**Shelter Fundamentals
SHFUND
Course Type: ILT/WBT
Course Level: Basic
Course Date: 6/21/2017
Fact Sheet Revised: 6/21/2017**

Description	The revised *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 Process: Resourcing, Opening, Operating and Closing.
Purpose	The purpose of this course is to prepare participants to assist in the resourcing, opening, 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 resourcing, opening, operating and closing phases of a shelter operation. • Recall the tasks on the shelter checklists. • Explain how to set up reception and registration areas that are welcoming. • Describe how to receive clients, complete the appropriate registration forms and make referrals for additional services, as needed. • 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 client safety and comfort. • Explain how to set up food distribution areas and monitor consumption to ensure that clients' 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	*Disaster Cycle Services: An Overview*

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 six and a maximum of 20 participants. It is at the discretion of the sponsoring unit to determine class sizes.
	Online courses are available 24/7 in the EDGE Learning Management System. Learners can enroll in the course after logging into the system using the appropriate method:
	o Volunteers access EDGE via Volunteer Connection. Once logged in, navigate to the upper right-hand corner and click the link for EDGE.
	o Employees access EDGE via the Red Cross@Work portal on The Exchange.
Instructor Requirements	The instructor-led course is taught by certified basic disaster instructors who have:
	• Shelter experience in Red Cross local or multi-region disaster operations.
	• Knowledge of current Disaster Cycle Services Sheltering doctrine, Red Cross agreements with other agencies that provide disaster relief.
	• Instructors must thoroughly prepare for presenting this course. There are many new job tools and forms used in this course.
Materials and Equipment for Instructor Led	• *Shelter Fundamentals* Instructor Manual
	• *Shelter Fundamentals* Participant Guide (one per participant)
	• *Shelter Fundamentals* PowerPoint presentation
	• Instructors should print out one or more copies of the current job tools referenced in this course to show participants. Instructors must check The Exchange for the most current materials before downloading and printing.
	• PowerPoint presentation
	• Computer and LCD projector
	• Sticky notes
	• Name tags or name tents

• Easel, writing paper and markers

• Masking tape

• Course roster

• Participant Evaluations (one per participant)

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 Disaster Cycle Services Training Index on The Exchange.

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