



**American
Red Cross**

**Course Schedule
Northwest Ohio Region
January 2012 – June 2012**

Disaster Services Core Training

Members of American Red Cross Disaster Action Teams respond to local disasters year-round, primarily single- and multi-family house fires and local flooding. These courses also equip volunteers to respond to disasters outside of Northwest Ohio. Classes required for Disaster Action Team Members include:

- American Red Cross – New Volunteer Orientation
- Disaster Services: An Overview
- Client Casework: Providing Emergency Assistance
- Client Assistance System: Basics
- Client Assistance Cards: Caseworkers
- Disaster Assessment Basics
- Shelter Operations
- Shelter Simulation
- First Aid/Adult CPR/AED
 - Note: Courses for volunteers are available at no charge to participants; check with your local American Red Cross office

American Red Cross – New Volunteer Orientation

Length: 1.5 hours. Prerequisites: None

The American Red Cross New Employee and Volunteer Orientation is designed to provide a broad overview of the history, mission, founding principles, core services and strategic direction of the American Red Cross and its units across the country. If you haven't taken this on-line orientation yet, please visit www.redcross.org/volunteer to do so now.

Disaster Services: An Overview

Length: 3.5 hours. Prerequisites: None

Disaster Services: An Overview is a basic level course that provides an introduction to Disaster Services at the American Red Cross and information about ways participants can help their community prevent, prepare for and respond to emergencies and disasters. Participants also learn about volunteer opportunities at their local Red Cross chapter.

Date	Time	Location
Thursday, January 12	6:00pm-9:30pm	Center for Emergency Preparedness
Thursday, January 19	6:00pm-9:30pm	Putnam County Office
Wednesday, January 25	6:00pm-9:30pm	Allen County Office
Wednesday, February 1	6:00pm-9:30pm	Center for Emergency Preparedness
Saturday, March 3	8:30am-12:00pm	Center for Emergency Preparedness
Wednesday, March 14	6:00pm-9:30pm	Allen County Office
Tuesday, April 3	6:00pm-9:30pm	Hancock County Office
Wednesday, May 16	6:00pm-9:30pm	Lucas County Office

Client Casework: Providing Emergency Assistance

Length: 8 hours. Prerequisites: Disaster Services: An Overview

Client Casework: Providing Emergency Assistance is a basic, instructor-led, video-supported course 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.

Date	Time	Location
Saturday, February 4	9:00am-5:00pm	Hancock County Office
Saturday, February 25	9:00am-5:00pm	Mercer County Office
Tues. & Wed., March 6 & 7	6:00pm-10:00pm	Center for Emergency Preparedness
Saturday, April 21	9:00am-5:00pm	Allen County Office
Saturday, May 5	9:00am-5:00pm	Hancock County Office

Client Assistance System: Basics – ON-LINE

Length: 2 hours. Prerequisites: Client Casework: Providing Emergency Assistance

CAS: Basics is a web-based, self-study, basic level course. This course provides the fundamentals of the Client Assistance System (CAS) and step-by-step instructions for searching for data. The emphasis is on day-to-day chapter work with Incidents, as opposed to disaster relief (DR)-specific system use. The course includes a final assessment, which requires a minimum score of 80% to pass.

- *Participants should contact the Hancock County Red Cross office at (419) 422-9322 to be enrolled in the on-line portion of this course if they are unable to enroll via www.redcross.org.*

Client Assistance Cards: Caseworkers – ON-LINE

Length: 2 hours. Prerequisites: Client Casework: Providing Emergency Assistance and CAS: Basics

Client Assistance Cards: Caseworkers is a basic level, online disaster course consisting of three learning modules that reside on the Red Cross Learning Management System (LMS). The course introduces caseworkers to the role of issuing Client Assistance Cards by interviewing clients, filling out the proper forms and activating Client Assistance Cards, the Client Assistance System and Cardwiz. The course addresses both a disaster relief operation and a local response.

- *Participants should contact the Hancock County Red Cross office at (419) 422-9322 to be enrolled in the on-line portion of this course if they are unable to enroll via www.redcross.org.*

Disaster Assessment Basics

Length: 3 hours. Prerequisites: Disaster Services: An Overview

Disaster Assessment Basics is an instructor-led, basic level course. The course encompasses the tasks and responsibilities of the Disaster Assessment activity on a disaster relief operation. The course includes a section on local disaster incidents, which may be customized by the instructor for a local disaster program.

Date	Time	Location
Wednesday, February 15	6:00pm-9:00pm	Center for Emergency Preparedness
Thursday, March 22	6:00pm-9:00pm	Putnam County Office
Tuesday, April 24	6:00pm-9:00pm	Hancock County Office
Wednesday, June 6	6:00pm-9:00pm	Allen County Office

To register online, visit www.redcross.org and click on "Take a Class" or contact your local Red Cross office for assistance.

Shelter Operations

Length: 3 hours. Prerequisites: Disaster Services: An Overview or Mass Care: Overview
Shelter Operations is an instructor-led, basic level course designed to give participants an overview of the American Red Cross policies and procedures for setting up, running and closing a shelter during a disaster. The course includes lecture and group exercises.

Date	Time	Location
Saturday, February 18	9:00am-12:00pm	Center for Emergency Preparedness
Saturday, March 24	9:00am-12:00pm	Hancock County Office
Saturday, May 5	9:00am-12:00pm	Allen County Office

Shelter Simulation

Length: 3 hours. Prerequisites: Shelter Operations
Shelter Simulation is an instructor-led, basic level course. The simulation builds on the information presented in the Shelter Operations course and provides participants an opportunity to practice working with procedures for setting up, running and closing a shelter during a disaster.

Date	Time	Location
Saturday, February 18	1:00pm-4:00pm	Center for Emergency Preparedness
Saturday, March 24	1:00pm-4:00pm	Hancock County Office
Saturday, May 5	1:00pm-4:00pm	Allen County Office

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Disaster Services Specialty Training

The following courses are encouraged for those who wish to serve beyond the typical Disaster Action Team. They either build on the core training program for Red Cross disaster volunteers or involve specialty courses such as those for medical and mental health professionals. Unless a licensure requirement is required, any volunteer may participate in these courses. To discern prerequisites for training, licensure, or experience, visit this site on CrossNet: https://crossnet.redcross.org/chapters/services/disasters/train/coursealphabet_a-g.asp. To get access to CrossNet, request an ID and password from your local Red Cross contact.

Bulk Distribution

Length: 3.5 hours. Prerequisites: Disaster Services: An Overview or Mass Care Overview
Bulk Distribution Operations is an instructor-led, basic level course. It is an interactive course where participants engage in scenarios to learn how to apply bulk distribution operations guidance. Participants receive the *Bulk Distribution Handbook*, which provides tools and information for use on disaster relief operations, chapter responses and in the classroom.

Date	Time	Location
Wednesday, April 18	6:00pm-9:30pm	Center for Emergency Preparedness
Tuesday, May 22	6:00pm-9:30pm	Hancock County Office

To register online, visit www.redcross.org and click on "Take a Class" or contact your local Red Cross office for assistance.

Collaborating to Ensure Effective Service Delivery

Length: approx. 12 hours. Prerequisites: Disaster Services: An Overview

Recommended: *Client Casework: Providing Emergency Assistance; Additional basic level disaster training courses; Experience working with a Red Cross chapter, community and labor organizations, government agencies and/or diverse populations.*

The purpose of this course is to prepare Red Cross employees and volunteers to establish collaborative relationships that contribute to coordinated disaster response and help to ensure effective service delivery. This course will also prepare participants to begin conducting liaison activities in a chapter and establish a foundation upon which they can build toward a career as a liaison in the Disaster Services Human Resources (DSHR) System.

Date	Time	Location
Friday, March 2 and Saturday, March 3	6:00pm-10:00pm; 9:00am – 5:00pm	Hancock County Office

Disaster Action Team Member / Casework Tabletop Exercise

Length: 3 hours. Prerequisites: DAT Membership in Northwest Ohio Region

Join members of the DAT in Wood County at the Bowling Green office for a refresher exercise designed to sharpen casework skills and familiarity with the forms used in providing direct services to clients after a local response.

Call 419-352-4575 or email arc1@wcnet.org for additional information and to sign-up.

Date	Time	Location
Thursday, January 26	6:00pm-9:00pm	Wood County Office

Disaster Frontline Supervision

Length: 3.5 hours. Prerequisites: Applicants should have the training and experience equivalent to a Service Associate in an activity in which she or he expects to become a supervisor.

Disaster Frontline Supervisor (DFS) is an instructor-led, basic level course. Participants receive the *Disaster Frontline Supervisor Handbook*, which provides disaster relief operations supervisors with tools that support their success. The handbook is for use on operations and in the classroom.

Date	Time	Location
Tuesday, March 6	6:00pm-9:30pm	Hancock County Office
Wednesday, May 2	6:00pm-9:30pm	Center for Emergency Preparedness

Disaster Frontline Supervision Simulation

Length: 3.5 hours. Prerequisites: Disaster Frontline Supervision

The purpose of the simulation is to provide participants an opportunity to practice their supervisory knowledge and skills in leading teams that deliver high quality service and to create a climate that promotes worker satisfaction.

Date	Time	Location
Wednesday, March 7	6:00pm-9:30pm	Lucas County Office
Tuesday, March 13	6:00pm-9:30pm	Hancock County Office
Wednesday, March 21	6:00pm-9:30pm	Wood County Office
Wednesday, May 23	6:00pm-9:30pm	Lucas County Office

To register online, visit www.redcross.org and click on "Take a Class" or contact your local Red Cross office for assistance.

Disaster Public Affairs Overview

Length: On-line. Prerequisites: Disaster Services: An Overview

Disaster Public Affairs Overview is an online course consisting of six separate learning modules that reside on the Red Cross Learning Management System (LMS). The course provides an introduction of disaster Public Affairs to employees and volunteers who will be going on disaster relief operations.

- *Participants should contact the Hancock County Red Cross office at (419) 422-9322 to be enrolled in the on-line portion of this course if they are unable to enroll via www.redcross.org.*

Fundamentals of Disaster Affairs, The Local Response

Length: 4 hours. Prerequisites: Disaster Public Affairs Overview

Fundamentals of Disaster Public Affairs: The Local Response is a facilitator-led course that introduces Red Cross communicators to the critical tasks necessary to initiate a chapter disaster public affairs response. Participants will have the opportunity to engage in case-based scenarios, group exercises, practice activities and open discussions. These participatory activities reinforce important concepts and meet segment objectives.

Date	Time	Location
Saturday, April 28	9:00am-5:00pm	Hancock County Office

ERVs: Ready, Set, Roll

Length: 3 hours for self-study, approx. 2 hours for road test.

Prerequisites:

- **Disaster Services: An Overview**
- **Completion of the first session of the *ERVs: Ready, Set, Roll* self-study**
 - *Contact your local Red Cross office for self-study materials*
- **A licensed driver over 21 years of age and a clean driving record**
 - *will be verified through your volunteer background check*

ERVs: Ready, Set, Roll is basic level course that includes a self-study session prior to a road test led by a qualified instructor. The course provides participants with the opportunity to learn about and use an emergency response vehicle (ERV) and all related equipment.

This course consists of two sessions. Session 1 teaches participants about the safe use and operation of an ERV. In the second session, participants receive an ERV orientation and take a road test conducted at a Red Cross chapter.

Date	Time	Location
Saturday, April 14	10:00am-2:00pm	Hancock County Office

Foundations of Disaster Mental Health

Length: 3 hours. Prerequisites: Disaster Services: An Overview

Foundations of Disaster Mental Health is a basic level, instructor-led course that introduces the key concepts, knowledge and skills required of anyone assigned to the Disaster Mental Health (DMH) Activity. It provides participants the opportunity to apply their learning to real-world examples that reflect challenges experienced by DMH workers, be it on a Disaster Action Team response or serving on a larger disaster relief operation.

Date	Time	Location
Saturday, March 3	1:00pm-4:00pm	Center for Emergency Preparedness
Saturday, April 21	9:00am-12:00pm	Wood County Office

To register online, visit www.redcross.org and click on "Take a Class" or contact your local Red Cross office for assistance.

Health Services Response Workshop/Disaster Health Services

Length: 6.5 hours. Prerequisites: Disaster Services: An Overview

Health Services Response is an instructor-led, basic level course designed to orient licensed health professionals (CNA, EMT, LPN/LVN, PA, RN or MD.) to the roles and responsibilities of a Disaster Health Services volunteer when working on behalf of the American Red Cross to meet the disaster-related health needs of clients.

Date	Time	Location
Saturday, May 5	9:00am-4:30pm	Wood County Hospital
Saturday, June 2	9:00am-4:30pm	Lucas County Office

In Kind Donations Workshop

Length: 6.5 hours. Prerequisites: Disaster Services: An Overview

In-Kind Donations Workshop introduces participants to in-kind donations and certifies them to work the in-kind activity on national disaster relief operations. Much of the information presented can also be applied to managing in-kind donations at the chapter level.

Date	Time	Location
Saturday, March 17	9:00am-4:30pm	Center for Emergency Preparedness

Logistics: An Overview

Length: 3 hours. Prerequisites: Disaster Services: An Overview

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

Date	Time	Location
Saturday, January 7	9:00am-12:00pm	Center for Emergency Preparedness
Wednesday, February 29	6:00pm-9:00pm	Allen County Office
Saturday, April 28	9:00am-12:00pm	Putnam County Office

Logistics Simulation

Length: 3 hours. Prerequisites: Logistics: An Overview

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

Date	Time	Location
Saturday, January 7	1:00pm-4:00pm	Center for Emergency Preparedness
Saturday, April 28	1:00pm-4:00pm	Putnam County Office

Mass Care II

Length: 16 hours.

Prerequisites:

- **Disaster Services: An Overview**
- **Shelter Operations**
- **Disaster Frontline Supervisor and Disaster Frontline Supervisor Simulation**
- **Experience equivalent to a supervisor in the Mass Care group on a disaster relief operation.**

To register online, visit www.redcross.org and click on "Take a Class" or contact your local Red Cross office for assistance.

The purpose of this course is to prepare employees and volunteers of the Red Cross to establish, operate and phase out Mass Care services on multi-chapter or national disaster relief operations so that client needs are met in a timely and cost-effective manner.

Date	Time	Location
Saturday, March 31 Sunday, April 1	9:00am-5:00pm	Center for Emergency Preparedness

Psychological First Aid

Length: 4 hours. Prerequisites: Disaster Services: An Overview

Psychological First Aid is an instructor-led, basic level course that consists of five separate segments and a self-review questionnaire. The course provides a framework for understanding the factors that affect stress responses in disaster relief workers and the clients they serve.

Date	Time	Location
Saturday, April 21	1:00pm-4:00pm	Wood County Office
Wednesday, April 25	6:00pm-10:00pm	Allen County Office

Serving People with Disabilities Following a Disaster

Length: 8 hours. Prerequisites: Disaster Services: An Overview / and on-line module of Serving People with Disabilities Following a Disaster

Serving People with Disabilities Following a Disaster is a blended learning, basic level course consisting of two components, online and instructor-led, which outlines American Red Cross policies and practices as they pertain to providing services to people with disabilities following a disaster.

Participants should contact the Hancock County Red Cross office at (419) 422-9322 to be enrolled in the on-line portion of this course. Students can enroll in the instructor-led component at the same time.

Date	Time	Location
Saturday, March 24	9:00am-5:00pm	Wood County Office

Shelter Manager Workshop

Length: 4 hours. Prerequisites: Shelter Operations and Shelter Simulation

This course builds on the information presented in the Shelter Operations and Simulation courses and the volunteers' experience and focuses on managing a congregate shelter during a disaster.

Date	Time	Location
Saturday, February 25	9:00am-1:00pm	Center for Emergency Preparedness

To register online, visit www.redcross.org and click on "Take a Class" or contact your local Red Cross office for assistance.

Northwest Ohio Red Cross Offices:

Office:	Address / Phone:
Allen County Office	610 S. Collett St., Lima, OH 45805 / (419) 227-5121
Auglaize County Office	10 W. Auglaize St., Wapakoneta, OH 45895 / (419) 738-3213
Defiance County Office	1220 S. Clinton St., Defiance, OH 43512 / (419) 782-0136
Fostoria Office	115 S. Main St., Fostoria, OH 44830 / (419) 435-5360
Fulton County Office	631 West Elm St., Wauseon, OH 43567 / (419) 335-4636
Hancock County Office	125 Fair St., Findlay, OH 45840 / (419) 422-9322
Hardin County Office	1025 S. Main Street, Suite 113, Kenton, OH 43326 / (419) 674-2295
Henry County Office	104 E. Washington St., Napoleon, OH 43545 / (419) 592-4806
Lucas County Office	3100 W. Central Ave., Toledo, OH 43606 / (419) 329-6060
Mercer County Office	909 E Wayne St. Ste. 124, Celina, OH 45822 / (419) 586-2201
Ottawa County Office	1854 E. Perry Street, Port Clinton, OH 43452 / (419) 734-1100
Putnam County Office	336 E. Main St., Ottawa, OH 45875 / (419) 523-4810
Sandusky County Office	1245 Napoleon St., Fremont, OH 43420 / (419) 332-5574
Seneca County Office	870 W. Market St., Tiffin, OH 44883 / (419) 447-1424
Van Wert County Office	208 E. Main St., Van Wert, OH 45891 / (419) 283-9977
Wood County Office	150 Gorrell Ave., Bowling Green, OH 43402 / (419) 352-4575
Wyandot County Office	206 S. Sandusky Ave., Upper Sandusky, OH 43351 / (419) 294-1935

Training Sites

Allen County Office
610 S. Collett St., Lima, OH 45805
(419) 227-5121
Map link: <http://q.co/maps/z9baq>

Lucas County Office
3100 W. Central Avenue, Toledo, OH 43606
(419) 329-6060
Map link: <http://q.co/maps/v8ujw>

Mercer County Office
909 E Wayne St. Ste. 124, Celina, OH 45822
(419) 586-2201
Map link: <http://q.co/maps/heupb>

Hancock County Office
125 Fair St., Findlay, OH 45840
(419) 422-9322
Map link: <http://q.co/maps/dv87q>

Putnam County Office
336 E. Main St., Ottawa, OH 45875
(419) 523-4810
Map link: <http://q.co/maps/a97vw>

Wood County Office
150 Gorrell Avenue, Bowling Green, OH 43402
(419) 352-4575
Map link: <http://q.co/maps/t52rq>

Wood County Hospital
950 W. Wooster Street
Bowling Green, OH 43402
(419) 354-8900
Map link: <http://q.co/maps/cmjwf>

Center for Emergency Preparedness
Owens State Community College
30150 Tracy Road, Walbridge, OH 43465
(567) 661-2411 (does not manage enrollments)
Map link: <http://q.co/maps/6j8it>

To register online, visit www.redcross.org and click on "Take a Class" or contact your local Red Cross office for assistance.