 7/10/09		SAT 7/11/09				
JULY	8:30am			PFA	* SPD	CC: PEA	* SO	IHL		
	1:00pm			MCO			* FDA (PART 2)			
	6:00 pm			FOM						
		THU 9/10/09		FRI 9/11/09		SAT 9/12/09				
SEPTEMBER	8:30 am			WT: BVET	CC: PEA	FOM	* FDMH	PFA		
	1:00pm					* SO		* FDA (PART 2)		
	6:00 pm			MCO						
		THU 11/12/09		FRI 11/13/09		SAT 11/14/09				
NOVEMBER	8:30am			MCO	* SPD	* HSRW	WTD	CC: PEA		
	1:00pm			* FDA (PART 2)						
	6:00 pm			FOM						