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Shelter Fundamentals Exercise  
SHFUNDEX: December 2013  
Fact Sheet: December 2013

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<b>Description</b>	<p>The <i>Shelter Fundamentals Exercise</i> allows participants to practice the knowledge they gained in the <i>Shelter Fundamentals</i> course. It is a “hands on” skills-based exercise. Participants work in teams that rotate through four skills stations based on the four categories of shelter workers presented in the course: Dormitory, Registration, Information and Feeding.</p> <p><b>Note:</b> The host unit provides the disaster scenario, one that is typical for its geographical region. The host unit also needs to customize the first two slides of the Participant Briefing PowerPoint presentation to include the appropriate date and timing. Ideally, the exercise should be conducted in an actual shelter facility that the chapter or region uses in the event of a disaster. This will make the exercise more realistic as participants carry out the tasks of shelter workers.</p>
<b>Purpose</b>	<p>The purpose of this exercise is to enable participants to practice roles, gain experience and identify areas for improvement based on the content presented in the <i>Shelter Fundamentals</i> course.</p>
<b>Exercise Goals</b>	<p>The <i>Shelter Fundamentals Exercise</i> focuses on the various shelter operation tasks required to maintain a functioning shelter. Three overarching goals have been outlined for the exercise in order to provide the participants with a successful and productive learning experience:</p> <ol style="list-style-type: none"><li>1. Promote teamwork through interactive group activities that correspond to opening, organizing, operating and closing a shelter.</li><li>2. Reinforce the key activities and tasks that are involved in opening, organizing, operating and closing a shelter as presented in the <i>Shelter Fundamentals</i> course.</li><li>3. Provide participants with an opportunity to set up, operate and close a shelter by practicing in the following four skills stations: Registration, Dormitory, Feeding, and Information.</li></ol>
<b>Audience</b>	<p>Volunteers, employees and partners of the Red Cross who want to work in Red Cross shelters.</p>
<b>Prerequisites</b>	<p><i>Shelter Fundamentals</i></p>
<b>Length</b>	<ul style="list-style-type: none"><li>• For participants: five hours of exercise time</li><li>• For facilitators: seven hours (includes pre-and post exercise tasks)</li></ul>
<b>Scheduling</b>	<p>Local units and regions should schedule offerings in the American Red Cross Learning Center (LMS) as they would any classroom offering. The recommended number of participants is a minimum of 12 and a maximum of 24.</p>

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## Facilitator Requirements

### Lead Facilitator:

*Shelter Fundamentals Exercise* requires a lead facilitator who has the following skills, knowledge and abilities:

- Certified basic instructor
- Experience working in a Red Cross shelter
- Experience leading or participating in exercises
- Experience teaching *Shelter Fundamentals*
- Strong organizational skills to coach and lead a group of station facilitators throughout an exercise
- Knowledge of Red Cross agreements with other agencies that provide disaster relief, the local disaster plan and current Disaster Cycle Services operational guidance

### Station Facilitators:

- Experience working in a shelter
- Completed *Shelter Fundamentals*
- Ability to coach participants as they practice the required shelter tasks.

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## Materials and Equipment

A comprehensive list of shelter items needed for the exercise is provided in the *Shelter Fundamentals Exercise* Facilitator Guide. In addition the following items are needed:

- *Shelter Fundamentals Exercise* Facilitator Guide (one per facilitator)
- *Shelter Fundamentals Exercise* Participant Handout (one per participant and one per facilitator)
- *Shelter Fundamentals Exercise* Participant Briefing PowerPoint presentation
- *Sheltering Handbook* (optional resource)
- Computer and LCD projector
- Sticky notes
- Name tags or name tents
- Newsprint paper, easel and markers
- Masking tape
- Course roster
- Participant evaluations (F5898B) (one per participant)
- Course certificates (optional)

### Note:

- The facilitator guide, participant handout and PowerPoint presentation are downloadable from The Exchange, the Red Cross intranet.
- The course materials are also available for purchase from the FedEx Office Doc store. These materials are designed to be printed double-sided, black & white.

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## Additional Information

Please email questions or comments concerning this course to: [DisasterTraining@redcross.org](mailto:DisasterTraining@redcross.org).