



It's YOUR Move! 2018 SWARM DPX Conference



IT'S YOUR MOVE!



**Disaster Program Management
Conference 2018**
Southwest & Rocky Mountain Division

February 20-22, 2018
Dallas, Texas



It's YOUR Move! 2018 SWARM DPX Conference

Welcome

The Southwest and Rocky Mountain Division invites you to attend the first ever "It's Your Move" Disaster Program Management Conference. The conference will include disaster related trainings, educational workshops, best practices, valuable collaboration and networking opportunities for over 100+ teammates across our 9-state division. The 2018 Disaster Program Management Conference will be held February 20-22, at the American Red Cross office 4800 Harry Hines Blvd, Dallas, TX 75235.

Hotel Accommodations

Holiday Inn, Dallas Market Center

4500 Harry Hines Blvd

Dallas, TX 75219

(214) 219-3333

Hotel accommodations will be allocated to regional budgets. Please discuss with your supervisor for single or double occupancy expectations. A block of rooms have been secured under "American Red Cross Conference" for a nightly rate of \$92.00. Complimentary breakfast and parking are included in your room rate and will not be reimbursed

Transportation

The following regions will travel by regional Red Cross vehicles. Please discuss transportation logistics with your supervisor.

- North Texas Region
- Central/South Texas Region
- Texas Gulf Coast Region
- Oklahoma/Arkansas Region

The following regions will travel by airline using Southwest E-Passes. Please contact JaLae Thompson at jalae.thompson@redcross.org for details.

- Arizona/New Mexico/El Paso Region
- Colorado/Wyoming Region
- Utah/Nevada Region

Dallas Love Field Airport

Airport Code: DAL

8008 Herb Kelleher Way

Dallas, TX 75235

www.dallas-lovefield.com

3 miles (8 minutes) to Conference Location

Dallas/Ft. Worth International Airport

Airport Code: DFW

2400 Aviation Drive North

DFW Airport, TX 75261

www.dfwairport.com

17.4 miles (20 minutes) to Conference Location

As we are limited on the budget for the conference, we will not be able to support any fees associated with airline travel (i.e. checked bags, seat upgrades, airport parking). If you are NOT flying



It's YOUR Move! 2018 SWARM DPX Conference

Southwest, your airline may charge a bag fee for checking luggage, this is NOT covered by our conference, so please consider packing a carry on for the trip as any fees incurred will NOT be reimbursed. If you need to bring a checked bag on an airline that charges a bag fee to transport special items that are needed like medical equipment please let your direct supervisor know prior to purchasing. Please work with your region to coordinate travel and airport drop off schedules.

Shuttle Service

In order to maximize our funds, a shuttle service will be organized for all participants flying into Dallas for the conference. Please send flight number, arrival time and departure time to the logistics team JaLae Thompson at JaLae.Thompson@redcross.org. A follow up email will include additional transportation information. Please do not rent a car or use a taxi/ridesharing service without prior approval, as this will not be a reimbursable expense

Weather/Suggested Attire

Average temperatures in Dallas during the month of February are 60° F highs and 39° F lows. Please plan to dress comfortably, business casual is preferred. It's usually a good idea to have a sweater or jacket with you in case the conference room is cooler than you'd like.

Flu Season is Here

The CDC reports that the 2017-2018 Flu season is more widespread than last flu season with seasonal influenza present in all SWARM states. If you are experiencing flu like symptoms, including fever, muscle aches, cough and tiredness— please STAY home from work or travel. Yes that means this conference!

Wellness Tips:

- Wash hands frequently
- If you are traveling by air, consider wiping down seat arm rest and tables with sanitizing wipes.

What To Bring

- Valid form of ID for travel and your flight confirmation number from your airline so check-in is easy.
- Personal funds for any travel/food outside of what is provided during the conference. During the conference your meals, snacks, coffee, and beverages will be provided, but feel free to bring anything extra you would like to have.
- Any region schwag you'd like to share/trade
- Notepad and preferred writing method. Due to the movement between rooms it is not recommended that you bring laptops to the conference. Please leave them in your hotel room.
- A positive attitude and your participation



It's YOUR Move! 2018 SWARM DPX Conference

Travel Info

Expense Type	Authorized (Yes, No)	Dollar Amount Cap	Exceptions
Breakfast in Transit 2/19	Yes	\$7.00	N/A
Lunch in Transit 2/19	Yes	\$10.00	N/A
Dinner in Transit 2/19, 2/22	Yes	\$18.00	N/A
Transportation to airport/Mileage	No	N/A	N/A
Parking at the airport	Not covered – Rare Exceptions Only	N/A	Must have RDO approval prior to charge
Non-Southwest Baggage Fees (Southwest does not charge baggage fees)	Not Covered - please use a carry on to save cost	N/A	Must have RDO approval prior to charge
Breakfast 2/20, 2/21, 2/22	No – Breakfast will be covered by the conference	N/A	N/A
Lunch on 2/20, 2/21, 2/22	No – Lunch will be covered by the conference	N/A	N/A
Dinner on 2/20	No– Social and Diner will be covered by the conference	N/A	N/A
Dinner on 2/21	Yes	\$18.00	N/A

Employees with **T Cards** should use their T Card to pay for any authorized charges. Please retain any receipts for expenses and file an expense report via the standard process in Concur. **Volunteers or employees without T Cards** should track their expenses and file an expense report using the approved form on the Exchange.

For **meals in transit** to and from the conference, pack snacks for the trip and keep the per diem travel expenses limited to dollar caps listed above in the expense grid.

Allergy and dietary restrictions will be accommodated as noted in the registration process.

Transport to the airport/airport parking at home location - We do not have room in the budget – please work with your region to coordinate rides to the airport. We also do NOT have funds to cover airport parking (except in rare cases).

Transportation to and from the airport in Dallas: We will schedule transportation to get you to and



It's YOUR Move! 2018 SWARM DPX Conference

from the airport and the hotel.

Trip Extension (Before or After Conference)

First time to Dallas? Thinking about extending your trip and taking PTO to enjoy the city? Great idea! To learn more about Dallas and find things to do check out <https://www.visitdallas.com/> Please remember the standard time off process applies and you must have approval from your supervisor. If you decided to extend your trip on your own – you are responsible for paying for any additional expenses.

Monday February 19: Pre-Conference Schedule

8:00 – 5:00PM Travel Day, Check In, Pick Up Welcome Packet
5:00 – Evening OPTIONAL: Social Activity, Dinner on Your Own

Tuesday February 20: Day 1 Schedule

8:30 – 9:00AM Welcome Speaker: Charles Blake, SWARM Division Disaster Executive
9:00 – 9:30AM Agenda and Breakout Session Overview
9:30 – 10:00AM Thank You and Working Group Overview
10:00 – 10:10AM Networking Break
10:10 – 11:10AM Assigned Working Group Session #1 (Topic pre-identified by Regions, session facilitated by SDPMs with Division Support)
11:10 – 11:15AM Move to Track Session Of Your Choice
11:15 – 12:15PM Track Session A
Prepare Track: Engaging Fire Departments in Sound The Alarm – Speakers: Larry Cornett and Nate Kidwell
Respond Track: Tribal Engagement - Speakers: Rene Beezley and Jeff Hansen
Recover Track: FEMA Individual Assistance Programs - Speakers:
12:15 – 1:00PM Lunch
1:00 – 2:30PM Assigned Working Group Session #2
2:30 – 2:40PM Networking Break
2:40 – 4:40PM Leadership Session: Time Management, HR Business Partner Kathy Sample
4:45 – 5:00PM Regroup and Closing
5:00 – Evening Social Event and Dinner

Wednesday February 21: Day 2 Schedule

8:00- 8:10AM Day 2 Welcome
8:10 – 10:00AM PMDP Leadership Session: Collaboration Across Organizational Teams, HR Business Partner Kathy Sample
10:00- 10:15AM Networking Break



It's YOUR Move! 2018 SWARM DPX Conference

10:15- 11:15AM	Track Session B Prepare Track: Engaging Governmental and Community Groups In Preparedness - Speakers Craig Rause & Toni Wise Respond Track: Developing Relationships with Fire Departments to increase the number of clients served - Speakers: Mary Jane Coffman & Paige Connelly Recover Track: Coordinated Assistance Network, Overview and Training - Speakers: Jessica Debalski
11:15 – 11:30AM	Networking Break
11:30 – 2:00PM	Assigned Workgroup Session #3
12:00PM	Working Lunch
2:00 – 3:00PM	Speaker: Harvey Johnson
3:00 – 3:15PM	Networking Break
3:15 – 5:00PM	Leadership Session: Ombudsman Overview and Surviving in a Matrix Organization - Speaker: Jaqueline Villafane
5:00 – 5:15PM	Regroup and Closing
5:15 – Evening	Dinner on Your Own

Thursday February 22: Day 3 Schedule

8:00 – 9:00AM	Conference Summary and Action Plan
9:00 – 9:40AM	Assigned Workgroup Presentation: Group 1
9:40 – 10:15AM	Assigned Workgroup Presentation: Group 2
10:15 – 10:50AM	Assigned Workgroup Presentation: Group 3
10:50 – 11:00AM	Networking Break
11:00 – 12:15PM	Speaker: Millicent Boykin Chief Program Officer, Volunteer Now
12:20 – 12:30PM	Regroup and Closing
12:30PM	Lunch and Depart

Specialty Track Sessions

We will be offering three specialty tracks in the conference; Prepare, Respond, and Recover. Which session you choose is up to you – we suggest the region break up to cover a wider range of topics and share notes. A summary will be provided at the close of each conference day and all materials will be available on SharePoint following the conference.

Three Specialty Track Sessions (Prepare/Respond/Recover)

The specialty track sessions feature a variety of topics centered around the Disaster Cycle of Prepare/Respond/Recover. This is an opportunity for team members to hear a best practice from fellow team members or learn something new in an informational session. Each session will last 1 hour



It's YOUR Move! 2018 SWARM DPX Conference

and will include a Q/A opportunity.

Prepare

1. Best practice session- Engaging Fire Departments in Sound the Alarm
 1. This session will share a best practice for engaging fire departments in Sound the Alarm events in your region.
2. Best practice session- Engaging Governmental and Community Groups in Preparedness
 1. This session focuses on best practices engaging non-traditional partners in our preparedness programs including emergency management and 4H.

Respond

1. Best practice from region- Tribal Engagement
 1. This session will introduce working with Tribal partners and showcase a best practice.
2. Best practice from region - Developing Relationships with Fire Departments to increase the number of clients served
 1. Each region has a goal to increase the number of clients served in our communities. This session will focus on strategies to build relationships and work with volunteer and paid fire departments.

Recover

1. Topic: FEMA - Understanding Federal Assistance for Disaster Survivors
 1. The Federal Emergency Management Agency's Individuals and Households Program (IHP) provides financial help or direct services to those who have necessary expenses and serious needs as a result of a federally declared disaster. This session will provide a general overview of these programs.
2. Topic: Coordinated Assistance Network (CAN)
 1. This session will provide an overview of the CAN site, activation processes and triggers, and a live demonstration

Registration for Specialty Tracks will be on a first come first serve basis, the first 30 participants to sign up are guaranteed a seat in that breakout session



It's YOUR Move! 2018 SWARM DPX Conference

Assigned Workgroup Session

The working groups are meant to develop policy recommendations, resources, tactics, and plans for successfully reaching regional goals in the second half of the fiscal year. There will be three working groups during this conference and all three groups will discuss the same topic. The session will be facilitated by the Senior Disaster Program Managers supported by the Division and each will follow the session outlines below:

Workgroup Description: Volunteer Engagement—assessing workforce needs to achieve work/life balance

We talk a lot about the need to achieve a work/life balance but what does that really mean? Often times DPXs find themselves going out on DAT calls when no one is available, supporting a Safe A Life installation event on a Saturday morning, and driving a shelter trailer out to a site to initiate a response. This workgroup session will focus on volunteer engagement at the territory level with a goal for our team to better achieve a work/life balance. Think about what are we doing well, are there any roadblocks, do you have resource needs, etc. Please keep in mind the following areas as you discuss this topic--

- Volunteer Needs Assessment
- Disaster Workforce Engagement Coordinator (Territory)
- Steady State Table of Organization
- Positions in Volunteer Connection
- DAT Position Implementation

Workgroup Session 1 -- (1 hour) Facilitated whole-group to achieve the following:

5 minutes – Explain the working group topic and desired outcome, structure, and timing.

20 minutes -- Survey the group and identify: what are the roadblocks? Write down responses.

15 minutes – Survey the group and identify: what are we doing well? Write down responses.

20 minutes – Finally, survey the group and identify: what are the solutions, what do Regions NEED to get to the desired outcomes of the working group area? Write down the list of ideas/solutions.

Workgroup Session 2 -- (1.5 hours) Take the LIST OF IDEAS/SOLUTIONS to achieve the following:

If there are too many solutions to reasonably break out among the group, have the group vote on the top solutions to prioritize.

Based on group size, break out top number and have small groups take on each one.

Each small group will conduct a SWOT analysis of the solution(s).

Each small group will begin road-mapping their solution and get started on the work.

Workgroup Session 3 -- (4 hours) Sub-groups develop out designated solutions to achieve the following:

Identify resource needs.



It's YOUR Move! 2018 SWARM DPX Conference

Identify prospective timeline and brief project plan for completion.

Does this solution require a change in the existing structure of the program? If so, how should that be addressed?

What accompanying tools/resources are needed to provide a comprehensive solution?

What kind of training will be needed for the field?

Prepare to present to the entire conference in Session 4 the top solutions of the working group.

Workgroup Session 4 -- (30 minutes) Working group presentations to whole conference to achieve the following:

5 minutes -- Working group overview

5 minutes -- Top solution presentations

5 minutes -- Next Steps

15 minutes -- Group Q&A