



Internationally Accredited



# **FLORISSANT POLICE**

## **C.E.R.T. TRAINING ANNOUNCEMENT REVISION**

The Florissant Emergency Management Commission has revised the previously scheduled full scale "Sheltering Operations" training exercise for June 18th.

The event will now be a four (4) hour classroom training session. The purpose of this training session is to prepare C.E.R.T. members and volunteers to effectively and sensitively manage shelter operations as a team while meeting the needs of people displaced as a result of a disaster. Four basic areas of shelter operations will be discussed:

- Setting up a shelter
  - Dividing key shelter responsibilities among team members, preparing for shelter clients, creating a list of responsibilities-duties
- Staff Meetings
  - Providing/maintaining checklist of on-going actions, scheduling staff meetings in anticipation of number of potential clients and food requirements, making arrangements for staffing for up to 3 days
- Arrival of Clients
  - Client registration, establishment/discussion shelter rules with clients, handling issues that arise during shelter operation
- Closing a shelter
  - Major task of closing a shelter, designating/assigning team members specific task, determining steps to take to resolve any unsolved issues/needs

Instructors will be Florissant Emergency Management Commissioners who recently completed the American Red Cross "Sheltering Operations" training. Florissant C.E.R.T. volunteers in the past have served a valuable role by assisting in staffing these shelters. This session will provide you with valuable information assisting with the staffing and operation of a shelter.

The course, ***free of charge***, will be held:

Saturday, June 18, 2011  
8:00 AM – 12:00 PM  
Park Baptist Church  
825 Graham Rd.  
Florissant, MO 63031  
(Approximately 1 mile north of I-270)



Please complete the attached registration form and return it as an attachment to;  
Sgt. Kevin Boschert ([kboschert@florissantmo.com](mailto:kboschert@florissantmo.com)) or mail/drop off to the;

Florissant Police Department  
1700 North Highway 67  
Florissant, MO 63033  
[www.florissantmo.com](http://www.florissantmo.com)



**FLORISSANT POLICE DEPARTMENT**  
 1700 North Highway 67, Florissant MO 63033  
[www.florissantmo.com/police](http://www.florissantmo.com/police)



**Florissant *Community Emergency Response Team***

**REGISTRATION FORM: Sheltering Training**  
**June 18, 2011 8:00AM-12:00 PM**  
 Park Baptist Church  
 825 Graham Rd  
 Florissant, MO 63031-7021

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_

Home Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Primary Phone #: (\_\_\_\_) \_\_\_\_\_ Alternate Phone: (\_\_\_\_) \_\_\_\_\_

Email address: \_\_\_\_\_

Expertise/Occupation: \_\_\_\_\_

C.E.R.T. Group Affiliation: \_\_\_\_\_

Whom should we contact in case of an emergency?

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ ZIP: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_