

# CAPITAL AREA SHELTER HUB 2010 SHELTER MANAGER REFRESHER TRAINING ANNOUNCEMENT

All forecasts predict an active hurricane season. This has already been confirmed by the recent appearance of Hurricane Alex in the Gulf. We need to re-double our effort to prepare for the thousands of evacuees who may seek shelter in Central Texas.

We ask that all School, Red Cross, and Local Government personnel, who are part of shelter management teams and have previously taken the Basic CASHP Shelter Manager Course (face-to-face), complete their annual refresher training. We've improved the process by offering the training as an **online refresher training class**.

There have been a number of changes for this season, including a major change in the way we register evacuees in the shelter. This will involve a significant change in responsibilities for School and Red Cross representatives in the shelter. Those who do not complete this class will not be prepared for their new responsibilities under this system.

**Please make every effort to complete your online refresher class  
no later than Friday, August 6, 2010.**

Follow the instructions below to enroll in and complete the refresher class:

1. Go to: [www.atcemsce.net/hsem](http://www.atcemsce.net/hsem)
2. Click on: "CASH- Shelter Manager Refresher Training 2010."
3. If you took the online training last year, enter your username and password. If you don't remember those, you can retrieve them through the system.
4. If you did not take the online training last year, click on "Create New Account."
  - a. Follow the prompts to create a user name and password.
  - b. Remember this information. You will need to log back in and you will use it for future classes.
  - c. The system will send you an e-mail link that you will "click on" to complete the registration process.
5. During the registration process, you will be prompted for The Class Enrollment Code: **CASHPR10** (all CAPS).
6. Read and carefully follow the instructions on the main page of the class.
7. After you complete the class, including a score of 70% on quizzes and the final test, you will be able to print out your certificate of completion for the course.

As always, *Thanks* for your service to our community and the evacuees who seek shelter in the Capital Area!

If you have additional questions about this training, please call 974-0450.

- *The Capital Area Shelter Hub Core Planning Team*