

Training Concept for Red Cross Disaster Simulation Exercise

1. Use shelter team as trainers; assign each to a shelter area.
2. Provide participants the opportunity to be involved in every area of shelter operations during the exercise.
3. During the introduction of the simulation exercise, brief all the participants on the training concept and plan, and provide a handout of the schedule for the exercise.
4. Form participants into teams. Assign 4-10 participants per team.
 - a. Less than 8: 1 team
 - b. 8-12: 2 teams
 - c. 13-30: 3 teams
 - d. More than 30: consider 4 teams; then consider 4 training stations.
5. Break down the shelter into training stations (example for 12-30 participants):
 - a. Station #1: Registration, Disaster Health, Disaster Mental Health
 - b. Station #2: Dormitory, Food Service, Logistics
 - c. Station #3: Shelter Manager, Shelter Operations: Information/Communications, Volunteer Coordination, Operations
6. Rotate the participant teams through the stations based on an established schedule. Rotate shelter team members to other stations during middle rotation or as possible during the exercise to gain cross training experience.
 - a. Allow 30-40 minutes per station.
 - b. Shelter team members provide a 5 minute overview of the duties of their shelter area. Answer participant questions.
 - c. Shelter team and participants react to Red Cross exercise injects while at the station. Determine course of action. Shelter team performs actions necessary to respond to the scenario injects; use communications to report the situation and actions taken; maintain situational awareness; treat the scenario as the current situation of the shelter; and not just a what-if situation that has no impact on the shelter.
 - d. The first rotation: focus on tasks related to opening the shelter.
 - e. The second rotation: focus on tasks related to on-going actions for the shelter area.
 - f. The final rotation: focus on tasks related to closing the shelter. Apply the practical actions of restoring the shelter area to its original condition. Complete all actions necessary to close the shelter area and report this information to shelter operations/shelter manager.
7. Serve the lunch meal. Start the exercise review, if the Red Cross trainer determines this is appropriate.
8. Conduct a review of the simulation exercise led by the Red Cross trainer.

Outcomes:

1. Participants and shelter team members stay engaged in shelter operations throughout the exercise. There is no dead time.
2. Shelter team members are challenged to learn the specific tasks of their assigned area and apply themselves to them. Rotate to other shelter areas for cross training.
3. Participants have the opportunity to see every shelter area in action during the simulation and to be actively engaged in discussing shelter operations in each area.
4. The shelter team is challenged to share their knowledge of shelter operations with the participants, while maintaining situational awareness of the simulation shelter scenario, and meeting Red Cross standards of performance for the shelter.

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Sample Schedule:

Time	Actions by Shelter Team and Participants
8:00-9:00 AM	Shelter Team sets up shelter areas and meeting location
9:00-9:15 AM	Welcome participants; provide name tags; start registration; provide snacks and refreshments; provide handouts
9:15-10:00 AM	Red Cross introduction to simulation exercise; shelter team introduction and review training concept and schedule
10:00-10:40 AM	Rotation #1 for participants: Open shelter
10:40-11:20 AM	Rotation #2 for participants: On-going operations
11:20-12:00 PM	Rotation #3 for participants: Close shelter
12:00-12:30 PM	Serve lunch; start exercise review
12:30-1:00 PM	Exercise review
1:00 PM	End exercise; final cleanup.