



HAZARDOUS MATERIALS EMERGENCY PREPAREDNESS PROGRAM

Request for Training Guidelines

The Inter Tribal Council of Arizona, Inc. (ITCA) Hazardous Materials Emergency Preparedness (HMEP) Program conducts training and facilitates planning activities for Tribes in Arizona so tribes can be better prepared for emergencies that involve hazardous materials and transportation related.

In order to provide the best training possible and to ensure prudent use of federal funds, ITCA has identified a list of responsibilities for the ITCA HMEP Program and the host tribe (tribal lead contact person).

HMEP Program Responsibilities

The specific responsibilities of the HMEP Program are to:

- Work in coordination with host tribal lead contact person ensuring all training logistics are confirmed. Constant communication will be made with the tribal lead contact to ensure confirmation of training.
- Provide instructor(s) and training content (e.g., presentation slides, informational materials)
- Provide training materials to the participants (e.g., Emergency Response Guidebooks, DOT Chart)
- Provide invitation letter and training flyer for outreach purposes.

Host Tribe Responsibilities (tribal lead contact person)

The specific responsibilities of the host tribe are to:

- Arrange training date and location
- Notify tribal personnel of the training date and location
- Communicate with the HMEP Program Coordinator throughout the planning process to ensure logistics of the training are progressing.
- Immediately contact the ITCA should cancellation be necessary, at least one week prior to the training event.
- Refreshments (optional)

The host tribe should notify the ITCA HMEP Program immediately if they are unable to meet any of their responsibilities. Due to the resources and preparation required to provide this **FREE** service to Tribes in Arizona, ITCA requires that the host tribe confirms the training two (2) weeks prior to the scheduled date and guarantees a minimum of ten (10) training participants.

IMPORTANT: Training date(s) which remain unconfirmed, maybe cancelled or rescheduled.

Please fill out the training request form and return to the ITCA HMEP Program. For additional information, please contact Elaine Wilson, Environmental Programs Director, at (602) 258-4822, Elaine.wilson@itcaonline.com. The ITCA HMEP Program looks forward to jointly working with you on selected hazmat training courses.

2214 N. Central Ave., Suite 100 · Phoenix, Arizona 85004

Tel: (602) 258-4822 · Fax: (602) 258-4825

www.itcaonline.com



TRAINING REQUEST FORM

Please check training(s) you are requesting for:

- | | |
|---|---|
| <input type="checkbox"/> EPCRA 3-Hour Presentation | <input type="checkbox"/> Intermediate Incident Command System (ICS-300) |
| <input type="checkbox"/> First Responder Awareness 8-Hr | <input type="checkbox"/> Advanced Incident Command System (ICS-400) |
| <input type="checkbox"/> First-On-Scene Operations 16-Hr | <input type="checkbox"/> Hazmat Technical Decon Refresher 8-Hr |
| <input type="checkbox"/> First Responder Operations 24-Hr | <input type="checkbox"/> Hazmat for Dispatchers |
| <input type="checkbox"/> Site Incident Command 24-Hr | <input type="checkbox"/> 8-Hr HAZWOPER Refresher |

CONTACT INFORMATION

NAME:	TITLE:	
TELEPHONE:	EMAIL:	
TRIBE/AGENCY/ORG:		
DEPARTMENT:		
ADDRESS:		
CITY:	STATE:	ZIP CODE:

TRAINING INFORMATION

TRAINING LOCATION: _____

LIST REQUESTED TRAINING(S) WITH PROPOSED DATE(S):

1) _____

2) _____

3) _____

Please email or fax your request to:
Inter Tribal Council of Arizona, Inc.
ATTN: **HMEP Program**
Fax: (602) 258-4825
Email: nathan.nixon@itcaonline.com