

## **106 KAR 1:210. Local emergency management training.**

RELATES TO: KRS 39A.050(2)(l), 39B.020(3)(d), 39C.050(1), (2)

STATUTORY AUTHORITY: KRS 39A.050(2)(m), 39A.070(3), 39C.050(1), (2)

NECESSITY, FUNCTION, AND CONFORMITY: KRS 39A.050(2)(l) requires the division to institute emergency management training programs. KRS 39B.020(3)(d) requires a local director to attend required training. KRS 39C.050(1), (2) requires local emergency management agency personnel to complete required training. This administrative regulation establishes training requirements for a local director and other local emergency management agency personnel.

Section 1. Definitions. (1) "Emergency Management Development Program" means the training curriculum established in Section 2(2) and (3) of this administrative regulation.

(2) "Emergency management training" means a seminar, workshop, course, class, or instruction conducted, sponsored, specified, offered through, or approved by the division.

(3) "Federal fiscal year" means a period beginning October 1 of a calendar year and ending September 30 of the following calendar year.

(4) "Local staff member" means a deputy director, paid or volunteer, or a person appointed to a local emergency management agency pursuant to KRS 39B.070(3), and specified in KRS 39C.050(2).

(5) "Successfully complete" means to attend or participate in emergency management training and acquire and submit to the division a copy of an instructor-provided training completion certificate or record.

Section 2. Local Director Training Requirement. (1) Within thirty (30) days of appointment pursuant to KRS 39B.020(1), a local director shall successfully complete an orientation conducted by the division, covering Kentucky's emergency management system and programs administered by local directors in Kentucky.

(2) Within the first full federal fiscal year following appointment pursuant to KRS 39B.020(1), a local director shall successfully complete the following:

(a) A correspondence or Internet training course or an introductory course conducted by the division, covering incident command and incident management system basic concepts;

(b) A correspondence or Internet training course covering mitigation benefits, methods, resources and planning;

(c) A training course of at least four (4) hours covering emergency operations center basic concepts;

(d) A training course, conducted by the division, covering rapid assessment of disaster scenes and proper damage and reporting procedures; and

(e) A training course of at least eight (8) hours covering hazardous materials "first responder awareness level" emergency response competencies as defined by the U.S. Occupational Safety and Health Administration, to include instruction on employer and community operating procedures.

(3) By the second full federal fiscal year following appointment, a local director shall begin study to successfully complete the following:

(a) A training course, conducted or approved by the division, covering principles of the integrated emergency management system, including interagency teams, coordination methods, and emergency or disaster case studies;

(b) A training course, conducted by the division, covering development of a local emergency operations plan consistent with the Kentucky Emergency Operations Plan;

(c) A training course of at least twenty-four (24) hours, covering exercise assessment, design, delivery and evaluation skills, including a practical application component;

(d) A training course of at least two (2) hours covering local emergency planning committee member duties and Kentucky's system for implementation of the federal "Emergency Planning and Community Right-to-Know Act";

(e) A training course of at least twelve (12) hours covering hazardous materials "first responder operations level" emergency response competencies as defined by the U.S. Occupational Safety and Health Administration, to include instruction on Commonwealth of Kentucky hazardous materials response plans;

(f) A training course, offered or approved by the division, of at least eight (8) hours covering the eight (8) component elements of an incident command system and incident management system, to include practical application;

(g) A training module, offered by the division, covering the incident command system and incident management system competencies for the on-scene incident commander level as defined by the U.S. Occupational Safety and Health Administration for hazardous materials emergency response; and

(h) A training course of at least four (4) hours covering requirements and procedures for obtaining and implementing state and federal disaster assistance programs.

(4) A local director shall successfully complete:

(a) At least two (2) of the courses specified in subsection (3) of this section in each consecutive federal fiscal year until all courses are successfully completed;

(b) All courses of the Emergency Management Development Program within the first five (5) full federal fiscal years following appointment pursuant to KRS 39B.020(1);

(c) The emergency management training conducted annually in each federal fiscal year at a Governor's Emergency Management Workshop; and

(d) At least thirty-two (32) total hours of emergency management training in each federal fiscal year following appointment or reappointment pursuant to KRS 39B.020(1) or 39B.020(3).

(5) In meeting the annual training requirement established in subsection (4)(d) of this section, a local director shall receive credit for:

(a) Emergency management training completed in compliance with subsections (2) and (3) of this section;

(b) No more than two (2) hours per emergency management training correspondence course or Internet training course successfully completed, not to exceed a total of four (4) hours annually;

(c) No more than four (4) hours per division-sponsored emergency management training course a local director instructs, not to exceed a total of eight (8) hours annually; and

(d) The training required by subsection (4)(c) of this section.

Section 3. Local Staff Member Training Requirement. (1) In each full federal fiscal year following appointment a deputy director shall successfully complete at least sixteen (16) hours of training selected from:

(a) Emergency management training listed in subsection (2) of this section;

(b) No more than two (2) hours per emergency management training correspondence course or Internet training course successfully completed, not to exceed a total of eight (8) hours; and

(c) No more than four (4) hours per division-sponsored emergency management training course a deputy director instructs, not to exceed a total of eight (8) hours.

(2) Except as provided in subsection (1) of this section, a local staff member shall successfully complete at least twelve (12) total hours of emergency management or administrative

training in each full federal fiscal year following appointment.

Section 4. Request for Training Credit. (1) In meeting the annual emergency management training requirement specified in Section 2(4)(d) or 3 of this administrative regulation, a local director or local staff member may request credit for training not conducted or sponsored by the division.

(2) To request credit for training not conducted or sponsored by the division, a local director or local staff member shall:

(a) Complete a KyEM Form 300, "Request for Training Credit" for each training course or instructional offering for which credit is requested; and

(b) Submit a completed KyEM Form 300, "Request for Training Credit", to an area manager for transmittal to the director.

(3) A local director or local staff member may be eligible to receive emergency management training credit under this section if:

(a) A completed KyEM Form 300, "Request for Training Credit" is approved, in writing, by the director; and

(b) The training approved for credit is successfully completed.

Section 5. Training Documentation. A local director or local staff member shall submit documentation of all successfully completed emergency management training to an area manager within thirty (30) calendar days of receipt following completion of training.

Section 6. Incorporation by Reference. (1) "Request for Training Credit, September 2000" is incorporated by reference.

(2) This material may be inspected, copied, or obtained, subject to applicable copyright law, at the Office of the Director, Division of Emergency Management, State Emergency Operations Center, 100 Minuteman Parkway, Boone National Guard Center, Frankfort, Kentucky 40601, Monday through Friday, 8 a.m. to 4:30 p.m. (27 Ky.R. 1980; Am. 2839; 3075; eff. 5-14-2001.)