

The development, field-verification, and revision of guidance materials for the selection and recruitment of shelter managers suitable for use by local civil defense personnel was the purpose of this project. The scope of existing guidance was reduced by separating the guidance for selection and recruitment from the training guidance and by eliminating the discussion of the supporting research methodology.

The sample consisted of ten representative communities varying according to location, population, population characteristics, community disaster history, structure of the civil defense organization, and application potential. Data were collected in four areas: previous selection and recruitment efforts, critical comments on the guidance materials, the effectiveness of the selection and recruitment programs implementing the guidance, and information on community characteristics.

The critical comments indicated that most of the reviewers felt (1) that the Guide was applicable to both the reviewers shelter situation and to other shelter situations and (2) that most of the concepts presented in the Guide were useful. Considerable difficulty was encountered in convincing the local civil defense personnel to use personal contact in selection and recruitment. In those communities where the guidance was applied, the results indicated that the Guides recommended methods are superior to the more traditional method of general requests for volunteers. Further verification of the guidance was gained from observing a pilot recruitment program conducted by Region, state, and local civil defense workers in a Western city.

The findings in this study were reflected in a major revision of the Guide. The Guide now provides more detailed recommendations in a simple, "how-to" format. Specific procedures, rather than general principles, are given for both selection and recruitment. A set of recommendations about the way in which the guidance should be applied also were developed and presented in a technical report.