Emergency Preparedness Training Course

Prevention/Mitigation > Preparedness > Response > Recovery
EMERGENCY PREPAREDNESS TRAINING COURSE

The Emergency Preparedness training course is a two-hour training course designed to educate board members and others on how to prepare for a housing cooperative disaster. The course is designed to prepared your Cooperative for emergencies like national, technological, human-made or medical disasters.

The seminar will teach you the proactive tools you will need to help your cooperative community survive during an emergency.

The seminar will also show you how to work with your members during the disaster. You’ll learn ways to develop and implement emergency protocols to prepare your community for anything. By the end of the course, you’ll have the knowledge you need to become better prepared to handle an emergency at your own community.

The Seminar Covers Five Proactive Steps

- How to make an emergency plan
- Draft emergency action plans
- Execute an emergency drill
- Get trained
- Become a volunteer

The cost of the course is $400.00 per NAHC Members for up to ten (10) participants, which includes materials and speaker honorarium, or $500.00 for non-members. (You may have additional participants for $50.00 each.) Please note: The instructor’s transportation, meals and lodging are paid directly by the cooperative to NAHC, not the instructor.

Management staff, housing cooperative board members, shareholders and others interested in cooperative emergency preparedness should attend the training course. More than one cooperative may joint venture if operated in the same market to sponsor a course.

1. Decide who the contact person is in your cooperative for organizing the training course. Then contact the NAHC office at least 60 days in advance of your tentative dates by filling out and returning the application form. This one contact person is responsible for all aspects of the program. This is important in keeping NAHC member communications free from confusion.

2. Send payment in full no later than 45 days in advance of the scheduled training course.

3. Identify the training location. Some groups use their own onsite meeting space at the housing cooperative, while others like to take participants offsite to a hotel setting.

4. Schedule training dates. Once the application and payment have been received, the assigned NAHC instructor will contact the cooperative’s primary contact to discuss availability, time, date and meeting location. It is very important that you correspond directly with the instructor during this process. Review with the instructor what teaching aids are required (AV, pencils, etc.). The course cannot be videotaped.

5. Distribute course materials to the participants. NAHC will ship the participant manuals only to the primary contact listed on the application ten (10) days prior to the start date of the class. The primary contact is responsible for all onsite distribution of materials to participants. The primary contact must sign a license agreement and have it returned to NAHC before the start of the training course.
Build Your Knowledge and Strengthen Your Impact!

Emergency Preparedness Training Application

Cooperative Name: ________________________________________________________________

Cooperative Address: __________________________________________________________________________

City, State Zip: ____________________________________________________________

Phone: __________________________ Fax: __________________________

Email: __________________________ Cooperative website: __________________________

Contact Person: __________________________________________________________________________

Name and Title: _________________________________________________________________

Number of expected attendees: ____________ Number of units: _____________________________

Management type: □ Self-Managed by the Board □ Professional Mgt. Company (Name)________

Type of financing: □ FHA-limited equity □ Conventional financed market rate

□ FHA market rate □ Other__________________________

Desired training date: □ 30-90 days □ 90-180 days □ 180-360 days

Funds will be refunded less a $100.00 administrative charge if training is not scheduled within one year.

What top three areas of concern do you want the trainer to focus on? ________________________________

We hereby apply for the EMERGENCY PREPARDNESS Training Course. Enclosed is payment to NAHC for $1,500.00, which includes materials and speaker honorarium for up to ten (10) participants. You may add additional participants for $50.00 each. PLEASE NOTE: Instructor’s transportation, meals and lodging reimbursement expenses are paid directly by the cooperative to NAHC, not the instructor.

Signature: __________________________ Date: __________________________

REGISTRATION PAYMENT INFORMATION

Virtual Training Option: □ $400.00 for NAHC Members □ $500.00 Non-Members
(Joint-cooperative training not allowed)

IN-PERSON Training Option: □ NAHC Member Rate $400.00 for up to ten (10) participants. Additional participants are $50.00 each.

Add #____________________in-person additional participants at $50.00 each = $____________

IN-PERSON Training Option: □ Non-Member Rate $500.00 for up to ten (10) participants. Additional participants are $50.00 each.

Add #____________________in-person additional participants at $50.00 each = $____________

Do all in-person participants agree to sign a COVID-19 Waiver Form? □ Yes □ No

TOTAL REGISTRATION PAYMENT: $_____________

Payments by Check made payable to “NAHC” Check Number: __________

Pay by Credit Card □ VISA □ MasterCard □ American Express

Name on Card: __________________________________________________________________________

Card #: Card #: __________________________________________________________________________

Expires: _______ CVC Code: ____________

Card Billing Address: ______________________________________________________________________

Signature of Card Holder: __________________________________________________________________

Date: ______/_____/____

Email completed application to: info@nahc.coop

1120 20th Street NW, Suite 750 • Washington, DC 20036-3441 • Phone 202-737-0797 • www.nahc.coop