Shelter Fundamentals
SHFUND: December 2012
Fact Sheet: February 2013

Description	*Shelter Fundamentals* is a basic level course that introduces the guidelines and procedures for setting up, running and closing a shelter during a disaster. Referencing shelter checklists, participants will work on a case study that takes them through four of the six phases of the *Sheltering Cycle: Opening, Organizing, Operating and Closing.*

Shelter Fundamentals is available in two delivery formats, instructor-led and online. Both formats cover the same content. This fact sheet describes both formats unless indicated.

- At the end of the online course, participants are required to take a quiz and pass with a score of 80% or higher to earn a course certificate.
- Classroom participants must attend the entire course and complete the classroom activities to earn a course certificate.

Note: *Shelter Fundamentals* replaces *Shelter Operations, Shelter Simulation* and *Partner Agency Shelter Operations Workshop.* A new component, a *Shelter Fundamentals* exercise is being added to the shelter curriculum. It is currently under development and will be released at a later date.

It is recommended that chapters who have scheduled offerings of *Shelter Operations, Shelter Simulation* and *Partner Agency Shelter Operations Workshop* cancel those offerings and replace them with *Shelter Fundamentals.* The course materials for *Shelter Operations, Shelter Simulation* and *Partner Agency Shelter Operations Workshop* will be available until April 30, 2013.

Purpose	The purpose of this course is to prepare participants to assist in the opening, organizing, operating and closing of a Red Cross shelter.

Learning Objectives	Upon completion of this course, participants will be able to–

- Describe the tasks of a shelter worker throughout the *opening*, *organizing*, *operating* and *closing* phases of a shelter operation.
- Recall the tasks on the shelter checklists.
- Describe how to complete the appropriate registration forms and make referrals for additional services, as needed.
- Explain how to set-up a welcoming reception and registration area.
- Identify internal and external locations for posting signs that clearly communicate shelter information.
- Explain how to set up and monitor a dormitory environment that ensures resident safety and comfort.
- Explain how to set up food distribution areas and monitor consumption to ensure that residents' dietary needs are met.
- Describe the importance of information sharing in a shelter environment and identify multiple communication strategies.
- Explain the steps required to return a shelter to its pre-disaster condition.

Audience	Employees, volunteers and partners of the Red Cross who want to work in Red Cross shelters.
Prerequisites	Red Cross Employees and Volunteers: • *Disaster Services: An Overview* (Modules One and Two) Red Cross Partners: • *Disaster Services: An Overview* (Module One)
Length	Online: • This course is self-paced and the completion time may differ among participants. It takes approximately 2.5 hours including the final quiz. Participants must complete the course and pass the quiz to earn a certificate. Instructor-led: • Consists of four hours classroom time including two-10 breaks. Participants must attend the entire classroom session to earn a certificate.
Scheduling	Instructor-led: • The recommended class size is a minimum of eight and a maximum of 20 participants. It is at the discretion of the sponsoring unit to determine class sizes. • Online: this course is available 24/7; participants self-enroll in the American Red Cross Learning Center (Saba LMS)
Instructor Requirements (classroom)	The instructor-led course is taught by certified basic disaster instructors who have: • Successfully delivered *Shelter Operations* and *Shelter Simulation.* **Note:** o Instructors who have not taught *Shelter Operations* and *Shelter Simulation* should co-teach with an instructor who has *Shelter Operations and Shelter Simulation* experience for their first time delivery of *Shelter Fundamentals.* o It is highly recommended that all instructors delivering *Shelter Fundamentals* for the first time complete the online version of the course as a preparation method. • Shelter 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 (classroom)	• *Shelter Fundamentals* Instructor Manual • *Sheltering Handbook* (optional instructor resource) • *Shelter Fundamentals* Participant Guide (one per participant) • PowerPoint presentation

- 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 PowerPoint slides are intended for classroom presentation only and should **not** be printed.

The instructor manual, participant guide and PowerPoint presentation are downloadable from the Red Cross intranet. The following course materials are available for purchase from the DocStore:
- Printed copies of the *Sheltering Handbook*, instructor manual and participant guide.
- Course materials are designed to be printed double-sided, black and white.

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