

# 2010

## Missouri Emergency Response Commission HMEP Grant Training Guide



Missouri Emergency Response Commission  
2302 Militia Drive  
PO Box 3133  
Jefferson City, MO 65102  
1-800-780-1014



## 2010 HMEP Grant Training Guide

The Hazardous Materials Emergency Preparedness (HMEP) Grant is a Federal program funded by transporters of hazardous materials. This funding is provided through a grant process. Every LEPC who applies for this grant will receive direct funding of \$1000.00 to be used for planning purposes. This may be used toward updating your emergency response plan or publishing it for responders. Training is funded through reimbursement grants that are provided through the HMEP grant request. Your LEPC has the opportunity to fund local trainers within your LEPC or have MERC arrange for instructors from qualified training providers. In the grant request, you may request the number of courses that your LEPC feels that they require for the grant period. The total number of courses provided will depend on the total number of requests throughout the state. MERC will provide as many courses as possible within available funding. LEPC's will be notified of the courses that were funded by February 1, each year and training must be completed by September 30 of each year.

HMEP provides guidelines for courses that are funded through this Federal grant program. There are specific courses that are funded in the HMEP grant program. Guidelines outline objectives that must be covered in each of these courses, as well as instructor qualifications, and several other areas of program guidance. In order to continue receiving HMEP funding, MERC has created a process for reviewing the curriculum for HMEP compliance and has implemented several procedures needed to meet the HMEP guidelines. In order to avoid confusion, we have adopted the same guidelines for courses provided through CEPF funding also.

The following courses have been approved for the HMEP Grant this year:

- Hazardous Materials Incident Response: Awareness
- Hazardous Materials Incident Response: Operations
- Hazardous Materials Incident Response Technician
- Hazardous Materials Patient Decontamination for Hospitals
- Clandestine Drug Lab Awareness
- Clandestine Drug Lab Operations
- 40 Hour Meth Lab Technician
- Ignitable Liquids Firefighting: Ethanol Blended Fuels Awareness
- Ignitable Liquids Firefighting: Ignitable Liquids and Class B Foam
- Public and Private Sector Dispatch
- Handling LP Gas Emergencies
- Hazmat Refresher: Decon
- Hazmat Refresher: Detection



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- Hazmat Refresher: Research Materials
- Hazmat Refresher: Work Practices

Once all grant requests are received, MERC will determine the number of courses that will be provided to each HMEP Grant recipient. The MERC Training Coordinator will then assist each recipient with scheduling courses per their needs, and arranging for Instructors to provide the course if required. Course costs will be paid through the MERC office unless other arrangements have been made in writing with the MERC Executive Director.

**In order to better assist and coordinate Hazardous Materials training funded through MERC, we have implemented some new processes for MERC funded training.**

MERC is maintaining a calendar of courses at the SEMA training website. You can find this calendar at [www.dps.sema.mo.gov/training](http://www.dps.sema.mo.gov/training). We ask that you register for courses at this site. This allows MERC to track the actual number of students trained, and allows MERC and its training partners to review enrollments and make sure that there are enough students to hold a course. If you are unable to enroll online, you may fax or email an enrollment form to the MERC Training Coordinator. The student registration forms are available on the MERC website. Currently on the SEMA training web site the notation "Local Offering Only" is listed on each course. This means that no state funding for travel expenses is available. Local Emergency Planning Committees may fund travel expenses for responder training with approval from the local committee. In most cases MERC funded courses are open enrollment, with exception of courses with pre-requisites. Also, courses that have the notation N/A are Internal Deliveries and enrollment may be limited to the local students. Student's interested in attending these courses should contact the Point of Contact listed on the course description for more information.

### **Pre-Requisites:**

Course Pre-Requisites will be listed on the Training Web site. If there is a succession of courses such as Hazmat Awareness, Operations and Technician, there is the expectation that the courses be completed in the proper succession. Currently, Pre-requisites are in place for Hazmat Technician courses. The documentation required for Hazmat Technician is in the addendum to this document. Students should register as noted above, but registration for these courses will be completed after all required documentation is received by the MERC Training Coordinator, at which time the students name will be added to the courses roster on the SEMA Training website. A funding source for Hazmat Technician Physicals has been



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provided by the MERC Commission. See the Appendix for more information on funding Physicals for Hazmat Technicians.

### **How to Request MERC Funded Hazardous Materials Courses:**

If you don't see a course on the training calendar that meets your needs you may request training in the following ways:

LEPC's have two funding streams for training. One is the Chemical Emergency Preparedness Fund (CEPF). These funds are available to provide training throughout the year as funds are available. When providing CEPF Funded courses, please provide a Course Registration Form to the MERC Training Coordinator. MERC will assist in making sure all requirements are met for the course delivery and will also post the course to the SEMA Training Web site, for student registration.

The second fund is the Hazardous Materials Emergency Planning (HMEP) grant. This is a grant that is applied for in October of each year. Each LEPC requests the courses that they need over the grant period and MERC organizes trainers to provide the training within your schedule over the grant period of Jan. 1 through Sept. 30

For HMEP Grant courses, the MERC Training Coordinator will work with the LEPC and the training provider to set up the courses. We would like to schedule courses as soon as possible. This will provide more time for enrollment and for letting responders know that training courses are available. MERC will track all courses to ensure all documentation and logistics are met in order to complete the course.

***In order to maximize training funds, MERC has instituted a policy of requiring 15 students per HMEP funded and Division of Fire Safety CEPF funded courses. MERC will evaluate all course requests and may request that courses be combined if the same course is requested a short distance apart. MERC will also inform multiple disciplines of our course schedule. This may mean that courses usually taught to only one discipline may attract additional students. MERC is committed to providing training to all responders across all emergency services.***



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### **Internal Deliveries**

Qualified Instructors may deliver training to their own department without MERC funding if they so choose. Please continue to register these classes with the MERC Training Coordinator, by providing a Course Registration Form, so that they may be tracked by MERC. The Course will be posted to the SEMA training web site, but registration will be closed. Students will be required to register the day of the course with a registration form provided by MERC. This will allow MERC to track the number of students trained for our reporting requirements. MERC will provide books free of charge for these courses, and will provide testing materials and certificates for students successfully completing these courses. These courses will not be required to meet the 15 student minimum, since course funding is being provided by the local department.

### **Courses with Special Scheduling**

In 2009, the MERC Hazmat Committee voted to provide Hazardous Materials Technician courses on a regional basis provided funding was available. Currently, six courses are being funded each year across the state. These courses are being scheduled up to three years in advance. Because of pre-requisite training and medical surveillance requirements, advanced scheduling allows for budgeting for travel and other costs associated with this highly technical training. The courses will be posted to the SEMA Training website, and registration will be opened three months prior to the course date.

### **CEUs and Certification Information**

Several of the courses available provide POST CEUs, EMS CEUs and the opportunity to test for Division of Fire Safety certification. This was only possible with the cooperation of many state training entities. Also, to provide these CEUs and Certifications, instructor qualifications were developed that will allow for all courses to provide these CEUs. CEUs are listed in course descriptions on the SEMA Training Website. MERC and our state training partners feel that it is important to offer a path to earn CEUs or Certification for each discipline, but MERC does not require any student to certify or apply for CEUs from any certifying agency.



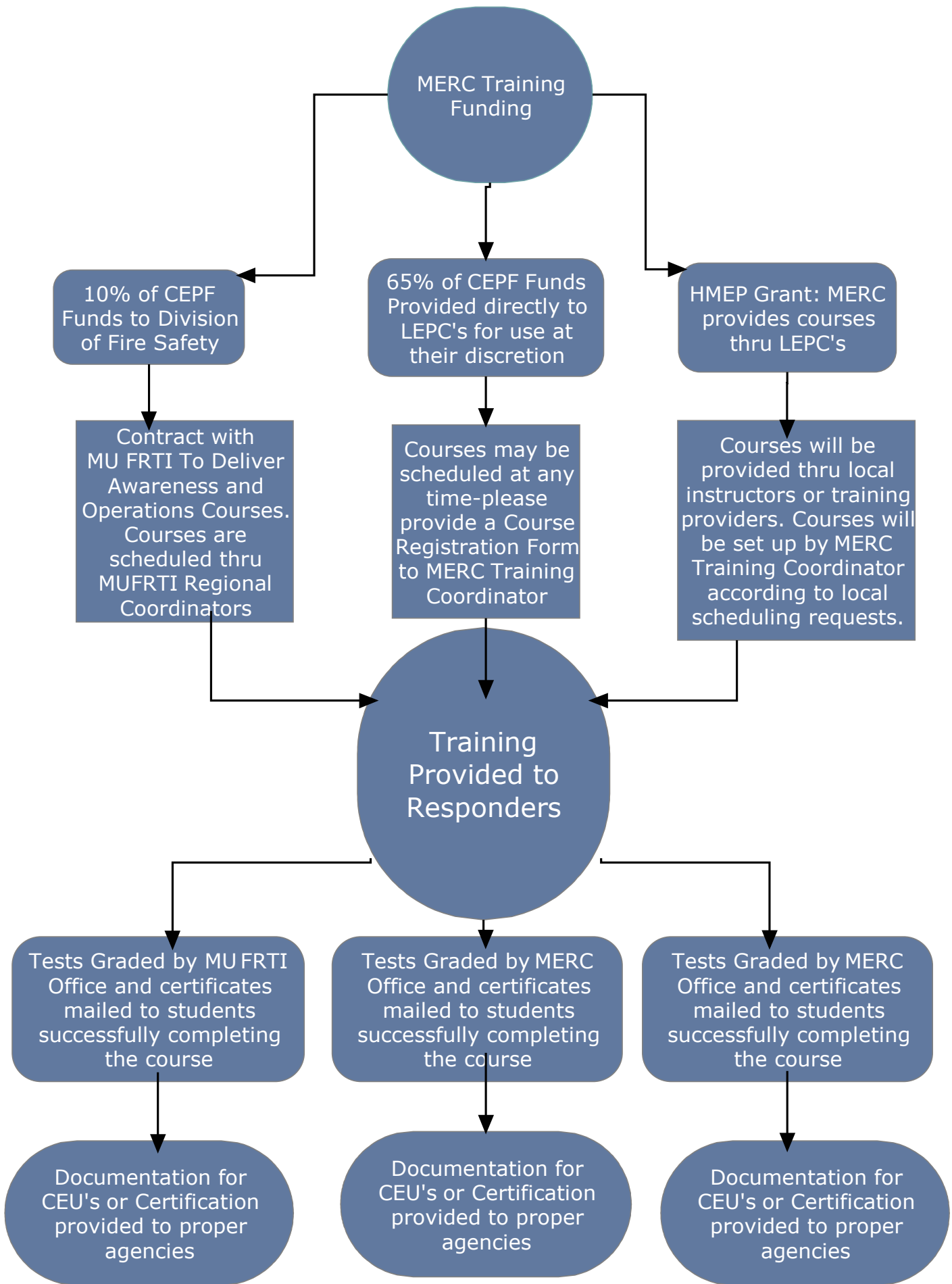
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### Testing and Practical Skills Evaluation

HMEP Guidelines require written and practical evaluations of skills learned. Written testing will be completed at the end of each course and certificates of completion provided upon a passing score of 70% for all written tests. Practical skills that are required for course completion will be successfully completed prior to receiving a course completion certificate. For courses leading to certification, every attempt will be made to complete the course using the guidelines provided by the certification agency. Due to the many requirements of certifying agencies and agencies providing CEUs, it is a good practice to register courses with MERC or its training providers in order to assist in verifying that certification standards and CEU requirements are met. Students who do not score 70% on written tests or fail practical evaluations may have one additional opportunity to retake written or practical evaluations. If the student does not complete the written or practical evaluation with a passing score on the second try, they must re-take the course. Students who fail written or practical evaluations will be notified in writing by the training entity. A student who fails a written or practical skills test must retake the test within one year of the original test date.

If you have questions about MERC Funded Training, please contact:

Michael White, Training Coordinator  
4504 Middleton Drive  
Joplin MO 64804  
417-483-2069  
[merctraining@mwhitefire.com](mailto:merctraining@mwhitefire.com)





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**Appendix**

MERC Student Registration Form Appendix A

MERC Course/Book Request Forms Appendix B

Hazmat Technician Course Pre-Requisites Appendix C

Hazmat Technician Physical Funding Appendix D

2010 HMEP Grant Course Descriptions Appendix E



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## MERC Student Registration



**Class Name:** \_\_\_\_\_  
**Class Location** \_\_\_\_\_  
**Class Dates** \_\_\_\_\_

Missouri Emergency Response Commission  
2302 Militia Drive  
Jefferson City, MO 65102  
Michael White , Training Coordinator  
merctraining@mwhitefire.com  
Phone: 417-483-2069  
Fax: 417-631-4565

### Attendee Information

**Social Sec. Number** \_\_\_\_\_  
**Name:** \_\_\_\_\_  
**Agency:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**County** \_\_\_\_\_  
**Mutual Aid Region** \_\_\_\_\_  
**State/Province:** \_\_\_\_\_  
**Zip/Postal Code:** \_\_\_\_\_  
**Email:** \_\_\_\_\_  
**Daytime Phone:** \_\_\_\_\_  
**Mobile Phone:** \_\_\_\_\_

**Comments**

Please send this registration to the above email or fax number.  
You may also register online at the SEMA Training Website



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# MERC Course Registration



Date

Course Name: \_\_\_\_\_

Course Location \_\_\_\_\_

City State Zip \_\_\_\_\_

Sponsoring Organization \_\_\_\_\_

Contact Person \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Email Address \_\_\_\_\_

Instructor Name \_\_\_\_\_

Instructor Phone \_\_\_\_\_

Instructor Email \_\_\_\_\_

Course Funding Source

HMEP       CEPF       Internal Delivery

Estimated # of Students

Missouri Emergency Response Commission  
2302 Militia Drive  
Jefferson City, MO 65102  
Michael White, Training Coordinator  
merctraining@mwhitefire.com  
Phone: 417-483-2069  
Fax: 417-631-4565

Please list all dates and times the course will be in session:

	DATE	TIME
Day 1	<input type="text"/>	<input type="text"/>
Day 2	<input type="text"/>	<input type="text"/>
Day 3	<input type="text"/>	<input type="text"/>
Day 4	<input type="text"/>	<input type="text"/>
Day 5	<input type="text"/>	<input type="text"/>
Day 6	<input type="text"/>	<input type="text"/>

Other Info

-Please send this registration to the above e-mail or fax number

-All courses must be delivered by a qualified Instructor using MERC approved curriculum

-Course requests should be forwarded to MERC 4 weeks prior to the course

-Please have students register for this class at the SEMA Training Web Site

<http://training.dps.mo.gov/sematraining.nsf>



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MERC Book Request



Date

Class Name: \_\_\_\_\_

Class Location \_\_\_\_\_

City State Zip \_\_\_\_\_

Sponsoring Organization \_\_\_\_\_

Missouri Emergency Response Commission  
2302 Militia Drive  
Jefferson City, MO 65102  
Michael White, Training Coordinator  
merctraining@mwhitefire.com  
Phone: 417-483-2069  
Fax: 417-631-4565

Ship To

Contact Name \_\_\_\_\_

Street Address \_\_\_\_\_

City State Zip \_\_\_\_\_

Phone # \_\_\_\_\_

Email \_\_\_\_\_

	Quantity	
Awareness Student Manuals	<input type="text"/>	
Operations Student Manuals	<input type="text"/>	

	Quantity
DOT Chart 13	<input type="text"/>
Emergency Response Guides	<input type="text"/>

Date of Course

Ordered By/Title

Instructor

Phone

Book requests should be forwarded to MERC 4 weeks prior to the course  
Books may not be able to be provided if this request is not received 4 weeks prior to the course



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PO Box 3133  
Jefferson City, MO 65102  
1-800-780-1014  
Ph 417-483-2069 (Training Coordinator)  
FAX 417-631-4565 (Training Coordinator)  
Email: [merctraining@mwhitefire.com](mailto:merctraining@mwhitefire.com)

RE: Hazmat Technician Classes

ATTN: Training Officer

As the employer for the following individuals I hereby certify that they meet the requirements under OSHA 1910.120 for Operations Training and certify they have maintained their refresher training requirements.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

These individuals will be members of the \_\_\_\_\_ Hazmat team.

The team has the necessary equipment to perform technician level response and I have attached a copy of the team SOG.

Our Medical Review Officer is: \_\_\_\_\_

Sincerely,

Signature \_\_\_\_\_ Date \_\_\_\_\_

Employer \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ Phone \_\_\_\_\_



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Medical Surveillance Statement:

The following employees meet the medical surveillance requirements of OSHA 1910.120(f).

Employee Name \_\_\_\_\_

Employee Name \_\_\_\_\_

Employee Name \_\_\_\_\_

Employee Name \_\_\_\_\_

Employee Name \_\_\_\_\_

Employee Name \_\_\_\_\_

Employee Name \_\_\_\_\_

Employee Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Employer Name \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ Phone \_\_\_\_\_



### **CEPF Funding and Hazmat Team Member Physicals**

In December 2008, The MERC Commission approved the use of Chemical Emergency Preparedness Funds (CEPF) for Hazardous Materials team member's physicals. The Local Emergency Planning Committee now has the ability to fund Hazardous Materials Physicals that meet OSHA 1910.120 Medical Surveillance Guidelines. This is solely at the discretion of the LEPC. The LEPC may use any available CEPF funds for this program.

Hazmat Teams that may respond in multiple counties may request funding from each LEPC/LEPD in which they respond. Each individual LEPC/LEPD must approve funding for regional Hazmat teams.

The following requirements were implemented for the Hazmat Teams and LEPC's prior to funding the physicals.

1. The Hazardous Materials Plan is up to date
2. The Hazmat Plan is exercised annually
3. The LEPC provides Hazmat Awareness and Operations courses to those needing training in their jurisdiction
4. The Hazmat Team meets OSHA 1910.120 Medical Surveillance Guidance
5. The Hazmat Team has coordinated training with MERC to ensure team members receive training
6. The Hazmat Team provides a copy of their Hazmat SOG's to MERC
7. They annually registers with the Division of Fire Safety and allow MERC planners to evaluate the team for resource typing
8. The LEPC annually publishes their Tier II statements in a newspaper of record in their county
9. Support may only be used for public Hazmat Teams, unless the Hazmat Team has agreed to respond off site from their facility in mutual aid of local responders

For more information, please contact MERC at 800-780-1014



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### **2010 HMEP Grant Course Descriptions**

#### **First on the Drug Lab Scene: Awareness**

Fire and emergency medical services are frequently the first on the scene at a clandestine drug lab when there is a fire, explosion, or chemical release. This class will cover the physical conditions, human activities, and hazardous materials commonly found at clandestine drug labs in a variety of locations. The focus will be on discovering the presence of the lab before responders are exposed to risk. Topics covered will include applicable laws and regulations, understanding and cooperating with law enforcement, and specific actions that reduce risk to responders and to the public.

Contact Hours: 4

#### **First on the Drug Lab Scene: Operations**

This class will examine the actions available to, or mandated for, operations-level responders, such as planning, training, response, command, control mitigation, documentation, critique, and follow-up. Topics covered will include response guidelines and practices; typical methamphetamine drug lab hazards (chemical site and human); resource and practices to determine high-risk (hot) and low-risk (safe) zones, actions, and probable changes at drug labs; and team development of a response plan for a case study, including command, isolation, decon, triage mitigation, working with a drug task force, transfer to technical level operations, and documentation.

Contact Hours: 8

#### **Handling LP Gas Emergencies**

LP gas is a potential hazard present in most communities. A complete understanding of LP gas and its hazards is necessary in order to safely and efficiently handle such an incident. This class will present an overview of LP gas properties and characteristics, as well as provide the opportunity for students to participate in an actual fire attack on an LP tank fire. Topics will include common storage containers in residential and commercial use, as well as the components of different types of transport vehicles.

Contact Hours: 12



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### **Hazardous Materials Incident Response: Awareness**

This course meets the objectives of NFPA 472, Standard for Professional Competence of Responders to Hazardous Materials Incidents (2008 edition), and OSHA 29 CFR 1910.120. Topics will include laws and standards of hazardous materials, identifying placards and containers, recognizing the presence of hazardous materials, understanding material safety data sheets and shipping papers, and using the North American Emergency Response Guidebook (NAERG). Successful completion of this course will require a 70% score or greater on a written exam.

Contact Hours: 8

### **Hazardous Materials Incident Response: Operations**

This course meets NFPA 472, Standard for Professional Competence of Responders to Hazardous Materials Incidents (2008 edition). It will examine the tasks that are within the realm of the hazardous materials operations responder. The first module will include an overview of hazardous materials, using the recognition and identification clues in risk assessment, decontamination, estimating the likely harm and risks, and determining the options of intervention and nonintervention. The second module will be hands-on and cover diking and damming, diversion, applying foam, and performing emergency decontaminations. Successful completion of this course will require a 70% score or greater on a written exam, and successful completion of required practical skills.

Contact Hours: 24

### **Hazardous Materials Incident Response: Technician**

This course addresses 29 CFR 1910.120 Subpart Q and NFPA 472, Standard for Professional Competence of Responders to Hazardous Materials Incidents (2002 edition). Lecture, class participation, and application exercises will be used to examine the following topics: hazards and risks, sources of assistance, personal protective equipment, haz mat terms, control and confinement, toxicology, decontamination, site safety practices, surveying instruments, and assessment and mitigation. Successful completion of this course will require a 70% score or greater on a written exam, and successful completion of required practical skills. Pre-requisites for this course are in Appendix C of this document.

Contact Hours: 40



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### **Hazardous Materials Refresher: Decontamination**

This course will provide students with an opportunity to perform in-suit work at the technician level and to enhance/refresh their technician-level cognitive knowledge in the classroom. The lecture portion will focus both on fundamental technician knowledge, and on advanced considerations for the technician. The practical portion will provide opportunities for students to work in PPE and to perform tasks that technicians are expected to perform. The course is 25% lecture with the remaining 75% practical. The goal of the course is to reinforce good work habits and skills during level A entry.

Contact Hours: 8

### **Hazardous Materials Refresher: Detection**

This course will provide students with an opportunity to perform in-suit work at the technician level and to enhance/refresh their technician-level cognitive knowledge in the classroom. The lecture portion will focus both on fundamental technician knowledge, and on advanced considerations for the technician. The practical portion will provide opportunities for students to work in PPE and to perform tasks that technicians are expected to perform. The course is 25% lecture with the remaining 75% practical. The goal of the course is to reinforce good work habits and skills during level A entry.

Contact Hours: 8

### **Hazardous Materials Refresher: Work Practices**

Using case studies, group discussion, and course materials, this course will increase and refresh your knowledge of hazardous emergency procedures and emergency responses. Topic covered include: Current health and safety issues confronting emergency response personnel in the approach and handling of hazardous materials incidents, Hazard and risk assessment techniques to protect and reduce company and employee liability, Levels of personal protective equipment, Decontamination requirements and procedures, Emergency response procedures, Planning an emergency response. This course will provide students with an opportunity to refresh their recognition and identification skills.

Contact Hours: 8



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### **Ignitable Liquids and Class B Foam**

Topics will include ignitable liquids (what are they and why they burn), class B foam (how it works and how it is different from wetting agents), eductors and nozzles (their uses and practical exercises for troubleshooting). Students will participate in practical exercises using foam and dry chemical on controlled flammable liquid fires.

Contact Hours: 12

### **Hazardous Materials Patient Decontamination for Hospitals**

The Hazmat for Hospitals program incorporates the key elements of the OSHA Hazardous Waste Operations and Emergency Response (HAZWOPER), the First Responder Awareness and Operations curriculum and the hospital-specific components found in the "OSHA Best Practices For Hospital-Based First Receivers of Victims From Mass Causality Incidents Involving The Release of Hazardous Substances. Students will be provided a background in dealing with contaminated patients, as well as possible hazards that may be problems within the hospital. The hospitals response equipment, SOG's and response plans will be reviewed and implemented into the curriculum and practical skills during this course.

Contact Hours: 24

### **40 Hour Meth Lab Technician**

This course focuses on Hazardous Waste Operations and Emergency Response to Clandestine Laboratories by Law Enforcement. Topics include health and safety of responders, toxicology and basic meth chemistry, lab overviews, meth cooking processes, lab assessment and control, personal protective equipment, decontamination and site safety planning. The course will mix classroom sessions with practical evolutions, including demonstration of meth cooking processes. This course is equipment intensive, and will require specialized equipment and resources be available in order to complete the practical skills and laboratory sessions.

Contact Hours: 40



## **Public and Private Sector Dispatch**

The NFPA has developed Standard 1061, which is essentially a voluntary compliance guide for the job performance of public safety telecommunicators. Meanwhile, APCO has developed (and in 1996 approved) a complimentary minimum training standard: Project 33, National Public Safety Telecommunicator Training Standard. The APCO standard recommends, as a minimum, training in each of eight areas: Module 1: Roles and Responsibilities, Module 2: Legal Aspects, Module 3: Interpersonal Communications, Module 4: Technologies, Module 5: Telephone Communications Techniques and Call Processing, Module 6: Call Classification, Module 7: Radio Communications (Dispatch) Techniques, Module 8: Stress Management. These eight modules total forty hours of instruction.

Contact Hours: 40