

UMCOR Basic ERT Training Host Requirements

The purpose of this document is to define the requirements for a HOST church to support the training of a North Alabama Conference ERT Team.

Background Information

It is desired by the NAC that ERT training be focused to train teams rather than individuals to respond to local disasters and to provide teams to respond to natural disasters outside the North Alabama Conference.

General UMCOR ERT Badging Requirements

1. Attendance in the UMCOR Basic ERT course conducted by a UMCOR Certified “UMCOR Basic Early Response” trainer.
 - a. Approximately 8 Hours with fixed UMCOR and NAC material
2. Pass a written test on the training material
3. Pass the North Alabama Conference back ground check.
 - a. This is the same background check required for Volunteer In Mission (VIM) trips, and Safe Sanctuary. Background check is good for three (3) years.
 - b. Back ground check results must be in the North Alabama Conference database maintained by Matt Lacey / Emily Nelms Chastain (echastain@northalabamaumc.org) reference Appendix A, Suggested Procedure to Process NAC Background Checks

General Thumbnail of Host Church / Team Requirements:

1. Identification of Team Leader/ Coordinator
2. Provide the facility
3. Recruit team / class members (8 or more per training event)
 - a. Keep trainer informed on projections of class members
 - b. Generate and maintain class roster
4. Provide onsite meal, snacks as required for the training class.
5. Provide training manual and supplies to all students.
6. If desired coordinate procurement and sale of “T” shirts with Matt Lacey
7. Distribution of UMCOR ERT Badges to team members
8. Team Leader/Coordinator spokesman and communicator to team / class

General Thumbnail of Trainers Responsibility:

1. Take pictures of Team/ Class members. May request help from Host. Reference Appendix B.
2. Provide UMCOR ERT training documentation to host
 - a. Provide PDF file for host church reproduction
3. Provide classroom training material

4. Coordination of Certification of class / team
5. Processing Forms Required for NAC and UMCOR
6. Coordination of getting badges made and to the host / team leader

Details of Host Requirements

There is a lot of flexibility in the approach that the Host Church/Team can follow and the trainer will work with the Host in any way he can to get the team trained to respond.

- 1) Host and trainer establish training schedule
 - a) Normal is a Saturday full day 7:30 – 3:30 pm; onsite lunch provided
 - b) Two weekday evening 5:30- 9:30 Limited breaks and no meals
- 2) Host will establish the cost of the training and collect all funds
 - a) Suggested fee for trainer: \$150 (less if Trainer lives locally)
 - b) Training documentation if supplied by trainer \$8.00 per student. Normally trainer will provide a PDF file for the Host to make copies.
 - c) Background check of team members. \$11.00
 - i) Host can get pre- registration team members to NAC website and submit request for background check. Needs to be done 2 or so weeks prior to training if possible. If not, need arrangements to send forms ON the day of the class.
http://northalabamaumc.org/console/files/oForms_YJ7JB6/Background_Consent_Update_YR7XYDXX_3UZXXLP.pdf .
 - ii) If team member has had a recent NAC background check certify with Emily Nelms Chastain (enelms@northalabamaumc.org) that it will be valid on the last day of training.
 - iii) If team member does not have valid NAC backgrounds check at start of training. Trainer will have forms to be filled out and will assist host in securing the background check in a timely manner. **This is not an option as the lack of a background check will delay all class members badge processing.** Reference Appendix A: Suggested Procedure for Processing NAC Background Checks.
 - iv) NAC Disaster Response “T” Shirt is not required for training or badging. Team leader may require “T” shirts for team deployment.
 - (1) Church /Team can purchase direct from the NAC and distribute. Coordinate with Matt Lacey (mlacey@northalabamaumc.org).
 - (2) Church may customize shirt to fit their need,
- 3) Host will recruit team / class members
 - a) Recruit from local church / community / sister churches via any means the Host wishes to use. Suggestion is to open to the District. During recruiting recommend that you provide Background check form or tell them they will need drivers license number, SS number, previous
- 4) Generate and maintain the UMCOR class roster, maintain and certify the class roster.
 - a) Trainer will supply .xls spread sheet to use
 - b) Instructions on using the spread sheet are in the supplied .xls
 - c) Trainer can supply a laptop during class if necessary

- d) Host will distribute listing for class member correction and certification during class
 - e) Provide the xls UMCOR class roster to trainer following training.
 - f) Trainer will supply a thumb drive to transfer the spread sheet
- 5) Host will provide facility
- a) Room setup for tables and chairs to accommodate class, all class members must be able to easily see projected image.
 - b) Tables for registration, shirt sales, etc
 - c) Screen for projection (light colored wall), projector, and sound system, if required.
 - i) Let Trainer know at least 2 weeks in advance if they will need to provide the projector.
 - d) Trainer requires his laptop at the speakers position connected to the projector
 - e) Light color background to use in taking pictures. Reference Appendix B:
 - i) Tent type Name markers for use in pictures and at table. (Approximate 3.6X8.8 inch folded in half.) Name printed as they would like on badge.
 - f) Markers, Pens etc for use in taking notes filling out forms and taking tests.

Appendix A

Suggested Procedure for Processing NAC Background Checks

1. Insure you are using the current NAC background check form from the NAC web page.
http://northalabamaumc.org/console/files/oForms_YJJB6/Background_Consent_Update_YR7X_YDXX_3UZXZLP.pdf
2. All funds collected by host church, Run through mission budget
3. If student claims to have a current background check on file at NAC, Have them fill out form keep separate and confirm with Emily Nelms Chastain (enelms@northalabamaumc.org), refund money if true.
4. Call in all background check request forms early in the class
5. Review each form to insure legibility and completeness
 - a. Name and City of home church
 - b. Check ERT Box (may check other boxes if trainees church use in other areas)
 - c. Home church in text (Two places)
 - d. Signature and Date
 - e. Name (This must be the same as in Class Roster)
 - f. Social Security Number
 - g. Date of Birth
 - h. Driver's License Number/state
 - i. Phone number
 - j. Current and previous address
 - k. Check to receive report and email address
6. Get with student who did not completely fill out form correctly in class
7. Following class scan all forms into a PDF file
8. E-mail or fax to ESS with cover letter and a single Credit Card Number
 - a. orders@ES2.com
 - b. (888) 454-7679 (Fax)
 - c. Call ESS to confirm receipt of order and answer any questions (866) 859-0143
9. E-Mail names of members of class to Emily Nelms Chastain (enelms@northalabamaumc.org) requesting her to look for report from ESS and to notify you and trainer Fred@GSLIFE.org when ESS report is complete and data is in the North Alabama Conference Data Base. If there is a difference in legal names and class names provide a mapping for Emily. Ie Thomas vs Tom.
Processing for the total class is held up in getting all members data into the database.
 - a. The ESS process should be complete in 1 or 2 days if all forms are complete.
 - b. This may take several follow up E-mails.
 - c. Calls to students

This seems like it is a simple process. Experience is that this is a process that holds up badging for weeks at a time if not managed aggressively by the Host.

Appendix B

ERT Badge Picture Suggestions

Photos- using a digital camera size 640X480 and a light colored (but not white) background take a picture of the head and shoulder area of trainee. Allow a small amount room above and beside head for future cropping. Have the trainee hold a tent card with their name that will appear at the bottom of the photo. Then take a second shot without the name. Trainer will provide a thumb drive to down load JPG pictures to.

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Normally the trainer will provide the camera to use.