

Information on the FEMA Orlando Facility Florida Long Term Recovery Office (FLTRO)

Volunteers should not contact FEMA directly. Agency points of contacts will forward volunteer information to FEMA. FEMA will contact volunteers as they are needed for deployment and when a training date has been set. We anticipate that rotations of employees will be needed for some time; therefore volunteers should understand that they may be contacted in the near term for immediate deployment or they may not be contacted for some time based on the number of volunteers and the need.

FLTRO:

Starting Monday, September 12, 2005, all pre-deployment training will be conducted at FEMA's Orlando Florida training facility.

Address: 100 Sun Port Lane, Orlando FL, 32809
Telephone: 407-858-2000

Airport:

There is 1 major airport within driving distance:

Orlando International: distance 15 miles; travel time 30 minutes (approximate)

Travel:

Volunteers who are flying in for training should purchase a one-way ticket to Orlando, FL, and arrange for ground transportation to the FEMA training site located at: 100 Sun Port Lane, Orlando FL, 32809.

Volunteers should be put on open ended travel authorizations (minimum of 30 days). Travel for all volunteers following training will be coordinated with the FEMA travel service (1-800-537-1064). FEMA will provide the funding codes and accounting information, including the vouchering of travel claims, once they are placed into the system.

FEMA will determine assignment destinations following training in Orlando and will arrange for transportation from Orlando to the volunteers' assigned locations.

Lodging:

Hotel	Location	Phone #
AmeriSuites	Augusta Drive	407-240-3939
AmeriSuites	I-Drive	407-370-4720
Embassy Suites	Airport	407-888-9339
Fairfield Inn		407-888-2666
Fairfield Inn	Universal	404-345-9073
Fairfield Inn	Buena Vista	407-938-9001
Florida Mall Hotel		407-859-1500
Hampton Inn		407-888-2995
Hampton Inn	SOBT	407-859-4100
Hawthorn suites	Seaworld	407-351-6600
Hawthorn suites	Universal	407-581-2151
Hawthorn suites	Downtown	407-597-5000
Hawthorn suites	Airport	407-438-2121
Hilton Grand Vacation		407-239-0100
Holiday Inn		407-851-6400
Homestead Suites		407-829-2332
Homewood Suites		407-328-0067
Hyatt		407-825-1234
Marriott	Downtown	407-843-6664
Marriott	Courtyard	407351-2244
Marriott	Airport	407-851-9000
Marriott	Grand Lakes	407-206-2300
Peabody Orlando		407-352-4000
Residence Inn	Airport/Universal	407-226-0288
Residence Inn	Buena Vista	407-465-0075
Residence Inn	Seaworld	407-313-3600
Sheraton		407-240-5555
Sheridan Suites		407-240-5555
Springhill Suites	Universal	407-345-9073
Wyndham		407-351-2420

Packing for Deployment: If you have these items at home, bringing them will save you buying them later in Orlando. Most of these items are **recommended** if you are doing work in the disaster area, such as community relations or outreach.

1. Personal clothing for hot, humid weather to include hiking socks and sturdy shoes/boots (especially if you will be doing community relations work).
2. Personal hygiene/toiletry items (limited supplies in the disaster areas)
3. Extra supply of prescription eyeglasses/contacts/sunglasses
4. Personal prescription medications/vitamins
5. Inoculations record – especially tetanus
6. Back pack
7. Whistle – communication in field

8. Flashlight with batteries (take extra batteries)
9. Hat for sun protection
10. Insect repellent (containing DEET or Picaridin)
11. Sun screen – at least SPF 30
12. Multi-purpose knife/tool (put in check-in luggage)
13. Light weight Rain gear
14. Cell Phone (with car charging adapter) and/or calling card
15. Emergency contact information
16. Soap, liquid, anti-bacterial and Hand Sanitizer and wet wipes
17. Lip balm with sunscreen protection
18. Snacks such as nutrition bars, crackers, etc.