Fundamental Disaster Management
Course Planning Timeline

3 to 6 Months in Advance
Course Consultant (first course only)
- Communicate with course director initially to establish mentorship.
- Develop a communication schedule for regular discussions of problems and issues.

Course Director
- Identify and confirm course consultant (first course only).
- Determine instructors and plan their assignments.
- Develop course schedule and agenda (see Sample Course Agenda).
- Develop skill stations rotation.
- Enter faculty and their assigned modules into the Licensed Activities Portal. Please contact the SCCM Licensing Team with any difficulty in entering the names of the consultant, director, or instructors.

Course Coordinator
- Make copies of course schedule for learners and instructors.
- Invite instructors and send acceptance response letters.
- Send letters to learners upon enrollment (see Sample Letter to Course Attendees).
- Order additional books if additional learners are expected.
- Arrange equipment for skill stations.

4 to 6 Weeks in Advance
Course Coordinator
- Prepare and send instructor materials. These include:
  - Course schedule, including presentation and skill station assignments
  - Letter to instructors (See Sample Letter to Course Instructors)
  - Printed presentation handouts for assigned topic(s)
  - Copy of chapter(s) associated with assigned presentation(s)
  - Test questions pertaining to assigned topic(s)
- Prepare and send learner materials. These include:
  - Course textbook
  - Letter to participants (See Sample Letter to Course Attendees)
  - Course schedule
  - Map to the course location (optional)
- Contact learners one week after sending the materials. Make sure they have received everything and provide appropriate contact information.
- Remind participants how important it is that they prepare for the pretest.
2 to 4 Weeks in Advance
Course Coordinator

- Prepare posttests and blank answer sheets.
- Remind instructors of their assigned lecture(s), skill station(s), and time(s).
- Check on equipment for skill stations.
- Create a participant roster in the Licensed Activities Portal.
- Assign learners to skill station groups. Create small, manageable groups of no more than 8 learners to one skill station instructor.
- Prepare and assemble instructor packets (to be distributed at course). Each packet should include:
  - Course schedule
  - Skill station group list and rotation, including assignment(s)
- Prepare and assemble learner packets (to be handed out at registration). Each packet should be placed in a folder and should include:
  - Pretest and blank answer sheet
  - Course schedule
  - Skill station group list and rotation
  - Skill Station Attendance Form
  - Presentation handouts (optional)
  - Paper for learners to take notes