

DEPARTMENT OF MILITARY AFFAIRS
Division of Emergency Management
(New Administrative Regulation)

106 KAR 1:211. 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 of Emergency Management to institute emergency management training programs. KRS 39C.050(1), (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, specified, 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 specified 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 the following:
 - (a) A course covering incident command and incident management system basic concepts;
 - (b) A course covering mitigation benefits, methods, resources, and planning;
 - (c) A course of at least four (4) hours covering emergency operations center basic concepts;
 - (d) A course conducted by the Division of Emergency Management covering rapid assessment of disaster scenes and proper damage and reporting procedure; and
 - (e) A course of at least eight (8) hours covering hazardous materials and "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 course conducted or approved by the Division of Emergency Management covering principles in the integrated emergency management system, including interagency teams, coordination methods, and emergency or disaster case studies;

- (b) A course conducted by the Division of Emergency Management covering development of a local emergency operation plan consistent with the Kentucky Emergency Operations Plan;
 - (c) A course of at least twenty-four (24) hours covering exercise assessment, design, delivery, and evaluation skills, including a practical application component;
 - (d) A 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) A course of at least twelve (12) hours covering hazardous materials and "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 plan;
 - (f) A course of at least eight (8) hours approved 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) A 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 defined by the U.S. Occupational Safety and Health Administration for hazardous materials response; and
 - (h) A 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 specified in subsection (3) of this section in each consecutive federal fiscal year until all courses are completed;
 - (b) All coursed 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. In each full federal fiscal year following appointment, a deputy director shall successfully complete at least sixteen (16) hours of training selected from:

- (1) Emergency management training listed in subsection (2) of this section;
- (2) 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
- (3) 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 provided in subsection (1) 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 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 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 KYEM Form 300, "Request for Training Credit," 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 KYEM Form 300, "Request for Training Credit," 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) KYEM Form 300, "Request for Training Credit" 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.

This is to certify that The Adjutant General (TAG) has reviewed and approved this administrative regulation prior to its adoption, as required by KRS 39A.070(3).

HALDANE B. LAMBERTON, Major General, KYNG, Adjutant General

JEREMY C. SLINKER, Director

CHARLES T. JONES, Brigadier General US Army (Ret), Executive Director

APPROVED BY AGENCY: June 7, 2022

FILED WITH LRC: June 15, 2022 at 10:20 a.m.

PUBLIC HEARING AND COMMENT PERIOD: A public hearing on this administrative regulation shall be held on Wednesday, August 24, 2022, at 10:15 a.m. Eastern Time at 100 Minuteman Parkway, Bldg. 100, Room 202 (EOC 2nd Floor Conference Room) Frankfort, Kentucky 40601. Individuals interested in being heard at this hearing shall notify this agency in writing by five workdays prior to the hearing, of their intent to attend. If no notification of intent to attend the hearing is received by that date, the hearing may be canceled. This hearing is open to the public. Any person who wishes to be heard will be given an opportunity to comment on the proposed administrative regulation. A transcript of the public hearing will not be made unless a written request for a transcript is made. If you do not wish to be heard at the public hearing, you may submit written comments on the proposed administrative regulation. Written comments shall be accepted through August 31, 2022. Send written notification of intent to be heard at the public hearing or written comments on the proposed administrative regulation to the contact person.

CONTACT PERSON: Corey Ann Howard Jackson, Legislative Liaison and Policy Specialist, Department of Military Affairs, 100 Minuteman Parkway, Frankfort, Kentucky 40601, phone (502) 330-3323, fax (502) 607-1240, email corey.a.jackson23.nfg@army.mil.