

# HCA Guide for Delivering Group Education on Emergency and Disaster Preparedness

This Guide is provided to prepare Housing Counseling Agencies (HCAs) for deliveries of the “Emergency and Disaster Preparedness” group education session. The PowerPoint Presentation (.ppt format) and Emergency Scenarios Handout (.doc format) are two additional electronic files an HCA will use to prepare for session deliveries. Two of the sections below provide additional information relevant to each of those resources, while the “Workshop Portion” section below provides additional information related to preparing for that part of the group education session.

## PowerPoint Presentation (.PPT)

- Highlighting indicates sections that HCAs must review and update with their own state/regional/local information.
  - HCAs should plan to review and update the PPT presentation well before delivering the group education session.
- Includes some trainer notes describing where HCAs may want to do some additional (optional) customization, which could be to the PowerPoint slide deck itself and/or to what the trainer will cover verbally with the audience.
- Plans for two hours in length, using approximately one hour and 15 minutes to present most of the PowerPoint slide deck and the remaining 45 minutes for the group workshop.
  - Trainers should review the slide deck and trainer notes in advance to be prepared to move expeditiously through the material during the session delivery (for example, knowing which topics and levels of detail will be covered in upcoming slides.)

## Emergency Scenarios Handout (.DOC)

- Reviews a broad range of emergency scenarios. HCAs are encouraged to review the handout in advance to determine whether they want to remove any of the scenarios from the handout prior to delivery in their local area.
  - For example, if it is not realistic in the local area for a hurricane to be a topic of discussion and preparation by clients, the HCA may want to remove that scenario from the handout they provide to their clients.
  - Alternatively, an HCA may want to leave all scenarios in the handout and point out to their clients that all of these scenarios are intentionally being provided so the resource can be shared with their friends and family even in other areas, and/or carried with them if they move to other areas in the future.
  - The HCA can decide to distribute the handout at the beginning of the session, or as part of the workshop portion of the session (see notes included in the PowerPoint slide deck.)
  - Whichever decisions the HCA makes about the content and timing of the handout, the scenarios chosen for the workshop portion of the group education session should focus on ones that are applicable in the local area.

## Workshop Portion

- Preparing for the workshop portion of the session, the HCA/trainer should use the links on the “Additional Resources” slide in the PowerPoint slide deck to access and download those resources.
  - The resources should be customized as desired before the session (see notes included in the PowerPoint slide deck.)
  - The resources should then be distributed for clients to use during the workshop portion of the session.
    - If the session is being delivered in person, the resources can be printed for distribution in the training room.
    - If the session is being delivered virtually, the resources can be emailed to participants prior to the workshop portion of the session.
  - If an HCA also has additional resources for which they insert more slides into the slide deck, the HCA should determine which materials to distribute and use for the workshop portion of the session.
- The overall session encourages clients to *work with their families* to develop their preparedness plans.
  - The workshop is an opportunity to provide them with relevant resources and help them to *begin* documenting their plans based on the information provided in the group education session.
  - Clients should be encouraged to review the materials and resources with their families in order to *complete* their plan, as well as invited to work with a Housing Counselor.