

AMERICAN RED CROSS

Louisiana - Mississippi Disaster Training Institute



Baton Rouge, Louisiana
April 16 through April 19, 2010

All of the Other Stuff... Rooms, Food, Etc.

Lodging

Please refer to the convenient lodging flyer with a listing of local hotels, their discount rates and amenities provided. Some do have reservation deadlines to ensure enough space. Please book your room early so that you may stay where you prefer. Lodging reservations and expenses are the responsibility of the individual participants.

Registration

Friday--\$45 Saturday--\$30 Sunday--\$30 Monday--\$30

Participants may also pay \$100 to attend all 4 days. Friday's price includes the Crawfish Boil, guest tickets to the Crawfish Boil may be purchased for an additional \$20/person.

- Class materials, instruction and certificate of completion
- Lunch, Snacks and beverages will be available each day

Special Events:

Friday evening there will be a Crawfish Boil at Mockler Beverage. Come join us for a night of fun and feasting on Crawfish, potatoes, corn and salad. Beverage service, to include Beer and Ales will be compliments of Mockler Beverage. This event is located at 11811 Reiger Rd. in Baton Rouge, LA.

Registration Information:

- Each participant **MUST** complete the three page registration form as well as one 5898H for each class they will attend.
- All forms and payment **MUST** be received before the deadline to be considered registered for the institute.
- There will be **NO INVOICING** to chapters or individuals.
- Forms of payment accepted are chapter checks, VISA or Master Card.
- **NO REFUNDS!!** Substitutions may be made for a class by another student that meets the requirements.

Registration Form

Registration Deadline: Wednesday March 31, 2010

Due to funding received, Louisiana and Mississippi Chapters receive priority registration.
Non-Louisiana and Mississippi Chapters will be on a waiting list and registered in order of receipt after the deadline on March 31st.

ONLINE Registration will be available as of Monday March 8th

Please visit our website at www.arcno.org/shopping

You may FAX registration materials to:

Southeast Louisiana Chapter 504-821-3774

To mail in payment, send to:

2640 Canal St. New Orleans, LA 70119

*Payment info located on last page of registration packet

QUESTIONS? Call 504-620-3105 and ask for Christine, Lauren or Dan

Personal Information:

Name:					
Address:					
City		State		Zip	
Phone		Alt. #:			
LMS Student ID:		Email			

Chapter:			Chapter Code:		
Chapter Contact Person:					
Staff:	<input type="checkbox"/>	What position?			
Volunteer	<input type="checkbox"/>	What position/function?			
Emergency Contact:					
Phone #:			Relationship:		
Dietary Restrictions/ Preferences:					

Workshop and Course Descriptions

****NOTE**** The Disaster Application form, ARC Form 5898H is required for each disaster course. Please complete all of the blocks on the form to include the signature of the participant and the chapter's concurrence. Please make sure the job history and training history in the DSHR system is up-to-date on each participant in order to make the processing of classes more efficient.

Bulk Distribution Operations – Length: ½ Day

The purpose of this course is to prepare participants for the roles, responsibilities, and tasks involved in setting up, operating and supporting a Bulk Distribution operation in the chapter and on the disaster relief operation.

Required Prerequisites:

- ✓ Fulfilling Our Mission
- ✓ Mass Care: An Overview

Client Casework Workshop—Length: 1 Day

****New Workshop****

The purpose of this workshop is to provide DSHR managers and supervisors with the new service delivery plan for caseworkers on major relief operations. The workshop will focus on conducting an intensive client interview and applying the principles of the helping process and the Red Cross values; creating and utilization of the resource directory; the Jumpstart to Recovery Kit and the Moving Forward after a Disaster booklet and the Client Casework role in Recovery Planning and Assistance during the emergency phase of a response.

Required Prerequisites:

- ✓ Participants must be managers or supervisors in client casework or those on a leadership track and about ready to be promoted to supervisor, or chapter program managers with experience in client casework.

Collaborating to Ensure Effective Service Delivery (CEESD) – Length: 2 Days

Introduces what a liaison is and what a liaison does – how to collaborate with diverse internal and external stakeholders to ensure effective service delivery in a manner that yields community trust in, appreciation for, and goodwill toward the American Red Cross.

Required Prerequisites:

- ✓ Fulfilling Our Mission
- ✓ Familiarity with American Red Cross Disaster programs and services

Disaster Frontline Supervisor – Length: ½ Day

The purpose of this course is to prepare supervisors to lead a team of disaster workers to deliver high quality client service and to create a climate that promotes worker satisfaction. This course must be taken along with Frontline Supervisor Simulation for full credit.

Prerequisites:

- ✓ Applicants should have the training and experience equivalent to a SA in an activity in which he/she will supervise.

Disaster Frontline Supervisor Simulation – Length: ½ Day

The purpose of this simulation is to provide participants an opportunity to practice their supervisory knowledge and skills in leading teams that deliver high quality client service and to create a climate that promotes worker satisfaction. This course must be taken along with Disaster Frontline Supervisor for full credit.

Prerequisites:

- ✓ Applicants should have the training and experience equivalent to a SA in an activity in which he/she will supervise.
- ✓ Disaster Frontline Supervisor

Disaster Fundraising: Preparing and Responding in Chapters – Length 1 Day

This is a skills-based training course that provides the tools for chapter leadership, staff, and volunteer fundraisers to prepare for and execute disaster fundraising campaigns in response to disasters within their jurisdiction, and during national disasters. The primary focus will be on the management of disaster fundraising at chapters for Level I-III relief operations.

Prerequisites: None

Disaster Services Technology Overview Workshop – Length 1 Day

These instructor-led basic workshops are designed to introduce participants to the technology deployed in disasters. It will cover the four activities of Disaster Services Technology: customer service, networking technology, computer operations and communications and how these help fulfill the overall mission of the Red Cross.

Prerequisites: None

Foundations of Disaster Mental Health – Length 1 Day

The purpose of this course is to help participants understand the roles, responsibilities and benefits of the Disaster Mental Health activity within Individual Client Services. Participants will learn how Disaster Mental Health supports both the disaster relief operations workers and clients within the disaster-affected community.

Required Prerequisites:

- ✓ Fulfilling Our Mission
- ✓ Familiarity with American Red Cross Disaster programs and services
- ✓ Psychiatrist, Psychologist, LMFT, LCSW, RN with Psychiatric nursing experience beyond normal rotational training.

Emergency Operations Center/ Incident Command Liaison (EOC) – Length: 1 Day

Provides operational training and material for individuals being assigned to work in an Emergency Operations Center or other emergency management setting.

Required Prerequisites:

- ✓ CEESD

Recommended Prerequisites:

- ✓ IS-100 Intro to the Incident Command System
- ✓ IS-200 Basic Incident Command System
- ✓ IS-700 National Incident Management System
- ✓ IS-800 National Response Plan

Financial and Statistical Information Workshop (FSI) – Length: 1 Day

This workshop will focus on the Disaster Operations Control form 5266 and the Statistical and Cost Report of Disaster Operation form 2066. The latest guidance and tools available from national headquarters will be a part of this workshop.

Required prerequisites:

- ✓ Financial and Statistical Management Basic Level Course
- ✓ Familiar with CAS System and CAC Cards

Fundamentals of Chapter Disaster Operations Management (FCDOM) – 1 ½ Days

An interactive, instructor led course designed to train Disaster Services leadership to perform the fundamental roles and responsibilities of directing a disaster relief operation.

Required Prerequisites:

- ✓ Fulfilling our Mission
- ✓ Client Casework: Providing Emergency Assistance
- ✓ Mass Care Overview
- ✓ Disaster Assessment (Online Portion)
- ✓ FSI Management (Self-Study)
- ✓ CAC: for FSI Workers
- ✓ CEESD

Recommended Prerequisites:

- ✓ Serving People with Disabilities Following a Disaster

Fundamentals of Disaster Public Affairs: The Local Response—Length: 1 Day

Introduces Red Cross communicators to the critical tasks necessary to initiate a chapter disaster public affairs response.

Required Prerequisites:

- ✓ Fulfilling our Mission

Recommended Prerequisites:

- ✓ Client Casework: Providing Emergency Assistance
- ✓ Mass Care Overview
- ✓ Fundamentals of Disaster Assessment
- ✓ Disaster Fundraising: Preparing and Responding in Chapters
- ✓ Shelter Operations

Fundamentals of Disaster Public Affairs: The National Response—Length: 1 Day

Introduces Red Cross communicators to the critical tasks necessary to initiate a national disaster public affairs response. This course is designed for those who will serve as Supervisors or Managers in the Public Affairs activity on a national disaster relief operation.

Required Prerequisites:

- ✓ Fulfilling our Mission
- ✓ Experience equivalent to a supervisor in the Public Affairs activity on a disaster relief operation.

Health Services Response Workshop – Length: 1 Day

This workshop is designed to orient licensed or certified health professionals to the roles and responsibilities of a Health Services Service Associate when working on behalf of the American Red Cross to meet the disaster-related health needs of clients.

Required prerequisites:

- ✓ Fulfilling Our Mission

Humanity in the Midst of War: An Introduction to International Humanitarian Law—Length ½ Day

This introductory course 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. Through a hands-on approach utilizing group activities, class discussion and multiple audiovisual aids, this course invites participants to reflect on their images and perceptions of armed conflict and explore the powerful and fundamental concept of human dignity even in the midst of excesses of war.

Required Prerequisites:

- ✓ Fulfilling Our Mission

In-Kind Donations Workshop –_Length: 1 Day

The purpose of this course is to familiarize participants with the American Red Cross position on in-kind donations, and to prepare paid and volunteer staff to help manage in-kind donations at disaster sites. Much of the information presented can also be applied to managing in-kind donations at chapters.

Required prerequisites:

- ✓ Fulfilling Our Mission

Logistics: An Overview – Length ½ Day

The purpose of this course is to provide basic information about the processes of Material Support Services activities in support of a disaster relief operation. Participants will learn about the skills, abilities and knowledge needed by Material Support Services workers and how they can become involved in their local chapter.

Required prerequisites:

- ✓ Fulfilling Our Mission

Logistics Simulation—Length ½ Day

The purpose of this training is to provide participants an opportunity to practice the knowledge and skills needed to run a successful logistical operation in their local chapter.

Required prerequisites:

- ✓ Fulfilling Our Mission
- ✓ Logistics Overview

Mass Care II – Length: 2 Days

This course will prepare Red Cross employees and volunteers to establish, operate and phase out Mass Care services on a multi-chapter or national disaster relief operation so that client needs are met in a timely and cost-effective manner.

Required prerequisites:

- ✓ Shelter Operations
- ✓ Disaster Frontline Supervisor and Simulation or SID
- ✓ Experience equivalent to a supervisor in the Mass Care group on a disaster relief operation.

Recommended prerequisites:

- ✓ Working with Total Diversity

Service Delivery Site Management – Length: 1 ½ Days

This specially-redesigned course for this Institute provides participants the knowledge and skills needed to manage a service delivery site, or chapter unit, during a disaster relief operation. Participants must have served as a supervisor in any DSHR group on at least one multi-chapter DRO. This course is recommended for all chapter executive directors and/or emergency service directors.

Required prerequisites:

- ✓ SID or Disaster Frontline Supervisor and Simulation
- ✓ FCDOM

Staffing Workshop – Length: 1 Day

This workshop provides everything you need to support your staffing needs during local and national disaster operations. You must complete the online course, Workforce planning and acquisition.

Required prerequisites:

- ✓ Fulfilling Our Mission
- ✓ Workforce Planning and Acquisition (online)
- ✓ Preparing for and Managing a Spontaneous Volunteer Workforce (online)
- ✓ Fundamentals of Staff Services (online)

Working with Total Diversity—Length: 1 Day

This is a skills based training course that provides the tools for creating inclusive relationships with colleagues and clients. It focuses on the conversational skills participants will need to be effective in working and serving diverse communities.

Required prerequisites:

- ✓ Fulfilling Our Mission

Daily Class Registration Sheet

Please check the days you will attend and the class/classes you will take on each day. Check the box next to each class you are signing up for. Make sure you have a 5898H for EACH CLASS you register for.

Friday:

Check box of class attending

<input type="checkbox"/>	FCDOM (Part 1 of 2)	1:00 p.m. – 5:00 p.m.
<input type="checkbox"/>	Bulk Distribution	1:00 p.m. – 5:00 p.m.
<input type="checkbox"/>	CEESD (Part 1 of 2)	1:00 p.m. – 5:00 p.m.
<input type="checkbox"/>	International Humanitarian Law	1:00 p.m. – 5:00 p.m.

Saturday:

<input type="checkbox"/>	FCDOM (Part 2 of 2)	8:00 a.m. – 5:00 p.m.
<input type="checkbox"/>	Mass Care II (Part 1 of 2)	8:00 a.m. – 5:00 p.m.
<input type="checkbox"/>	CEESD (Part 2 of 2)	8:00 a.m. – 5:00 p.m.
<input type="checkbox"/>	Logistics Overview & Logistics Simulation	8:00 a.m. – 5:00 p.m.
<input type="checkbox"/>	Disaster Frontline Supervisor & DFS Simulation	8:00 a.m. – 5:00 p.m.
<input type="checkbox"/>	Working with Total Diversity	8:00 a.m. – 5:00 p.m.
<input type="checkbox"/>	Disaster Services Technology	8:00 a.m. – 5:00 p.m.
<input type="checkbox"/>	Disaster Mental Health Overview	8:00 a.m. – 5:00 p.m.
<input type="checkbox"/>	Fundamentals of Public Affairs: Local Response	8:00 a.m. – 5:00 p.m.

Sunday:

<input type="checkbox"/>	SDSM (Part 1 of 2)	8:00 a.m. – 5:00 p.m.
<input type="checkbox"/>	Mass Care II (Part 2 of 2)	8:00 a.m. – 5:00 p.m.
<input type="checkbox"/>	EOC Liaison	8:00 a.m. – 5:00 p.m.
<input type="checkbox"/>	In Kind Donations	8:00 a.m. – 5:00 p.m.
<input type="checkbox"/>	Client Casework **New Workshop**	8:00 a.m. – 5:00 p.m.
<input type="checkbox"/>	Disaster Fundraising	8:00 a.m. – 5:00 p.m.
<input type="checkbox"/>	Health Services Response Workshop	8:00 a.m. – 5:00 p.m.
<input type="checkbox"/>	Fundamentals of Public Affairs: National Response	8:00 a.m. – 5:00 p.m.

Monday:

<input type="checkbox"/>	SDSM (Part 2 of 2)	8:00 a.m. – Noon
<input type="checkbox"/>	Financial Statistical Information Workshop	8:00 a.m. – Noon
<input type="checkbox"/>	Staffing Workshop	8:00 a.m. – 5:00 p.m.

Payment Information

- Tuition and event expenses

- Check box of event attending

<input type="checkbox"/>	Friday April 16 th (Includes Crawfish Boil)	@ \$45.00
<input type="checkbox"/>	Crawfish Boil ONLY	@ \$20.00
<input type="checkbox"/>	Saturday April 18 th	@ \$30.00
<input type="checkbox"/>	Sunday April 18 th	@ \$30.00
<input type="checkbox"/>	Monday April 19 th	@ \$30.00
<input type="checkbox"/>	Full Institute Registration	@ \$100.00
	Total=	\$

This registration is being included in a check from the following chapter:

Chapter Name:

Check Number:

This registration should be charged to the following credit card:

VISA

MasterCard

Name on Credit Card:

Credit Card Number:

Exp Date

Signature of Card Holder