

G0557 (Formerly G0250.7)

Rapid Needs Assessment



FEMA

Student Manual

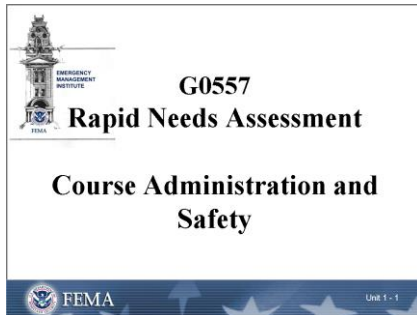
October 2013



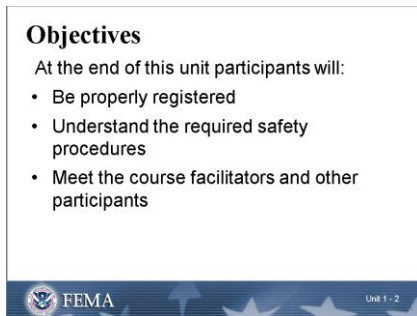
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UNIT 1: COURSE ADMINISTRATION

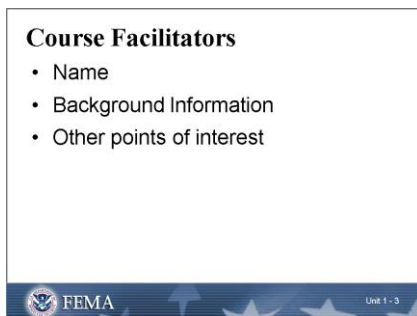
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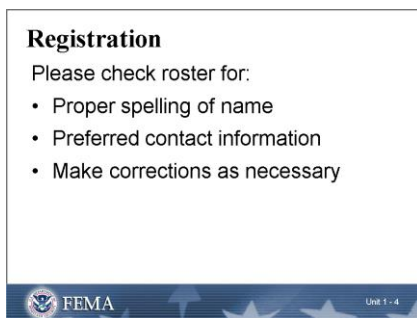
Visual 1



Visual 2



Visual 3



Visual 4

WELCOME

This unit contains basic administrative information for the course.

OBJECTIVES

At the end of this unit participants will:

- Be properly registered
- Understand the required safety procedures
- Meet the course facilitators and other participants

COURSE FACILITATORS

- Name
- Background information
- Other points of interest

REGISTRATION

Please check roster for:

- Proper spelling of name
- Preferred contact information
- Make corrections as necessary

Safety and Other Information

- Fire exit and assembly point
- Severe weather safety
- Accident or illness
- Emergency calls
- Cancellation procedure/notification



Unit 1 - 5

Visual 5

SAFETY AND OTHER INFORMATION

- Fire safety information for the building and assembly point.
- Severe weather procedures for the facility.
- Accident or illness while attending training.
- Procedures to receive emergency calls.
- Cancellation procedure and notification

Building Information

- Restrooms
- Parking
- Break rooms
- Access restrictions/security procedures
- Smoking regulations
- Other



Unit 1 - 6


Visual 6

BUILDING INFORMATION

- Restrooms location
- Special parking restrictions or requirements
- Location of any break rooms, vending machines, and facility restrictions on beverages and food in the classroom
- Special facility access restrictions and security procedures
- Smoking regulations and restrictions
- other information

Classroom Etiquette

- Turn cell phones and pagers off or to silent
- Safe learning environment:
 - What is said in the room, stays in the room
 - Tolerate differing opinions
- Use microphone when presenting or answering/ asking questions
- No sidebar conversations!
- Please clean up after yourself




Visual 7

CLASSROOM ETIQUETTE

- Cell phones and other devices in the off or silent mode.
- This is a safe learning environment. Comments and discussions that take place in the classroom stay in the classroom.
- All participants should tolerate different opinions. Many topics do not have specific right or wrong answers. There are many shades of gray.
- When speaking to the class, use the microphone if one is provided or speak loudly enough for everyone to hear your comments.
- Do not have sidebar conversations during presentations.
- And please clean up after yourself.

Course Materials

- Student Manual
- Evaluation form
- Other



Visual 8


COURSE MATERIALS

Every participant should have these course materials:

- Student Manual
- Course Evaluation Form
- Other items as locally distributed.

Class Agenda

08:00 Unit 1: Administration and Safety
 09:00 Unit 2: Starting Points and Exercise 1
 10:00 Unit 3: Planning and Priorities
 11:00 Unit 4: Data Collection and Transmission
 12:00 Lunch
 13:00 Unit 5: Analysis of Information
 14:00 Unit 6: Training and Exercise
 15:00 Unit 7: Review and Final Test




Visual 9

COURSE AGENDA

- 08:00 Unit 1: Administration and Safety
- 09:00 Unit 2: Starting Points and Exercise 1
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Participant Introductions

- Name
- Agency/Organization
- Experience
- What do you want to get out of this course?




Visual 10

Requirements

To receive a certificate for this courses...

- You must attend all sessions
- You must complete the final test with a 70% or better score




Visual 11

Review

At the end of this unit


- Participants will be properly registered
- Participants will understand the required safety procedures
- Participants will meet the course facilitators and other participants



Visual 12

And now...

**Take a
10 minute
break!**



Visual 13

PARTICIPANT INTRODUCTIONS

- Name
- Agency/Organization
- Experience
- What do you want to get out of this course?

REQUIREMENTS

Review the requirements for the course. Every participant must attend all class sessions and must complete the final test with a score of 70% or better.

REVIEW

At the end of this unit:

- Participants will be properly registered
- Participants will understand the required safety procedures
- Participants will meet the course facilitators and other participants

UNIT CONCLUSION

Take a 10 minute break.