

# **Southern Region EMS Council**

## **2011 Training and Administration Check Sheet**

**Purpose:** The purpose of the check sheet is to assist EMS Training Officers and administrators, particularly in small communities, in identifying the core activities for the year. This check sheet should be used as a guideline, and we recommend it be modified to meet your local and regional training needs. For example, January may be a better time for the service to hold a refresher course than in the fall.

Contact the Southern Region EMS Council Office periodically or check our website at [www.sremsc.org](http://www.sremsc.org) for information regarding training opportunities, funding possibilities, and other important information and technical support.

It should not be inferred that one person is expected to perform all of the tasks listed. Rather, there should be one person who is in charge of making sure the activities are being completed.

Some of the activities may be combined. For example, a rural community may schedule EMS drills to coincide with a visit from the physician medical director and provide them with that month's completed patient run reports. There is no requirement that the steps be performed in a particular order within each month.

By modifying and adopting a schedule like this, your EMS agency can help ensure that critical training and administrative needs are met. An updated version of this check sheet will be maintained on the Southern Region web site. If you have suggestions on how to improve the checklist, please forward them to [emckenzie@sremsc.org](mailto:emckenzie@sremsc.org).

Please note that the State EMS office web site contains a system for training officers and other authorized EMS administrators to check the status of EMS certification records.

### **Key Telephone Numbers:**

Southern Region EMS Council	(907) 562-6449	FAX (907) 562-9893
AURORA Technical Expert/Trainer Jane Schultz		(907) 283-9322
State EMS Program:	(907) 465-3027	
State EMS Program FAX:	(907) 465-4101	
Main Certification Fax:	(907) 465-6736	

### **Note:**

To assist with training and continuing education requirements for recertification, SREMSC offers a number of class options. Contact Thomas Meyer via email [tmeyer@sremsc.org](mailto:tmeyer@sremsc.org) for class options or visit our website.

SREMSC also offers a variety of CME Video options and has a training equipment rental program. Contact David Cobb via email at [dcobb@sremsc.org](mailto:dcobb@sremsc.org) or call 562-6449 for more information.

### Key Web Sites:

State EMS Program:	<a href="http://www.ems.alaska.gov">www.ems.alaska.gov</a> or <a href="http://www.chems.alaska.gov">www.chems.alaska.gov</a>
Southern Region EMS Council:	<a href="http://www.sremsc.org">www.sremsc.org</a>
Interior Region EMS Council:	<a href="http://www.iremcs.org">www.iremcs.org</a>
Southeast Region EMS Council	<a href="http://www.serems.org">www.serems.org</a>
Manniilaq Association:	<a href="http://www.maniilaq.org">www.maniilaq.org</a>
North Slope Borough EMS Region:	<a href="http://www.north-slope.org">www.north-slope.org</a>
Yukon-Kuskokwim Health Corp:	<a href="http://www.ykhc.org">www.ykhc.org</a>
Norton Sound Health Corp	<a href="http://www.nortonsoundhealth.org">www.nortonsoundhealth.org</a>
National Registry of EMTs:	<a href="http://www.nremt.org">www.nremt.org</a>
Division of Homeland Security Training:	<a href="http://www.ak-prepared.com/training">www.ak-prepared.com/training</a>
National Native American EMS Association:	<a href="http://heds.org/nnaemsa.htm">heds.org/nnaemsa.htm</a>
Alaska Fire Service Training	<a href="http://www.dps.state.ak.us/FireTraining/index/index.asp">www.dps.state.ak.us/FireTraining/index/index.asp</a>
Alaska CHAP Program:	<a href="http://www.akchap.org">www.akchap.org</a>

### Key Points for Recertification in 2011

The EMT/EMT-Instructor certification regulations were last amended in August of 2002. Make sure you are using applications for certification and recertifications that are current and have revision dates of September 2009 or later. The most recent versions of relevant forms are available on the State EMS Office/Emergency Programs web site at: [http://www.ems.alaska.gov/EMS/Downloads\\_Forms.htm](http://www.ems.alaska.gov/EMS/Downloads_Forms.htm)

Please note that certain crimes are barriers to EMS certification. Specific crimes and the time that barriers apply can be found in 7 AAC 26.950 (Alaska Administrative Code). A complete copy of the EMS regulations can be found on the State EMS Office/Emergency Programs website at: <http://www.ems.alaska.gov/EMS/downloads/statutes.htm>

People who have criminal convictions should check with the staff at State EMS Office/Emergency Programs about barrier crimes **before** enrolling in a training program.

All certified EMTs and EMS Instructors are required to notify the State EMS Office in writing within 30 days of being charged with a felony or class A misdemeanor. Please be sure that your certified EMS providers are aware of this requirement. This law went into effect June 23, 2001.

## January

- Check ambulance certification. If expired, renew ASAP
- Compile 2010 response report for your department
- Review certificates of EMTs and others who were scheduled to recertify by December 31<sup>st</sup> to ensure that they are authorized to practice. If not, request extensions of certification. Certification dates may be checked on the State EMS Office/Emergency Programs web site. Schedule training as needed and recertify those whose certification expired.
- Identify those with EMS credentials expiring on March 31<sup>st</sup> ( EMT 2, 3, and Instructors) and encourage them to apply for recertification in a timely manner
- Identify those whose ETT expires and schedule recertification classes
- Applications for recertification for EMTs with certificates expiring on March 31<sup>st</sup> (EMT-2, EMT-3, and EMT Instructors) should have been sent out by State EMS Office/Emergency Programs. If not received, download them from [www.ems.alaska.gov/EMS/Downloads\\_Forms.htm](http://www.ems.alaska.gov/EMS/Downloads_Forms.htm)
- Review your insurance policies to make sure they provide adequate coverage and are current. Put renewal date(s) on your calendar
- Develop annual training plan based on input from your EMS personnel, financial staff, physician medical director, and others, which addresses initial training needs, required training (e.g. blood borne pathogen, hazmat), recertification requirements and specialty training needs, (e.g. medevac escort training, emergency vehicle operations training, etc.)
- Check FCC communications license for expiration date. Put on your calendar Renew prior to expiration!
- Receive training in State EMS Office/Emergency Programs, Aurora web-based electronic data collection system and/or begin on-line data entry. Contact Jane Schultz, SREMSC AURORA Technical Expert/Trainer, at 283-9322, [jschultz@sremsc.org](mailto:jschultz@sremsc.org)
- Schedule annual infectious disease training as required by OSHA
- State EMS Training Committee meeting - Juneau - January 26-28<sup>th</sup>

- Subarea quarterly grant report due to SREMSC by January 15<sup>th</sup>
- Subarea financial report due to SREMSC by January 20<sup>th</sup>
- Forward patient run sheets weekly to physician medical director, or as arranged with your medical director
- Enter response data into AURORA, the electronic web based data collection program according to the schedule set by your agency
- Check SREMSC and State EMS Office/Emergency Programs websites for training opportunities and other new items
- Schedule and hold EMS drill(s)
- Ensure that any new members have completed paperwork as required by your service and have required training and immunizations
- Check with Southern Region EMS Office and/or Subregional Office to identify training opportunities
- Check with Alaska Fire Service Training to identify training opportunities
- Check with Alaska Division of Homeland Security and Emergency Management to identify training opportunities

## February

- Meet with EMS Medical Director
- Schedule initial EMS (ETT, EMT-1, EMT-2, or EMT-3) training program, as needed
- Ensure that all EMT-1 personnel who received extensions are on-track to recertify before their certification extensions expire
- Identify those with EMT-2 or EMT-3 certificates which expired on March 31<sup>st</sup> 2010 and advise them that they will have additional requirements for recertification to meet if they have not recertified prior to March 31<sup>st</sup> 2011
- Identify those with EMT-2, or EMT-3 certificates which expired on March 31<sup>st</sup> 2008 and advise them that they will be ineligible for recertification if they have not recertified prior to March 31<sup>st</sup> 2011. EMTs who fail to recertify within three years of their expiration date must complete all requirements for initial certification, including completing an EMT-1 course, prior to being certified
- Regional Directors/Coordinators meeting – Juneau – January 31<sup>st</sup>, February 1<sup>st</sup>
- ACEMS meeting – Juneau – February 3<sup>rd</sup> & 4<sup>th</sup>
- Alaska Fire Chiefs Association Leadership Summit –Juneau– February 1-4<sup>th</sup>
- Tier I mini-grant reimbursements, purchasing must be completed by February 15<sup>th</sup>
- Southern Region EMS Council Committee meetings – Anchorage - February 23<sup>nd</sup>
- Southern Region EMS Council Board of Directors meeting – Anchorage - February 24<sup>th</sup>
- Contact SREMSC for information about upcoming Methods of Instruction (MOI) EMT Instructor class opportunities
- Southern Region Annual EMS Survey. Deadline is May 1<sup>st</sup> Code Blue and mini-grant eligibility is tied to timely submission
- Review new AHA guidelines and compare them with your draft EMS standing orders and, in consultation with medical director, determine whether they need to be revised.

- Forward patient run sheets weekly to physician medical director, or as arranged with your medical director
- Enter response data into AURORA, the electronic web based data collection program according to the schedule set by your agency
- Check SREMSC and State EMS Office/Emergency Programs websites for training opportunities and other new items
- Schedule and hold EMS drill(s)
- Ensure that any new members have completed paperwork as required by your service and have required training and immunizations
- Check with Southern Region EMS Office and/or Subregional Office to identify training opportunities
- Check with Alaska Fire Service Training to identify training opportunities
- Check with Alaska Division of Homeland Security and Emergency Management to identify training opportunities

## March

- March 1<sup>st</sup> – certification expiration date for EMT-1's with extensions
- EMS Today the JEMS Conference & Exposition – Baltimore – March 1 - 5<sup>th</sup>
- Daylight Savings Time begins March 13<sup>th</sup> – “Spring forward 1 hour”  
Change the batteries in all your smoke detectors
- 30<sup>th</sup> Governor's Safety & Health Conference – Anchorage – Dena'ina Convention Center – March 22-24<sup>th</sup>
- IREMS Symposium – Fairbanks – March 30<sup>th</sup> - April 2<sup>nd</sup>
- IREMS Instructor Workshop – Fairbanks – April 3<sup>rd</sup>
- State EMS Training Committee – Fairbanks April 19<sup>th</sup> – 21<sup>st</sup>
- Certification expiration date for EMT-2, EMT-3, and EMS Instructors – March 31<sup>st</sup>

- Ensure that those EMS providers with certificates expiring March 31st have submitted completed recertification applications or have requested extensions
- Review certificates of those who were scheduled to recertify by March 31<sup>st</sup> to ensure that they are authorized to continue to practice. If not, request extensions of certification
- Develop training plan for next quarter, if not already done
- Contact Southern Region EMS Office to identify training opportunities or go on-line to [www.sremsc.org](http://www.sremsc.org)
- Update list of certification expiration dates for all EMS personnel
- Prepare and submit the Southern Region Annual EMS Survey. Deadline is May 1<sup>st</sup>. Code Blue and mini-grant eligibility is tied to timely submission
- Submit request for Hepatitis B vaccine to State EMS Office/Emergency Programs for new EMS personnel
- Forward patient run sheets weekly to physician medical director, or as arranged with your medical director
- Enter response data into AURORA, the electronic web based data collection program according to the schedule set by your agency
- Check SREMSC and State EMS Office/Emergency Programs websites for training opportunities and other new items
- Schedule and hold EMS drill(s)
- Ensure that any new members have completed paperwork as required by your service and have required training and immunizations
- Check with Southern Region EMS Office and/or Subregional Office to identify training opportunities
- Check with Alaska Fire Service Training to identify training opportunities
- Check with Alaska Division of Homeland Security and Emergency Management to identify training opportunities

## April

- Alaska Preparedness Conference – Anchorage –April 4-7<sup>th</sup>
- Prepare and submit the Southern Region Annual EMS Survey. Deadline is May 1<sup>st</sup> Code Blue and mini-grant eligibility is tied to timely submission form is available at [www.sremsc.org](http://www.sremsc.org)
- Review certificates of those who were scheduled to recertify on March 31<sup>st</sup> to ensure that they are authorized to continue to practice. If not, request extensions of certification
- Subarea EMS Coordinators quarterly grant reports due to SREMSC by April 15<sup>th</sup>
- Subarea EMS Coordinators quarterly grant financial report due to SREMSC by April 20<sup>th</sup>
- Southeast Region EMS Symposium – Sitka – April 13-16th
- Conduct annual hazardous materials training as required by OSHA
- Forward patient run sheets weekly to physician medical director, or as arranged with your medical director
- Enter response data into AURORA, the electronic web based data collection program according to the schedule set by your agency
- Check SREMSC and State EMS Office/Emergency Programs websites for training opportunities and other new items
- Schedule and hold EMS drill(s)
- Ensure that any new members have completed paperwork as required by your service and have required training and immunizations
- Check with Southern Region EMS Office and/or Subregional Office to identify training opportunities
- Check with Alaska Fire Service Training to identify training opportunities
- Check with Alaska Division of Homeland Security and Emergency Management to identify training opportunities

## May

- Deadline is May 1<sup>st</sup> Code Blue and mini-grant eligibility is tied to timely submission
- Loren Marshall Foundation Resuscitation Conference, Anchorage, May 20<sup>th</sup> - 22<sup>nd</sup>
- Tier II mini-grant orders and reimbursement requests due to your Subarea Coordinator by May 1<sup>st</sup>
- EMS Week May 15<sup>th</sup> – 21<sup>st</sup>. EMS for Children Day – May 18<sup>th</sup>
- Check CLIA (Clinical Laboratory Improvement Act) status if performing glucometry
- Conduct annual infectious disease training as required by OSHA
- Ensure that all EMT-2 and EMT-3 personnel who received extensions are on-track to recertify before their certification extensions expire.
- Forward patient run sheets weekly to physician medical director, or as arranged with your medical director
- Enter response data into AURORA, the electronic web based data collection program according to the schedule set by your agency
- Check SREMSC and State EMS Office/Emergency Programs websites for training opportunities and other new items
- Schedule and hold EMS drill(s)
- Ensure that any new members have completed paperwork as required by your service and have required training and immunizations
- Check with Southern Region EMS Office and/or Subregional Office to identify training opportunities
- Check with Alaska Fire Service Training to identify training opportunities
- Check with Alaska Division of Homeland Security and Emergency Management to identify training opportunities

## June

- Ensure that all EMT II, EMT III, and EMT Instructors scheduled to recertify by March 31<sup>st</sup> have valid certificates
- Southern Region Committee Meetings – Anchorage – June 27<sup>th</sup>
- Southern Region EMS Council Board of Directors meeting – Anchorage – June 28<sup>th</sup>
- Contact Southern Region EMS for 2011 – 2012 Training Schedule
- Develop training plan for next quarter, if not already done
- Conduct domestic violence training as required by 18.66.310 (agencies that are part of a state or local government)
- Submit request for Hepatitis B vaccine to State EMS Office/Emergency Programs for new EMS personnel
- Forward patient run sheets weekly to physician medical director, or as arranged with your medical director
- Enter response data into AURORA, the electronic web based data collection program according to the schedule set by your agency
- Check SREMSC and State EMS Office/Emergency Programs websites for training opportunities and other new items
- Schedule and hold EMS drill(s)
- Ensure that any new members have completed paperwork as required by your service and have required training and immunizations
- Check with Southern Region EMS Office and/or Subregional Office to identify training opportunities
- Check with Alaska Fire Service Training to identify training opportunities
- Check with Alaska Division of Homeland Security and Emergency Management to identify training opportunities

## July

- NEW DATES: SREMSC will mail mini grant applications by August 1<sup>st</sup>. The deadline to apply is September 15<sup>th</sup>**
- Make sure you have EMS coverage over the holiday
- Plan for recertification of all EMS personnel in agency
- Contact Regional EMS Office, if necessary, to request assistance with recertification training
- Conduct annual confined space training, if required
- Subarea Coordinators quarterly grant report due to SREMSC July 15<sup>th</sup>
- Subarea Coordinators quarterly financial report due to SREMSC by July 15<sup>th</sup>
- Send nominations for State EMS Awards to Southern Region EMS Office, or the State EMS Office
- Forward patient run sheets weekly to physician medical director, or as arranged with your medical director
- Enter response data into AURORA, the electronic web based data collection program according to the schedule set by your agency
- Check SREMSC and State EMS Office/Emergency Programs websites for training opportunities and other new items
- Schedule and hold EMS drill(s)
- Ensure that any new members have completed paperwork as required by your service and have required training and immunizations
- Check with Southern Region EMS Office and/or Subregional Office to identify training opportunities
- Check with Alaska Fire Service Training to identify training opportunities
- Check with Alaska Division of Homeland Security and Emergency Management to identify training opportunities

## August

- NEW DATES: SREMSC will mail mini grant applications by August 1<sup>st</sup>. The deadline to apply is September 15<sup>th</sup>**
- Meet with EMS Medical Director
- Send nominations for State EMS Awards to Southern Region EMS Office, or the State EMS Office
- Inventory EMS & training equipment and supplies, and communication equipment. This will help with budget planning and preparation for mini-grants and Code Blue applications.
- State EMS office will mail their Response publication with EMS Symposium information and registration forms soon.
- Start planning for your Code Blue capital equipment request for 2011. Due date is Nov 30, 2011.
- Forward patient run sheets weekly to physician medical director, or as arranged with your medical director
- Enter response data into AURORA, the electronic web based data collection program according to the schedule set by your agency
- Check SREMSC and State EMS Office/Emergency Programs websites for training opportunities and other new items
- Schedule and hold EMS drill(s)
- Ensure that any new members have completed paperwork as required by your service and have required training and immunizations
- Check with Southern Region EMS Office and/or Subregional Office to identify training opportunities
- Check with Alaska Fire Service Training to identify training opportunities
- Check with Alaska Division of Homeland Security and Emergency Management to identify training opportunities.

## September

- NEW DATES: Mini grant applications are due at SREMSC by September 15th**
- Code Blue Capital Grant Requests are mailed out by SREMSC by September 1<sup>st</sup>  
Due date is Nov 30, 2011.
- Schedule initial EMS (ETT, EMT-1, EMT-2, or EMT-3) training program, as needed.
- National Association of EMS Educators – Reno, Nevada – September 13<sup>th</sup> – 18<sup>th</sup>
- State Training Committee meetings – Anchorage – September 28<sup>th</sup> – 30<sup>th</sup>
- Review EMS standing orders and, in consultation with medical director, determine whether they need to be revised. Begin revision process if indicated with completion date of January 1<sup>st</sup>. New AHA BLS Guidelines will be released in the 1<sup>st</sup> quarter of 2011. Prepare expanded scope of practice if applicable
- Develop upcoming year's annual training plan based on input from EMS personnel, financial staff, physical medical director, and others, which addresses initial training needs, recertification requirements and specialty training needs, (e.g. medevac escort training, emergency vehicle operations training, etc.)
- Prepare and submit Expanded Scope of Practice materials as needed (7 AAC 26.670)
- Coordinate refresher training program for all EMS personnel
- Check CPR cards for all EMS personnel and conduct training as required
- Register for Alaska EMS Symposium Nov 9-12 in Anchorage, and plan travel
- Submit request for Hepatitis B vaccine to State EMS Office/Emergency Programs for new EMS personnel
- Send nominations for State EMS Awards to Southern Region EMS Office, or the State EMS Office

- Forward patient run sheets weekly to physician medical director, or as arranged with your medical director
- Enter response data into AURORA, the electronic web based data collection program according to the schedule set by your agency
- Check SREMSC and State EMS Office/Emergency Programs websites for training opportunities and other new items
- Schedule and hold EMS drill(s)
- Ensure that any new members have completed paperwork as required by your service and have required training and immunizations
- Check with Southern Region EMS Office and/or Subregional Office to identify training opportunities
- Check with Alaska Fire Service Training to identify training opportunities
- Check with Alaska Division of Homeland Security and Emergency Management to identify training opportunities

## October

- Applications for recertification for EMTs whose certificates expire December 31<sup>st</sup> sent out by the State EMS Office
- Applications for recertification for ground and air EMS services whose certificates expire December 31<sup>st</sup>, sent out by the State EMS Office
- Identify those with EMT-I certificates which expired on December 31<sup>st</sup>, 2010 and advise them that they will have additional requirements for recertification to meet if they have not recertified prior to December 31<sup>st</sup>, 2011
- Identify those with EMT-I certificates which expired on December 31<sup>st</sup>, 2008 and advise them that they will be ineligible for recertification if they have not recertified prior to December 31<sup>st</sup>, 2011. EMTs who fail to recertify within three years of their expiration date must complete all requirements for initial certification, including completing an EMT-I course, prior to being certified
- Register for Alaska EMS Symposium Nov 9-12 and schedule travel

- Code Blue grant applications due to SREMSC by November 30th
- Statewide Regional Directors and Subarea Coordinators meeting at SREMSC:
  - October 4<sup>th</sup> – 5<sup>th</sup>
- ACEMS PI & E Committee meeting at SREMSC. October 5<sup>th</sup> at 1:00PM
- ACEMS meeting at SREMSC – October 6<sup>th</sup> – 7<sup>th</sup>
- Subarea Coordinators quarterly grant report due to SREMSC October 15<sup>th</sup>
- Subarea Coordinators quarterly financial report due to SREMSC by October 15<sup>th</sup>
- Complete and return application for EMS ground and air transportation service certification, if it is scheduled to expire on December 31<sup>st</sup> to the State EMS Office
- Forward patient run sheets weekly to physician medical director, or as arranged with your medical director
- Enter response data into AURORA, the electronic web based data collection program according to the schedule set by your agency
- Check SREMSC and State EMS Office/Emergency Programs websites for training opportunities and other new items
- Schedule and hold EMS drill(s)
- Ensure that any new members have completed paperwork as required by your service and have required training and immunizations
- Check with Southern Region EMS Office and/or Subregional Office to identify training opportunities
- Check with Alaska Fire Service Training to identify training opportunities
- Check with Alaska Division of Homeland Security and Emergency Management to identify training opportunities

## November

- Code Blue grant applications due to SREMSC by November 30<sup>th</sup>
- Review new AHA guidelines and compare them with your draft EMS standing orders and, in consultation with medical director, determine whether they need to be revised.
- November 6<sup>th</sup> Daylight Savings Time Ends – “Fall Back one hour” Change the batteries in all your smoke detectors.
- Southern Region Committee Meetings – Anchorage – November 7<sup>th</sup>
- Southern Region EMS Council Board of Directors meeting – Anchorage – November 8<sup>th</sup>
- State EMS Symposium and Annual EMS Awards Banquet at the Egan Center– Anchorage – November 9<sup>th</sup> – 12<sup>th</sup>
- AK EMT I Skills Competition November 12<sup>th</sup>, at the Egan Center, Anchorage
- Prepare applications for recertification of ground and air EMS services whose certificates expire on December 31<sup>st</sup>, 2011
- Identify those personnel with EMS credentials expiring on December 31<sup>st</sup>, 2011 and encourage them to apply for recertification in a timely manner
- Identify those needing extensions of certification and encourage them to send written requests for extensions to the State EMS Office/Emergency Programs
- Complete and return application for EMS ground and air transportation service certification, if it is scheduled to expire on December 31<sup>st</sup> to the State EMS Office
- Forward patient run sheets weekly to physician medical director, or as arranged with your medical director
- Enter response data into AURORA, the electronic web based data collection program according to the schedule set by your agency
- Check SREMSC and State EMS Office/Emergency Programs websites for training opportunities and other new items

- Schedule and hold EMS drill(s)
- Ensure that any new members have completed paperwork as required by your service and have required training and immunizations
- Check with Southern Region EMS Office and/or Subregional Office to identify training opportunities
- Check with Alaska Fire Service Training to identify training opportunities
- Check with Alaska Division of Homeland Security and Emergency Management to identify training opportunities

## **December**

- Certification expiration date for approximately half of the EMT-I personnel – December 31st
- Certification expiration date for approximately half of the ground and air ambulance services – December 31st
- Complete and return application for EMS ground and air transportation service certification, if it is scheduled to expire on December 31<sup>st</sup> to the State EMS Office
- Develop training plan for next quarter, if not already done
- Ensure that those EMS providers with certificates expiring on December 31 have submitted completed applications for recertification or have requested extensions
- Submit request for Hepatitis B vaccine to State EMS Office/Emergency Programs for new EMS personnel
- Plan awards/recognition event for your department
- Forward patient run sheets weekly to physician medical director, or as arranged with your medical director
- Enter response data into AURORA, the electronic web based data collection program according to the schedule set by your agency

- Check SREMSC and State EMS Office/Emergency Programs websites for training opportunities and other new items
- Schedule and hold EMS drill(s)
- Ensure that any new members have completed paperwork as required by your service and have required training and immunizations
- Check with Southern Region EMS Office and/or Subregional Office to identify training opportunities
- Check with Alaska Fire Service Training to identify training opportunities
- Check with Alaska Division of Homeland Security and Emergency Management to identify training opportunities