



**THE HUMANE SOCIETY**  
OF THE UNITED STATES

## **Requesting HSUS Disaster Response Training in Your Community**

Thank you for your interest in having Disaster Response Training by The Humane Society of the United States in your area. The Humane Society University (HSU) conducts workshops across the country in collaboration with the regional offices of the HSUS. We offer our programs as either a private in-service training for your staff, or as a public workshop open to any interested individuals.

### **WHAT WE OFFER:**

#### **For both private and public workshops, the Humane Society University will:**

- Provide the instructor(s) and pay all instructor fees and expenses including travel, transportation, meals, and hotel accommodations
- Cover the cost for workshop materials and/or the reproduction of materials
- Provide certificates of completion for attendees and any follow-up mailings

#### **For workshops open to the public, we additionally:**

- Manage registration including collection of monies, as well as mailing confirmations and materials
- Produce and mail promotional materials which will include your organization's name and logo
- Promote the workshop on HSU's website: [www.HumaneSocietyU.org](http://www.HumaneSocietyU.org), in HSUS publications, and at appropriate events, as time allows
- Provide the co-sponsoring agency with complimentary registration(s) for the workshop

### **WHAT WE ASK OF YOUR ORGANIZATION:**

#### **In order to host an in-service or public workshop, your organization will be required to:**

- Meet minimum attendance requirements with your staff (in-service) or be located in a well-populated area so that minimal attendance goals can be reached (public)
- Provide a suitable training room including tables and chairs that will accommodate the desired number of participants; room setup may require table and chairs to be set in a designated pattern
- Obtain equipment, including audio-visual, specific to the training, or assist in renting equipment (see list, below)
- Provide a staff person to check in students onsite and distribute course materials and name tags
- Appoint a contact person in your organization for all workshop related communications with HSU staff

#### **If you co-sponsor a public workshop, we also ask your organization to:**

- Provide morning and afternoon refreshments (e.g. coffee, tea, bagels in the AM; drinks with cookies for afternoon break(s)). If snacks are provided by The HSUS, they will be 100% vegan.
- Arrange with a local hotel/motel to provide reduced rates to workshop attendees (if possible).
- Provide names and addresses of local animal care and control agencies for the purpose of sending promotional materials (preferably in a computer file).
- Provide information to attendees on restaurants within close proximity of training site.
- Promote the workshop in the community and encourage attendance, including contacting regional and state associations.



## DART/EAS WORKSHOP DETAILS

**Disaster Animal Response Training (DART):** The three-day course (22+ hours of training) covers these key topics: introduction to animals in disaster and preparedness; Incident Command System; legal issues; communications; and teamwork. Other major topics covered include: community animal needs/damage assessment; team response and procedures; animal care and handling; emergency animal shelters; equipment; and responder health and safety, including stress management. Table-top exercises will give students the chance to use and combine the skills learned during the training, including implementing ICS; communications; equipment; damage assessment; establishing an incident command post, setting up an Emergency Animal Shelter; responding to rescue requests, dealing with the media, and taking care of the team.

**Emergency Animal Sheltering (EAS):** This two-day course explores the methods for sheltering animals affected by disaster. The course includes key topics such as selecting a location and setting up an emergency animal shelter; implementation of the ICS; the needs of various animals; logistics; health and safety of the disaster responders and the animals in their care; and teamwork. The class includes table-top exercises so students can practice what they have learned throughout the class.

- **Note: These are standard trainings and *cannot* be conducted in a shorter time.**
- Class size is generally limited to a maximum of 75 and a minimum of 35. If the minimum is not reached, HSU reserves the right to cancel the workshop.
- For more information, see [www.hsus.org/disaster](http://www.hsus.org/disaster) and click on the link called "Animal Disaster Response Training Dates."

### Costs and Expenses

- Workshops are \$85 for EAS (Early Bird Rate: \$75) and \$125 for DART (Early Bird Rate: \$115). This is inclusive of all instructor fees (travel, meals, lodging, etc.).
- If the course is cancelled by The HSUS, all tuition paid will be returned. If a student withdraws within three weeks of the training, 50% refund; within a week, no refund.
- Humane Society University manages online registrations. Students may also print a brochure from the website and pay by mail (check or charge) or fax (charge only), in addition to online registration with charge card.

### The Host Organization/ Co-sponsor

- The host organization (or co-sponsor) can be any local organization interested in disaster response to help animals, such as an animal-interest organization (humane society, bird club, equestrian group, etc.); a voluntary disaster response organization with an interest in dealing with animal issues (CERT, Red Cross chapter, etc.), religious organizations with a disaster response program; a veterinary organization; or a state or county emergency management/public safety agency (local emergency management agency, for example), or any other volunteer or business group.
- If there is no host organization, we will work through one of our regional offices, state representatives, or headquarters to determine the level of interest in your area, the best location for training, and how to get enough interested people to hold a workshop in your area.



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### **Requirements for a Training Facility**

- If you expect attendees from outside your local area, the training facility should be convenient for air travel and near inexpensive hotels/residential facility (such as a dormitory, etc.). The local organization provides the HSUS instructors and the students with information about local accommodations as well as local travel information, parking, amenities, etc.
- Meals are “on your own,” so inexpensive restaurants should be nearby to accommodate different diets.
- The classroom should accommodate at least 40 people, with tables or student desks, so participants can have a place to write and still see the presentation. Tables are required so that students can work in small groups.
- The classroom should be protected from the elements (with heat or air conditioning as required) and have electricity for an LCD projector and possibly a VCR. A projection screen is needed, minimum 6’ by 6’, or larger depending on class size. The classroom should also have a chalk/wipe board, easels with paper, markers, erasers, etc.
- The facility should include an area for refreshments, rest rooms, and parking.

### **Scheduling**

- Approximately 4 months planning time is required to prepare and promote a workshop open to the public (It is possible to schedule private in-service workshops on a shorter time frame).

### **If you are interested in hosting a workshop...**

- Please complete the attached form and email it to [mfroemke@hsus.org](mailto:mfroemke@hsus.org). A representative from the Humane Society University will contact you directly. Again, thank you for your interest. We look forward to working with you to make your workshop a success!



## **HSUS Disaster Response Training Recommended Prerequisite Courses**

### **Students Should Take These Courses First:**

#### FEMA COURSES:

Listed below are several very valuable courses available through the Federal Emergency Management Agency (FEMA) Emergency Management Institute (EMI), via their web-based Independent Study course program.

These free, self-paced online courses are available at the FEMA Independent Study website, (<http://training.fema.gov/EMIWeb/IS/crslist.asp>), and are short and easy to complete. You will find dozens of courses that may interest you—we encourage you to take as many as you can.

Seven FEMA courses are strongly recommended as prerequisites for HSUS Disaster Response courses. While the material will be reviewed during the appropriate sections of the courses, if a large number of students enter an HSUS disaster class without having taken these FEMA courses, it slows down the class.

Further, in order to be eligible for HSUS deployment, the required courses shown below must be completed with six months of acceptance on the National DART.

#### **REQUIRED:**

- Incident Command System (IS-100)
- National Incident Management System (NIMS) (IS-700)

#### **VERY STRONGLY RECOMMENDED**

- Animals in Disaster Module A – Awareness and Preparedness (IS-10)
- Animals in Disaster Module B – Community Planning (IS-11)
- Livestock in Disasters (IS-111)

#### **STRONGLY RECOMMENDED:**

- Introduction to Hazardous Materials (IS-5)
- The Role of Voluntary Agencies in Emergency Management (IS-288)

#### **NICE TO HAVE**

- Many other FEMA EMI Courses ...

#### OTHER (non-FEMA) COURSES:

##### **REQUIRED:**

- (Human) First Aid and CPR (offered by the American Red Cross)

##### **RECOMMENDED:**

- Animal (Pet) First Aid (offered by the American Red Cross)