

UNIVERSITY OF SOUTH ALABAMA

CENTER FOR
STRATEGIC HEALTH INNOVATION
COLLEGE OF MEDICINE



650 CLINIC DRIVE, ROOM 1100
MOBILE, ALABAMA 36688-0002
TELEPHONE: (251) 461-1805
FAX: (251) 461-1819

January 5, 2012

Dear Administrator/CEO,

The National Center for Disaster Medical Response, University of South Alabama Center for Strategic Health Innovation (NCDMR/CSHI) invites you to participate in a two-day Emergency Preparedness Workshop. This program is the result of a cooperative effort between NCDMR/CSHI, the Alabama Department of Public Health Center for Emergency Preparedness, the Alabama Hospital Association, the Alabama Primary Health Care Association and the Alabama Nursing Home Association.

This special Advanced Regional Response Training Center (ARRTC) Administrative session will target issues and concerns specifically important to Chief and Administrative personnel of health care facilities in Alabama who are responsible for leadership and guidance during emergencies and disasters. Our goal is to provide an environment for knowledge exchange, a forum for discussion of lessons learned, and an opportunity for participants to have an interactive conversation about specific emergency management issues identified from recent disaster responses.

NCDMR/CSHI will host two sessions:

February 22-23, 2012

April 17-18, 2012

The agenda will be the same for both sessions so do not limit participation to one person from your facility; however, registration will be capped at 75 per session.

The brochure included in this package provides the details about topics, speakers and logistics of travel and accommodations. Please complete the registration form and fax or mail it to CSHI. Feel free to call 251-461-1805 or 461-1392 if you have any questions.

We look forward to seeing you in Mobile. I anticipate you will find your time well spent and the information received extremely valuable.

Sincerely,

A handwritten signature in black ink that reads "David L. Wallace".

David L. Wallace, DVM, Director
Preparedness Training
NCDMR/CSHI
University of South Alabama



ADVANCED REGIONAL RESPONSE TRAINING CENTER 2012

Activities are the result of funding provided by The Alabama Department of Public Health, Center for Emergency Preparedness, via a cooperative agreement from ASPR.

Continuing Education: Sponsored by the University of South Alabama College of Medicine, Office of Continuing Medical Education and University of South Alabama College of Nursing



ABOUT THE PROGRAM

The National Center for Disaster Medical Response, University of South Alabama Center for Strategic Health Innovation (NCDMR, USA CSHI) is pleased to announce the 2011 – 2012 Advanced Regional Response Training Center program. This program is made possible by a grant with the Alabama Department of Public Health, Center for Emergency Preparedness through a cooperative agreement from the U.S. Department of Health and Human Services, Office of the Assistant Secretary for Preparedness and Response. In light of the on-going and continued threats of infectious disease outbreaks, natural disasters, and terrorist attacks, it is apparent, if not critical, that education and preparedness training continue to be a priority.

NCDMR/ARRTC is offering two Administrative sessions: February 22-23, 2012, and April 17-18, 2012.

PROGRAM DESCRIPTION:

ARRTC Administrative is a two-day course designed for Chief and Administrator level personnel charged with disaster response leadership for their organizations. These sessions will focus on administrative and management issues facing health care facilities during disasters and will provide a platform for knowledge exchange, reinforcement of lessons learned, and a sharing of recent updates, specifically emergency management issues identified from previous disaster responses.

The course will feature NCDMR staff, local and state personnel, as well as several nationally recognized speakers who will share their experience and expertise on disaster response leadership. The content will include the following:

Current Surge Management Issues; Incident Command & Crisis Management for Leaders/NIMS Compliance; Lawsuit-proofing Health Care Facilities; Regulatory Concerns; Humanitarian Activities; Future Threats; Simulation Training for Disaster Preparedness; Contracts/Compacts/MOUs; Cyber Liability; Shelter-Evacuation Concerns; Community Collaboration and Current Event Discussions.

TIME: Day 1 7:30 a.m. – 4:30 p.m. *Lunch provided* Day 2 7:30 a.m. – 3:30 p.m. *Lunch provided*

Class starts promptly at 8:00 a.m. on each day of training. Sign-in begins at 7:30 a.m. Please arrive at 7:30 a.m. in order to sign-in, complete and turn in appropriate paper work, select a seat, and get morning refreshments. Classroom doors will close and class will begin at 8:00 a.m.

COSTS:

There is no registration cost associated with this program. Your hotel room and round-trip mileage will be paid by the University of South Alabama for ARRTC Administrative. All payments must be verified by daily class attendance, so please sign-in each day you attend class.

- **Hotel:** Please reserve your hotel room immediately after you receive the ARRTC Registration Confirmation e-mail. The cost of your room including taxes will be charged directly to USA. All other costs such as phone charges, room service, and movies will be your responsibility. You will be asked to guarantee your room reservation with a credit card. **Reservations not cancelled 24 hours in advance will incur a one-night charge on your credit card.**
- **Mileage:** USA will reimburse attendees for round-trip mileage from your home address to NCDMR, USA CSHI. In order to receive reimbursement you must complete a Form W-9, Electronic Direct Deposit form, and Travel Reimbursement form. If you have already submitted a Form W-9 and Electronic Direct Deposit form in the past, you do not have to resubmit the forms unless you need to update your information. If you have not submitted the forms, please download them at www.arttc.com and turn them in during sign-in on your first day of class. You must provide a voided check from your checking or savings account and attach it to your Electronic Direct Deposit form. Deposit slips are not accepted. The Travel Reimbursement form will be given to you the day of class. Once the proper paper work is processed, reimbursement will be directly deposited into your checking or savings account. Mileage is reimbursed only to those who drove. If you are a passenger, you do not receive reimbursement. Also, mileage reimbursement will be provided only to one person per household. * Please note: The University of South Alabama will reimburse vendors/attendees only via direct deposit into a checking or savings account. You must have a checking or savings account in order to receive reimbursement. The University of South Alabama will not distribute paper checks to any vendor/attendee. If you have any questions regarding reimbursement please call Bonnie Hoffman at (251) 461-1805.
- **Meals:** A breakfast buffet is included in the cost of your room. All other meal costs are the responsibility of the attendee.

ACCOMMODATIONS:

USA has reserved a block of rooms at the Wingate by Wyndham for ARRTC attendees requiring overnight stays. The room block will be held until three weeks prior to scheduled training. Please call the Wingate by Wyndham at (251) 441-1979 immediately after receiving your ARRTC Registration Confirmation e-mail to make your hotel reservation and tell them you are with USA ARRTC Training. USA will cover the cost of your room and room taxes. All other charges will be your responsibility. You will be asked to guarantee your room with your credit card, and all charges not covered by USA will be charged to your credit card. If you need to cancel or reschedule your hotel reservation, please contact the hotel directly to do so. Please do not reserve more than one room under your name. To be paid by USA, each room reservation must be in the name of separate attendees.

ARRTC ADMINISTRATIVE REGISTRATION

Please indicate your choice of date below. All fields must be completed in order to register. You will be contacted for missing information.

_____ February 22-23, 2012

_____ April 17-18, 2012

Please PRINT LEGIBLY using BLACK ink.

First Name	Middle Name	Last Name	Preferred Name
Job Title		Specialty (Administrator, RN, EMS, etc.)	
Sub Specialty (Pediatric Nurse Practitioner, Infection Control, etc.)		Assigned role during a disaster (Incident Commander, Operations Chief, etc.)	
Work E-mail Address		Alternate E-mail Address	
Work Phone	Work Fax	Cell Phone	
Home Address (Required for mileage reimbursement)			
City	State	Zip Code	
Organization Name (Full name of your organization. No abbreviations please.)			Region #
Organization Type (Hospital, CHC, EMS, EMA, Public Health, Mental Health Agency, ALAHA, etc.)			
Organization Mailing Address			
City	State	Zip Code	County

NOTE: Cut off date for registration and/or cancellation is three weeks prior to scheduled training. If you cancel, please contact both the hotel and our office by phone or fax.

ADPH employees are required to follow the state employee procedure for travel reimbursement, this includes hotel, mileage and per diem. Please submit your travel claim through the usual process. USA will not cover hotel, mileage, or per diem costs for ADPH employees.

Wingate by Wyndham

Phone: (251) 441-1979

NCDMR, USA CSHI

Phone: (251) 461-1392

Fax: (251) 461-1393

Please complete this form and fax or mail to:

University of South Alabama

Center for Strategic Health Innovation

TRP III, Room 1100

650 Clinic Drive

Mobile, AL 36688-0002

Fax: (251) 461-1393

DIRECTIONS

TO UNIVERSITY OF SOUTH ALABAMA, CENTER FOR STRATEGIC HEALTH INNOVATION

(251) 461-1805

FROM NORTH

Take I-65 S.

Take Springhill Ave. Exit 5A

Turn Left (west) on Springhill Ave. (name will change to Zeigler by Municipal Park). Go approximately 3 miles.

Turn Left onto University Blvd., go to the 2nd stoplight (approximately 0.7 miles).

Turn Right onto USA North Dr. (stay in the right-hand lane)

Take quick right onto Health Services Dr. (Follow the signs to Human Resources, as we are located in the same building)

Take 2nd left onto Clinic Dr.

Turn right, into parking lot

Enter main door of the USA Technology and Research Park Building III, North Entrance

Enter 1st set of doors on right in the lobby, Room 1100 (Center for Strategic Health Innovation)

FROM SOUTH

Take I-65 N. to Airport Blvd. Exit 3

Turn Left on Airport Blvd., go approximately 1.7 miles

Turn Right onto University Blvd., go to the 5th stoplight (approximately 1.8 miles)

Turn Left onto USA North Dr. (once you make the turn, stay in right-hand lane)

Take quick right onto Health Services Dr. (Follow the signs to Human Resources, as we are located in the same building)

Take 2nd left onto Clinic Dr.

Turn right, into parking lot

Enter main door of the USA Technology and Research Park Building III, North Entrance

Enter 1st set of doors on right in the lobby, Room 1100 (Center for Strategic Health Innovation)

FROM THE WINGATE BY WYNDHAM

Turn Right (west) onto Springhill Ave. (name will change to Zeigler by Municipal Park). Go approximately 3 miles.

Turn Left onto University Blvd., go to the 2nd stoplight (approximately 0.7 miles).

Turn Right onto USA North Dr. (stay in right-hand lane)

Take quick right onto Health Services Dr. (Follow the signs to Human Resources, as we are located in the same building)

Take 2nd left onto Clinic Dr.

Turn right, into parking lot

Enter main door of the USA Technology and Research Park Building III, North Entrance

Enter 1st set of doors on right in the lobby, Room 1100 (Center for Strategic Health Innovation)

TO THE WINGATE BY WYNDHAM

(251) 441-1979

FROM NORTH

Take Springhill Ave. Exit 5A

At end of ramp, continue straight ahead through the light onto Springhill Plaza Court.

Hotel is on the right at the end of the street.

FROM SOUTH

Take Springhill Ave. Exit 5A

Turn Left onto Springhill Ave.

Go under I-65 underpass.

Turn right at next intersection onto Springhill Plaza Court. Hotel is on the right at the end of the street.

