



**Center for Domestic Preparedness  
Student Handbook  
2010**



**FEMA**

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## Welcome to the Center for Domestic Preparedness

The information provided in this student handbook is designed to help make your travel to and training at the Center for Domestic Preparedness (CDP) as smooth and successful as possible. Even if you have taken classes at the CDP previously, please read this handbook carefully. ***The policies and procedures may have changed since your last training experience; you are responsible for complying with the current policies and procedures.*** We suggest that you provide a copy of the “Emergency Contact Information” located on page 15 to your family and office staff in the event they need to contact you while you are at the CDP.

If you have any questions, you may contact us at (866) 213-9551 or (866) 213-9553.

You may send an email to: [StudentServices@cdpemail.dhs.gov](mailto:StudentServices@cdpemail.dhs.gov)

If you need to fax information to the Student Services office please note the following fax numbers:

(256) 231-5555 or (256) 847-2222



# FEMA

Center for Domestic Preparedness

P.O. Box 5100

Anniston, AL 36205

## **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.) 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 Services representative will be awaiting your arrival. They will be located at the “window side” of Baggage Carousel 5 near the entrance to the escalator. The check-in location will be identified by a CDP sign on an easel. **For security purposes be prepared to show two photo ID’s, one of which must be government issued, to the CDP Student Services representative.** PLEASE HAVE YOUR IDENTIFICATION WITH YOU, NOT IN YOUR LUGGAGE! If you do not have the photo ID’s you will not be permitted to board CDP transportation at the airport. Once you have checked in with the CDP Student 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 Services representative will remain on-site, prepared to transport late arrivals to the CDP.

**If you are a student from a foreign country**, please be prepared to show your passport or visa to the CDP Student Services representative at the airport.

**NOTE: 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 Center for Domestic Preparedness on the provided bus transportation at no cost if prior arrangements are made through Student Services.**

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; if unused, this ticket must be returned immediately to the address listed at the bottom of page 2 of the Student Handbook.

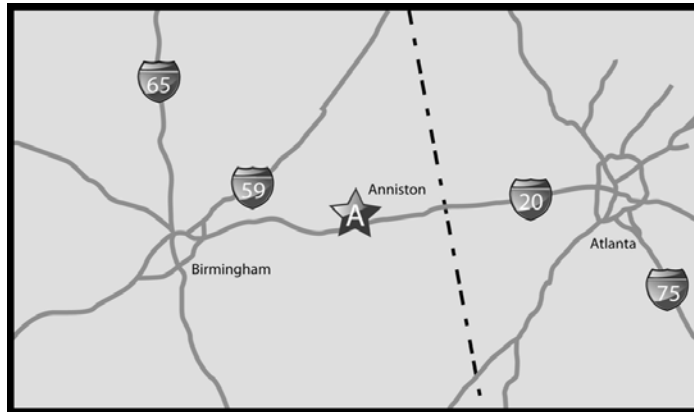
**You are not authorized to change your ticket.** If a change to your ticket is made by you or your agency, you will be responsible for any additional expenses incurred. Unauthorized changes to your airline ticket may result in significant delays in your transportation from the airport to the CDP. All CDP transportation to and from the airport is scheduled based on the CDP provided airline ticket.

Students who experience ground and/or air travel delays or difficulty in locating CDP Student Services representatives at the airport should contact Student Services at (866) 213-9551 or (256)

847-2072 as soon as possible. Alternative arrangements for transportation will be coordinated once notification is made.

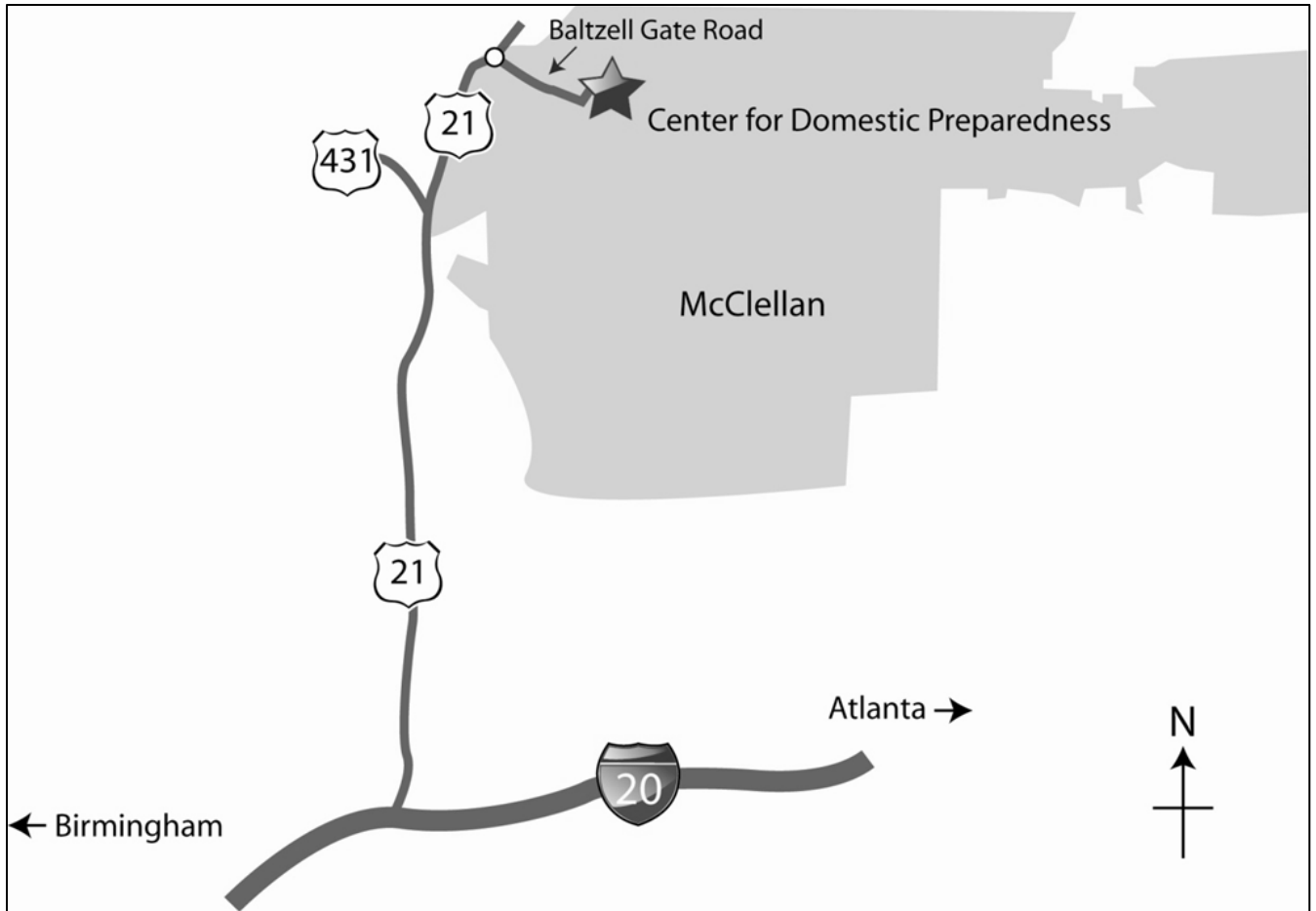
**DRIVING TO THE CDP:**

The CDP is located in Anniston, Alabama approximately 90 miles west of Atlanta, Georgia and 60 miles east of Birmingham, Alabama, at exit 185 on I-20. Anniston, Alabama is located in the Central Time Zone.



**DRIVING DIRECTIONS:**

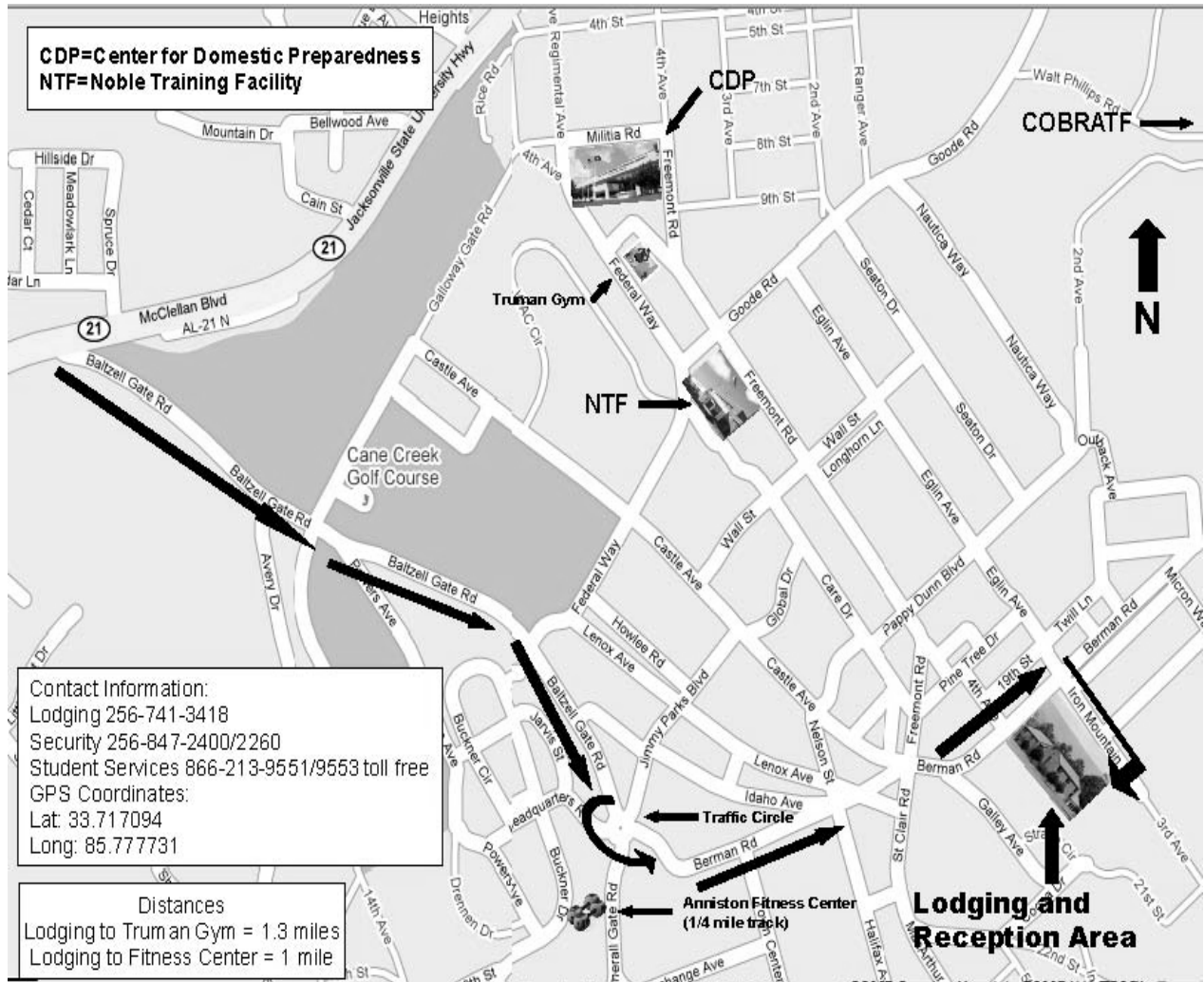
Driving from the direction of Atlanta or Birmingham on I-20 take Exit 185 (AL Hwy. 21 Oxford/Anniston), heading north on AL Hwy. 21 in the direction of Anniston/Jacksonville State University, follow the signs to Fort McClellan. From exit 185 on AL Hwy 21, drive 8.8 miles, turning right onto Baltzell Gate Road.



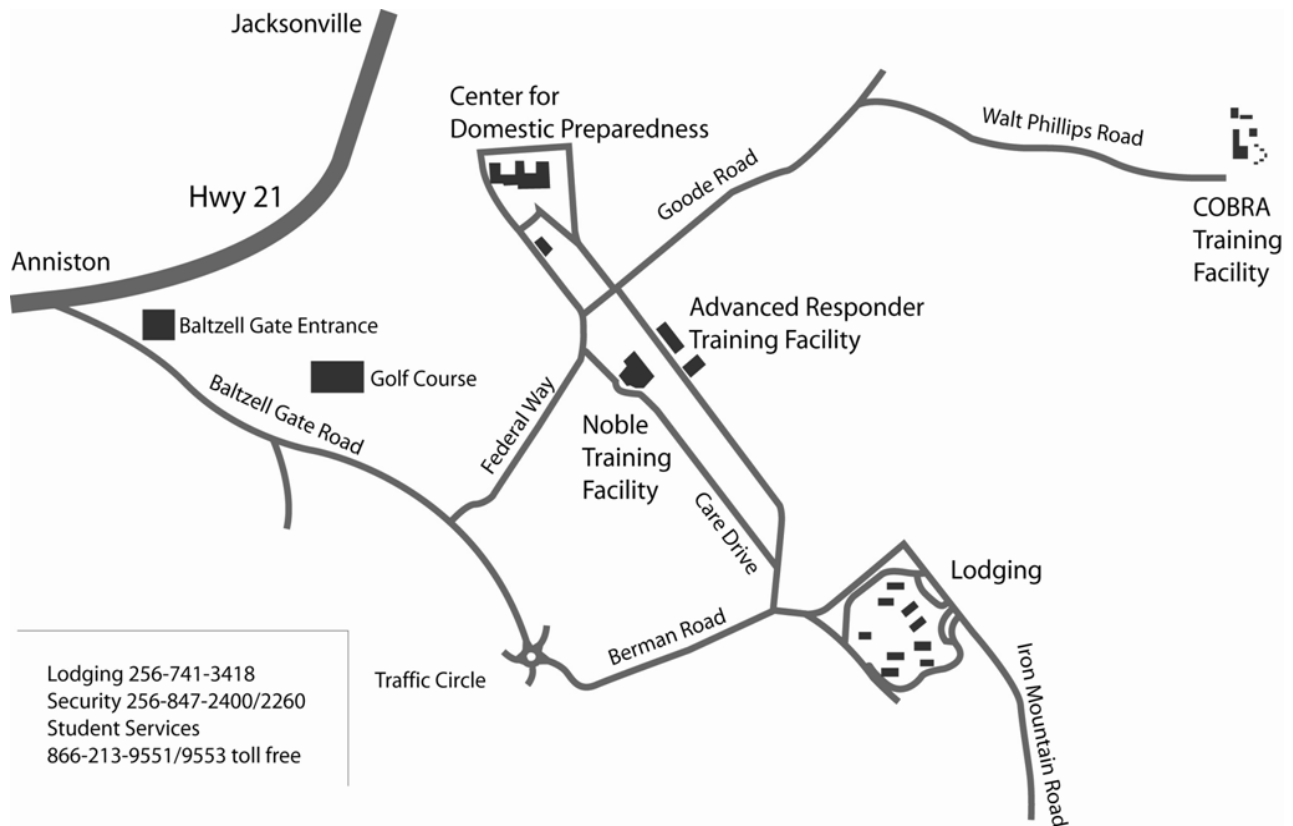
**DRIVING DIRECTIONS (continued):**

Follow the posted signs 6/10 of a mile to Homeland Security Registration/Lodging, veering left at the fork in the road. Continue on Baltzell Gate Road to the traffic circle. Take the 3rd exit off the traffic circle marked Berman Road. Remain on Berman Road for 1 mile, multiple roads fork off, remain on Berman Road following the DHS Registration signs to Iron Mountain Road, turn right. From Iron Mountain road the entrance is 2 blocks ahead, marked by a blue sign, "Center for Domestic Preparedness, Responder Hospitality Hall." A Security Officer will greet you at the gate and verify your identification. Once entrance has been gained proceed to the CDP Hospitality Desk in Building 320.

The local driving directions are on the map below and include GPS coordinates for the Lodging facility.



Upon arrival, report to the CDP Hospitality Desk at Building 320, no later than 4:00 p.m. Central Time. For security purposes, be prepared to **show two photo ID's, one of which must be government issued.**



NOTE: If you experience any difficulties (car trouble, traffic problems, etc.) contact CDP Student Services at (866) 213-9551 or (256) 847-2072 as soon as possible.

## **POLICIES**

### **ATTENDANCE:**

**You are required to be present for all sessions of the course you are attending.**

### **SUBSTITUTION:**

**A substitute student for a CDP course(s) is made on a case by case basis;** a seat does not belong to an organization.

A request to consider an equally qualified student must be accompanied by a completed CDP Training Application. The application **must be** submitted for signature through the appropriate State Training Office, State Administrative Agency (SAA) or designee.

### **LODGING:**

Dormitory lodging is provided on-site. Each room includes a full-size bed, telephone and in-room coffee service, television and clock radio with an adjoining shared bathroom. Daily



housekeeping service is provided. Your room and amenities are provided at no cost to you or your agency. A closet key is available and may be obtained from the Hospitality Desk (Building 320) if you have valuables you wish to have secured in your room.

**Note: Federal, Private Sector and International students are required to pay for the room.**

Free use of internet access terminals is available and located on the first floor common areas of Dormitory Buildings 17, 19, 21, 171, 277 and the Hospitality Desk. 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. WIFI is available throughout the lodging complex at no charge to the student.

**MEALS:**

The CDP Dining Facility is located in Building 17. The Dining Facility offers a wide selection of breakfast and dinner entrees. 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.

Meals and snacks are provided to all state, tribal, and local students at no cost.

Federal and all other students will be issued a meal card. You will only pay for meals that are consumed. Breakfast \$9.00; Lunch \$10.00; Dinner \$15.00.

**FIREARMS:**

**All firearms are prohibited on the CDP campus.** Due to heightened security requirements, security and law enforcement personnel may search you, your vehicle, or your luggage. For your own protection, and to expedite your processing into the CDP, **do not bring weapons of any kind to the CDP campus.** Weapons include knives with blades longer than 3 inches, bow & 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 will be denied.**

**LOCAL TRANSPORTATION:**

Local transportation is provided to and from all training areas and support facilities on a scheduled basis. CDP Student Services operates a shuttle service from 5:00 p.m. until 10:00 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 requests should be directed to the CDP Student Services representative as soon as the requirement is known. Student Services will coordinate your emergency transportation and appropriate airline reservations.

**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 the FIRST and LAST day of the training program. Your training dates are reflected on the General Release Agreement.

**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.

**SMOKING:**

Smoking in Federal facilities is prohibited. Each building has a designated outdoor smoking area.

**ILLEGAL DRUG USE:**

Illegal drug use is prohibited at the CDP.

**ALCOHOLIC BEVERAGES:**

The minimum age for consumption of alcoholic beverages in Alabama is 21 years of age. There is no exception to this law at the CDP. Consumption of alcoholic beverages (beer and wine only, no liquor) is limited to the Recovery Zone and individual dormitory rooms. Personal quantities of beer and wine only are allowed in individual dormitory rooms. "Drinking" parties and 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.

## **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.

### **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.

## **SUPERINTENDENT’S POLICY - EQUAL OPPORTUNITY: (Summary)**

The Center 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, and sexual orientation. Each individual should 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 - 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 their jurisdiction without receiving credit for attendance and training. The student will also be prohibited from attending future CDP training.

## **TRAINING ATTIRE:**

Training attire is casual for the duration of the course. When attending CDP classes, it is each participant'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. During outdoor training, students should consider wearing durable clothing relevant to the training environment. Agency-prescribed dress or uniform is acceptable for training. Slacks and jeans are recommended for all hands-on (lanes) training. Flip flops, sandals and tank tops are not permitted.

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

If you are attending **Field Force Extrication Tactics (formerly known as Protester Devices Course) (PER 202)**, 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)
- Steel-toed boots
- Cotton T-shirt
- Rain gear (recommended)
- Inexpensive leather gloves, ear and eye protection are provided (students have the option to use their own)

## **COBRA TRAINING FACILITY:**

The Chemical, Ordnance, Biological, and Radiological Agent (COBRA) Training Facility is the Nation's only toxic agent training facility dedicated specifically for civilian emergency response training. The HARM, HT, HOT-B, HOT-I, and TERT courses include exercises in the Northville Training community and the COBRA Training Facility. Those attending these courses should note these additional requirements:

- A pre and post blood draw is **required**.
- Personal hygiene for male students requires a mustache be neatly trimmed and facial hair trimmed to insure the secure seal of the face piece of a solid air purifying respirator.

- Pre-COBRAF training briefing includes information on personal clothing, jewelry, etc.
- The training event concludes with each student participating in doff procedures that include gender specific communal showers.
- Student departure from the CDP is authorized only after the post COBRA entry blood draw has been completed the next day or the day after the training and the test results annotated.

### **PHYSICAL CONDITIONING:**

The CDP requires each student to be physically qualified to attend training. Our intent is to prevent undue risk to your health and safety. Due to heat and work conditions in Level A, B, and C personal protective equipment, personal care and awareness are essential. The climate and altitude in Anniston may differ from your home environment. It 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.

### **MEDICAL REQUIREMENTS:**

In accordance with the medical screening form, the following medical conditions will disqualify student participation in certain portions of hands on training:

- High blood pressure (greater than 150 over 90).
- Facial hair (facial hair that interferes with the sealing surface of the air purifying respirator face piece and the face is NOT allowed). The CDP exceeds the requirements listed in OSHA regulation 29 CFR 1910.134. [29 CFR 1910.134 (g)(1)(A)] & 29 CFR 1910.134, Appendix A, 'Fit Testing Procedures (Mandatory)', point #9.
- Heat injury within 72 hours of the beginning of CDP training.

***NOTE: The American National Standards Institute authorizes the wearing of contact lenses in an approved respirator. If you have contact lenses, it is recommended you bring them with you. If you have a prescription insert, please have them in your possession when you arrive. Instructors will determine whether the insert is compatible with CDP provided PPE.***

### **PERSONAL INJURY/ILLNESS:**

If you are injured or 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. There are several hospitals and urgent care facilities in the area: Jacksonville Hospital, Stringfellow Memorial Hospital, and Northeast Alabama Regional Medical Center. 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.

## **GENERAL CLIMATE INFORMATION:**

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

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

## **COURSE CONTINUING EDUCATION UNITS:**

All CDP courses are issued Continuing Education Units through the International Association for Continuing Education & Training (IACET).

Additional credit may be awarded based on course and profession for:

- Physicians, and other healthcare professionals, may be awarded CMEs through the University of Alabama (ACCME)
- Nurses are awarded CEUs through the Alabama Board of Nursing (ABN)
- Law Enforcement Officers may be awarded POST credit, (some states have special provisions) check with CDP Registrar
- EMT's and Paramedics may receive CEUs from the Continuing Education Coordinating Board for EMS (CECBEMS)
- Veterinarians and Veterinarian Technicians are awarded CEUs through Auburn University
- Environmental Health Professionals may be awarded CEUs through the National Environmental Health Association (NEHA)

**TRAINING TRANSCRIPTS:**

Transcripts are available upon request. Call 1-866-213-9551 or send an email to: [StudentServices@cdpemail.dhs.gov](mailto:StudentServices@cdpemail.dhs.gov)

**FITNESS FACILITIES:**

The Truman Gym and McClellan Fitness Center are available for all students at minimal cost. Further information is available at the CDP Hospitality Desk, Building 320. The facilities are owned and operated by the City of Anniston. The facilities are open daily until 9:00 p.m. The following activities are available:

**Truman Gym**

Heated indoor pool  
Racquetball  
Sauna  
Nautilus room  
Free weight room  
Basketball

**Fitness Center**

Nautilus  
Sauna  
Sauna-Vibe Massage  
Cardio room  
Free weights

## **CONTACT INFORMATION**

### **PERSONAL MAIL:**

Due to the short duration of CDP courses, personal mailboxes are not available. A CDP Student Services representative can post outgoing mail for you. If the receipt of personal mail is absolutely necessary, it should be sent to:

Center for Domestic Preparedness

ATTN: Student Name

Course Name/Number

P.O. Box 5100

Anniston, AL 36205

### **OFFICIAL TELEPHONE CALLS:**

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

### **PERSONAL TELEPHONE CALLS:**

Personal telephone calls are made at your expense. If circumstances require an immediate emergency call, notify a CDP Student Services representative. 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, calling card or credit card. Emergency messages may be received at the following numbers:

<b>Monday-Friday</b>	<b>7:30 am-4:30 pm</b>
<b>Student Services</b>	<b>(866) 213-9551 or (256)847-2072</b>
<b>Operations Coordinator</b>	<b>(256) 847-2332</b>
<b>24 Hours</b>	<b>(256) 741-3418 (Hospitality Desk)</b>

### **BANKING FACILITIES:**

There is an ATM located at the CDP Hospitality Desk in building 320. 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.



## **CDP Emergency Contact Information**

Telephone: 866-213-9551 or 866-213-9553

FAX: 256-231-5555 /256-847-2222

Email: [StudentServices@cdpemail.dhs.gov](mailto:StudentServices@cdpemail.dhs.gov)

### **ADDRESS:**

Center for Domestic Preparedness

61 Responder Drive

Anniston, AL 36205

256-847-2400 Security (24 hrs)

256-847-2260/2261 Lodging Security (24 hrs)

This publication provided by the

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P.O. Box 5100

Anniston, AL 36205-5100