**MEMA Mass Care is offering a 2-Hour Virtual Sheltering Identification and Surveying Course for Local, County, and Tribal Emergency Management Agencies utilizing the Microsoft TEAMS Platform.**

**The objective of this course is to ensure Local, County, and Tribal Emergency Management Agencies and Municipal Officials can Review and Identity Primary and Secondary Disaster Emergency Shelter Sites in their respective Communities by covering the following topics:**

* **Understand the purpose of Pre-Disaster Shelter Surveys.**
* **Understand how to determine the capacity of an Evacuation Center and Disaster Emergency Shelter.**
* **Understand the importance of Access and Functional needs and ADA Compliance in a Disaster Emergency Shelter.**
* **Identify potential facility resources and limitations for sheltering.**
* **Understand the Shelter Survey Form and its terminology.**
* **Learn how to conduct a Shelter Survey and what partners should participate in the Survey.**
* **Identify resources available to support Shelter Surveying efforts.**
* **Identify how to prepare a Shelter Plan using a Shelter Planning Worksheet.**

**After the course, participants will be encouraged to conduct a Shelter Survey and create a Shelter Plan in collaboration with Local, County, and Tribal Emergency Management Agencies and Municipal and Community Agencies and Organizations.**

**The course will be offered on several dates and times to accommodate the availability of participants at no cost. In person and agency specific course deliveries are available upon request. For further questions please contact Bill Guindon, MEMA Mass Care Coordinator at 207-458-2867 or** [**william.guindon@maine.gov**](mailto:william.guindon@maine.gov)



**To Register for a Session please fill out the following registration form and select the offering you will attend: (This is a Word Fillable Document). Confirmation for course registration will be sent upon receipt.**

**Course Registration Form**

**Name:** **Agency Affiliation:**

**Phone Number:** **Email:**

**City/Town:** **County:**

**Course Offerings: (Please check session you will attend)**

**April 2025**

**Date: April 24, 2025- Time: 10:00 a.m. to 12:00 p.m. Registration Deadline: *4/18***

**Date: April 24, 2025- Time: 6:00 p.m. to 8:00 p.m. Registration Deadline: 4/18**

**May 2025**

**Date: May 15, 2025- Time: 1:00 p.m. to 3:00 p.m. Registration Deadline*: 5/9***

**Date: May 15, 2025- Time: 6:00 p.m. to 8:00 p.m. Registration Deadline*: 5/9***

**June 2025**

**Date: June 25, 2025- Time: 1:00 p.m. to 3:00 p.m. Registration Deadline: *6/20***

**Date: June 25, 2025- Time: 6:00 p.m. to 8:00 p.m. Registration Deadline*: 6/20***

**Please return completed form to** [**william.guindon@maine.gov**](mailto:william.guindon@maine.gov) **by Registration Deadline**

***Those who register for a course will receive an email confirmation with a Microsoft TEAMS Meeting Invitation no less than 48 hours prior to the course offering***

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