

DEPARTMENT OF MILITARY AFFAIRS
Division of Emergency Management
(Amended at ARRS Committee)

106 KAR 1:211. Local emergency management training.

RELATES TO: KRS 39A.050(2)(l), 39B.020(1), (3)(d), 39C.050(1), (2), 29 C.F.R. 1910.120(q)(6)

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

NECESSITY, FUNCTION, AND CONFORMITY: KRS 39A.050(2)(l) requires the Division of Emergency Management to institute emergency management training programs. KRS 39C.050(1) and (2) require 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, established, offered through, or approved by the Division of Emergency Management.
- (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 established in KRS 39C.050(2).
- (5) "Successfully complete" means to attend or participate in emergency management training and to acquire and submit a copy of instructor-provided training completion certificate or record to the Division of Emergency Management.

Section 2. Local Director Training Requirement.

- (1) Within thirty (30) calendar days of appointment pursuant to KRS 39B.020(1), a local director shall successfully complete an orientation conducted by the Division of Emergency Management 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 a course:
 - (a) Covering incident command and incident management system basic concepts;
 - (b) Covering mitigation benefits, methods, resources, and planning;
 - (c) Of at least four (4) hours covering emergency operations center basic concepts;
 - (d) Conducted by the Division of Emergency Management covering rapid assessment of disaster scenes and proper damage and reporting procedure; and
 - (e) Of at least eight (8) hours covering hazardous materials and "first responder awareness level" emergency response competencies as established by 29 C.F.R. 1910.120(q)(6)(i), 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 a:
 - (a) Course conducted or approved by the Division of Emergency Management, in accordance with KRS 39A.070(3) and 39C.050(10), covering principles in the integrated emergency management system, including interagency teams, coordination methods, and emergency or disaster case studies;

- (b) Course conducted by the Division of Emergency Management covering development of a local emergency operation plan consistent with the Kentucky Emergency Operations Plan;
 - (c) Course of at least twenty-four (24) hours covering exercise assessment, design, delivery, and evaluation skills, including a practical application component;
 - (d) Course of at least two (2) hours covering local emergency management planning committee member duties and Kentucky's system for implementation of the federal Emergency Planning and the Community Right to Know Act (EPCRA);
 - (e) Course of at least twelve (12) hours covering hazardous materials and "first responder operations level" emergency response competencies as established by 29 C.F.R. 1910.120(q)(6)(ii), to include instruction on Commonwealth of Kentucky hazardous materials response plan;
 - (f) Course of at least eight (8) hours approved as established by 29 C.F.R. 1910.120(q)(6)(ii) or offered by the Division of Emergency Management covering the eight (8) component elements of an incident command system and incident management system, to include practical application;
 - (g) Module offered by the Division of Emergency Management covering the incident command system and incident management system competencies for on-the-scene incident commander level as established by 29 C.F.R. 1910.120(q)(6)(v) for hazardous materials response; and
 - (h) 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 complete:
- (a) At least two (2) of the courses established in subsection (3) of this section in each consecutive federal fiscal year until all courses are 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) Emergency management training conducted annually at the in each federal fiscal year at the Governor's Emergency Management Workshop; and
 - (d) At least thirty-two (32) hours of emergency management training in each federal fiscal year following appointment or reappointment pursuant to KRS 39B.020(1) or (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 four (4) hours per emergency management training completed on-line or through a correspondence course, not to exceed twelve (12) hours annually;
 - (c) No more than four (4) hours per Division of Emergency Management sponsored emergency management training completed on-line or through a correspondence course, not to exceed 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 four (4) hours per emergency management training completed on-line or through a correspondence course, not to exceed a total of eight hours; and
 - (c) No more than four (4) hours per Division of Emergency Management sponsored emergency management training course a deputy director instructs, not to exceed a total of eight (8) hours.

(2) Except as established in subsection (1)(a) of this section, a local staff member shall successfully complete at least twelve (12) 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 established 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 of Emergency Management.

(2) To request credit for training not conducted or sponsored by the Division of Emergency Management, a local director or local staff member shall submit a completed Request for Training Credit, KYEM Form 300, to an area manager for transmittal to the Director of the Division of Emergency Management for each training course or instructional offering for which credit is requested.

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

(a) A completed Request for Training Credit, KYEM Form 300, is approved in writing by the Director of the Division of Emergency Management; 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 following completion of training.

Section 6. Incorporation by Reference.

(1) "Request for Training Credit", KYEM Form 300, September 2018, is incorporated by reference.

(2) This material may be inspected, copied, or obtained, subject to applicable copyright law, at the Division of Emergency Management, Emergency Operations Center, 100 Minuteman Parkway, Frankfort, Kentucky 40601-6168, Monday through Friday, 8 a.m. to 4:30 p.m.

(49 Ky.R. 170, 1035; eff. 11-16-2022.)

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