



Regional Shelter Training | FY16 SHSP

Scheduling Form

Locality: _____ Department(s): _____

Course Name: _____

Date: _____ Location: _____

Location Address: _____

Starting Time: _____ Approximate End Time: _____

Anticipated Local Attendance: _____ Registration Contact Name: _____

Registration Contact Phone: _____ Email: _____

Release Regionally Release Date _____ (Recommended 10-day post local release)

If Regional, list anticipated localities/agencies/organizations participating:

Comments: _____

For Official Use Only:

Actual Attendance: _____

Participating localities/agencies (actual):

IMPORTANT: PLEASE ATTACH AGENDA, ATTENDANCE ROSTER, & RECEIPTS

Billing Details:

Item	Vendor	Cost
Meals		
Training materials		
Instructor		
Other		

Course Options	Duration	Class Size
*Shelter Fundamentals – Red Cross (RC)	4 Hours	20 participant maximum
Shelter Management (unit) (RC)	6-8 hours	20 participant maximum
Shelter Drill (Full) (RC)	5-6 hours	20 participant maximum
Shelter Drill (Abbreviated)	3 hours	20 participant maximum
*EWA Phoenix Administration Training (VDSS)	1 hour	No maximum (need individual computers)
*EWA Phoenix User Training (VDSS)	2 hours	No maximum (need individual computers)
Psychological First Aid (unit) (RC)	5-6 hours	25 participant maximum
Pet Sheltering (unit) VASART	2.5 days	50 participant maximum
Adult & Pediatric CPR/AED/First Aid	5.2 hours	8-12, 13-24, or 25-36 (requires preapproval)
Adult & Pediatric CPR/AED/First Aid & Blood-Borne Pathogens	6.5 hours	8-12, 13-24, or 25-36 (requires preapproval)
*Adult CPR/AED	2.4 hours	8-12, 13-24, or 25-36 (requires preapproval)
Adult CPR/AED/First Aid	5 hours	8-12, 13-24, or 25-36 (requires preapproval)
*First Aid	3 hours	8-12, 13-24, or 25-36 (requires preapproval)

***Course duration does not meet maximum time commitment for reimbursement of lunch. Combining multiple courses into a one- day training effort is encouraged to maximize benefit and efficiency. Units may be combined in any way that meets the needs of requesting group. Some possible course combinations for full day units:**

Unit 1: Shelter Management	6 - 8 hours	20 participant maximum
Unit 2: Shelter Fundamentals, with Shelter Drill (Abbreviated)	6 - 8 hours	20 participant maximum
Unit 3: Shelter Fundamentals (on-line): with EWA Phoenix User, EWA Phoenix Administration, Shelter Drill (full)	6-8 hours	20 participant maximum
Unit 5: Psychological First Aid	5 hours	25 participant maximum
Unit 6: Pet Sheltering	2.5 days	50 participant maximum

Instructions: Check CVEMA Google Calendar at <http://www.richmondregional.org/CVEMA/CVEMA-Calendar.htm> for potential conflicts on desired date then complete the Regional Training Scheduling Form from CVEMA homepage and send to paul.hundley@richmondgov.com . Upon verification of date availability, training vendor will be notified, with courtesy copy to requesting locality, to finalize date with host location. Once date is confirmed with vendor, please send notification to krobins@richmondregional.org to record on CVEMA calendar. Upon completion of training course, send associated agenda, roster, and all expense documentation, to paul.hundley@richmondgov.com to record and process for reimbursement. Please note: once date is confirmed with vendor, the host location has 10 days to fill course participant maximum. Beyond this timeline other CVEMA members will be given the opportunity to participate in the training.

Primary contacts for organizations providing training:

Red Cross: Meredith Snellings @ 804-780-2271 meredith.snellings@redcross.org

Red Cross CPR/AED/First Aid: If you have not named a POC for this training for your locality, please contact Paul Hundley @ 804-646-3629 or paul.hundley@richmondgov.com

VDSS: Laurie Perez @ 804-514-3644 laurie.perez@dss.virginia.gov

VASART: Donnie Embrey @ 540-223-1196 dnembrey@gmail.com