



South Carolina Emergency Preparedness Training

TRAIN-THE-TRAINER PROGRAM

Overview

From March 2021 - June 2021, NEDCC is providing *free* emergency preparedness training for South Carolina cultural heritage organizations sponsored by the South Carolina State Library and funded by the Institute of Museum and Library Services.

This **four-month regional course on Emergency Preparedness** for cultural heritage organizations will be presented in South Carolina in three regional groups:

- Upstate South Carolina
- Midlands South Carolina
- Lowcountry and Pee Dee South Carolina

Train the Trainer Program

NEDCC can select up to **2 trainees** in a train-the-trainer program that accompanies the regional emergency preparedness courses. We seek trainees representative of the demographic, geographic, and institutional diversity in South Carolina and who have experience with both teaching/instruction and emergency preparedness. Trainees will be assigned to one of three regional groups.

Each trainee will be paid for time and also for travel, if in-person meetings become feasible (see “Remuneration” below).

Applicants

Applicants must commit to attending all program components (see below). To be considered, select apply below and fill out and submit the application form. Applications will be reviewed as they are received, beginning January 22, 2021. Application deadline is February 1, 2021. Trainees will be notified by February 15, 2021.



Expectations

Each trainee will receive information and guidance about training strategies and planning with an eye to leading or co-leading emergency preparedness trainings in the future. Trainees will complete advance reading assignments, serve as the instructor's assistant for all components of their region's courses, and participate in four one-hour conference calls or video meetings with instructors and the trainee cohort.

The course components and cohort meetings will be held online using Adobe Connect or Zoom. To participate as a trainee, you will need:

- A stable, high-speed internet connection. Ethernet or "hard wired" is recommended over WiFi or wireless.
- A computer. A laptop or desktop computer is recommended over a smart phone or tablet.
- A headset or earbuds that includes a microphone is recommended over using your computer's built-in speakers and microphone.
- A webcam or built-in computer camera.

Remuneration

Each trainee will be remunerated a total of \$1,500 for serving approximately 65 hours as an instructor's assistant at the training events for their region and for attending trainee cohort meetings. Funding is available to reimburse documented travel expenses, should in-person workshops be feasible later in the project. Trainees who are eligible Certified Archivists earn 20 Archival Recertification Credits (ARCs) through the [Academy of Certified Archivists](#).

Content & Schedule

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| February 2021 | Trainees complete advance reading assignments provided by NEDCC and participate in the first of four one-hour conference calls or video meetings with the instructors and trainee cohort. |
| March 23, 26, or 30, 2021 | <p>Live Online Orientation with Regional Stakeholders. Attendees will be oriented to the course and will become acquainted with methods for enhancing communication between county stakeholders, including cultural heritage organizations, county government departments and personnel, and offices involved with emergency management and public safety. Relationship-building and collaboration between stakeholders will be emphasized.</p> <p>Trainees serve as instructor assistants for two Orientation Meetings. Trainees are logged in for an additional 30 minutes before and after to assist instructor. Trainees review participant evaluation forms.</p> |
| April 6, 13, and 27, 2021 | <p>Three live webinars on foundational emergency preparedness topics, including risk assessment and mitigation, creating a basic disaster plan, emergency preparedness and response, agents of deterioration, and collection salvage techniques. All stakeholders will attend the webinars or view recordings and then complete a basic disaster plan, which will be reviewed by the instructor.</p> <p>Trainees attend three two-hour webinars on foundational emergency preparedness topics. Trainees are logged in for an additional 30 minutes before and after to assist instructor. Trainees review participant evaluation forms.</p> |
| April 2021 | Second of four conference calls with trainee cohort. |

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| <p>May 2021</p> | <p>Hands-on Collections Salvage Workshop. Participants will learn how to prioritize damaged collections as well as receive hands-on training in salvage techniques for wet, smoky, and soot-damaged materials.</p> <p>*Hands-on Collections Salvage will be offered live online or in-person depending on public health and safety conditions.*</p> <p>Trainees spend up to 10 hours preparing supplies for Collections Salvage workshops. Trainees serve as instructor assistants for two Collections Salvage workshops. Trainees are present for an additional 30 minutes to an hour before and after to assist instructor. Trainees review participant evaluation forms.</p> |
| <p>June 2021</p> | <p>Disaster Plan Stress Test Instruction. Stakeholders will complete a table-top exercise (TTX) to stress test their disaster response plans in an instructor-facilitated scenario and identify areas for further improvement. Stakeholders will have the opportunity to discuss mutual-aid opportunities and the development of collaborative disaster assistance teams.</p> <p>*Disaster Plan Stress Test Instruction will be offered live online or in-person depending on public health and safety conditions.*</p> <p>Trainees spend 2 hours preparing for Disaster Plan Stress Test webinars. Trainees serve as instructor assistants for two Disaster Plan Stress Test workshops. Trainees are present for an additional 30 minutes to one hour before and after to assist instructor. Trainees review participant evaluation forms.</p> <p>Third of four conference calls with trainee cohort.</p> |
| <p>July 2021</p> | <p>Deadline for trainees to submit travel receipts, if any, for reimbursement. Trainees contribute to NEDCC's summary report as requested. Fourth of four conference calls with trainee cohort.</p> |

Questions

If you have questions about the program, please contact Preservation Specialist Sean Ferguson sferguson@nedcc.org.

Photograph courtesy of the University of South Carolina University Libraries

This special program is sponsored by the South Carolina State Library and funded by the U.S. Institute of Museum and Library Services under the provisions of the *Library Services and Technology Act*.

