



JIBC

School of Public Safety
Emergency Management Division

INSTRUCTOR GUIDE

EMRG-1612 INTRODUCTION TO GROUP LODGING

EMRG-1612 INTRODUCTION TO GROUP LODGING COURSE MATERIALS GUIDE



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Course Materials Guide Overview

How to Use Course Materials

The course materials packages can be used by ESS teams for facilitated sessions or independent study.

Independent Study

Students work through the course content on their own, using the Participant Manual. The Participant Manual contains all course content and instructions for course completion.

Facilitated Sessions

ESS teams select a facilitator to lead a training session on the course content.

- Community facilitators have the option to use the PowerPoint presentation, activity materials (if available), participant manual, and course materials guide
- The [Lesson Plans](#) section in this Course Materials Guide is to be used in conjunction with the PowerPoint Presentation, and any additional Activity Material.

Facilitators may modify the contents of the course materials at their discretion, but all learning outcomes must be covered. The learning outcomes are listed in the PowerPoint Presentation, and in the ESS Course Completion Form.

Do not include any JIBC or EMCR branding in the presentations or other materials.

Course Details

Recommended Course Maximum	24
Recommended Location	Classroom
Recommended Materials	Chairs, desks arranged in small groups, projector screen, projector, whiteboard or chart paper.



Course Completion

For this course to be recorded as completed by JIBC, the ESSD, EPC, or designate must return the ESS Course Completion Form, and Student Information Form (if required). It may take up to 30 days for grades to appear in the JIBC student account. Communities are encouraged to keep copies of the ESS Course Completion forms for their own records.

The course can be completed using one of the following options below:

1. The ESSD, EPC, or designate confirms that the student has achieved the learning outcomes by:

- Observing the student in class or small group discussions, **or**
- Discussing the course topics with the student individually, **or**
- Reviewing the written activities in the Participant Manual
- The ESSD, EPC, or designate completes ESS Course Completion Form and submits it with the Student Information Form (if required) to JIBC.

2. Students complete the quiz in their Participant Manual

- Students complete a paper version of the quiz in their Participant Manual.
- Students have unlimited number of attempts to write the quiz and require 70% to pass.
- The ESSD, EPC, or designate completes ESS Course Completion Form and submits it with the Student Information Form (if required) to JIBC.

3. Students complete the course and/or course quiz online

- Students can complete the course quiz via the online course. This quiz is marked online, and the results are automatically submitted to JIBC.
- Instructions to complete the course online are in the Participant Manual.

Students doing Independent Study are prompted to complete the quiz in their Participant Manual, or online. They may also complete the course using option 1 at the discretion of the participant, and ESSD, EPC, or designate.

For more information on course completion, refer to the ESS Course Completion form.



Lesson Plan

Each slide in the PPT has a bullet point in the Course Material's lesson-plan.

Further information on what to discuss for individual slides, and activity instructions, will be in the Notes section of the slide in the PowerPoint.

PRE-WORK	None	
MATERIALS	<ul style="list-style-type: none"> • EMRG-1612 Presentation • EMRG-1612 Participant Guide • EMRG-1612 Activity Cards Position Section • EMRG-1612 Activity Cards Roles and Responsibilities 	
TIME	MINS	DESCRIPTION
0900 - 0915	15	<p>Welcome</p> <ul style="list-style-type: none"> • Land Acknowledgment • Housekeeping • Instructor Introductions • Icebreaker Question • Learning Outcomes
0915 - 0955	40	<p>Module 1: Preparing to be an ESS Responder</p> <ul style="list-style-type: none"> • Group Discussion: What is group lodging? • Group Discussion: What would you like to see in place at a group lodging facility that would ease your concerns about staying there? • About group lodging • Group Lodging: What is the difference between reception centres and group lodging? • In Small Groups (5 minutes): Assign letter(s) to the space provided for each service. <ul style="list-style-type: none"> ○ Debrief (5 minutes)
1055 –1035	40	<p>Module 2: Group Lodging Structure</p> <ul style="list-style-type: none"> • Five Primary Management Functions • Group Lodging Expanded Structure • In Small Groups (10 minutes): Organize the task cards into the correct group lodging function. <ul style="list-style-type: none"> ○ Debrief (5 minutes)



1035 – 1050	15	BREAK
1050 – 1140	50	<p>Module 3: Working in Group Lodging</p> <ul style="list-style-type: none">• Working Group Lodging• Group lodging set-up• Sample Floor Plan for Facility With Rooms• Sample Floor Plan for Facility Without Rooms• Sample Sleeping Area Set-Up (NSEMO 2009)• Sample Sleep Area Set-Up (Kamloops 2003)• Guidelines• Demobilization• In Small Groups (10 minutes): Discuss what you would do in each of the provided scenarios.<ul style="list-style-type: none">○ Debrief (10 minutes)
1140 – 1200	20	<p>Closing</p> <ul style="list-style-type: none">• Group Discussion: Any remaining questions about the content?• Quiz• Group Discussion: Closing Activity• Course Completion Forms
	180	TOTAL 180 MINUTES (3 HOURS)



Matching Functions & Roles Answer Key

Each card has an identifier, GL##, on the bottom right. The below tables match the identifier to the function.

GL Manager	Information	Liaison	Safety
GL1	GL2	GL3	GL4

Operations	Planning	Logistics	Finance
GL5	GL14	GL16	GL27
GL6	GL15	GL18	GL28
GL7	GL17	GL19	GL29
GL8		GL20	
GL9		GL21	
GL10		GL22	
GL11		GL23	
GL12		GL24	
GL13		GL25	
		GL26	