

# FCRV FIELD MANUAL



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# DISASTER AWARENESS TRAINING

## A. PREFACE

The DAT program has been established to provide FCRV members with the knowledge and training to cope with a variety of disaster incidents and personal tragedies. The DAT program will enable members to receive the training and knowledge to protect themselves, families and friends in the event of such calamities.

The following manual is designed to help set up classes and training in areas that are essential not only in a disaster situation, but also in every day life.

Admittedly, this manual will not contain all of the answers, but hopefully, it will provide a logical approach to solving most of the common problems associated with emergency situations and a valuable guide in the DAT program.

Knowledge learned in the DAT program could very well help you save your own life as well as the lives of your family and friends as well as prepare for possible personal calamities.

Disaster Awareness Training (DAT) manuals are available from the National DAT Director at a minimal cost to cover printing and postage.

## B. NATIONAL DAT DIRECTOR

The National DAT Director is appointed by the National Trustees of FCRV. The term of office coincides with that of the National 2<sup>nd</sup> Vice-President.

The National DAT Program comes under the office of the National 2<sup>nd</sup> Vice-President of FCRV and reports should be made regularly to him (her).

### PURPOSE OF THE NATIONAL DAT DIRECTOR

1. Serve on the Executive Board of FCRV.
2. Perform the administrative duties required by the National DAT Program.

### DUTIES OF THE NATIONAL DAT DIRECTOR

1. Report to the Second Vice President as required on the progress of the DAT Program.
2. Report to the Executive Board at each meeting and to the Board of Trustees if required.
3. Propose any necessary changes in the National DAT Program to the National Board in order to keep it current and up-to-date.
4. Keep FCRV membership informed on the DAT Program through articles in the National FCRV publications.
5. Maintain a supply of DAT manuals and merchandise certificates.
6. Fill all merchandise certificate orders as received from the State/Provincial DAT Directors.
7. Keep a roster of each State/Provincial Directors and their corresponding State/Provincial DAT Directors.
8. Answer all correspondence from the membership.
9. Upon termination of office, the National DAT Director will turn over all files and records to the Second Vice President or the immediate successor.

### **C. STATE/PROVINCIAL DAT DIRECTOR**

1. The State/Provincial DAT Director is appointed by the State/Provincial Director.
2. The State/Provincial DAT Director reports directly to the National DAT Director.

#### **PURPOSE OF THE STATE/PROVINCIAL DAT DIRECTOR**

Set up, promote and maintain the DAT program in that State/Province.

#### **DUTIES OF THE STATE/PROVINCIAL DAT DIRECTOR**

1. Represent the National DAT Director on all DAT matters in the State/Province.
2. Maintain records of all persons in the State/Province who have taken DAT training.
3. Set up a booth offering information on the DAT Program at all State/Provincial or District Campouts.
4. Order all merchandise certificates from the National DAT Director for the State/Province upon completion of the training classes. (No merchandise certificates will be issued on consignment except for National functions such as the Retiree Rally.)
5. Set up District DAT Directors in States/Provinces where the membership requires it.
6. Keep a roster of each District DAT Director, the District Field Director and the Chapters in that District.
7. Maintain a slide program or computer presentation for use in the State/Province. A slide program is available free from the National DAT Director. Additional copies of the slide program may be obtained at cost or reproduced by the State/Provincial DAT Director.
8. Encourage and assist either District DAT Directors or Chapter DAT Chairmen to hold DAT Campouts.
9. Send any news or pictures to the National DAT Director for inclusion in the National FCRV publications.
10. Maintain financial records which should be shown to the State/Provincial Director and/or the State/Provincial Association Board of Directors at least once a year and signed by them as correct and proper. Cost of manuals, manual changes, slide programs, record sheets, etc. shall be paid from State/Provincial DAT funds unless District DAT Directors, Chapter DAT Chairmen, chapters, or other volunteers pay such costs.
11. Upon termination of office, the State DAT Director will turn over all files and records to the State/Provincial Director or the immediate successor.

### **D. DISTRICT DAT DIRECTOR**

The District DAT Director is appointed by either the State/Provincial Director or the State/Provincial DAT Director in the same manner as other appointments are made in that State/Province.

#### **PURPOSE OF THE DISTRICT DAT DIRECTOR**

1. Promote DAT with the FCRV Chapters and Field Directors in the District.
2. Assist the FCRV Chapters in the District with their training projects and record keeping.
3. Report to the State/Provincial DAT Director on all DAT activities in the District as required.

## **DUTIES OF THE DISTRICT DAT DIRECTOR**

1. Represent the National DAT Director and State/Provincial DAT Director on DAT matters in the District.
2. Keep the DAT training records for the District and forward copies of those records to the State/Provincial DAT Director.
  - a. Keep a file folder for each chapter in the District which includes a copy of the chapter roster and all chapter training records.
  - b. Enter the information from each merchandise certificate order you receive on the chapter record sheet and send a copy of the merchandise certificate order to the State/Provincial DAT Director.
3. Facilitate communication between the Chapter DAT Chairmen and the State/Provincial DAT Director.
4. Assist with all DAT projects, such as campouts, display booths, etc. whenever possible.
5. Set up display booths, etc. at all District Campouts in the District. The object is to give members a chance to DAT Chairmen, ask questions, buy patches, order merchandise certificates, learn about DAT, and make suggestions and criticisms.
6. Be familiar with all aspects of the DAT Program and the DAT manual and suggest improvements.
7. Attend DAT Campouts and DAT Chairmen meetings as often as possible.
8. Read DAT columns in issues of National and State/Provincial publications for additional information, add it to your files and republish what is important in your District newsletter.
9. Send any information you find which may be useful to others to State/Provincial DAT Directors for inclusion in the State/Provincial newsletter.
10. Approve any Chapter training project that fulfills the written requirements in the DAT manual.
  - a. Training projects which deviate from the written requirements may also be approved, as long as they involve equal or superior training.
  - b. Keep notes in your Chapter file folders on the training projects you approve and the date you approve them. There is no time limit on completing a project, but check with Chapter DAT Directors on ones that seem to drag.
11. Ideas for new training projects should be encouraged, but should not be approved without consulting the State/Provincial DAT Director.
12. Look for and keep track of resources within your district which may be of help to your chapters; experts, films, printed materials, etc.
13. Initiate District wide training sessions where practical, so that individual members of chapters and Members at Large may earn merchandise certificates on their own. Merchandise certificate order record sheets are sent to the Chapter DAT Chairman, and to the State/Provincial DAT Director for each chapter represented.
14. All DAT Directors and Chairmen may pick "Assistant DAT Directors" or "Assistant DAT Chairmen" and delegate specific responsibilities to them.
15. A slide program is available from the State/Provincial DAT Director. This is useful when presenting the DAT Program to individual chapters. A written speech is included to aid in your presentation.
16. Upon termination of office, the District DAT Director will turn over all files and records to the District Field Director, State/Provincial DAT Director, or the immediate successor.

## **E. CHAPTER DAT CHAIRMAN**

The Chapter DAT Chairman is appointed by the Chapter President.

### **PURPOSE OF THE CHAPTER DAT CHAIRMAN**

- 1.Promote the DAT Program on the chapter level.
- 2.Report directly to the District DAT Director on all DAT activities in the chapter.

### **DUTIES OF THE CHAPTER DAT CHAIRMAN**

- 1.Represent the National DAT Director and the State/Provincial DAT Director on the chapter level initiating all FCRV DAT Programs according to the guidelines.
- 2.Maintain a correct and up to date roster of your chapter and make sure that your District DAT Director has two copies.
- 3.Make arrangements for the training sessions for the merchandise certificates your chapter wishes to earn. Your District DAT Director can help.
- 4.Contact your District DAT Director for approval on any training project, especially if it deviates from the written requirements. Your District DAT Director should know what project you are working on and when you start.
- 5.Conduct the training sessions or supervise them to be sure they fulfill the requirements for the specific merchandise certificate session..
- 6.Maintain "Record Sheets" (see page attachments) of the progress your chapter makes earning merchandise certificates. These would include training merchandise certificates, DAT campout merchandise certificates and disaster participation merchandise certificates.
- 7.Order the DAT merchandise certificates from your District DAT Director whenever they are needed. Merchandise certificates should be ordered in groups as much as possible. Fill out one copy of the Rucker Order Form and four copies of the "Record Sheet". (One copy for chapter, district, state, and national).
- 8.Read the DAT column in each issue of the National, State, and District FCRV publications for additional information, and add it to your files.
- 9.Share all useful information with your District DAT Director.
- 10.Upon termination of office, the Chapter DAT Director will turn over all files and records to the Chapter President or the immediate successor.

## **F. MERCHANDISE CERTIFICATE INFORMATION**

### **1. DAT PATCHES**

The official DAT patch is a three-inch circular patch in official FCRV colors. It depicts helping hands, with the motto, "FCRV-DAT DISASTER AWARENESS TRAINING". These patches are being worn by those members who have taken previous DAT training courses however the patches are no longer available for new orders. Patches have been replaced with the new merchandise certificates in Item 2 below.

### **2. DAT MERCHANDISE CERTIFICATES**

Each DAT merchandise certificate has a \$.50 value and can only be redeemed for official FCRV merchandise from FCRV or from a cooperating FCRV merchandise vendor. DAT merchandise certificates can be earned in the following classifications:

#### **a) DAT TRAINING MERCHANDISE CERTIFICATES**

One merchandise certificate is awarded to members upon completion of a training project and should be ordered through your State/Provincial DAT Director. There is no charge for these.

#### **b) DAT CAMPOUT MERCHANDISE CERTIFICATES**

One merchandise certificate may be ordered for each member who attends the campout from the campout chairman. He (she) in turn orders them through the National DAT Director or their State/Provincial DAT Director.

#### **c) DISASTER PARTICIPATION MERCHANDISE CERTIFICATES**

If you should assist in a disaster, you may order a merchandise certificate from your District DAT Director. These are ordered through the National DAT Director.

## **G. DAT TRAINING COURSES**

The DAT Program consists of the following twenty four training courses:

- Accidental spills
- Cardiopulmonary Resuscitation (CPR)
- Child Care
- Clear and Clean
- Communications
- Cooking and Feeding
- Death of a Family Member
- Disaster Types
- Drugs
- Electrical Safety
- Firefighting
- Home Hazards
  
- Ladder Safety
- Medical
- Pet Safety
- Police
- Psychological
- Readiness
- RV Security
- Search and Rescue
- Self-Sufficiency
- Survival
- Weather
- Wills and Living Wills

NOTE: The above list is not intended to be all inclusive. Other topics for DAT training programs can be used but must be approved in advance by the National DAT Director.

## **H. CATEGORIES OF TRAINING**

### **1. ACCIDENTAL SPILLS**

The objective of this training is to familiarize members with accidental chemical spills and what can be done about them.

- a) Set up this class with the Department of Natural Resources, local Emergency Management Agency, or local fire departments making use of films, videos and other materials available.
- b) There should be class participation when possible.

### **2. CARDIOPULMONARY RESUSCITATION (CPR)**

The objective of this training is to teach members the techniques of Cardiopulmonary Resuscitation, a method of keeping a person alive after breathing and heartbeat have stopped. It is especially useful in cases of heart attack, drowning and electrocution.

- a) An approved CPR course must be taken. Courses are taught by the American Red Cross, American Heart Association, local Fire Departments and some hospitals.
- b) Once you have taken the course and received a valid card, take retraining classes as required to keep the card current.

### **3. CHILD CARE**

The objective of this training is to familiarize members with the philosophy and technique of operating a group child care center for large numbers of children.

- a) Set up this class with the help of the Red Cross, Civil Defense, School or Sunday School teachers, making use of films, videos and other materials that are available.
- b) Actual practice under the supervision of a trained instructor is essential.

### **4. CLEAR AND CLEAN**

The objective of this training is to familiarize members with both clear and clean techniques of a disaster area and with the things that must be considered before, during and after the operation; electricity, fire, sanitation, etc.

- a) Set up this class with the help of the Red Cross, local Emergency Management Agency, or a local National Guard unit, making use of films, videos and other materials that are available.
- b) Actual practice by cleaning and clearing an area in a local neighborhood, park, highway or trail is recommended.

### **5. COMMUNICATIONS**

The objective of this training is to familiarize members with ways to obtain help in times of disaster by use of Communications.

- a) Set up this class with a local CB club, Ham club, Fire Dept or Emergency Management Agency.
- b) The class should include what communicate means, different ways of communication, and message handling.
- c) The class should include information on how to use 911, telephone, various types of two-way radios, and/or FAX machines and computers to receive help.
- d) Actual practice in operating different types of equipment should be included in the class.



## 6. COOKING AND FEEDING

The objective of this training is to familiarize members with mass cooking techniques and mass feeding techniques under field conditions.

- a) Set up this class with the help of the Red Cross, Civil Defense or local National Guard units, making use of films and materials that are available.
- b) This class should include class participation in the preparation and serving of food.

## 7. DEATH OF A FAMILY MEMBER

The objective of this training is to familiarize members with the problems and difficulties that are often presented by the death of a family member and how to solve or lessen these issues.

- a) Set up this class with the help of a grief counselor, legal expert, funeral director or real estate agent.
- b) The class should include information on how to deal with the many different challenges that one faces upon the death of a family member.

## 8. DISASTER TYPES

The objective of this training is to familiarize members with the overall experience of each type of disaster to lessen the shock if caught in an actual disaster. Everyone should have some knowledge of what it is like to actually be in a disaster.

- a) Set up this class with the help of the Red Cross or Civil Defense making use of films and materials available.
- b) The U.S. Weather Service sometimes has materials useful in this class also.
- c) General information on all types of disasters should be included if possible. Tornadoes, earthquakes, floods, plane crashes, forest fires, etc.

## 9. DRUGS

The objective of this training is to familiarize members with the overall characteristics of the drug "problem" and with the theory and practice of emergency detection and treatment procedures of drug overdose.

- a) Set up this class with your local Police Department's Drug Unit or a Doctor, making use of films and materials that are available.
- b) Seeing a sample of different types of drugs is helpful.

## 10. ELECTRICAL SAFETY

The objective of this training is to present electrical hazards, how to recognize their presence and how to avoid them.

- a) Set up this training with help from a qualified electrician, your local fire department, a construction company or a building supplies retailer.
- b) As many as possible of the many types of home electrical hazards should be covered.

## 11. FIREFIGHTING

The objective of this training is to familiarize members with the theory and practice of firefighting, in buildings, trailers and in open areas.

- a) Set up this course with an instructor from the local Fire Department making use of films and materials that they have available. Department of Natural Resources fire stations can also be used.
- b) Actual practice in the operation of fire extinguishers should be included.

## 12. HOME HAZARDS

The objective of this training is to familiarize members with common home hazards and the steps that can be taken to lessen their frequency and consequences.

- a) Set up this course with your local fire department, home insurance company or emergency service personnel.
- b) The training should include presentation of common household items that can pose safety problems.

## 13. LADDER SAFETY

The objective of this training is to present ladder safety concerns to members and to teach them how to safely use a ladder at home and with their RV.

- a) Set up this course with the help of one or more people who have extensive knowledge about ladder safety. Such a resource person or persons may be available at your local fire department, construction company or home building supplies retail store.

## 14. MEDICAL/FIRST AID

The objective of this training is to familiarize members with basic knowledge of Medical First Aid and Medical Facilities available in case your services are needed in a disaster situation.

- a) The course may be taught by the American Red Cross, local Fire Department, local EMS agency, local Emergency Management Agency or local hospital.
- b) The course may consist of talk, videotape, and/or equipment demonstrations.
- c) An approved First Aid course may be taken and a certificate or card received. Course may be taught by the American Red Cross, local Fire Department, local EMS agency, local Emergency Management Agency or local hospital. Once you have taken the course and received a valid card, take retraining classes required to keep the card current.

## 15. PET SAFETY

The objective of this training is to familiarize members with pet safety issues at home and while traveling.

- a) The course may be taught by a knowledgeable person from an animal breeder, pet store or Humane Society.
- b) Topics such as pet vaccinations, pet travel restraints and enclosures, pests such as fleas and ticks, pet theft issues, locking pets in vehicles, poisonous household and automotive chemicals and protecting strangers from your pet.

## 16. POLICE

The objective of this training is to familiarize members with the theory and practice of policing a disaster area, and to train them in police activities that they might be asked to perform there. These tend to fall into the categories of:

- Patrolling disaster area boundaries.
- Providing backup manpower in mobile units.
- Clerical work at police stations and check points.
- Traffic control.

- a) Set up this course with an instructor from the local Police Department using films and materials that they have available. Civil defense may also be helpful in this area.
- b) Field exercise which simulates the actual experience should be set up under Police instructors whenever possible.

## 17. PSYCHOLOGICAL

The objective of this training is to familiarize members with the psychological impact of disaster upon its' victim, how the people will act, what they will be thinking and feeling, and what can be done to help them.

- a) Set up this class with the help of the Red Cross or Civil Defense making use of films and materials available. Both agencies are experienced in coping with disaster victims.

## 18. READINESS

The objective of this training is to prepare yourself and your unit with the basic essentials in the event your are caught in or volunteer your services in a disaster situation.

- a) Prepare a small tool kit of the small tools you feel capable of using plus other special equipment you may wish to use as a chain saw, compressor, generator, etc. Label all equipment with "FCRV-DAT\_\_\_\_\_" (your membership number). Also include CB equipment, work gloves and heavy shoes. Make a check list of everything in your small tools kit.
- b) Make a map kit of large scale maps of state, counties, and cities in your surrounding area and keep it in your towing vehicle or unit.
- c) Make your camping unit completely self-contained, including sanitary storage of all waste. Equipment need not be expensive.
- d) Do Readiness checks of one kind or another from time to time.

## 19. RV SECURITY

The objective of this training is to familiarize members with the need for security while staying in or traveling in their RV and how to meet RV security needs.

- a) For this course you should use people from your local police department or RV dealer who are familiar with RV security issues.
- b) People participating in the course can be given printed resource material such as an RV security checklist and RV security recommendations.

## 20. SEARCH AND RESCUE

The objective of this training is to familiarize members with the theory and practice of engaging in search and rescue operations.

- a) Set up this class with your local Police Department, Civil Defense, the National Guard or local Search and Rescue Clubs, making use of films and materials that are available.
- b) Field exercises which simulate the actual experience should be set up under trained instructors whenever possible.

## 21. SELF-SUFFICIENCY

The objective of this training is to familiarize members with the theory and practice of achieving Self-Sufficiency in the event you are caught in or volunteer your services in a disaster situation.

- a) Your unit should be totally self-sufficient for at least three days. Each camper's supplies will depend upon your individual family needs.
- b) To determine your family's needs, go camping for at least three days without using any campground facilities, especially water and rest rooms.

## 22. SURVIVAL

The objective of this training is to familiarize members with techniques used in sustaining life when confronted with a hostile environment, and no means of convenience or communication to the outside. The basic elements of survival; food, shelter, fire and water should be covered.

- a) Duty and Reserve Military Units.
- b) Films are available from many of these organizations as well as public libraries. Time for this course should be a minimum of two hours.
- c) Subjects covered by other DAT merchandise certificates such as First Aid, Search and Rescue, Weather and etc. may be discussed, but emphasis should be on survival techniques.

23. WEATHER

The objective of this training is to familiarize members with severe weather spotting techniques, how the information is passed on to the public, what precautions should be taken during severe weather and the damage done by different types of severe weather.

- a) Set up this class with instructors from the U.S. Weather Service making use of films and materials that are available.
- b) Civil Defense can also be used for this class.

24. WILLS AND LIVING WILLS

The objective of this course is to educate members about wills and living wills, and the need for them.

- a) This course should only be taught by someone who has the required detailed legal knowledge, experience and/or education.
- b) The course should be customized to meet the legal requirements for wills and living wills in the state or province where the course is presented.
- c) Attendees can be given examples of wills and living wills.

F. DAT CAMPOUTS

- a) DAT Campouts may be held at any time on a State/Provincial, District or Chapter level.
- b) District DAT Campouts are excellent times to hold meetings of Chapter DAT Directors. Chapter DAT Directors make an excellent campout committee to work on a District Campout.
- c) Several training projects should be arranged and practical demonstrations should be set up whenever possible.
- d) Every effort should be made to simulate an actual disaster situation including facility free camping.
- e) Civil Defense Directors, Chiefs of Police, etc., should be included in DAT Campouts as much as possible. This is a good chance to show them what we can do before actually becoming involved in a local disaster.

For more information contact the National DAT Director.

**DAT MERCHANDISE CERTIFICATE ORDER FORM**

Number of Certificates Ordered: \_\_\_\_\_

Description of Class or Event: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date of Class or Event: \_\_\_\_\_

Name of Instructor: \_\_\_\_\_

Instructor For: (Organization) \_\_\_\_\_

Return Certificates To: (Please Print)

\_\_\_\_\_

Name

\_\_\_\_\_

Address

\_\_\_\_\_

City/State/Zip

Chapter DAT Director Date

\_\_\_\_\_  
District DAT Director Date

\_\_\_\_\_  
State DAT Director Date

Fill out one copy and send along with 3 copies of Record Sheet to District DAT Director for signature. District DAT Director should then send this form and 2 copies of Record Sheet to State DAT Director for signature. State DAT Director sends this form and 1 copy of Record Sheet to National DAT Director who will return the merchandise certificates to the person requesting them, along with a blank order form for the next order.



