## STATE EMERGENCY RESPONSE COMMISSION APPLICATION FOR FUNDING OF HAZMAT TRAINING

# **SECTION A:**

1.	Organization name:
2.	(Name of Agency or Organization to receive training) Mailing Address:
	City:          State:
3.	Contact name:       Daytime Phone#: ( )
4.	Location where class is to be held: Street City/Town
5.	Type of program (place a check mark or an X next to the type of program that you are seeking funding for):
	OperationsTechnicianTechnician Bridge Course
	Operations RefresherTechnician RefresherOther Please Specify
	All training funded by the SERC must meet NFPA 472 training curriculum standards.
	For operations level training at a minimum the core competencies as outlined in NFPA 472 must be met.
	Based on mission specific tasks that may be required the following modules should also be instructed. Please check off what modules you are asking to be included:
	Use of PPE Performing technical decontamination
	Performing mass decontamination Performing product control
	Performing air monitoring/sampling Performing victim rescue and recovery operations
	Preserve evidence and perform sampling Respond to illicit laboratory incidents
6.	Program duration (in hours): Training Provider
	Program Audience (who will be attending the course, check all that apply): Number of Students (minimum of 8):Which agencies?
	FirefightersPoliceEMS ProvidersHospital Personnel
	LEPC members Public Officials Industrial Responders Others (please list occupation)
8.	Date(s): Location
	Please note that if the class has not started within 90 days of the scheduled start time as shown on the application any approval becomes null and void and a new training application will need to be submitted.
9.	Cost:
	SERC reimburses for authorized training up to the following amounts:
	Operations: \$225.00 per studentTechnician Level I: \$795.00 per studentOperations Refresher: \$105.00 per studentTechnician Level II: \$1,195.00 per studentConfined Space (RRT's only): \$225.00 per student*Technician Refresher: \$150.00 per studentConfined Space Refresher (RRT's only): \$105.00 per student*Technician Bridge Course: \$300.00 per studentHMEP Allowable Classes: see attached sheetTechnician Bridge Course: \$300.00 per student

\*Confined Space Classes: SERC will only reimburse RRT members on the roster, others in the class will be responsible to pay for themselves

10. Is this course, vendor, instructor, and program cost on the SERC pre-approved list?

<u>Yes</u>, submit application (Section A completed) to your County Emergency Management Agency to arrange for LEPC review/approval. Upon approval by the LEPC Chairman or designee, the application will be forwarded to MEMA for review of fund availability, and if sufficient funds exist, MEMA will issue an approval to the LEPC for the course cost. The requesting agency must submit applications at least 30 days in advance of the scheduled start date. If it is not submitted at least 30 days in advance the training will be denied. Once the course is completed and the following documentation is submitted: course invoice, roster, scores and student evaluations to MEMA by the LEPC the LEPC will be issued a check for those students who successfully completed the course and or attended a significant part of the course.

\_\_\_\_ No, Please *complete section B*.

11. The State Emergency Response Commission grants training funds only to those municipalities that are NIMS compliant. By signing this document, I stipulate that my municipality/agency is NIMS compliant.

12. Signature of Authorized Requesting Organization Representative: \_\_\_\_\_ Date:\_\_\_\_\_

13. I attest that, to the best of my knowledge, my company, this program, and all trainers teaching in this program, approved by the SERC Training Committee within this calendar year and are on the SERC Training Committee's list of pre-approved vendors and courses.

Signature of Trainer/ Authorized Training Company Representative: \_\_\_\_\_ Date: \_\_\_\_\_

14 This request has been reviewed and approved by an authorized LEPC representative and is being forwarded to the SERC for course and funding approval. It is the understanding of the LEPC, and the requesting Agency/Organization that SERC will forward the funding for the course to the LEPC within a reasonable period after the course is completed and appropriate paperwork is submitted. In the event that funds are not available, MEMA staff shall so notify the LEPC who will in turn advise all other interested parties.

Signature of Authorized LEPC Representative: Date:

### Prerequisites to attending a Hazardous Materials training program funded by the SERC.

An agency requesting funding from the State Emergency Response Commission shall ensure that the following prerequisites are met either by the agency requesting training or by the individual attending training.

- 1. Are all individuals current with fit testing and medically cleared to wear SCBA and or respirators.
- 2. The requesting agency has the equipment to support a Hazardous Materials response at the level funding is being requested for. This includes appropriate PPE.
- 3. Those first responders who will be attending training are/will be designated as those employees whose duties will include responding to a hazardous materials release.
- 4. The requesting agency has a completed emergency plan outlining the employee's actions in the event of a hazardous materials release.
- 5. The agency is in compliance with current BLS policies/procedures.

#### By signing below, I stipulate that my municipality/agency has met the prerequisites and is NIMS compliant.

Signature of Authorized Requesting Organization Representative: \_\_\_\_\_ Date:\_\_\_\_\_ **SECTION B:** (Only for those programs that are not pre-approved)

This section contains a list of supplemental material that needs to be provided to the SERC Training Committee by the trainer or training company that will conduct the course. The SERC Training Committee will review this material and then forward the application package to the full SERC with a recommendation for action. All material needs to be sent by the LEPC to the SERC Training Committee at least 10 working days prior to their regularly scheduled meeting in order to be considered at that meeting. It is recommended that applicants for Technician Level or "other" Courses attend the Training Committee meeting to provide information which will expedite the approval process.

Required vendor materials needed in order to complete processing of the application include:

- 1. TRAINERS' BACKGROUND(S) AND OUALIFICATIONS enclose copies of instructor(s) resume(s)
- 2. PROGRAM OBJECTIVES- Name the specific behaviors you expect the participant to be able to demonstrate at the completion of this course, workshop or seminar (e.g., after this workshop on Time Management, participants will be able to identify their own personal time-wasters).
- 3) OUTLINE A brief outline of the major points of the subject and the organizational structure in which they are to be presented (e.g., sequenced and separated into modules).
- 4) MODULE OBJECTIVES For each module of instruction, list a behavioral objective which describes the specific behavior you expect the participant to be able to demonstrate at the end of the module (e.g., at the end of module #2, participants shall be able to demonstrate progressive relaxation techniques).
- 5) METHODS List the various instructional techniques you will use (e.g., lecture, discussion, individual instruction, media, etc...).
- 6) MATERIALS What materials will you use? (Films, transparencies, tapes, slides, video(s), handouts, etc ...). Please note: Trainers are responsible for 'providing all materials and should plan to provide for these costs in amount requested.
- 7) TRAINING PROPOSAL FINANCIAL WORKSHEET Please complete this worksheet as a part of your training request. Costs should be calculated using either Part A or Part B. It is important to identify if the total cost is for the course of per pupil. If it is per pupil, payment is to be made only for those completing the training course.

#### Part A - Flat cost per student (See Line 9 for list of SERC reimbursement levels)

t B - Cost per course	
Fixed Cost: Instructor Fee:	Varying Cost: Student Manual
Per Course	Disposable Materials
Per Hour	Handouts
Instructional Materials	Supplies
Room Rental	Mileage
A/V Equipment Rental	-
Other (identify)	
Subtotal	Subtotal

8) I attest that the statements and materials contained in this application from myself and my company are correct to the best of my knowledge and belief.

Signature of Trainer or Authorized Training Company Representative: \_\_\_\_\_ Date:\_\_\_\_