



**American Red Cross**

Greater Los Angeles

Emergency and Disaster Response

11355 Ohio Avenue

Los Angeles, CA 90025

Phone: (310) 445-9900

Fax: (310) 445-9961

After Hours: (888) 737-4306

[www.RedCrossLA.org](http://www.RedCrossLA.org)

## Training Guide

**Group: External Relations (ER)**

**Activity: Public Affairs (PA)**

**Record for \_\_\_\_\_ DSHR # \_\_\_\_\_**

**Definition:** Write press releases, take photographs, represent in the JIC/JOC, coordinate VIP visits, produce internal communications such as newsletters.

### Position: Service Associate (SA)

Required Classes	Completed On	Participation	Completed On
Fulfilling Our Mission 3 Hours			
Disaster Public Affairs Overview 1 Hour			
Fundamentals of Disaster Public Affairs: The Local Response 6.5 Hours			
Mass Care Overview 3 Hours			

***Service Associate to Supervisor promotions approved by Chapter DSHR review panel***

### Position: Supervisor (SV)

Required Classes	Completed On	Participation	Completed On
Disaster Frontline Supervisor 3.5 Hours			
Disaster Frontline Supervisor Simulation 3.5 Hours			
Fundamentals of Disaster Public Affairs: The National Response 6.5 Hours			
Disaster Assessment Basics 3 Hours			



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***Supervisor to Manager promotions pre-approved by Chapter for final approval from NHQ***

**Position: Manager (MN)**

Required Classes	Completed On	Participation	Completed On
		Participation in Public Affairs Manager WebEx training scheduled by national headquarters	

***Manager to Chief promotions pre-approved by Chapter for final approval from NHQ***

**Position: Chief (CH)**

Required Classes	Completed On	Participation	Completed On
		Regularly attend WebEx trainings scheduled by Public Affairs at National Headquarters	
		Attendance at Advanced Public Affairs Team (APAT) training.	

