



FEMA

US&R GENERAL MEMORANDUM – 2016-020

February 23, 2016

FOR: National Urban Search & Rescue Response System
Task Force Representatives

FROM: Dean Scott, Section Chief
Operations Section
Urban Search and Rescue Branch

SUBJECT: US&R General Memorandum 2016-020 – Hazmat Train-the-Trainer Instructor Application Process

The purpose of this General Memorandum (GM) is to describe the process for National Urban Search and Rescue (US&R) Response System (the System) members who have attended the Hazardous Materials (Hazmat) Specialist Train-the-Trainer (T-t-T) series of trainings and need to be added to the FEMA Approved Instructor List, this GM is not for System-wide applications for the other FEMA instructor positions.

System members who attended the Hazmat Specialist T-t-T course will be considered for addition to the FEMA Approved Instructor List at the level they hold credentials for, provided they submit an application for review by the Training Subgroup as outlined in this GM. Attendance at one of the T-t-T classes without submission of the attached application and supporting documentation will not result in instructor status for the individual. System members who attended the T-t-T without instructor credentials as outlined in the application will be categorized as SMEs. System members who attended the T-t-T with credentials equal to NFPA Level 1 instructors will be listed as Adjunct Instructors and those attending with credentials equal to NFPA Level 2 instructor will be listed as Lead instructors. Attendance at the T-t-T alone does not give an individual Lead status within the System. This is not a change in policy, rather a clarification of previously set policy.

System members wishing to be instructors for the Hazmat Specialist class that are not already recognized as such, shall download the attached form and fill out all applicable sections to include the Application, the Instructor Ethics Form, and the instructor application evaluation form. The application must be typed not hand written. Ensure that when indicating the level of instructional status applying for, the appropriate documentation to prove NFPA Level 1 or 2 status or equivalent is attached with the final application. Ensure all required signatures are obtained before submitting. Finally, documentation proving attendance at the T-t-T course must be attached to the application.

After all forms are downloaded, filled out, signed appropriately, and supporting documentation attached, the forms should be merged into a single PDF file and:

- Saved with the following naming convention: “last name first initial-course applying for-level of instructor-task force”, e.g., “Smithj-hazmat specialist-lead-AATF1”
- Submit final, signed and scanned pdf application to: [2016 Hazmat US&R Instructor Process](#)

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The following time line will be used for the upcoming process:

- February 23th, 2016: Application Process begins for Hazmat T-t-T only – Hazmat T-t-T attendees may begin submitting applications using the application submission link.
- March 18th, 2016: Applications process closes – All applications must be uploaded by **COB March 18th, 2016**, at this time – each application will receive a review by no less than two divisional representatives during the next two weeks. All reviews will be done electronically.
- April 1st, 2016: Divisional Training Representatives submit all applications, both approved and denied to Training Sub Group Leader for final disposition.
- April 20th, 2016: All applications are processed and entered onto the National FEMA Instructors list
- April 29th, 2016: Completed instructor list submitted by Training Subgroup to US&R Branch for approval and distribution.

Completed Applications shall only be submitted using the link provided above, no direct emailing of the application to a Training Subgroup member will be accepted. Incomplete or improperly submitted applications will not be approved. Ensure the following components are part of your single PDF package:

- Application signed by all indicated
- Ethics form signed by applicant
- Evaluation form with applicants name and task force info filled in
- Proof of NFPA or equivalent instructor status to highest level obtained by applicant
- Certificate of attendance at the Hazmat T-t-T Instructor Class
- The file naming method specified above

The list submitted by the Training Subgroup to the US&R Branch for distribution will include all recent updates to the Instructor list not just the Hazmat T-t-T updates. The next anticipated instructor application period will be in the fall of 2016.

For additional information contact the appropriate Divisional Training Representatives as indicated below:

- West Division: Dave Bakus at dbakas@riversideca.gov
- Central Division: Mike Good at mgood@westmetrofire.org
- East Division: Jeff Rouse at rousej@miamidade.gov

Attachments:

FEMA US&R Instructor Application

cc:

US&R Strategic Group
US&R Advisory Group
US&R Branch Staff
FEMA Regional/Federal/International ESF #9 Representatives