



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

Training Guide

Group: Information Management Support Services (IMS)

Activity: Information Dissemination (ID)

Record for _____ DSHR # _____

Definition: Captures data and information from a multitude of sources in order to analyze, synthesize and organize into logical formats and disseminate reports internally.

Position: Service Associate (SA)

| Required Classes | Completed On | Recommended | Completed On |
|---|--------------|---|--------------|
| FOM Fulfilling Our Mission (DSGEN200A) 3.5 Hours | | FDA Fundamentals of Disaster Assessment (DSIMS200B) Part 1: Internet Course, 3.5 Hours Part 2: Instructed led class, 4 Hours | |
| | | FSI Financial & Statistical Information Management (ARG-3078-2) 4.5 Hours (By self study or Instructor Facilitated Method) | |

Service Associate to Supervisor promotions approved by Chapter DSHR review panel

Position: Supervisor (SV)

| Required Classes | Completed On | Recommended | Completed On |
|--|--------------|---------------------------------------|--------------|
| All Service Associate Required Classes | | On the Job Training -- Admin Tools | |
| DFS Disaster Frontline Supervisor (DSSSS601A) 3.5 Hours | | | |
| DFSS Disaster Frontline Supervisor Simulation | | | |



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| (DSSSS602A) 3.5 Hours | | | |
|--------------------------|--|--|--|

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

Position: Manager (MN)

| Required Classes | Completed On | Recommended | Completed On |
|---|--------------|------------------------------------|--------------|
| All Service Associate and Supervisor Required Classes | | On the Job Training -- Admin Tools | |

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

Position: Administrator (AM)

| Required Classes | Completed On | Recommended | Completed On |
|---|--------------|------------------------------------|--------------|
| All Service Associate, Supervisor, and Manager Required Classes | | On the Job Training -- Admin Tools | |

