

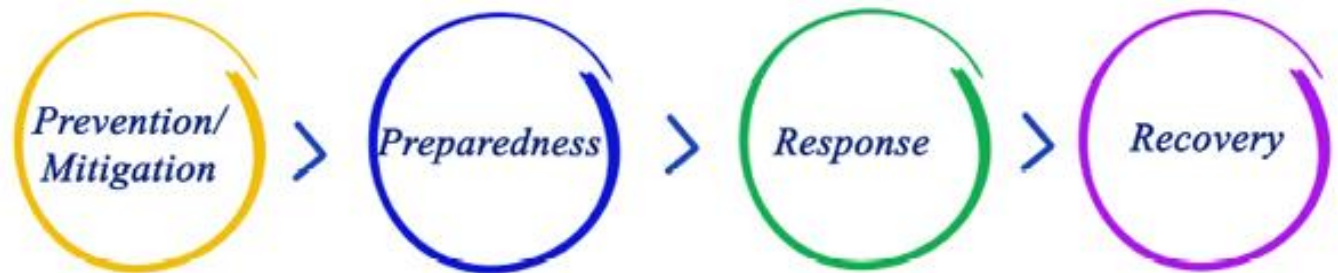


National Association  
of Housing Cooperatives



# Emergency Preparedness

Training Course



## 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 prepare 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 PREPAREDNESS 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      

Name on Card: \_\_\_\_\_

Card #: Card #:                      Expires:   /   CVC Code:

Card Billing Address: \_\_\_\_\_

Signature of Card Holder: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Email completed application to: [info@nahc.coop](mailto:info@nahc.coop)