

Time Line
Red Cross Shelter Team Training Session

Plan A: Training Itinerary 4 Groups	8:00 AM	9:00 AM	10:00 AM	11:00 AM	Noon	1:00 PM
Set Up Shelter Areas	8:00-8:45					
Participants arrive/sign-in	8:30-9:00					
Welcome/Training Overview (20 Min) Form 4 Groups		9:00-9:20				
1st Training Session: Open Shelter Tasks (40 Min)		9:20-10:00				
Training Team 1: Station 1		9:20-10:00				
Training Team 2: Station 2		9:20-10:00				
Food Service Team		9:20-10:00				
Shelter Manager Team		9:20-10:00				
2nd Training Session: Operate Shelter Tasks (40 Min)			10:00-10:40			
Training Team 1: Station 2			10:00-10:40			
Training Team 2: Station 1			10:00-10:40			
Food Service Team			10:00-10:40			
Shelter Manager Team			10:00-10:40			
Shelter Team Meeting: All Groups (30 Min)			10:40-11:10			
Shelter simulation exercise: Operate Shelter Tasks (40 Min)				11:10-12:30		
Training Team 1: Station 2				11:10-12:30		
Training Team 2: Station 1				11:10-12:30		
Food Service Team				11:10-12:30		
Shelter Manager Team				11:10-12:30		
Lunch All Groups					12:30-1:30	
Training session review: All Groups (30 Min)					12:30-1:30	
Clean-up						1:00-1:30
Participants sign-out/depart						1:00-1:30

Time Line
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Shelter Task Areas: 4 Groups	Training Area	Open Shelter Tasks	Operate Shelter Tasks
Registration	1	2.1 - 2.6	3.1 - 3.7
Health	1	1-5	1-19
Mental Health	1	1.0-2.0	1.0-10.0
Dormitory	1	1.0-4.1	1.0-4.0
Shelter Operations	2	General/6/7	General/6/7
Information	2	1.0 - 5.5	6.0 - 10.5
Staff Recruitment	2	1.0 - 8.2	1.0 - 8.3
Logistics	2	1-11	1-10
Communications	2	1.0 - 3.2	1.0 - 6.4
Food Service		1.0-16.0	1.0-10.0
Shelter Manager		1.0 - 12.1	1.0 - 10.0

Time Line
Red Cross Shelter Team Training Session

Plan B: Training Itinerary Groups	5	8:00 AM	9:00 AM	10:00 AM	11:00 AM	Noon	1:00 PM
Set Up Shelter Areas		8:00-8:45					
Participants arrive/sign-in		8:30-9:00					
Welcome/Training Overview (20 Min) Form 5 Groups			9:00-9:20				
1st Training Session: Open Shelter Tasks (40 Min)			9:20-10:00				
Training Team 1: Station 1			9:20-10:00				
Training Team 2: Station 2			9:20-10:00				
Training Team 3: Station 3			9:20-10:00				
Food Service Team			9:20-10:00				
Shelter Mgr Team			9:20-10:00				
2nd Training Session: Operate Shelter Tasks (40 Min)				10:00-10:40			
Training Team 1: Station 2				10:00-10:40			
Training Team 2: Station 3				10:00-10:40			
Training Team 3: Station 1				10:00-10:40			
Food Service Team				10:00-10:40			
Shelter Manager Team				10:00-10:40			
Shelter Team Meeting: All Groups (30 Min)				10:40-11:10			
Shelter simulation exercise: Operate Shelter Tasks (40 Min)					11:10-12:30		
Training Team 1: Station 2					11:10-12:30		
Training Team 2: Station 3					11:10-12:30		
Training Team 3: Station 1					11:10-12:30		
Food Service Team					11:10-12:30		
Shelter Manager Team					11:10-12:30		
Lunch All Groups						12:30-1:30	
Training session review: All Groups (30 Min)						12:30-1:30	
Clean-up							1:00-1:30
Participants sign-out/depart							1:00-1:30

Shelter Task Areas: 5 Groups	Training Area	Open Shelter Tasks	Operate Shelter Tasks
Registration	1	2.1 - 2.6	3.1 - 3.7
Dormitory	1	1.0-4.1	1.0-4.0
Shelter Operations	2	General/6/7	General/6/7
Staff Recruitment	2	1.0 - 8.2	1.0 - 8.3
Health	3	1-5	1-19
Mental Health	3	1.0-2.0	1.0-10.0
Communications	2	1.0 - 3.2	1.0 - 6.4
Information	2	1.0 - 5.5	6.0 - 10.5
Logistics	2	1-11	1-10
Food Service		1.0-16.0	1.0-10.0
Shelter Manager		1.0 - 12.1	1.0 - 10.0

Time Line
Red Cross Shelter Team Training Session

Plan B: Training Itinerary 6 Groups	8:00 AM	9:00 AM	10:00 AM	11:00 AM	Noon	1:00 PM
Set Up Shelter Areas	8:00-8:45					
Participants arrive/sign-in	8:30-9:00					
Welcome/Training Overview (20 Min) Form 6 Groups		9:00-9:20				
1st Training Session: Open Shelter Tasks (40 Min)		9:20-10:00				
Training Team 1: Station 1		9:20-10:00				
Training Team 2: Station 2		9:20-10:00				
Training Team 3: Station 3		9:20-10:00				
Training Team 4: Station 4		9:20-10:00				
Food Service Team		9:20-10:00				
Shelter Mgr Team		9:20-10:00				
2nd Training Session: Operate Shelter Tasks (40 Min)			10:00-10:40			
Training Team 1: Station 2			10:00-10:40			
Training Team 2: Station 3			10:00-10:40			
Training Team 3: Station 4			10:00-10:40			
Training Team 4: Station 1			10:00-10:40			
Food Service Team			10:00-10:40			
Shelter Manager Team			10:00-10:40			
Shelter Team Meeting: All Groups (30 Min)			10:40-11:10			
Shelter simulation exercise: Operate Shelter Tasks (40 Min)				11:10-12:30		
Training Team 1: Station 2				11:10-12:30		
Training Team 2: Station 3				11:10-12:30		
Training Team 3: Station 4				11:10-12:30		
Training Team 4: Station 1				11:10-12:30		
Food Service Team				11:10-12:30		
Shelter Manager Team				11:10-12:30		
Lunch All Groups					12:30-1:30	
Training session review: All Groups (30 Min)					12:30-1:30	
Clean-up						1:00-1:30
Participants sign-out/depart						1:00-1:30

Shelter Task Areas: 6 Groups	Training Area	Open Shelter Tasks	Operate Shelter Tasks
Registration	1	2.1 - 2.6	3.1 - 3.7
Dormitory	1	1.0-4.1	1.0-4.0
Shelter Operations	2	General/6/7	General/6/7
Staff Recruitment	2	1.0 - 8.2	1.0 - 8.3
Health	3	1-5	1-19
Mental Health	3	1.0-2.0	1.0-10.0
Communications	4	1.0 - 3.2	1.0 - 6.4
Information	4	1.0 - 5.5	6.0 - 10.5
Logistics	4	1-11	1-10
Food Service		1.0-16.0	1.0-10.0
Shelter Manager		1.0 - 12.1	1.0 - 10.0