



CARE Emergency Curriculum



FY08-FY09 Course Catalog

CARE Emergency Curriculum



Welcome to the new CARE Emergency Curriculum developed to support CARE's emergency response and preparedness strategy. The curriculum was created in response to CARE's priority needs, as well as to feedback gathered across CARE country offices. With three levels, the curriculum begins with the most basic knowledge required during an emergency response, progressing to critical leadership and management skills and then to specialized technical areas of expertise.

- **Level I: Basic Core Knowledge and Foundation** – focuses on basic core knowledge required in an emergency response. Designed for all staff, these courses are a priority for staff who participate in emergency response such as Emergency Response Teams in Country Offices, Headquarters emergency staff, and emergency staff on the global roster.
- **Level II: Emergency Operations** – focuses on building critical leadership and management skills in emergency response and preparedness. These courses are designed for staff who are part of emergency preparedness and response operations.
- **Level III: Specialization** – focuses on building specialized areas of expertise needed in an emergency response. These courses are particularly relevant for those tasked with technical support, as well as staff who may become future experts in a specialized area. Most Level III programs are offered by external organizations.

Knowledge sharing is a key component of the CARE Emergency Curriculum, and is integrated into all levels of the program. Through an online Emergency Response Team Learning Exchange, emergency colleagues from around the globe can easily connect to share lessons and best practices, improving their work experience and professional development while strengthening CARE's emergency preparedness and staff capacity. This Internet forum is ideal for communicating important emergency-related topics such as Sphere standards, security training and communications/media training. Over time, emergency colleagues will also be encouraged to share and learn through face-to-face opportunities such as Temporary Duty Assignments (TDYs), Employee Learning Opportunities (ELOs) and cross-visits.

CARE Academy certificates of completion will be offered to staff who complete any combination of three or more Emergency courses. In many cases, certification is also available from external partners. To learn more about how this exciting new curriculum can benefit you and your team, click on the following links:

- **CARE Academy**, www.careacademy.org
- **Emergency Response Team Learning Exchange**, <http://careknowledgesharing.wikispaces.com/Emerg.+Response+Learning+Exchange>

Please direct questions and feedback about the CARE Emergency Curriculum to Joy Shiferaw, shiferaw@care.org.

Thank you for your support!

Jon Mitchell

Emergency Response Director, CARE International

CARE Emergency Curriculum at a Glance

Please refer to the detailed catalogue for more information and how to register

CURRICULUM		AUDIENCE				TECHNICAL SPECIALIZATION
		SENIOR MGT.	CO ERT	CERT	CI - HQ	
LEVEL I Foundation - Basic Core Knowledge (minimum requirement for all emergency staff) Click for instructions to register, enroll and take on-line courses	CARE Emergency Foundation Simulation (Workshop)	X	X	X	X	
	Part I: Introduction to EPP (on-line)	X	X	X	X	
	CARE's Safety & Security (on-line)	X	X	X	X	
	CARE's Approach to Ending Poverty (on-line)	X	X	X	X	
LEVEL II Operational Knowledge of Emergency Preparedness and Response	CARE Leadership in Emergencies (seminar)	X		X	X	
	ECB Foundations & Online Operations Program (Workshop)		X	X	X	
	Part II: Emergency Preparedness Planning (on-line)	X	X	X	X	
	EPP Training of Facilitators (Workshop)		X			
LEVEL III Specialization in Technical Areas (priority areas consistent with CI Strategy) Mostly external	Logistics: Fritz (on-line/CD)		X	X		Mgt. staff who oversee CO or emergency program logistics; CERT logistic experts
	Logistics: RED R-UK (Workshop)		X	X		Mgt. staff who oversee CO or emergency program logistics; CERT logistic experts
	Water: RED R UK (Workshop)		X	X		CO/emergency program water specialists; potential CERT water/sanitation advisors
	Food Security: FAO (on-line)		X	X		Mid-level mgrs., tech staff, field staff involved in food security; potential CERT food security advisors.
	Accountability: Good Enough Guide (Workshop)		X	X		CO Response Teams, CERT roster
	Sphere Training (Workshop)		X	X		CO Response Teams, CERT roster
	Shelter (Workshop)		X	X		Internal or external staff with shelter background
	Public Health in Emergencies (Workshop)		X	X		CO ERT members with public health background
	ICT Skills Building (Workshop & On-line)		X	X		CO ERT members interested in building ICT skills
	Reproductive Health (CD)		X	X		CO ERT members involved with priority RH crisis services

CARE Emergency Curriculum Level I



Level I: Emergency Foundations focuses on key foundational skills and knowledge required. Designed for all staff, these courses are a priority for staff who participate in emergency response such as Emergency Response Teams in Country Offices, Headquarters emergency staff, and emergency staff on the global roster.

Introduction to CARE Emergency Preparedness Planning: Part I

Who should participate?

This course is mandatory for Country Office (CO) Emergency Response Team (ERT) members and strongly recommended for all CARE CO and Lead Member staff.

What will you learn?

This introductory course reviews eight important emergency topics and covers major terms and definitions used in emergency preparedness planning and CARE's approach to emergency preparedness. Topics include descriptions of hazards, disasters and risk reduction measures.

Prerequisites

None

Tuition

Free

Course delivery

Online via CARE Academy and CD-Rom

Course length

1.5 Hours (self-paced)

When & Where

Available now! CO Emergency Response Teams are encouraged to take this course at any time. Register through CARE Academy, www.careacademy.org

Contact

David Gazashvili, dgazashvili@care.org

CARE Emergency Curriculum Level I



CARE Emergency Foundations Simulation

Who should participate?

This course is mandatory for CO Emergency Response Team members, staff on the global CERT roster, and LM headquarters staff who are involved in an emergency. It is also strongly recommended for all staff.

What will you learn?

After completing this course, you will thoroughly understand how to successfully apply CARE's humanitarian mandate, protocols for humanitarian response, and international standards and principles to emergency preparedness and response at CARE, including decision-making; key roles and responsibilities; teamwork; analyzing and accessing resources (financial and human); analyzing and identifying appropriate response interventions; managing the implementation process; and identifying key behaviors and attitudes needed.

Prerequisites

CARE EPP, Parts I and II (Online)

Tuition

Free facilitator guide. (Implementation costs must be covered by CO and Region with support from Lead Member and CEG.)

Course delivery

Instructor-led simulation program, divided into three parts. (Facilitator's guide can be run and adapted to each unique CO, Regional or HQ context. For example, the CO ERT team or CI member can offer

the training as a stand alone program; during an EPP; shortly after completing an EPP; or after action review. CI members can offer the program at headquarters during orientation, or as part of ongoing programs.)

Course Length

Can be run as a half-day or a full day program.

When & Where

Run jointly with the Training of Trainers on EPP Facilitator's guide available June 2008

Contact

Joy Shiferaw, shiferaw@care.org.
Holly Solberg, solberg@careinternational.org

CARE Emergency Curriculum Level I



SUPPLEMENTAL CARE ACADEMY COURSES (RECOMMENDED)

CARE's Approach to Ending Poverty

This e-Learning course, required for new employees, offers a better understanding of CARE's vision and mission, our programming principles and how CARE identifies the roots of poverty. **This course is highly recommended for all CARE staff.**

Audience: All staff

Languages: English, French, Spanish, Portuguese, Arabic

Register through CARE Academy,
www.careacademy.org

Personal Safety and Security Awareness

The program helps staff become conscious of how to reduce risk in all situations: while traveling, at home and at work. The self-paced e-Learning module includes a resources section with CARE's Safety and Security Handbook and a facilitator's guide for leading group sessions about safety and security in the local workplace. **This course is required for all CARE staff and contractors who travel for CARE.**

Audience: All staff

Languages: English, French, Spanish, Portuguese, Arabic

Register through CARE Academy,
www.careacademy.org

CARE Emergency Curriculum Level II



Level II: Emergency Operations focuses on building critical leadership and management skills in emergency response and preparedness. These courses are designed for staff who are part of emergency preparedness and response operations.

Developing Emergency Preparedness Plans: Part II

Who should participate?

This course is mandatory for CO Emergency Response Team members tasked with developing and implementing the CO Emergency Preparedness Plan.

What will you learn?

This follow-up to CARE's Emergency Preparedness Planning Part I provides detailed tutorial instructions about how to carry out emergency preparedness planning and develop a plan following CARE's guidelines. More than a dozen important topics are covered, including the formation of an ERT; preparatory activities and information collection; CO capacity inventory; risk analysis; scenario description; impact analysis; identification of risk reduction measures; CARE's prevention and mitigation measures; CARE's response strategy; local considerations; programming considerations; operations management; action planning; and executing the Emergency Preparedness Plan.

Prerequisite

Introduction to CARE's Emergency Preparedness Planning: Part I

Tuition

Free

Course delivery

On-line via CARE Academy and CD-Rom

Course length

3.5 Hours (self paced)

When & Where

Available now! CO Emergency Response Teams are encouraged to take this course at any time following EPP Part I to complete Emergency Preparedness Planning training. Register through CARE Academy, www.careacademy.org

Contact

David Gazashvili, dgazashvili@care.org.

CARE Emergency Curriculum Level II



EPP Training of Facilitators

Who should participate?

Emergency Response Team coordinators responsible for overall coordination of a response and select CARE International (CI) member staff responsible for coordinating an Emergency Preparedness Planning (EPP) process.

What will you learn?

This training of facilitators is designed to build a network of trained facilitators. You will learn how to facilitate an EPP planning process, how to use the on-line tools, and how to run the Foundations Simulation to test your EPP.

Prerequisites

None

Tuition

COs will cover travel costs; Lead Member will cover remaining costs

Course delivery

Instructor-led workshop.

Course length

5 days

When & Where

Plans are to run this course every year

Contact

David Gazashvili, dgazashvili@care.org.

CARE Emergency Curriculum Level II



Emergency Operations Program (FY09)

Who Should Participate?

Emergency Response Team coordinators and team leaders on the global CERT roster responsible for overall response coordination

What will you learn?

This course will familiarize you with all operational components required to lead an emergency response. Topics include humanitarian principles and standards; emergency assessments; safety and security; logistics; media; programming; people issues in emergencies; coordination with other NGOs; and stakeholders.

Prerequisites

EPP Part I & II and CARE Emergency Foundations Simulation. (See [Level 1 Course Descriptions](#).)

Tuition

To be determined

Course Delivery

This course will be offered in collaboration with seven other agencies as a three-part blended curriculum. It will include both instructor-led sessions and online/CD-Rom learning.

Course Length

- Conducted over 4 to 6 months

When & Where

To be determined.

Contact

Joy Shiferaw, shiferaw@care.org

CARE Emergency Curriculum Level II



CARE Leadership in Emergencies Seminar (FY09)

Who should participate?

This course is recommended for all CO and LM senior level staff involved in an emergency response.

What will you learn?

You will learn the role of a manager and leader in preparing for and responding to an emergency; increase your knowledge of how to handle humanitarian dilemmas; enhance your critical thinking about humanitarian issues; and understand your role in developing enabling conditions for success in leading a response.

Prerequisites

EPP Part I & II and CARE Emergency Foundations Simulation. (See [Level 1 Course Descriptions](#).)

Course Delivery

Instructor-led seminars will be held in each region

Tuition

To be determined

Course Length

To be determined, in consultation with each region and CI member

When & Where

Designed in FY08, and available in FY09

Contacts

Joy Shiferaw, shiferaw@care.org

Nigel Bruce, nigel.bruce@careaustralia.org.au

CARE Emergency Curriculum Level III



Level III: Specialization focuses on building specialized areas of expertise needed in an emergency response. These courses are particularly relevant for those tasked with technical support, as well as staff who may become future experts in a specialized area. Most Level III programs are offered by external organizations

LOGISTICS

Certification in Humanitarian Logistics (CHL) - Fritz Institute

Background

This program was developed in collaboration with an inter-agency committee consisting primarily of the Heads of Logistics from eight humanitarian organizations. Visit http://www.fritzinstitute.org/prgSC-CERT_main.htm

Who should participate?

Staff in a management role who oversee overall logistics operations in a country office or an emergency program, and staff who are on the global CERT roster as logistics experts

What will you learn?

The program is comprised of seven mandatory units that cover the entire supply chain including: Humanitarian Supply Chains, procurement, Warehouse & Inventory, Transport, Fleet Management, Import/Export and Managing a Humanitarian Supply Chain Response. Throughout the program, participants are supported by coaches who are experienced at operating in emergency environments.

Prerequisites

None

Tuition

\$2,300/participant. (CO will be asked to cover 25 % of tuition; Lead Member will cover 75%.)

Course delivery

Self-directed distance learning on CD. The learning process is centered on the case study of a simulated relief operation, learning materials, assignments requiring detailed analysis of the current and anticipated requirements, recommend options to scenarios posed, and interactive coaching sessions.

Course length

5 hours/week, over no more than 18 months. Progress will be tracked; evidence of completion will be submitted for assessment to the certification body. Successful completion will lead to a certification in logistics.

How to Apply

CARE will identify 3 to 5 top candidates who are willing to commit to this program and begin the course January 08. Send nominations to Birendra Kumar at bkde@care.org or Loic Cohen, cohen@careinternational.org

When

Anytime

CARE Emergency Curriculum Level III



Field Logistics in Emergencies REDR-UK and REDR-India

Background

This program is designed by Red R and delivered in the UK and India.

Who should participate?

Staff in a management role who oversee overall logistics operations in a country office or an emergency program, and staff who are on the global CERT roster as logistics experts

What will you learn?

The program will provide participants with an overview of logistics in humanitarian programs. Participants will learn: key principles in logistics, components supply chain, identify key factors to be considered in the establishment of infrastructure, effective operation of warehouses and stores, plan an effective commodity distribution process, learn features for application of communication systems, monitor logistics budgets.

Prerequisites

None

Tuition

To be confirmed. Negotiable for non-profits depending on number of participants. (Interested COs or Lead Members must cover costs.)

Course delivery

Instructor-led workshop. This is a participatory and practical course, with opportunity to learn from other agencies, and experience a simulation exercise focused on logistics.

Course length

6 days – varies by location

How to Apply

Interested participants should contact Birendra Kumar at bkde@care.org or Loic Cohen cohen@careinternational.org

When & Where?

UK or India. See [RedR calendar](#) for scheduled dates or contact training@redr.org

For complete RedR training calendar please check

<http://www.redr.org/redr/training/programme.htm> <<http://>>

CARE Emergency Curriculum Level III



WATER

Water, Environment and Sanitation in Emergencies REDR- Australia

Background

This program is designed by Red R and delivered in Australia. Visit www.redr.org.au

Who should participate?

Water specialists in a country office or an emergency program, and staff who are willing to be water and sanitation advisors on the global CERT roster.

What will you learn?

This program introduces public health engineering concepts, covering the following key topics: links between water, sanitation and health; nature and threats of environmental diseases; elements of hygiene-promotion; complexity of safe-water and sanitation delivery in an emergency; operation of standard field equipment necessary in an emergency Water/Sanitation response situation; Water/Sanitation response mechanisms of major humanitarian agencies including Oxfam, MSF, IFRC and the UN.

Prerequisites

None. (Spaces are limited and priority is given to those on the RedR Australia Register.)

Tuition

\$1200/participant. Interested COs or Lead Members will be asked to cover costs. (RedR offers scholarships to participants who are national staff to NGOs.)

Course delivery

Instructor-led workshop held in Australia. This is a participatory and practical course, with support from UNICEF, Oxfam GB, and the International Federation of Red Cross and Red Crescent Societies.

Course length

7 days

When & Where?

Dookie, Victoria, Australia. See [RedR calendar](#) for scheduled dates or contact training@redr.org.au

How to apply

Interested participants should contact RedR Australia, www.redr.org.au or Joy Shiferaw, shiferaw@care.org

CARE Emergency Curriculum Level III



FOOD SECURITY

Reporting Food Security Information - FAO

Background

This program is designed by the Food and Agriculture Organization (FAO). Visit www.foodsecinfoaction.org/dl/dlcourselist_en.asp In addition to the Food Security Information program, many other programs are available.

Who should participate?

Mid-level managers, technical staff and field personnel involved in the collection, management, analysis of food security information, and staff who are willing to be food security advisors on the global CERT roster.

What will you learn?

This first unit has four lessons which cover a wide range of techniques for writing effective reports in order to provide decision-makers with clear and relevant analysis and policy options.

Prerequisites

None

Tuition

Free.

Course delivery

Each lesson is delivered in an interactive self-paced dynamic learning environment which uses illustrated step by step instructions and exercises.

Course length

3.5 hours – self paced.

When & Where?

Available now. Visit www.foodsecinfoaction.org for more information and to request a free CD-ROM.

Contact

Joy Shiferaw, shiferaw@care.org.

CARE Emergency Curriculum Level III



ACCOUNTABILITY & IMPACT MEASUREMENT

Good Enough Guide on Accountability to Beneficiaries

Background

The *Good Enough Guide* was developed by the Emergency Capacity Building Project (ECB). Visit www.ecbproject.org for a copy of this training manual.

Who should participate?

Country Office Emergency Response Teams and staff on the CERT roster.

What will you learn?

This program builds on accountability standards such as Sphere, and helps field practitioners involved in a response learn how to apply these standards in practical ways during an emergency.

Prerequisites

None

Tuition

Interested COs and Regions will need to cover tuition costs

Course delivery

Instructor-led workshop, preferably run jointly between country offices. (Facilitator's guide, module and easy-to-use reference guide are available in print and electronic format.)

Whenever possible, this course should be integrated into planned meetings or regional events. A CARE team has been established to assist with training delivery

Course length

1-2 days.

When & Where

To run this program in your country office, please consult with your Regional Emergency Response Coordinator or contact Jock Baker, baker@careinternational.org, or Joy Shiferaw, shiferaw@care.org. Note that assistance is available to run this program together.

CARE Emergency Curriculum Level III



Sphere Training

Background

Sphere is based on two core beliefs: first, that all possible steps should be taken to alleviate human suffering arising out of calamity and conflict, and second, that those affected by disaster have a right to life with dignity and therefore a right to assistance. Sphere is three things: a handbook, a broad process of collaboration and an expression of commitment to quality and accountability. Visit www.sphereproject.org for more information.

Who should participate?

Country Office Response Teams, and staff on the CERT roster.

What will you learn?

The Sphere program helps practitioners learn how to apply the Sphere handbook in their work. Workshops cover areas including an introduction to Sphere standards; the humanitarian charter; and how to apply Sphere standards in the project cycle.

Prerequisites

None

Tuition

Varies; visit www.sphereproject.org for details

Course delivery

Instructor-led workshops, held around the world. Sphere training materials, available at www.sphereproject.org, consist of four modules and a trainer's guide:

- **Module 1:** Introduces the sphere handbook
- **Module 2:** Covers the humanitarian charter
- **Module 3:** Explores the use of the sphere handbook
- **Module 4:** Examines the conceptual framework around disaster preparedness

Course length

Varies

When & where?

Interested participants should visit www.sphereproject.org and click on [Events Calendar](#). (The calendar is updated regularly.)

CARE Emergency Curriculum Level III



SHELTER TRAINING

Coming Soon!

CARE UK will be leading this process and plans are underway to develop a Shelter training program for both internal and external staff with shelter backgrounds. More information will be available soon.

Contact: Contact Lizzie Babister, babister@careinternational.org if you are interested in this program.

Note: Water and Food Training is also planned for the future; details will be shared as soon as available.

OPTIONAL EXTERNAL PROGRAMS

Note: programs described in this section will be updated regularly

Reproductive Health in Emergencies

Minimum Initial Service Package (MISP) for Reproductive Health in Crisis Situations: Distance Learning Module

This free program offers a self study guide and CD-ROM, with a coordinated set of activities designed to prevent and manage the consequences of sexual violence; reduce HIV transmission; prevent excess maternal and neonatal mortality and morbidity; and plan for comprehensive Reproductive Health (RH) services in the early days and weeks of an emergency. The MISP distance learning module aims to increase humanitarian workers' knowledge of these priority RH services to initiate at the onset of a crisis situation.

Public Health in Emergencies – www.adpc.net or www.iph.ac.ug. This is a joint two week training program designed and implemented by the American University of Beirut, Makerere University in Uganda, Asian Disaster Preparedness Center, Thailand and the International Rescue Committee. Staff with public health backgrounds who are members of the CO ERT would benefit. Courses are held in different locations in the world.

Contact: To access the MISP program or for more information on the Public Health in Emergencies course, contact jmeyers@care.org

or myetter@care.org or visit the on-line course on the academy website

CARE Emergency Response Team Learning Exchange



Objective: Increase Sharing and Learning across Country Office Emergency Response Teams

One of the key components of CARE's Emergency Capacity Building Strategy is **applying and sharing knowledge**. To accomplish this, systems must be put in place to help staff apply and share knowledge, and constantly learn from external best practices. To that end, in F707, CARE established the Country Office Emergency Response Team (ERT) Learning Exchange, a virtual community of practice. This community allows Country Office ERTs to connect with each other – and experts – through distance technologies (phone, online chat, Elluminate, email) to share information about emergency preparedness and other response-related topics. No longer do participants have to reinvent the wheel. Instead, ERTs now have ready access to peer and expert knowledge as they get to know their emergency colleagues across the globe, develop their own skills and expertise, and have fun in the process!

Notable FY07 Accomplishments

In the ERT Learning Exchange's first year, there were many exciting events and much enthusiasm. Notable accomplishments included the following:

- Learning more about who our emergency colleagues are and what they do;
- Establishing what we want to learn and share around emergency preparedness and response;
- Learning from CARE Mozambique about their response to the cyclone and floods;
- Chatting online about emergency capacity building and emergency preparedness planning;
- Learning from CARE Ethiopia about the new USAID/OFDA Proposal Guidelines;
- Facilitating a trip for CARE Niger staff to visit CARE Haiti to share knowledge about EPP planning.

To learn more about last year's events, visit the [Emergency Response Learning Exchange](#).

Looking Ahead: FY08 Learning Exchange

In FY08, the Learning Exchange will focus on a series of 6 exchange topics, based on ERT feedback and built upon the Emergency Toolkit. Exchanges will be conducted through distance learning methods, including online chats, live Web conferencing (Web-ex, Elluminate), conference calls, blogs and wikis.

This year's focus topics and tentative dates include:

- **Emergency Strategy & Mandate:** Nov. 2007
- **Disaster Risk Reduction:** Dec 2007
- **Impact Measurement & Accountability: the Good Enough Guide:** Dec. 2007
- **Media & Information Management in Emergencies**
- **Roles and responsibilities of the ERT Coordinator and ERT Team:**
- **Emergency Assessments:**
- **Gender in Emergencies**

To join the Emergency Response Learning Exchange, contact Sara Gullo, sgullo@care.org, or Joy Shiferaw, shiferaw@care.org

CARE Emergency Preparedness Planning Tools & Resources

Please contact Joy Shiferaw, shiferaw@care.org for details about all instructor-led courses, workshops and events. To enroll in online/CD-ROM CARE Emergency Courses, go to www.careacademy.org and follow the enrollment instructions