

SOUTH DAKOTA HAZARDOUS MATERIALS EMERGENCY PREPAREDNESS (HMEP)

Training Grant Application Guide



Compliance

The Local Emergency Planning Committees of the county in which the applicant is located must be active and in compliance with Section 301-303 of SARA Title III and SDCL 34A-12-23 in order for the applicant to receive grant funds under the Hazardous Materials Emergency Preparedness (HMEP) program. The LEPC may be asked to complete a Statement of Compliance confirming compliance with Sections 301-303 and SDCL 34A-12-23. All grants awarded shall comply with 49 CFR Part 110: Interagency Hazardous Materials: Public Sector Training and Planning Grants; Final Rule.

Eligible Applicants

All organizations, supporting public sector employees or volunteers. This includes ambulance services, hospitals, fire departments, law enforcement agencies, emergency management agencies, public works agencies, or any other agency that serves public sector employees.

Eligible Training Projects and Expenses

The following are eligible projects under HMEP; however, all projects must fall into project categories submitted under the South Dakota HMEP grant application:

- Training for public sector employees (volunteer or career) to respond safely and efficiently to accidents and incidents involving hazardous materials, including those involving transportation.
- Training for public officials who are not responders, but who perform activities associated with emergency response plans developed under the Emergency Planning and Community Right-to-Know Act (EPCRA).
- Training audience assessment to determine the number of public sector employees employed or used by a political subdivision that needs the proposed training.
- Delivery of comprehensive preparedness and response training to public sector employees to include: design and delivery of preparedness and response training to meet specialized needs; student and instructor course materials and manuals; student tuition, travel, and per diem costs; instructor costs; training facility rental; and equipment rental necessary to deliver an approved course.
- One set of demonstration equipment for training props, not including computer hardware and software, may be purchased with the approval of the Office of Emergency Management and USDOT.

- Training by a person and activities necessary to monitor such training including examinations, critiques, and instructor evaluations.
- Emergency response drills and exercises associated with training, a course of study, and tests and evaluation of emergency preparedness plans.
- Additional activities the South Dakota Office of Emergency Management and USDOT deems appropriate to implement the scope of work for the proposed project and approved in the grant.
- Equipment rental and purchase of supplies will be allowed, depending on the reasonableness of the proposal.
- Other hazardous materials training courses as defined in Attachment 1 of this grant package.

Training project categories as set out in the South Dakota HMEP grant applications are as follows with descriptions of each below:

Awareness Level
 Operations Level
 EMS/ Hazardous Materials Responder Level
 Technician Level or above

First Responder Awareness Level

First responders at the awareness level are those individuals who are likely to witness or discover a release of hazardous materials and are trained to initiate an emergency response sequence. No hourly training requirement is listed in either OSHA 1910.120 or NFPA 472, but these documents indicate that first responders must have sufficient training or experience to demonstrate competency in the following areas:

- An understanding of what hazardous materials are and the associated risks
- An understanding of potential outcomes when hazardous materials are present
- The ability to recognize the presence of hazardous materials
- An understanding of the first responder's role and use of the North American Emergency Response Guidebook
- The ability to recognize the need for additional resources and the knowledge of the procedures to make the appropriate notifications

Annual refresher training at the Awareness level is required and should focus on renewing the skill of the first responders in using information sources to recognize and identify hazardous materials

For Awareness, please do not enroll students who have had the Firefighter Essentials class or have graduated from the Law Enforcement Training Center as Awareness is included in those programs. For those responders, please hold annual refresher training as outlined under the Awareness description

section. Please train all other first responders to Awareness level. Invite other first responder agencies, hospital personnel and adjacent jurisdictions to your class to maximize the use of the grant funds.

First Responder Operations Level

OSHA minimum requirement = awareness + 8 hours at operations level (24 hours operations level training is required as a prerequisite to technician and/or incident commander training)

First responders at the operations level are those individuals who respond to releases or potential releases, as part of the initial response to protect people, property, and the environment. Operations-level first responders are trained to take defensive actions rather than try to stop the release. Their function is to contain the release from a safe distance, keep it from spreading, and prevent exposures. OSHA 1910.120 requires that first responders at the operations level receive at least 8 hours of training or have sufficient experience to demonstrate competencies objectively. First responders must have the knowledge of the awareness level, and they are required to :

- Know basic hazard and risk assessment
- Know how to select and use protective equipment provided to the first responder
- Understand basic hazardous materials terms.
- Know how to perform basic control, containment, and/or confinement operations within the capabilities of their resources and protective equipment
- Know basic decontamination procedures
- Understand relevant SOP's and termination procedures

Annual refresher training should include as the situation dictates:

- Competency retesting of all response skills
- Technical information updates
- Critique of incident scene decision-making using simulated emergencies

For Operations, determine how many first responders and what discipline are currently trained to Operations and justify why you need more based on special risks you may have. It is only necessary to train a certain percentage of your agency's first responders to Operations. Invite other first responder agencies, hospital personnel and adjacent jurisdictions to your class to maximize the use of the grant funds. For current Operations level responders, please hold annual refresher training as outlined under the Operations description section.

EMS/Hazardous Materials Responder

Emergency medical services personnel at EMS Hazardous Materials (HM) Level 1 are those persons who, in the course of their normal duties, may be called on to perform patient care activities in the "cold zone" at a hazardous materials incident. The incident's cold zone is the area that contains the command post and other support functions. In other documents it may be referred to as the clean zone or support zone. The role of the EMS/HM Level 1 responder is to provide care *only* to those individuals who no longer pose a significant risk of secondary contamination (that is, a risk of contaminating others, including those providing care). EMS personnel at EMS/HM Level II are those persons who, in the course of their normal duties, may be called on to perform patient care activities in the "warm zone" (the area where personnel and equipment decontamination and hot zone support take place) at hazardous

materials incidents. The EMS/ HM Level II response personnel may provide care to individuals who still pose a significant risk of secondary contamination. In addition, personnel at this level should be able to coordinate EMS activities at a hazardous materials incident and provide medical support for hazardous materials response personnel.

EMS personnel responding to hazardous materials incidents should be trained and receive regular continuing education to maintain competency in four areas:

- Emergency medical technology
- Hazardous materials
- Special topics approved by the authority having jurisdiction
- The importance of decontamination and basic decontamination procedures

Annual refresher training should include 8 hours covering the topics below as the situation dictates:

- Technical updates
- Changes in response protocols and incident command system SOP's
- Renewal and retesting of incident scene decision making and cold zone treatment skills

For EMS/Hazardous Materials Responder, ensure that all potential students are currently trained to Awareness as this is a prerequisite of this course. Justify why you need this level of training for your EMS responders by providing the special risks you face. It is only necessary to train a certain percentage of your EMS personnel to EMS/Hazardous Materials Responder.

Hazardous Materials Technician

OSHA minimum requirement= 24 hours at operations level + technician training

Hazardous materials technicians are those who respond to releases or potential releases for the purpose of stopping the release. This level requires at least 24 hours of training at the operations level, training equal to the competencies at the technician level, and certification by the employer. Hazardous materials technicians assume a more aggressive role than first responders at the operations level. They approach the point of release to plug, patch, or otherwise stop the release of a hazardous substance. They must be trained at the first responder operations level, and they are required to:

- Know how to implement the employer's emergency response plan
- Know how to identify materials by using field survey instruments
- Be able to function in an assigned role in the incident command system
- Know how to select and use specialized personal protective equipment
- Understand hazard and risk assessment techniques
- Be able to perform advanced control and containment operations within the resources and equipment available
- Understand and implement decontamination procedures

Annual refresher training should include 8 hours covering the topics below as the situation dictates:

- Competency retesting of all response skills
- Technical information updates

- Critique of incident scene decision-making using simulated emergencies

If Technician or above is checked, your agency must meet the definition of a hazmat team as outlined on the OEM Hazmat Policy Statement available on the OEM Forms webpage under Hazmat.

Non-Eligible Expenses

- Equipment purchases, including computer hardware and software. However, one set of demonstration equipment for training props, not including computer hardware and software, may be purchased with the approval of the Office of Emergency Management and USDOT.
- For participation in exercises, personnel expenses, overtime, travel, and per diem will not be allowable expenses. However, equipment rental and purchase of supplies will be allowed, depending on the reasonableness of the proposal.
- Time and fringe benefits of employees and the use of equipment or facilities owned by the agency or jurisdiction receiving the training. However, these expenses may be used as a soft match of funds required under this grant application.
- Food and beverages for consumption during the class.

Completion of Application and Signatures

All information in the training grant proposal must be completed as completely and accurately as possible. All applications must contain the signature of the authorized official of the applying agency certifying that the information in the application is correct.

Grant Amounts

Grant amounts awarded will be based upon reasonable rates as determined by the Office of Emergency Management and USDOT. The following will apply for travel reimbursement.

Airfare - Lowest coach rate based on advanced booking.

Lodging - In-State - \$60.00 per day plus tax maximum, based on actual expenditure.

Out-of-State - Reasonable rates -\$150.00 (maximum plus tax)

<u>Per Diem</u> -	In-State	Out-of-State
Breakfast	\$ 5.00	\$ 8.00
Lunch	\$ 9.00	\$11.00

Dinner	<u>\$12.00</u>	<u>\$17.00</u>
TOTAL	<u>\$26.00</u>	<u>\$36.00</u>

Mileage - \$0.32 per mile

NO TRAVEL, LODGING, OR PER DIEM COSTS WILL BE PAID FOR ANYONE RESIDING WITHIN 40 MILES OF THE TRAINING SITE.

All other amounts under this grant shall be based upon reasonable costs. The South Dakota Office of Emergency Management and USDOT shall verify approval of reasonable costs. Local jurisdictions must verify the purchase of supplies and equipment with OEM before purchasing to assure reimbursement of costs.

Number of Participants

Minimum enrollment for an Awareness or Operations or EMS Hazardous Material Responder class is 10 students. Maximum participation shall be based upon budget constraints and the instructor's limitations.

Local Jurisdiction Match of Grant Funds

Local jurisdictions must supply a match of 20 % of the total project cost. For example, if the amount of project funds required is \$100, the local jurisdiction match is \$20 and the grant applied for is \$80. Another way of stating this is that the match is 25 % of the grant award.

The easiest match for a training grant is the salary of the students while in class. If the students are volunteers their estimated hourly rate from their regular job may be used. Other hard and soft matches may be used. Please see the Allowable Match document on the OEM Forms page under hazmat for more details. None of the match can be from federal funds from another source. It must come from local sources and cannot already have been used as a match for another grant.

Records and Receipts Required for Reimbursement

1. An approved curriculum and qualified instructor. See these specifications on the OEM Forms page under Hazmat.
2. An attendance roster including match calculation.
3. Completed HMEP invoice form received with contract packet.
4. Original receipts and copies of official records for all eligible expenditures as stipulated in the contract between SD-OEM and the consultant.

Flow of Funds

All funds awarded under this grant application will be on a reimbursement basis. Funds must be expended out of the local jurisdiction's budget and reimbursement will be made upon the submission of receipts and records to the Office of Emergency Management. Flow of funds will be as follows:

1. Applicant expends funds for eligible project and expenses.
2. Applicant submits records and receipts for expenses incurred to the South Dakota Office of Emergency Management (SD-OEM).
3. SD-OEM verifies expenses.
4. Reimbursement is received by SD-OEM and sent to applicant.
5. All grant applications and expenditures are subject to audit by the State of South Dakota and USDOT.

Questions, Contact:

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