Center for Domestic Preparedness
2016 Student Handbook

FEMA

Mission

Identify, develop, test, and deliver training to state, local, and tribal emergency response providers; provide on-site and mobile training at the performance, management, and planning levels; and facilitate the delivery of training by the training partners of the U.S. Department of Homeland Security.

Vision

An emergency response community prepared for and capable of responding to all-hazards events.

Values

Professionalism - Communication - Accountability - Collaboration

Service - Integrity - Courage

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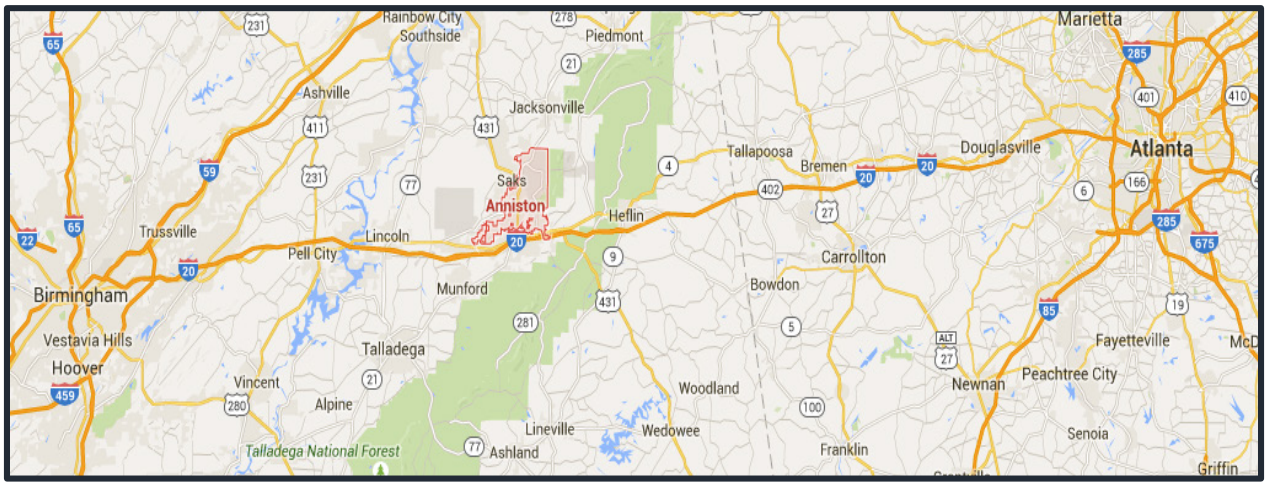
INTRODUCTION

Welcome to the Center for Domestic Preparedness

This handbook will prepare and assist you in your travel to, and training at, the Center for Domestic Preparedness (CDP). We wish to make this experience as smooth and positive as possible. Even if you have previously taken classes at the CDP, please read this handbook carefully as the policies and procedures may have changed since your last training experience; you are responsible for complying with the current policies and procedures.

Location

The CDP is located in Anniston, AL at the former Fort McClellan. It is located at the foothills of the Appalachian Mountains approximately 60 miles east of Birmingham and 90 miles west of Atlanta, GA, at exit 185 or 188 on I-20. Anniston, Alabama is located in the Central Time Zone.



History

In June 1998, the CDP opened its doors as a training center for the nation's emergency responders.

The CDP's interdisciplinary resident and nonresident training courses promote greater understanding among the following diverse responder disciplines: Emergency Management, Emergency Medical Services, Fire Service, Governmental Administrative, Hazardous Materials, Healthcare, Law Enforcement, Public Health, Public Safety Communications, and Public Works.

At the ***Chemical, Ordnance, Biological and Radiological Training Facility (COBRATF)***, the

CDP offers the only program in the nation featuring civilian training exercises in a true toxic environment, using chemical agents and biological materials. The advanced, hands-on training enables responders to effectively respond to real-world incidents involving chemical, biological, radiological, explosive, or other hazardous materials. Responders serve as the nation's first line of defense and deserve the highest-quality training available.

On March 31, 2007, the ***Noble Training Facility (NTF)*** was integrated into the CDP training center. In 1999, the former Noble Army Hospital was converted to a training site for health and medical education in disasters, to include both acts of terrorism and natural disasters. The NTF is the only hospital facility in the United States dedicated solely to training hospital and healthcare professionals in disaster preparedness and response. In January 2012, the Emergency Department was remodeled to offer an expanded trauma bay, modern treatment areas, sound and visual effect capabilities, hidden observation and control rooms, and a large waiting room. The larger space also includes triage stations, an ambulance entrance, hazmat isolation rooms, and a moulage area for role players. The NTF includes classrooms, break-out rooms, exercise/simulation areas, a resource center, computer lab, and two prototype mass casualty decontamination training lanes. Located just one block south of the CDP, the NTF includes an adjacent helipad.

The ***Advanced Responder Training Complex (ARTC)*** offers a cross-section of environments found in any community throughout the nation.

The complex provides responders with a realistic training environment, to exercise the skills acquired during training.

The ARTC includes a remodeled industrial park complex with simulated office space, medical clinic, fast food restaurant, facility maintenance,

biomedical laboratory, calibration laboratory, and shipping/receiving office.

Video and audio surveillance capabilities allow instructors to monitor

students during training exercises. Video and audio capabilities enhance the training safety and training realism and provide an excellent tool for post exercise analysis. An intercom system introduces various ambient sounds such as gunshots and crowd noise. The introduction of theater smoke allows students to train in a limited visibility environment. A railcar tanker prop incorporating a chlorine training simulator and a mock multi-car subway system provides emergency responders with the ability to respond to a rail emergency involving hazardous materials and mass casualties. These venues provide heightened realism and the ability to simulate complex emergency scenarios.

EMERGENCY AND COMMUNICATION INFORMATION

CDP Emergency Contact Information

Be sure you provide the following information to your family and employer/office staff:

- Telephone: (866) 213-9553 (7:30 a.m. – 4:30 p.m. Central Time)
- FAX: (256) 231-5555 /(256) 847-2222
- Email: StudentServices@cdpemail.dhs.gov
- Security (24 hours): (256) 847-2400
- Lodging Security (24 hours): (256) 847-2260/2261

Physical Address:

Center for Domestic Preparedness
61 Responder Drive
Anniston, AL 36205

Mailing Address:

Center for Domestic Preparedness
P.O. Box 5100
Anniston, AL 36205

Personal Mail

Personal mailboxes are not issued; however, a CDP Student Services representative will post any outgoing mail for you. Incoming mail is delivered to the Hospitality Desk in Bldg. 320. The following address may be used for mail delivery:

Center for Domestic Preparedness
ATTN: Student Name
Course Name/Number
P.O. Box 5100
Anniston, AL 36205

Telephone Calls

Telephones are available for official calls only. Official calls should be coordinated with a CDP Student Services representative.

Personal telephone calls are made at your expense. If circumstances require an immediate emergency call, notify a CDP Student Services representative or the Course Manager. Lodging rooms are equipped with telephones for both incoming and outgoing personal telephone calls. Outgoing long distance calls must be billed to an 800 service, a calling card, or a credit card. ***Emergency messages*** may be left at the following numbers:

- Student Services (866) 213-9553 (Mon. – Fri. 7:30 a.m. – 4:30 p.m. Central)
  (256) 847-2132 (Mon. – Fri. 7:30 a.m. – 4:30 p.m. Central)
- Operations Coordinator (256) 847-2332 (Mon. – Fri. 7:30 a.m. – 4:30 p.m. Central)
- Hospitality Desk (256) 741-3418

Internet Access

There are ***free internet access*** terminals on the first floor common areas of Dormitory Buildings 19, 21, 171, 277 and the Lobby Area, Bldg. 320. Please note that computers provided for use by students are federal property and must be used in accordance with federal regulations. Access to web sites of an adult nature or criminal activity is strictly prohibited. Wi-Fi is available throughout the lodging complex at no charge to you.

PRIOR TO ARRIVING AT THE CDP

Travel

By Air

The majority of flight arrangements are scheduled using ***electronic tickets (e-tickets)***. You will not have a traditional hard copy ticket, but you will have a flight confirmation sheet which contains your travel information (flight number, departure time, departure location, etc.). If your departure location does not have e-tickets available, your prepaid airline ticket will be sent by U.S. Postal Service or other shipping service such as UPS, Fed-Ex, etc., (signature required) the week before your travel date. The ticket provided is the property of the Department of Homeland Security (DHS); if unused, this ticket must be returned immediately to the mailing address listed on page 4 of the Student Handbook.

Upon arrival in Atlanta and after locating your luggage at the baggage claim terminal, please proceed to the South Baggage Claim Terminal where a CDP Student Support Services representative will be awaiting your arrival at the "window side" of Baggage Carousel 5 near the escalator entrance. For security purposes, please be prepared to show a government issued photo ID to the CDP Student Support Services representative.

A ***government-issued, REAL ID Act compliant form of identification (with photograph)*** as required by the U.S. Department of Homeland Security (for further information follow this link: http://www.dhs.gov/real-id-public-faqs) is required to board CDP transportation at the airport. If your government-issued photo ID does not qualify under these standards the CDP will conduct a security threat assessment prior to processing your application. Once you have checked in with the CDP Student Support Services representative, you will be able to place your luggage in a secure holding area and move about the airport until the time of departure. A Student Support Services representative will remain on-site, prepared to transport late arrivals to the CDP.

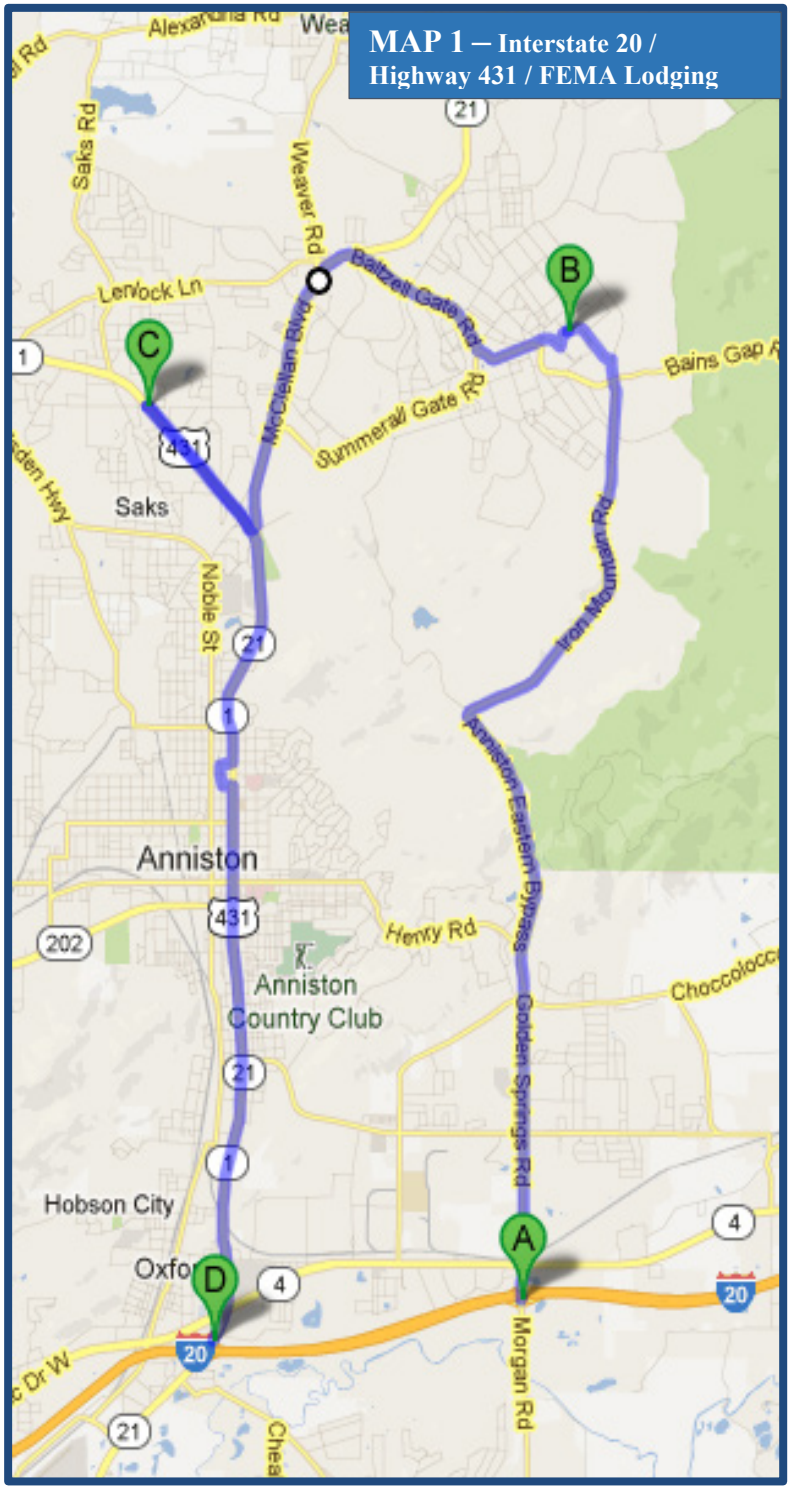
If ***a change to your ticket*** is made by you or your agency, you will be responsible for any additional expenses incurred. Unauthorized changes to your airline ticket may result in significant delays in your transportation from the airport to the CDP. All CDP transportation to and from the airport is scheduled based on the CDP-provided airline ticket.

If you experience ground and/or air travel delays or difficulty in locating CDP Student Support Services representatives at the airport, ***contact the Travel Department at (866) 213-9549 or (866) 213-9550*** as soon as possible. Alternative arrangements for transportation will be coordinated once notification is made.

Federal, Private Sector, and International students are required to make their own flight arrangements and are not authorized to receive reimbursement from the CDP. They are authorized to travel to the CDP on the provided bus transportation, at no cost, if prior arrangements are made through Student Support Services. If you are an international student, please be prepared to show your passport or visa to the CDP Student Support Services representative at the airport.

By Car

DRIVING DIRECTIONS to CDP *(GPS: lat 33.717094 – long 85.777731)*



MAP 1 – Interstate 20 / Highway 431 / FEMA Lodging

I-20, EXIT 188 *(MAP 1, point A)*

On I-20, ***take exit 188.*** Travel north on Morgan Rd. /Leon Smith Pkwy. /Golden Springs Rd. /Veterans Memorial Pkwy. over the mountain until you get to ***Iron Mountain Rd.*** Turn right on Iron Mountain Rd. and follow until you come to ***Bains Gap Rd.***, (blinking red light). Go through the intersection for one block, turn left onto an unnamed road, and follow to the gated lodging entrance on the left. *(MAPS 1 & 2, point B)*

I-20, EXIT 185 *(MAP 1, point D)*

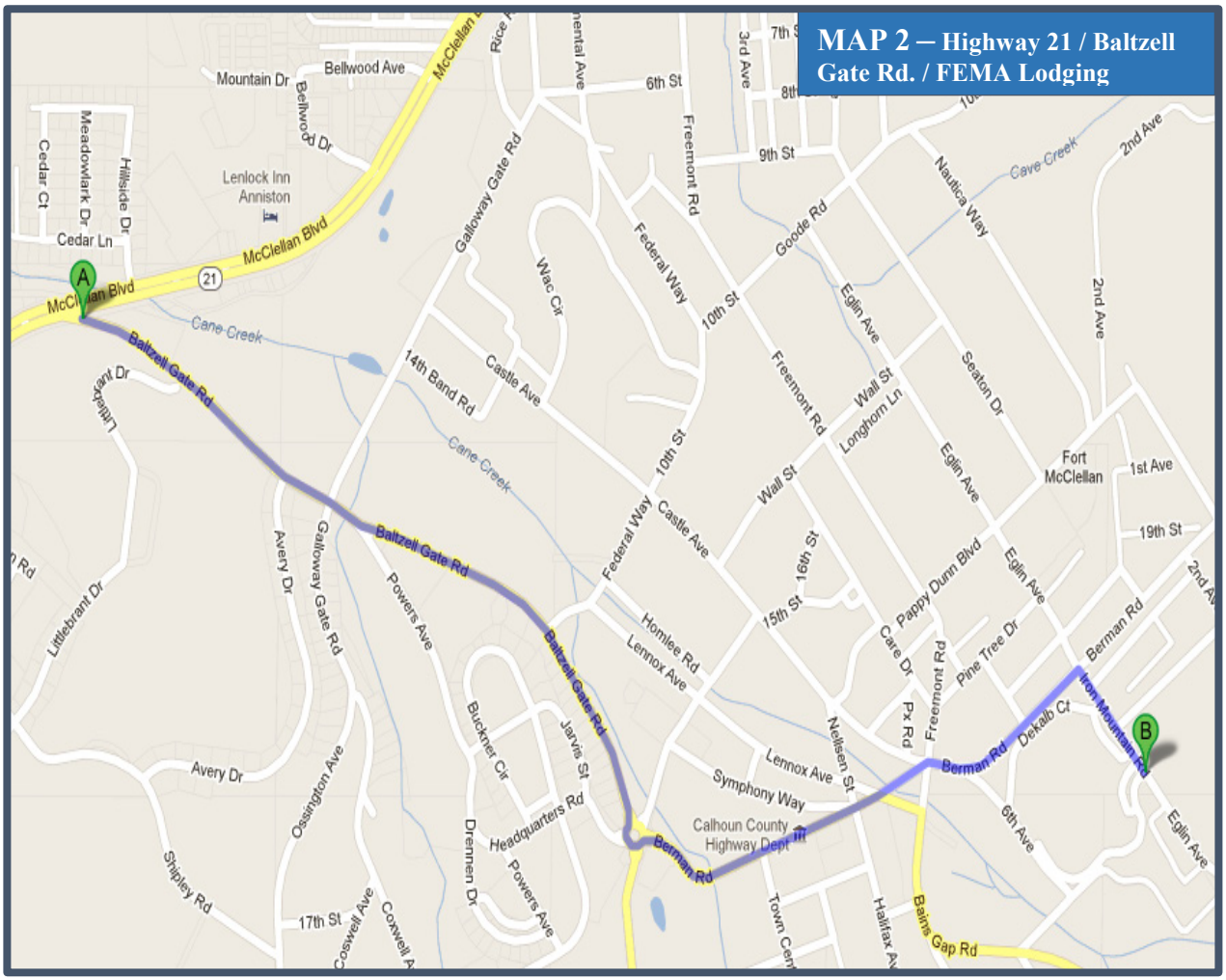
On I-20, ***take Exit 185*** (AL Hwy. 21 Oxford /Anniston). Drive north on AL Hwy. 21 towards Anniston /Jacksonville State University following the signs to Fort McClellan… (See Fort McClellan area directions on next page.)

HWY 431 *(MAP 1, point C)*

Take US Hwy. 431 South to Hwy. 21/McClellan Blvd. Turn left onto McClellan Blvd., drive north on AL Hwy. 21 following the signs to Fort McClellan…(see Fort McClellan area directions on next page.)

Fort McClellan Area *(MAP 2)*

…Turn right onto Baltzell Gate Rd. *(MAP 2, point A)* and proceed to the traffic circle. Enter traffic circle and take the third exit onto Berman Rd. Follow Berman Rd. until you come to Iron Mountain Rd.; turn right onto Iron Mountain Rd., to the gated lodging entrance on the right *(MAPS 1 & 2, point B)*.



A Security Officer will greet you at the gate, verify your identification, and direct you to the CDP Hospitality Desk in Bldg. 320.

Mileage

Privately owned vehicle drivers are authorized reimbursement at the current authorized mileage rate, per Federal Travel Regulation 301-10.303, up to the equivalent cost of airfare from your residence. Mileage in and around the CDP is not reimbursable. Passengers will not receive mileage reimbursement. If you travel in an agency vehicle (city, county, state or tribal) you will not be reimbursed for mileage. Federal, private sector, and international students are not authorized to receive mileage reimbursement from the CDP.

Authorized travel days are identified on your Travel Orders; the FIRST and LAST day of the training program. Your training dates are reflected on the General Release Agreement.

Parking Permit

All vehicles must ***obtain a parking permit*** from the CDP Hospitality Desk at Bldg. 320 in order to park in the lodging area.

UPON ARRIVING AT THE CDP

Identification (ID) Badges

Your student ID badge is issued upon arrival. ID badges are required to be worn above the waist at all times while at the CDP, except when the ID badge would obstruct training-related performance.

Alcoholic Beverages

Alcoholic beverages will not be sold to anyone under 21 years of age, nor to anyone in an obviously intoxicated condition. Consumption of alcoholic beverages (beer and wine only, no liquor) is limited to the ***Recovery Zone Lounge***, Bldg. 251, and individual dormitory rooms. In addition, alcoholic beverages will not be consumed or possessed by personnel in training during normal working hours or adjacent to a training area at any time. Personal quantities of beer and wine only are allowed in individual dormitory rooms. Open containers of alcoholic beverages are prohibited in any common or outdoor areas in the lodging complex. The CDP reserves the right to either limit or refuse the purchase of alcoholic beverages to patrons of the Recovery Zone Lounge.

Weapons

Federal law prohibits the introduction of weapons into federal property. ***Do not bring weapons of any kind to campus.*** Weapons include knives with blades longer than 3 inches, bow and arrows, ammunition, rifles, shotguns, pistols, etc. If you arrive at the CDP with weapons of any kind without prior written approval, your entry to campus may be denied. Due to heightened security requirements, security and law enforcement personnel may search you, your vehicle, or your luggage.

Tobacco Use

Tobacco products cannot be used in CDP facilities, to include dormitories. All CDP training facilities have ***designated outdoor smoking areas*** and areas for the use of smokeless tobacco products. Please *restrict the use of tobacco products to these designated areas.* ***E-cigarettes*** are also restricted and cannot be used in CDP facilities, use of these devices is restricted to 25 feet from any entryway.

Policy Violations

Violations to the policies outlined in this handbook may require that you be removed from training and returned to your agency.

GENERAL INFORMATION

Training Materials and Support

Upon arrival at the CDP, you will be provided either ***printed or electronic student manuals*** along with information about the learning event and details about the availability of support staff. If an ***electronic based strategy*** (e.g., computer or e-book) is used, the CDP will provide equipment, user guides and professional personal assistance during training.

You may obtain copies of these training materials by accessing your Student Portal at https://cdp.dhs.gov/students/, logging in with your FEMA SID, and going to the section marked "CDP Document Library".

Continuing Education Units

When you successfully complete your training, you will receive ***Continuing Education Units*** (CEUs) through the International Association for Continuing Education & Training (IACET).

Additional credits may be awarded based on the course you successfully complete and your profession.

- Physicians, and other healthcare professionals, may be awarded ***Continuing Medical Education*** (CME) credits through the University of Alabama at Birmingham (UAB).
- Nurses are awarded Continuing Education (CE) contact hours through the ***Alabama Board of Nursing*** (ABN).
- Law enforcement officers may be awarded ***Police Officer Standards and Training*** (POST) credit (some states have special provisions). Check with the Registrar's office, the training staff will direct you.
- EMTs and Paramedics may receive CE credits from the ***Continuing Education Coordinating Board for EMS*** (CECBEMS).
- Environmental Health Professionals may be awarded CE credits through the ***National Environmental Health Association*** (NEHA).
- Students with hazardous materials first responder training attending the Emergency Responder Hazardous Materials Technician for CBRNE Incidents (ERHM) course may be eligible for ***Pro-Board and International Fire Service Accreditation Congress (IFSAC) Certification*** through testing conducted by the Alabama Fire College.

Transcript Requests

You may obtain an ***official transcript*** by sending an email to StudentServices@cdpemail.dhs.gov or calling Student Services at (866) 213-9553/(256) 847-2132 (7:30 a.m. ~ 4:30 p.m. Central Time) if you have any questions.

You may obtain a ***duplicate certificate*** for any class attended at the CDP by accessing your Student Portal at https://cdp.dhs.gov/students/, logging in with your FEMA SID, and going to the section marked "My Past Training".

General Climate Information

The CDP is located in northeastern Alabama. It is generally a mild climate. Summer months are usually hot and humid, and inclement weather may include thunderstorms and possible tornadoes. Below is a climate table which lists temperature and precipitation averages for the area.

Month	Average High	Average Low	Average Precipitation	Inclement Weather
January	52.1 F	31.9 F	5.10 inches	11 days
February	57.4 F	34.9 F	4.72 inches	10 days
March	66.1 F	42.3 F	6.19 inches	11 days
April	74.8 F	49.5 F	4.96 inches	9 days
May	81.2 F	58.0 F	4.85 inches	10 days
June	87.5 F	65.6 F	3.73 inches	10 days
July	90.2 F	69.7 F	5.25 inches	12 days
August	89.5 F	69.0 F	3.59 inches	10 days
September	84.2 F	63.1 F	3.93 inches	8 days
October	74.8 F	50.7 F	2.81 inches	6 days
November	64.3 F	41.6 F	4.33 inches	9 days
December	55.9 F	35.3 F	5.12 inches	11 days

Local Transportation

Local transportation is provided to and from all training areas and support facilities on a scheduled basis. CDP Student Support Services operates a ***shuttle service*** from 5 p.m. until 10 p.m., Sunday through Friday for activities within a 15 mile radius of the CDP. Last pick-up will be at 9:30 p.m. for return to the lodging area. The telephone number to a ***local taxi service*** is provided on the back of each student badge, and the cost of using a taxi service is the responsibility of the student.

Emergency transportation requirements should be directed to the CDP Student Support Services representative as soon as the requirement is known. Student Support Services will coordinate your emergency transportation and appropriate airline reservations.

Lodging Facilities

Upon arrival, please inspect the condition of your room and all items in the room. Any damaged, broken items should be reported to the Hospitality Desk (Bldg. 320, (256) 741-3418). ***Your room and amenities*** are provided at no cost to you or your agency. Each room includes a full-size bed, telephone, in-room coffee service, television, and clock radio with an adjoining shared bathroom.

Daily housekeeping service is provided. A closet key is available and may be obtained from the Hospitality Desk (Bldg. 320) if you have valuables you wish to secure in your room. Only ***registered students*** are permitted to stay at the CDP lodging facility.

Federal, private sector, and international students are required to pay for the room at a cost of $25.00 per night (price subject to change).

Quiet Time begins at 10:00 p.m. each evening, so please be considerate of your fellow students and their need for rest.

Superintendent's Policy—Equal Opportunity (Summary)

The CDP has a ***zero tolerance policy*** for any behavior or discrimination that violates ***Title VII of the Civil Rights Act of 1964***. Professionals at all levels are responsible for setting the example in maintaining an environment which is free from harassment based on gender, race, color, religion, national origin, age, disability, or sexual orientation. Each individual must be able to work/train in an atmosphere unobstructed by discrimination, intimidation, or harassment and such conduct will not be tolerated. All complaints of harassment will be investigated promptly and impartially.

Superintendent's Policy—Anti-Sexual Harassment (Summary)

The CDP has a ***zero tolerance policy*** for any behavior which constitutes sexual harassment. Professionals at all levels are responsible for setting the example in maintaining an environment which is free from harassment. In addition to the obvious forms of sexual harassment, a wide range of more unwelcome subtle behaviors have been found to constitute sexual harassment because these behaviors could create a hostile or offensive work environment. These include, but are not limited to: sexual teasing and innuendo; making propositions; jokes of a sexual nature; indecent or vulgar remarks/winking/whistling, staring/ogling that causes humiliation; posting sexually oriented pictures, cartoons or other visual materials that may be viewed as offensive; making sexual gestures with hands or body movements; deliberate touching, leaning, cornering, or pinching. All complaints of sexual harassment will be investigated promptly and impartially.

Superintendent's Policy—Photography and Videography (Summary)

Absolutely NO photographs or videos are allowed at the Chemical, Ordnance, Biological, and Radiological Training Facility (COBRATF). Photographs may be taken inside classrooms of the CDP only with the consent of all occupants. This policy does not preclude "fond memory" type photographs or videos as a part of the training experience. Photography is permitted outside using Bldg. 61, the Noble Training Facility, the Advanced Responder Training Complex, and lodging as backdrops; however, every effort should be made to avoid photos or videos of physical security measures and security personnel.

Superintendent's Policy—Safety (Summary)

Nothing is worth the accidental loss of a life, personal injury, damage to personal or government property or destruction of the environment. Risk management must be fully integrated into all

training. The basis for achieving ***a safe working/training environment*** is a partnership between you, your fellow students, and the CDP staff. Safety is always our number one priority. While attending courses at the CDP, remain mindful of your environment and actions.

Superintendent's Policy—Violence in the Workplace (Summary)

All professionals must focus their efforts on providing an ***environment free from violence, threats of violence, harassment, intimidation, or other disruptive behavior***. The staff of the CDP will maintain open communication with all personnel and foster an atmosphere of care and concern. Staff members and students should be alert for behavior patterns which could lead to violence. All reports of violence or potential violence will be taken seriously and will be dealt with appropriately. Any student who jeopardizes the safety of the training environment through hostile language or acts will be removed from training and returned to his or her jurisdiction without receiving credit for attendance and training. The student will also be prohibited from attending future CDP training.

Medical Requirements

The following medical conditions, as identified on the ***medical screening form***, will disqualify student participation in certain portions of hands on training:

- High blood pressure (greater than 150 over 90).
- You will not be permitted to train at the COBRA Training Facility if you have facial hair that interferes with the sealing surface of the Air Purifying Respirator (APR) face piece. The CDP exceeds the requirements listed in Occupational Safety and Health Administration (OSHA) regulation 29 *Code of Federal Regulations* (C.F.R.) 1910.134. [29 C.F.R. 1910.134 (g)(i)(A)] and 29 C.F.R. 1910.134, Appendix A, 'Fit Testing Procedures (Mandatory)', point #9.
- Heat injury within 72 hours of the beginning of CDP training.

The ***American National Standards Institute*** authorizes the wearing of ***contact lenses*** in an approved respirator**.** If you have contact lenses, it is recommended that you bring them with you. If you bring a ***prescription insert***, CDP instructors will determine whether the insert is compatible with CDP provided personal protective equipment (PPE).

Personal Injury/Illness

If you are ***injured or feel ill during training***, notify the nearest CDP staff member immediately. After duty hours, notify the Hospitality Desk at (256) 741-3418. Your orientation packet contains a list of emergency telephone numbers; please do not hesitate to call the emergency numbers if needed. There are several ***hospitals and urgent care facilities*** in the area: Northeast Alabama Regional Medical Center Anniston and Jacksonville Medical Center, or Stringfellow Memorial Hospital. If you use prescription medication, bring an appropriate amount for the duration of your training. Each individual student is responsible for any medical or dental treatment costs incurred. It is recommended you carry your ***health insurance information*** with you.

Evacuation/Shelter In-Place Plans

Classrooms: Evacuation/shelter in-place plans are posted in all classrooms. Follow the instructions of the staff and/or the posted plan.

Lodging: The evacuation/shelter in-place plans are posted in your room and should be reviewed upon check-in. The lodging area has fire alarms and smoke detectors installed. If you hear the fire alarm or weather siren, follow the instructions on the posted plan.

Training Facilities: Evacuation/shelter in-place plans are posted in all training facilities. Follow the instructions of the staff and/or the posted plan.

COBRA Training Facility

The Chemical, Ordnance, Biological, and Radiological Agent Training Facility (COBRATF) is ***the Nation's only toxic agent training facility*** dedicated specifically for civilian emergency response training. If you are attending a course that includes training at the COBRATF, you must adhere to the following additional requirements:

- Pre and post ***blood draws*** are *required*.
- ***Contact lenses*** may be worn in the COBRATF. ***Prescription glasses*** cannot be worn with the air-purifying respirator (APR). Please be aware that some students have not been able to complete their training, in this environment, due to vision restrictions.
- ***Personal grooming***, for male students, requires a mustache be neatly trimmed and facial hair trimmed to ensure the secure seal of the face piece of a solid air purifying respirator.
- Lockers for your ***personal items*** (clothing, jewelry, etc.) are provided at the COBRATF. Personal items are not allowed in the toxic training area. COBRATF staff will provide you with all clothing and equipment required for toxic agent training.
- At the end of the training event, you will participate in doffing procedures that include ***gender specific communal showers***.
- You may depart from the CDP only after ***the post-COBRATF exit blood draw*** has been completed and test results annotated. The blood draw is conducted the day after the training.

STUDENT RESOURCES

Meals

The ***CDP Dining Facility*** is located in Bldg. 17. The Dining Facility offers a wide selection of breakfast and dinner entrees. Meals are provided to all state, tribal, and local students at no cost. The meal schedule is listed below (class events may require modification to this schedule):

- Breakfast 5:30 a.m.–7:30 a.m.
- Lunch At the training site
- Dinner 5:30 p.m.–7:30 p.m.

Federal, Private Sector, and International students will be required to pay for your meals, as follows: Breakfast $10.39; Lunch $12.13; Dinner $15.04 (all prices listed are subject to change).

Banking Facilities

There are ***ATM*** machines located at the CDP Hospitality Desk (Bldg. 320), the Recovery Zone Lounge, NTF and CDP (Bldg. 61) dining facilities. A local credit union has an ATM located near the McClellan Post Office, in the McClellan Park, Medical Mall parking lot. Numerous other ***banking institutions*** are in the local area.

Fitness Facilities

The CDP does not currently have fitness facilities on-campus. Two nonaffiliated ***fitness centers*** are available off-campus for student use while staying at the CDP for a minimal cost. The facilities are open daily until 9 p.m. Further information is available at the CDP Hospitality Desk, Bldg. 320. The below activities are available at the fitness centers.

Nautilus equipment	Heated indoor pool	Cardio room	Sauna
Racquetball	Sauna-Vibe massage	Free weights	Basketball

Alumni Base Camp Store

The ***Alumni Base Camp Store*** has a wide selection of souvenirs for students. It is open from 11 a.m. to 1 p.m. Monday through Thursday as well as Tuesday evening from 5 p.m. to 6 p.m. The store is located on the first floor of the main training complex, Bldg. 61. If you are attending classes at Noble Training Facility, you can catch a shuttle bus to the store on Tuesday evenings from the lodging area.

STUDENT RESPONSIBILITIES

Attendance

All students attending a CDP course ***may not miss more than 10% of training and must complete all course requirements*** in order to receive a Certificate of Completion, CE credits and/or CEUs.

All registered CDP students must be ***18 years of age or older***.

Substitutions

A request to consider an equally qualified student to ***substitute for a student who cancels*** a class must be accompanied by a completed CDP Application in the on-line Training Registration System at https://cdp.dhs.gov/trs. If approved and space is available, the substitute will receive notification and travel authorization from the CDP.

Physical Conditioning

The CDP requires each student to be ***physically prepared*** to attend training. Our intent is to prevent undue risk to your health and safety. Due to heat and work conditions in PPE Level A, B, and C, personal care and awareness are essential. The climate and altitude in Anniston may differ from your home environment. ***Alabama weather*** becomes extremely hot and humid during the summer, and weather is subject to change rapidly during the fall and winter months. Please take this into consideration before any form of strenuous exercise. Exercise safely and remember to hydrate yourself before, during, and after exercising.

Training Attire

Training attire is casual for the duration of the course. When attending CDP classes, it is each student's responsibility to ***use good judgment in selecting attire that projects a professional image*** and is appropriate for both the local climate and classroom activities. Classroom sessions will be held in climate controlled buildings, with the thermostats set at 70˚. During outdoor training, students should consider wearing durable clothing relevant to the training environment. Agency-prescribed dress or uniform is acceptable for training. If your class will be participating in hands-on training, slacks or jeans are recommended attire for that day as well as additional T-shirts and white tube socks in order for you to change from wet to dry clothing, as needed. ***Flip flops and tank tops are not permitted during training; open toed shoes are not allowed during hands-on training exercises.***

If CDP staff determines that a student's attire is inappropriate, the student will be required to change into more appropriate clothing before being allowed to continue training.

If you are attending ***Field Force Extrication Tactics*** (FFE) (PER 202) or ***Field Force Operations*** (FFO) (PER200), prescribed dress or uniform for class is as follows:

- Appropriate inside/outside weather related training attire. After the first morning, all training is conducted outside.

- Outside attire must include 100% cotton pants such as tactical/cargo pants and cotton shirt (sparks from cutting tools will cause polyester blends to melt or burn).
- Safety shoes/boots (Steel or composite toe recommended)
- Cotton T-shirt
- Rain gear (recommended)
- Leather gloves, ear and eye protection are provided (students have the option to use their own).
- Knee pads (recommended)
- Hydration/Camel Packs (recommended)

Conduct

Please remember that while attending training, you are a professional representing your agency and are expected to ***maintain the highest standards of conduct*** during both training and leisure time. Any violation of CDP policy will require the CDP Registrar to determine the consequences. You will be allowed to rebut any contention of misconduct. If the situation or infraction is serious enough you could be sent back to your jurisdiction before completing your training.

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