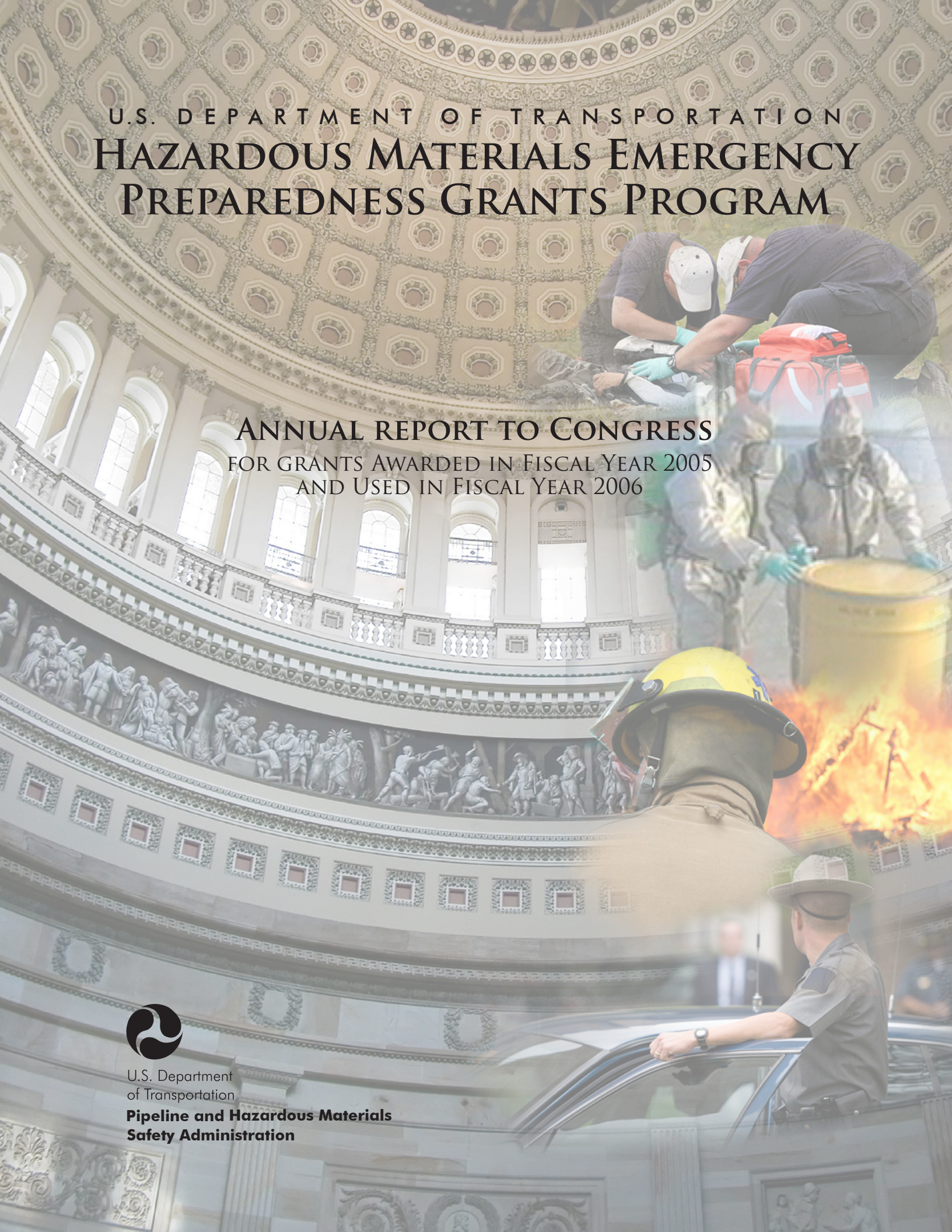
U.S. DEPARTMENT OF TRANSPORTATION

Hazardous Materials Emergency Preparedness Grants Program



Annual report to Congress

for grants Awarded in Fiscal Year 2005
and Used in Fiscal Year 2006

U.S. Department
of Transportation
**Pipeline and Hazardous Materials
Safety Administration**

U.S. Department of Transportation
Hazardous Materials Emergency Preparedness
Grants Program

Annual Report to Congress
for Grants Awarded in Fiscal Year 2005 and
Used in Fiscal Year 2006

CONTENTS

I. EXECUTIVE SUMMARY …… 1

II. BACKGROUND ……3

A. Scope of Hazardous Materials Transportation
B. History of the Hazardous Materials Emergency Preparedness (HMEP) Grants Program

III. GRANTS BUDGET AND ADMINISTRATION ……. 6

A. HMEP Grants Fiscal Year (FY) 2005 Budget
B. HMEP Grants Program Staff
C. Training and Planning Grants Allocation Description
D. Grant Application and Award Cycle
E. Monitoring and Technical Assistance
F. Curriculum
G. Emergency Response Guidebook (ERG)

IV. ACCOMPLISHMENTS …… 10

A. Grantee Performance
B. International Association of Fire Fighters (IAFF) Train-the-Trainer Program
C. Demonstrated Effectiveness
D. Development of Working Group Effective Practices Brochure

V. PROGRAM REVIEWS …….. 14

A. Government Accountability Office Report
B. Program Assessment Rating Tool (PART) Analysis

VI. THE FUTURE of HMEP GRANTS ……. 15

A. Funding Increase
B. Revised HMEP Grant Information Collection
C. New Hazmat Instructor Training Grant Program
D. Secretary's Rural Initiative

VII. CONCLUSION …….. 18

APPENDICES:

Appendix A: Planning and Training Grants Awarded in FY 2005 and Used in FY 2006
Appendix B: Hazardous Materials Emergency Preparedness Grants Designated Agencies
Appendix C: Outputs for HMEP Grants Awarded in FY 2005 and Used in FY 2006
Appendix D: Working Group Effective Practices
Appendix E: HMEP Curriculum Output Reports

I. EXECUTIVE SUMMARY

The U.S. Department of Transportation's (DOT) Hazardous Materials Emergency Preparedness (HMEP) grants program, as mandated by 49 U.S.C. 5116, provides Federal financial and technical assistance to States, Territories and Indian tribes to "develop, improve, and carry out emergency plans" within the National Response System and the Emergency Planning and Community Right-To-Know Act of 1986 (EPCRA, Title III), 42 U.S.C. 11001 et seq. The HMEP grants program is funded by registration fees collected from persons who offer for transportation or transport certain hazardous materials in intrastate, interstate, or foreign commerce. Registration fees fund training and planning grants, monitoring and technical assistance, publication and distribution of the Emergency Response Guidebook (ERG), curriculum development, and staff costs to administer the program.

Planning and training grants are used to develop, improve, and implement emergency plans; to train public sector hazardous materials emergency response employees to respond to accidents and incidents involving hazardous materials; to determine flow patterns of hazardous materials within a State and between States; and to determine the need within a State for regional hazardous materials emergency response teams. A supplemental public sector training grant is also provided to the International Association of Fire Fighters (IAFF) for train-the-trainer instruction to increase the number of hazardous materials emergency response trainers nationwide.

49 U.S.C. 5116(k) requires the Secretary of Transportation to submit annual reports to Congress covering the planning and training grants program administered by the Pipeline and Hazardous Materials Safety Administration (PHMSA):

> "...The Secretary shall submit annually to the Committee on Transportation and Infrastructure of the House of Representatives and the Committee on Commerce, Science, and Transportation of the Senate and make available to the public information on the allocation and uses of the planning grants allocated under subsection (a), training grants under subsection (b), and grants under subsection (j) of this section and under section 5107. The report shall identify the ultimate recipients of training grants and include a detailed accounting of all grant expenditures by grant recipients, the number of persons trained under the grant programs, and an evaluation of the efficacy of training programs carried out."

This report meets this requirement and covers grants awarded to all 50 States, the District of Columbia, 5 Territories, and 10 Indian tribes in fiscal year (FY) 2005, which were used in FY 2006 and closed out in September 2006. Fiscal year 2005 funds were awarded at the end of the fiscal year in accordance with the registration fee collection cycle. In FY 2005 the total HMEP grants program budget was $14.3 million, of which $7.8 million were awarded for training grants, $5.0 million were awarded for planning grants, and $.25 million were awarded for a supplemental public sector training grant. See Appendix A for grant award amounts in FY 2005. The performance period for grants awarded with FY 2005 funds falls within FY 2006.

The balance of the HMEP budget covered the Emergency Response Guide (ERG), curriculum development, technical assistance, and the HMEP grants program administrative costs. This report also provides an overview of the other activities funded by the registration fees.

The HMEP grants are intended to enhance implementation of EPCRA; encourage a comprehensive approach to planning and training for emergency response situations; and increase State, local, Territorial, and Indian tribal effectiveness in safely and efficiently responding to hazardous materials (hazmat) incidents.

The HMEP State, Territory, and Indian tribe grant awards are made for both hazmat planning and training; of these grant funds, approximately 39 percent are for planning and 61 percent for training. All grants go initially to the "grantee," i.e., one of the approximately seventy States, Territories, or Indian tribes that receive the funds. A list of HMEP grants designated agencies is provided in Appendix B.

As provided by law, at least 75 percent of planning grant money must be passed through to Local Emergency Planning Committees (LEPCs), and 75 percent of training funds must benefit local firefighter, police, or other public responder groups.

During fiscal years 1993-2005, a total of approximately $125 million in planning, training, and supplemental grant funds were awarded, with approximately $50 million for planning and approximately $75 million for training. Grantees report that approximately 2 million responders have been trained in part thus far with HMEP grant funds, and approximately 1,700 LEPCs are assisted each year.

The governor, or similar counterpart, appoints an agency within a State, Territory or Indian tribe to initially receive money under the program. That agency is known as the grantee. For States, the grantee is usually either the emergency management agency or the State Emergency Response Commission (SERC); in a very few instances, it is the State Fire Marshal. In Territories, the grantee is usually the emergency management or civil defense agency, and in Indian tribes the grantee is usually the Tribal Chairperson.

The HMEP grants program provides grantees considerable flexibility in choosing eligible funding activities, and in reporting their planning, training, and grant use data. This flexibility helps grantees focus on planning and training activities best suited to their needs. Since this successful allocation environment can result in non-comparable statistics among grantees, PHMSA has, in some cases, extrapolated from reported data to estimate comparable statistics for all grantees.

II. BACKGROUND.

A. Scope of Hazardous Materials Transportation. The Pipeline and Hazardous Materials Safety Administration is charged with overseeing a national program to promote the safe and secure transportation of hazardous materials (hazmat) by all modes. This includes the packaging, handling including loading and unloading, and transportation of all hazardous materials by air, highway, rail, and water. These shipments amount to approximately 3.1 billion tons, equal to twenty-eight percent of the ton-miles of freight transported annually in the U.S.

Every day the public is exposed to the risks inherent in the transportation of hazardous materials and energy products. Moving more than 800,000 daily shipments of packaged hazardous materials brings their benefits, and attendant risks, to every community in the nation. In 2005, there were approximately 15,900 reported hazmat transportation incidents, including 517 "*serious*" incidents. PHMSA defines a *serious* incident as a transportation incident that meets at least one of the following criteria:

- A fatality or major injury caused by the release of a hazmat
- The evacuation of 25 or more persons as a result of the release of a hazmat
- The closure of a major transportation artery as a result of a hazmat release or fire
- The alteration of an aircraft flight plan or operation caused by the release of a hazmat
- The release of radioactive materials from Type B packaging
- The release of over 11.9 gallons or 88.2 pounds of a severe marine pollutant
- The release of a bulk quantity (over 119 gallons or 882 pounds) of a hazmat

The *serious* incidents alone resulted in more than $47 million in damages.

The HMEP grants program was established out of the need to educate emergency responders on the unique characteristics of hazardous materials transportation incidents. PHMSA believes that HMEP grants funding enables its grantees to effectively train State, local, Territorial and Tribal first responders in a manner that will mitigate the damages, financial and otherwise, caused by hazardous materials incidents.

B. History of the HMEP Grants Program. The Hazardous Materials Transportation Uniform Safety Act of 1990 (HMTUSA) – the first major reauthorization of the 1974 Hazardous Materials Transportation Act – established the HMEP grants program with the intention of providing hazardous materials transportation awareness to communities implementing the EPCRA; encouraging a comprehensive approach to emergency planning and training for emergency response situations; and increasing grantee effectiveness in safely and efficiently handling hazardous materials incidents.

Congress reauthorized the Federal hazardous materials transportation law (Federal hazmat law; 49 U.S.C. 5101 et seq.) in 2005 through the "Hazardous Materials Transportation Safety and Security Reauthorization Act of 2005" (Title VII of the Safe, Accountable, Flexible, Efficient Transportation Equity Act – A Legacy for Users (SAFETEA-LU), Public Law 109-59, 119 Stat. 1144, August 10, 2005). This act refined and added additional program requirements and increased funding levels. It also increased the Secretary's flexibility to move funds from

planning to training grants. The act states, "of the amount provided for by this paragraph for a fiscal year in excess of the sub allocations in subparagraphs (A) and (B)--(i) 35 percent shall be used to carry out section 5116(a); and (ii) 65 percent shall be used to carry out section 5116(b), except that the Secretary may increase the proportion to carry out section 5116(b) and decrease the proportion to carry out section 5116(a) if the Secretary determines that such reallocation is appropriate to carry out the intended uses of these funds as described in the applications submitted by States, Territories and Indian tribes."

Statutory requirements of the HMEP grants program include:

1. Develop and implement a grant program for States, Territories, and Indian tribes to conduct planning and training for emergency preparedness. This requirement includes establishment of procedures for receiving and reviewing grant applications and for allocating and administering grant funds;

2. Provide technical assistance to grantees in conjunction with monitoring emergency response planning and training;

3. Develop and periodically update a curriculum which consists of a list of courses and descriptions available to train public sector emergency preparedness and response teams; and,

4. Coordinate program and curriculum development activities with other Federal agencies.

The Hazardous Materials Transportation Safety and Security Act of 2005 requires PHMSA to maintain close coordination in implementing the grants program with certain other Federal agencies. These include the:

- Federal Emergency Management Agency (FEMA) and its Emergency Management Institute (EMI)
- Nuclear Regulatory Commission (NRC)
- Environmental Protection Agency (EPA)
- Department of Labor (DOL) and its Occupational Safety and Health Administration (OSHA)
- Department of Energy (DOE)
- Department of Health and Human Services (HHS)

Federal hazmat law (49 U.S.C. §5116(f)) also requires FEMA, in coordination with DOT, EPA, DOE, and the National Institute of Environmental Health Sciences (NIEHS) to monitor public sector emergency response planning and training for hazardous materials emergencies. The existing coordinating mechanisms are the National Response Team (NRT) and, for radioactive materials, the Federal Radiological Preparedness Coordinating Committee (FRPCC).

HMEP grant awards were first made in 1993. A report covering the first year's planning and training grants was submitted to Congress in March 1994. During thirteen fiscal years, 1993-2005, approximately $125 million in total grant funds were awarded, with approximately $50 million for planning and approximately $75 million for training.

The planning grants are to be used for: 1) developing, improving, and implementing emergency plans under Title III; 2) conducting commodity flow studies; and 3) determining the need for regional hazardous material response. Training grants are to be used for training public sector employees to respond safely and efficiently to accidents and incidents involving the transportation of hazardous materials. Information compiled from grantee reports indicates that approximately 2 million responders have been trained in part thus far with HMEP grants funds, and approximately 1,700 LEPCs are assisted each year.

Since FY 2000, PHMSA has provided $1.5 million in Supplemental Public Sector Training Grants to increase the number of hazardous materials training instructors available to conduct training programs for local responders. These supplemental grants are provided to the International Association of Fire Fighters (IAFF) to conduct 10 "Train-the-Trainer" training sessions throughout the nation annually. As a result, approximately 1,400 State-level hazardous materials instructors are now qualified to train local responders in their States. The IAFF estimates that each trainer trains an average of 47 local responders. From FY 2000 – FY 2005, the PHMSA training grant to the IAFF has resulted in the training of nearly 65,800 local responders.

III. GRANTS BUDGET AND ADMINISTRATION

A. HMEP Grants FY 2005 Budget. The HMEP grants program budget was $14.3 million in FY 2005. The Federal hazmat law authorization and the annual appropriations specify funding allocations for the HMEP grants program activities. The table below depicts the allocations for FY 2005.

Activity	Funding ($000)
Training Grants	7,800
Planning Grants	5,000
Supplemental Public Sector Training Grants	250
Emergency Response Guidebook Publication and Distribution	500
Monitoring and Technical Assistance	200
Curriculum Development	150
Personnel Compensation, Benefits and Administrative Support	400
TOTAL	14,300

B. HMEP Grants Program Staff. The HMEP grants program is supported by 2.5 full-time equivalent (FTE) staff in PHMSA. The current staffing level was reduced from 4 FTEs at the beginning of the program. HMEP grants staff responsibilities include reviewing applications, providing technical assistance, administering approximately 66 grants, maintaining and updating HMEP grant curriculum, and coordinating activities with other Federal agencies.

C. Training and Planning Grants Allocation Description. The HMEP Interagency Coordination Group (now the NRT Training Subcommittee) developed a grant allocation formula to distribute HMEP grants funds fairly and consistently to States, Territories, and Indian tribes. This allocation formula draws on the experience of previous grant programs as well as other objective measures.

To ensure a sufficient minimum level of planning funds for all grantees, a base amount (nearly $2,000,000 in FY 1993 and adjusted annually to reflect registration fee collections) is divided equally among all States and Territories, and 3 percent of total planning funds are designated for Indian tribes. The remaining planning grant funds are apportioned according to the following risk- related factors:

- One fifth of the remaining funds are allocated to States and Territories on the basis of their percentage of total population, with this measure serving as surrogate for risk to the general public.
- Two fifths are allocated on the basis of a State's or Territory's percentage of total hazmat truck miles, a surrogate for highway hazmat risk.
- The final two fifths are allocated on the basis of a State's or Territory's percentage of SARA 302 chemical facilities, a surrogate for fixed facility risk.

The base amounts plus the risk-related apportionments comprise the total planning grant allocations to States and Territories.

As with planning funds, all but 3 percent of total training funds (the total training funds designated for Indian tribes) are apportioned on the basis of these risk-related factors:

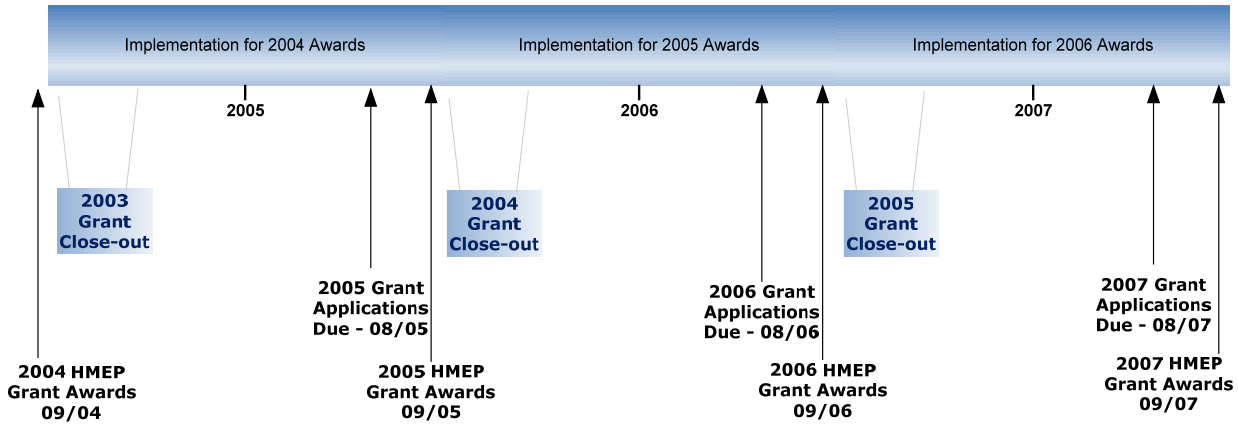
- One half on the basis of population
- Three tenths on the basis of total highway miles;
- Two tenths on the basis of the number of fixed hazmat facilities that are identified by Census Bureau data.

All grant funds are initially provided to *grantees*. As set forth in the Federal hazmat law, 75 percent of the planning grant money must then be passed through to local *grant recipients*, which in the States are usually the LEPCs. The number of LEPCs within each State varies considerably. New Jersey, for example, has 587 LEPCs while the State of Oregon has only one. Nationwide there are approximately 1,700 active LEPCs and close to an additional 1,000 inactive LEPCs. Local *grant recipients* within Indian tribes are referred to as Tribal Emergency Response Committees (TERCs).

A State's designated grantee, including the SERC, is also the starting point for distributing training funds to the local level. The basic pass-through requirement is again 75 percent, but the standard is that 75 percent of the *benefit* of training funds be made available to local hazmat emergency responders. This flexibility often allows training classes and hazmat exercises to be conducted at centralized locations, such as State fire academies, directly benefiting local responders without requiring an explicit funds pass-through to localities.

Supplemental public sector training grants are provided to the IAFF to train instructors to conduct hazardous materials response training programs.

D. Grant Application and Award Cycle. The application and award cycle for HMEP grants begins with the submission of a grant application. Applications are due on August 1st of each year. The HMEP grants staff reviews each application and successful applicants receive their grant awards on approximately September 1st of the same year. Grantees can draw down grant funds after September 30th. Final obligations must be made by September 30th of the following year. Grantees submit final reports, detailing the year's expenditures and accomplishments, to the HMEP grants staff by the end of the same calendar year. The HMEP grants application and award cycle is depicted below:



HMEP Grant Application and Award Cycle by Fiscal Year

E. Monitoring and Technical Assistance. The HMEP grants program provides important technical assistance to grantees and final grant recipients. For example, in the planning area, emergency preparedness includes properly assessing risks posed by the presence of hazardous materials. The HMEP grants program provides guidance to grant recipients on how to conduct hazmat flow studies to better identify risks in their States for prioritization and control. In the training area, comprehensive and updated course curriculums help grantees design and select courses that maximize training effectiveness. Finally, various training, response, and technical manuals are made available to responders and LEPC members. DOT's Emergency Response Guidebook (ERG), in particular, is designed for responder use in actual incidents.

The HMEP grants staff periodically conduct workshops for grantees to cover programmatic and technical subjects. These workshops are usually held in conjunction with National Association of SARA Title III Program Officials (NASTTPO) meetings. NASTTPO is made up of members and staff of SERCs, TERCs and LEPCs. This approach leverages the expertise of the association and reduces the costs to host and attend the workshops.

F. Curriculum. PHMSA develops and updates the curriculum for training public sector employees to plan for and respond to hazmat emergencies in accordance with Federal Hazmat Law. The curriculum includes courses to enable public sector employees to comply with DOL/OSHA and EPA emergency response regulations and National Fire Protection Association (NFPA) Standards. This effort is coordinated with FEMA United States Fire Administration (USFA), NRC, EPA, DOL, DOE, and HHS, using the existing mechanisms of the NRT Training Subcommittee; this subcommittee is co-chaired by DOT. When radioactive materials are involved, the Federal Radiological Preparedness Coordinating Committee coordinating framework is used.

G. Emergency Response Guidebook (ERG). DOT first developed the ERG in 1973 for use by emergency services personnel to provide guidance for the initial response to hazardous materials incidents. PHMSA has published nine editions of the ERG and has distributed without charge over nine million copies to emergency services agencies. With the 1990's development of the HMEP grants program, the ERG has also become an important publication used in

conjunction with HMEP training. In FY 1994, Congress mandated that the ERG be funded by PHMSA's hazmat registration fees; prior to this it was published with appropriated funds.

Since 1996, PHMSA, Transport Canada, and the Secretariat Communications and Transport of Mexico have jointly developed the ERG. The ERG has been published in English, French, and Spanish for use by North American emergency response personnel. It has also become a de facto international standard and has been translated into numerous languages including Chinese, Korean, Hebrew and Russian. Publication of the ERG increases public safety by providing consistent emergency response procedures for hazardous materials incidents in North America and worldwide.

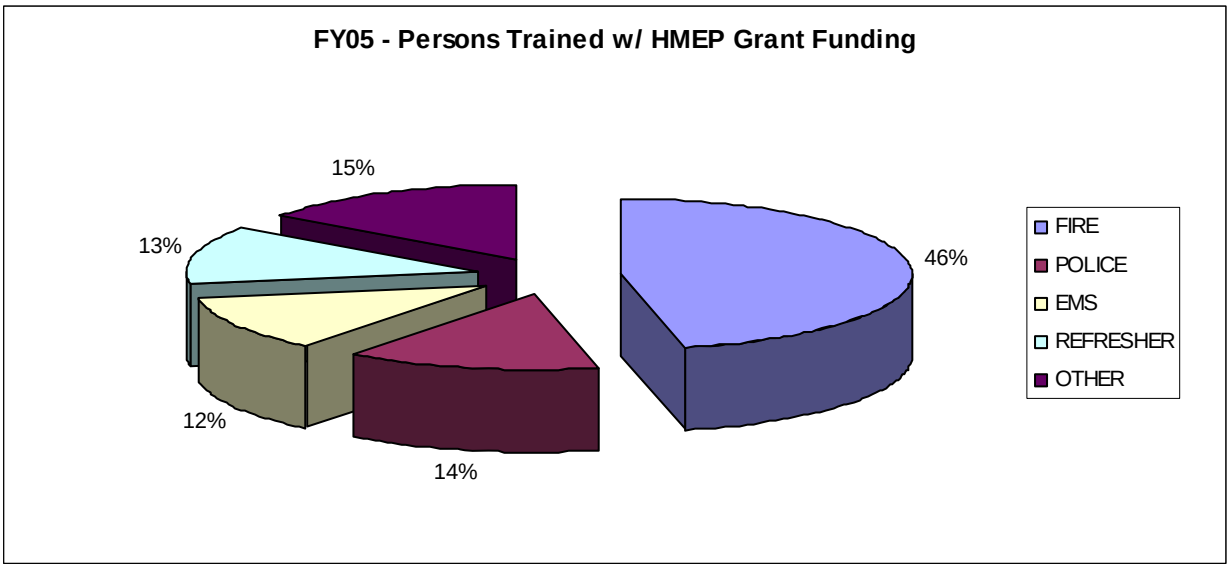
Approximately 2.2 million copies of the ERG2004 were published and distributed to emergency responders throughout the United States through the cooperation of State coordinators. Widespread distribution of the ERG means that responders who are unable to receive HMEP-funded training have an opportunity to become familiar with and have access to an invaluable emergency response tool. Additionally, the PHMSA Hazardous Materials Safety Assistance Team provides training upon request on "How to Use the Emergency Response Guidebook" to the emergency response community as well as State, Territory, tribal and local governments.

The utility of the ERG results from its breadth, accuracy, and relative ease of use. It is primarily a guide to aid first responders in quickly identifying the specific or generic hazard classification of the material(s) involved in the incident, and protecting themselves and the general public during this initial incident response phase. The ERG incorporates dangerous goods lists from the most recent United Nations Recommendations as well as from other international and national regulations. There are over sixty numbered guides containing information pertinent to emergency responders regarding public hazards, public safety precautions, and emergency response procedures specific to the hazards of the material(s) involved.

IV. ACCOMPLISHMENTS

Each year, the HMEP grants program helps train an estimated 170,000 responders, with a total of approximately 2 million having received training since the program's inception. Grantee supplied figures for FY 2005 show more than 176,700 responders have been trained using HMEP grant funds.

A. Grantee Performance. The HMEP grants program affords grantees some flexibility in their planning and training activities. This allows grantees the ability to tailor their programs to meet the needs of their local communities. Since this successful, but varied allocation environment can result in non-comparable statistics among grantees, PHMSA requests the HMEP Grantees complete several close-out reports at the end of the budget period. These reports show the program's budget year successes. One of such reports includes the numbers of grantee personnel who are trained using HMEP Grants funding. The chart below shows the category of personnel trained using FY 2005 funds, including the personnel who received follow-up or refresher training.

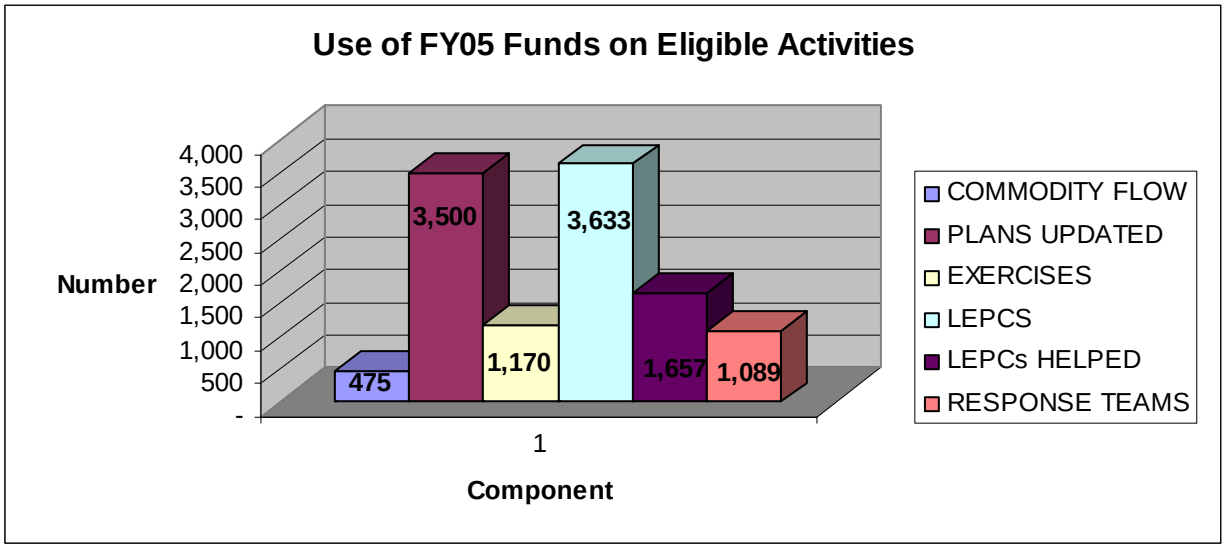


Number of Persons Trained with FY 2005 HMEP Grants Funds

FIRE	POLICE	EMS	REFRESHER	OTHER
81,830	25,107	21,087	22,304	26,452

Grantee close-out reports also include statistics reflecting the number of eligible planning activities performed by the grantee during a budget period. The chart below is a summary of reported planning activities performed with FY 2005 funding along with other information provided by grantees, including:

- Commodity flow studies performed (COMMODITY FLOW),
- Updated emergency response plans (PLANS UPDATED),
- Emergency response exercises performed (EXERCISES),
- Total number of LEPCs (LEPCS),
- Number of LEPCs assisted with grant funding (LEPCs HELPED), and
- Number of emergency response teams within a given State, Territory or Indian tribe (RESPONSE TEAMS).



Details of specific accomplishments by each grantee are provided in Appendix C.

B. International Association of Firefighters Train-the-Trainer Proram. The International Association of Fire Fighters (IAFF) represents over 275,000 career fire fighters with 85% of their membership serving populations of 25,000 or more. The organization represents nearly all of those fire fighters whose primary responsibility is hazmat incident response. The IAFF maintains a hazardous materials training department and, through its local unions, is able to reach large numbers of hazmat responders.

The IAFF hazmat instructor training grant program was implemented in FY 1995. It is a train-the-trainer program in hazmat awareness and operations. Since its inception, approximately 1,400 instructors have been trained. Each instructor who graduates the program goes on to train an average of 47 additional instructors. The purpose of this program is to provide hazmat instruction to the largest number of fire fighters at the local level. This very effective program continues to ensure that firefighters have hazmat response training available to them in the most convenient locations. In FY 2005, the IAFF trained 169 trainers.

C. Demonstrated Effectiveness. The HMEP grants program continues to successfully mitigate damages caused by hazardous materials incidents through its funding of hazmat planning and training for local responders. The program's role in providing support has been commended by local responders in a number of local incidents, such as the February 9, 2003 Tamaroa, Illinois rail accident and the January 13, 2004 Baltimore, MD/Interstate-95 tanker accident, which

resulted in five deaths. The following examples provide anecdotal information on the outcomes of the HMEP Grants program in improving the local response capability for hazmat accidents and incidents.

Tamaroa, Illinois. At approximately 9:05 a.m. Sunday, February 9, 2003 a Canadian Northern freight train traveling north through the southern Illinois town of Tamaroa derailed creating a hazardous material spill and fire. Vinyl chloride, hydrochloric acid, and methyl alcohol were discharged. A 3-mile evacuation radius around the site was established. The Illinois Emergency Management Agency requested fire/hazmat mutual aid from level A trained and equipped hazmat teams from other communities (regional planning assistance from HMEP grants funds aided this process) to aid the railroad and contractor (Hulchers, Inc.) employees who had arrived on the scene. The regional teams were incorporated into a unified incident command system. As a result, the incident was mitigated with no loss of life or injuries and no damage to homes within the community. Although HMEP grants funding is limited, this incident demonstrates the benefits of wisely used planning and training funds.

Interstate-95 Tanker Accident. At approximately 2:45 p.m. on January 13, 2004, a tractor-trailer carrying approximately 8,800 gallons of gasoline veered off an overpass, while traveling southbound along Interstate-895 plunging onto northbound Interstate-95, resulting in a huge explosion and fire. Four northbound vehicles, including a tractor-trailer, another large truck, a pick-up truck and a car, crashed into the gasoline tanker. The accident claimed the lives of five people, including the driver of the gasoline tanker.

Firefighting crews from Baltimore County, Howard County, Anne Arundel County and Baltimore-Washington International Airport responded, bringing the blaze under control.

A large portion of the HMEP Training funds received by the State of Maryland each year are passed through to the University of Maryland's Maryland Fire and Rescue Institute (MFRI) for the delivery of Hazardous Materials Training to the Fire and Emergency Services across the State.

All Fire and Emergency Services providers in the jurisdictions which responded to this incident are trained to a minimum of the Hazardous Materials Operations (HMO) level. In addition, Anne Arundel County, Baltimore County, Howard County, BWI Airport and the Maryland Department of the Environment all provide Hazardous Materials Response Teams with members trained at/or above the Hazardous Materials Technician (HMT) level. The State of Maryland, which includes the jurisdictions that responded to this incident, trained more than 1,950 emergency responders, with HMEP Grants funds, in FY 2004. The successful handling of these incidents can largely be attributed to having properly trained emergency responders. HMEP grants funds provided training for those responders.

D. Development of Working Group Effective Practices Brochure. In summer 2006, the Office of Hazardous Materials Safety convened a HMEP Working Group, consisting of 7 volunteer grantees, to suggest ways of helping states to make better use of the program. Through the Working Group, state-level program managers shared their own experiences and effective practices with each other. As an added benefit, some of the most effective practices were published in the HMEP Grants Program Working Group Effective Practices brochure and made

available to all grantees so that others may also benefit (see Appendix D). This brochure summarizes the Working Group's recommendations to the states, with some concrete examples of the effective practices they employ. The Working Group's discussions were coordinated by staff at the Volpe National Transportation Systems Center.

Working Group members stressed the importance of tracking their LEPCs' activities and progress. This allows them to ensure that all LEPCs are active and performing their duties under the EPCRA, and provides valuable information about local accomplishments including plans updated, exercised conducted, and studies completed. A systematic program for tracking these outcomes can be set up using annual checklists. As an example, Arizona's checklist (Appendix D), uses the basic requirements of EPCRA §301 and 303 as its measures, also tracking LEPC meetings, exercises, and compliance with the National Incident Management System. These checklists can also become one component of a state-specific objective, goal-driven process for prioritizing requests for HMEP planning funds (in cases where local requests exceed available funds).

This type of transparent process promotes procedural fairness, helps ensure that limited HMEP funds are targeted to meritorious projects, and rewards LEPCs for their conscientiousness in performing their duties. As the Arizona example shows, points can be assigned to the LEPC activity checklists, with the resulting numbers used as one component of the prioritization. The other components of Arizona's scoring system are compliance with all State and programmatic applicable requirements.

V. PROGRAM REVIEWS

The PHMSA HMEP grants program fills a need within the hazardous materials transportation community. The Pipeline and Hazardous Materials Safety Administration regularly monitors program performance through routine information exchanges with grantees regarding disbursement requests, quarterly financial reports and budget year final reports. In addition, several independent sources have evaluated the HMEP Grants program performance and found the program to be both necessary and effective. A review of the HMEP grants program by the Government Accountability Office (GAO) and the Office of Management and Budget (OMB) are detailed below.

A. GAO Report. GAO published "Hazardous Materials Training. DOT and Private Sector Initiatives Generally Complement Each Other," in July 2000. The report objectives were to describe the program's funding sources and expenditures, determine if the programs training efforts are duplicative with those of industry, and determine if industry's training efforts meet federal standards. The audit found the program to be effective and beneficial. The report included the following GAO program audit findings:

> HMEP-funded training to teach emergency responders about addressing hazardous materials emergencies and private sector training initiatives do not duplicate each other…The HMEP-funded training is classroom-based and broad in scope, addressing potential accidents involving a wide range of emergency responders who are likely to be the first ones to reach an accident scene, to recognize the nature and potential severity of a hazardous materials incident and the appropriate actions to take…the private sector's training initiatives on responding to hazardous materials emergencies are not designed or intended to comply with federal regulations and national training standards on emergency response training for public sector employees. These regulations and standards include the OSHA and EPA regulations…[1]

B. PART Analysis. In 2003, the Office of Management and Budget (OMB) performed a Program Assessment Rating Tool (PART) analysis on the HMEP grants program. The PART analysis program rating indicates how well a program is performing. These findings are made public via Expectmore.gov so the public can see how effectively tax dollars are being spent. The 2003 PART analysis rating of the HMEP grants program was "Moderately Effective". The OMB defines a program with this rating as one that "has set ambitious goals and is well-managed. Moderately Effective programs likely need to improve their efficiency or address other problems in the program's design or management in order to achieve better results."[2] The program received the highest marks for program purpose and design. The analysis identified grantee performance evaluation as an area needing improvement. We have instituted a program of outside evaluation to satisfy this recommendation. The HMEP program satisfies single audit act requirements.

---

[1] Government Accountability Office. "Hazardous Materials Training: DOT and Private Sector Initiatives Generally Complement Each Other" July 2000.

[2] Expectmore.gov. http://www.whitehouse.gov/OMB/expectmore/detail.10001123.2005.html

VI. THE FUTURE of HMEP GRANTS

A. Funding Increase. SAFETEA-LU authorized an increase from $14.3 million to $28.3 million in funding for the HMEP grants program. The HMEP grants program envisions more hazardous materials training funded at higher levels (operations and above) due to changes in National Fire Protection Agency (NFPA) 472: Standard for Professional Competence of Responders to Hazardous Materials. New internet-based support tools will be implemented to assist grantees in more efficiently conducting training and a total re-qualification of courses is anticipated due to changes in NFPA 472. In order to expedite and streamline the course re-qualification process, the HMEP grants program will implement an internet-based version of the model HMEP course assessment tools. These training aides were originally developed in conjunction with Federal and state training partners to better ensure consistency in the quality of hazmat training nationally. To further benefit grantees, the HMEP grants program has a continued commitment to identifying emergent national training needs, such as initiatives on ethanol and alternative fuels. Additionally, PHMSA will be implementing the new Hazmat Instructor Training (HIT) program to broaden the scope of hazardous materials training. The HIT program will allow for the training of more hazardous materials instructors. These trainers will provide training to hazmat employees in their local communities. In yet another effort to expand the reach of the Department, PHMSA will be implementing a new rural initiative designed to benefit those responders who, up until this time, have had limited access to hazardous materials training. With the expansion of HMEP grant funding, increased involvement from the stakeholder community is expected, including local responders from SERCs and LEPCs, individuals from the hazmat industry, and professional associations.

B. Revised HMEP Grant Information Collection. PHMSA is updating its HMEP grants application to include questions on grantee user fee collection and performance reporting. The proposed revisions will allow for a more accurate evaluation of the effectiveness of the grant program in meeting emergency response planning and training needs. The goal is to produce an updated package in time for the next application cycle in April 2008.

C. New Hazmat Instructor Training Grant Program. SAFETEA-LU authorizes the Secretary of Transportation, subject to the availability of funds, to make grants for training instructors to train hazardous materials employees (hazmat employees) and, to the extent determined appropriate, for such instructors to train hazmat employees. The HIT Grants Program is funded by registration fees collected from certain hazardous materials shippers and carriers in accordance with 49 CFR Part 107, Subpart G.

The objective of the HIT Grants Program will be to train hazmat instructors who will in-turn train hazmat employees in the proper handling of hazardous materials. Due to budget and other limitations, many hazmat employees cannot leave their employment locations for extended periods of time to attend training courses. By significantly minimizing travel cost and training time, instructors trained under this grant program can offer training to a large number of hazmat employees at locations within close proximity to the hazmat employee's places of employment. As provided by SAFETEA-LU, funds awarded to an organization in accordance with the HIT Grants Program may only be used to train hazmat instructors. Grant funds are not authorized to be used to fund an organization's existing hazmat training program.

The HIT Grants Program, operating under statute, will be open to non-profit hazardous materials employee organizations demonstrating: (1) expertise in conducting a training program for hazmat employees, and (2) the ability to reach a target population of hazmat employees. A hazmat employee, as defined under the Hazardous Materials Regulations (HMR; 49 CFR Parts 171-180), is a person who, in the course of full time, part time, or temporary employment, directly affects hazardous materials transportation safety. Hazmat employees include self-employed persons, including owner-operators of motor vehicles, vessels, or aircraft, and railroad signalmen and maintenance-of-way employees. The term includes a person who:

(1) Loads, unloads, or handles hazardous materials;
(2) Designs, manufactures, fabricates, inspects, marks, maintains, reconditions, repairs, or tests a package, container or packaging component that is represented, marked, certified, or sold as qualified for use in transporting hazardous material in commerce.
(3) Prepares hazardous materials for transportation;
(4) Is responsible for safety of transporting hazardous materials; or
(5) Operates a vehicle used to transport hazardous materials.

PHMSA looks forward to implementing this program.

D. Secretary's Rural Initiative. Recent recommendations from stakeholders have focused on the need to expand DOT's reach to rural communities and particularly to volunteers whose access to training may be more constrained. According to the latest USFA statistics there are approximately 824,000 volunteer fire fighters out of a total US fire service of approximately 1,141,000. USFA estimates that as many as 80% of rural fire service hazmat responders are not trained to the hazmat operations level. The HMEP Grants Program is the only Federal grants program dedicated to training of rural volunteer firefighters who respond to everyday hazmat incidents.

The Department of Transportation, acting as co-chair of the National Response Team training sub-committee with the USFA, is working with federal agencies, including EPA, DOE, FEMA, USFA/DHS National Fire Academy to develop innovative new curricula and technical assistance programs that specifically target improving rural and frontier community hazardous materials response and planning capabilities. Several examples of the training materials targeted to this audience include (see Appendix E):

- Online HMEP Guidelines
- *Course Wiz* - Online Course Self-Assessment Wizard Tool
- Online List of Assessed Courses
- New Materials for NFPA 472 Operations Level Preparedness
- Online Operations-Level Responder Assessment Tools
- Online Response Capability Planning Tool
- Quick Facts Online Emergency Responder Encyclopedia
- E-Drills

- Graphic Simulations and Illustrated Guides
- War stories

With the recent passage of the FY 2008 budget, there is an excellent opportunity to extend assistance to more rural communities. In support of the Secretary of Transportation's Rural Initiative, the HMEP grants program will:

- Help Re-Establish Local Emergency Planning Committees (LEPCs) in Rural Communities: This will increase the number of rural trained volunteer emergency responders. Currently there are as many as 1,700 inactive LEPCs in rural America. Re-activated LEPCs will be eligible to receive HMEP grants for training and planning activities and help increase the number of volunteers trained in operations-level hazardous materials response.

- Identify Rural Hazmat Challenges: PHMSA, working in partnership with the USFA, and emergency response organizations will help volunteer emergency responders plan and train for hazardous materials transportation incidents.

- Develop curriculum and technical assistance programs: Work with other federal agencies, including EPA, DOE, FEMA, and the USFA/DHS National Fire Academy, to develop innovative new curricula and technical assistance programs that specifically target improving rural community hazardous materials planning and response capabilities, including guidelines for responding to alternative energy product spills.

These initiatives will be carried out within the existing HMEP Program Budget.

VII. CONCLUSION

The HMEP grants play an important role in helping meet the nation's hazmat emergency preparedness needs. During the thirteen years of the program, fiscal years 1993-2005, $125 million in grants were awarded to fifty States, the District of Columbia, five Territories, forty Indian tribes, and the IAFF. In FY 2005, approximately $12.8 million in HMEP Grants funds were awarded to nearly 70 Grantees. The distribution of funds is detailed in Appendix A. In addition, the IAFF was awarded $250,000 that year. An estimated 2 million responders in the U.S. emergency response community need various levels of training, some for the first time and others to refresh or improve previously acquired skills. HMEP training reaches only a portion of the total pool, but with approximately 177,000 responders and 170 trainers receiving training each year, the program makes important contributions to reducing the nation's responder training deficit.

General preparedness assistance, both programmatic and technical in nature, has been made available to the nation's 1,700 active LEPCs. From the start of the HMEP grants program through FY 2005, grantee reports indicate approximately 51,000 emergency plans have been prepared or updated; nearly 8,600 hazard analyses and flow studies have been conducted; and more than 11,800 hazmat emergency response training exercises have been held. A nationally recognized training curriculum has been developed, with guidelines published and updated and approximately 300 courses assessed and included in the curriculum. An estimated 2,000,000 responders were trained in thirteen years, with an additional 170,000 expected annually in subsequent years at qualification levels higher than before. In FY 2005, Grantees reported training more than 176,700 first responders. A detailed break-out of persons trained, by grantee, is provided in Appendix C. Program innovations and training efficiencies have been undertaken to maximize the effectiveness of the limited planning and training funds. A hazmat instructor training program for nonprofit hazmat employee organizations is scheduled for implementation in FY 2008.

Practical results of the extensive training are evident. Besides the widespread perception that hazmat emergency preparedness planning and training make communities better prepared, actual incidents have confirmed the effective contribution of the HMEP Grants program in making communities and responders better prepared to handle hazardous materials emergencies. A compilation of productive Grantee activities was developed by PHMSA. The Effective Practices brochure is intended to facilitate information sharing among grantees and maximize the benefit of HMEP Grants funding within their communities (see Appendix D).

Given the reach and success of the program to date and the need for hazmat emergency responder training of over 2 million, we will be considering how best to serve the needs of the emergency planning and response community in the next reauthorization of the national hazardous materials program. We continue to explore means to narrow the gap between everyday hazmat emergency preparedness needs and resources available at the Federal level.

Appendix A: Planning and Training Grants Awarded in FY 2005 and Used in FY 2006

Hazardous Materials Emergency Preparedness (HMEP) Grants Made for Use in Fiscal Year 2006

Alabama	$236,183	New Hampshire	$106,013
Alaska	$82,560	New Jersey	$289,579
Arizona	$183,283	New Mexico	$150,123
Arkansas	$158,959	New York	$470,968
California	$964,316	North Carolina	$316,260
Colorado	$181,716	North Dakota	$137,298
Connecticut	$145,112	Ohio	$510,751
Delaware	$91,223	Oklahoma	$188,028
District of Columbia	$73,484	Oregon	$175,178
Florida	$453,407	Pennsylvania	$404,762
Georgia	$300,494	Rhode Island	$92,480
Hawaii	$88,920	South Carolina	$190,616
Idaho	$113,259	South Dakota	$126,980
Illinois	$612,982	Tennessee	$249,996
Indiana	$302,514	Texas	$668,460
Iowa	$204,938	Utah	$145,957
Kansas	$230,885	Vermont	$84,172
Kentucky	$182,148	Virginia	$243,051
Kansas	$230,885	Vermont	$84,172
Kentucky	$182,148	Virginia	$243,051
Louisiana	$204,058	Washington	$206,220
Maine	$107,242	West Virginia	$140,570
Maryland	$186,902	Wisconsin	$260,053
Massachusetts	$214,283	Wyoming	$94,237
Michigan	$331,393		
Minnesota	$262,068		
Mississippi	$177,883	American Samoa	$65,973
Missouri	$266,548	Guam	$126,417
Montana	$118,746	Northern Mariana Islands	$66,207
Nebraska	$183,399	Puerto Rico	$67,353
Nevada	$123,594	US Virgin Islands	$66,984

Ely Shoshone Tribe	$21,710
Fallon Paiute-Shoshone Tribe	$27,148
Inter Tribal Council	$160,000
Menominee Indian Tribe	$26.055
Prairie Island Indian Community	$26,055
Pueblo of Acoma	$26,004
Pueblo of Laguna	$26,004
Pyramid Lake Paiute Tribe	$26,005
Reno Sparks Indian Colony	$25,688
St. Regis Mohawk Tribe	$24,200
Salish & Kootenai Tribes	$10,000
Grand Total	$12,800,000

Appendix B: Hazardous Materials Emergency Preparedness Grants Designated Agencies

HAZARDOUS MATERIALS EMERGENCY PREPAREDNESS GRANTS DESIGNATED AGENCIES

STATES

ALASKA

Alaska Division of Homeland Security and Emergency Management

Mr. John Madden

P.O. Box 5750

Fort Richardson, AK 99505--575
(907) 428-7000

Grants Administrator
James King
Voice: (907) 428-7064
FAX (907) 428-7009

ALABAMA

Alabama Emergency Management Agency

Mr. Perry W. Martin Sr.

5898 County Road 41

P.O. Drawer 2160

Clanton, AL 35046-2160
(205) 280-2200

Project Manager
LaTonya Stephens
Voice: (205) 280-2433
FAX (205) 280-2493

ARKANSAS

Arkansas Department of Emergency Management

Mr. David Maxwell

Bldg #9501 Camp Joseph T. Robinson

Attn: Kenny Harmon

North Little Rock, AR 72199
(501) 683-6700

Arkansas Department of Emergency Management
Kenny Harmon
Voice: (501) 683-6752
FAX (501) 730-9754

ARIZONA

Arizona Emergency Response Commission

Mr. Mark Howard

5636 East McDowell Road

Phoenix, AZ 85008
(602) 231-6345

Executive Director
Mark Howard
Voice: (602) 231-6345
FAX (602) 392-7519

CALIFORNIA

Governor's Office of Emergency Services

Mr. Henry R. Renteria

ATTN: Michael Warren

3650 Schriever Avenue

Mather, CA 95655
(916) 845-8510

Hazardous Materials Unit
Michael Warren
Voice: (916) 845-8772
FAX (916) 845-8734

COLORADO

Colorado Department of Local Affairs

Mr. David W. Holm

Division of Emergency Management

9195 E. Mineral Ave., Suite 200

Centennial, CO 80112
(720) 852-6600

Project Manager
Jack Cobb
Voice: (720) 852-6603
FAX (720) 852-6755

CONNECTICUT

Connecticut Emergency Response Commission

Ms. Amey Marrella

DEP/Bureau of Waste Management

79 Elm Street

Hartford, CT 06106-5127
(860) 424-3009

Project Manager
Mark De Caprio
Voice: (860) 424-3361
FAX (860) 424-4062

DISTRICT OF COLUMBIA

District of Columbia Homeland Security and Emergency Mgmt Agency

Mr. Darrell L. Darnell

2720 Martin Luther King Jr. Ave. S.E.

2nd Floor

Washington, DC 20032
(202) 727-6161

Project Manager
Jamie Quarrelles
Voice: (202) 481-3078(Ext: 1123)
FAX (202) 715-7288

HAZARDOUS MATERIALS EMERGENCY PREPAREDNESS GRANTS DESIGNATED AGENCIES

STATES

DELAWARE

State of Delaware

Mr. James E. Turner III

Delaware Emergency Management Agency

165 Brick Stone Landing Road

Smyrna, DE 19977
(302) 659-3362

Delaware Emergency Management Agency
Arthur Paul

Voice: (302) 659-2236
FAX (302) 659-6855

FLORIDA

Florida Division of Emergency Management

Mr. W. Craig Fugate

2555 Shumard Oak Boulevard

Tallahassee, FL 32399-2100
(850) 488-8466

Florida Department of Community Affairs
Tim Date

Voice: (850) 410-1272
FAX (850) 488-1739

GEORGIA

Georgia Emergency Management Agency

Mr. Charley English

P.O. Box 18055

Atlanta, GA 30316-0055
(404) 635-7000

Georgia Emergency Management Agency
Hugh Warren

Voice: (404) 635-7043
FAX (404) 635-7005

HAWAII

Hawaii Civil Defense Division - DOD

Mr. Edward T. Teixeira

3949 Diamond Head Road

Honolulu, HI 96816-4495
(808) 733-4300

Project Manager
Clarice Chung

Voice: (808) 733-4300(Ext: 523)
FAX (808) 733-4287

IOWA

Iowa Homeland Security and Emergency Management Division

Ms. David Miller

7105 N.W. 70th Avenue

Camp Dodge, Bldg. W-4

Johnston, Iowa, IA 50131
(515) 281-3231

Iowa Emergency Management Division
Lisa Sexton

Voice: (515) 725-3213
FAX (515) 281-3231

IDAHO

Idaho Bureau of Homeland Security

Mr. William H. Bishop

4040 Guard Street., Bldg. 600

Boise, ID 83705-5004
(208) 334-3263

Project Manager
Mary Halverson

Voice: (208) 422-5723
FAX (208) 422-3044

ILLINOIS

Illinois Emergency Management Agency

Mr. Andrew Velasquez

2200 S. Dirksen Pkwy

Springfield, IL 62703-4528
(217) 782-7860

Illinois Emergency Managment Agency
Susan Fischer

Voice: (217) 782-6598
FAX (217) 785-3039

INDIANA

Indiana Department of Homeland Security

Mr. J. Eric Dietz

Indiana Government Center South

302 W. Washington St., Room E208

Indianapolis, IN 46204-2760
(317) 232-3986

Project Manager
Ian Ewusi-Wilson

Voice: (317) 232-3837
FAX (317) 233-5006

HAZARDOUS MATERIALS EMERGENCY PREPAREDNESS GRANTS DESIGNATED AGENCIES

STATES

KANSAS

Adjutant General's Department

Mr. Swapan Saha

Kansas Division of Emergency Management

2800 S.W. Topeka Blvd

Topeka, KS 66611-1287
(785) 274-1419

Kansas Division of Emergency Management
Swapan Saha
Voice: (785) 274-1419
FAX (785) 274-1426

KENTUCKY

Kentucky Division of Emergency Management

Mr. Maxwell C. Bailey

Building 1025 Suite 101

Capital City Comples East - Capital City Drive

Frankfort, KY 40602
(502) 607-1682

Project Manager
Wayne Mullannix
Voice: (502) 607-5733
FAX (502) 607-5710

LOUISIANA

Louisiana Department of Public Safety and Corrections

Colonel Stanley Griffin

P.O. Box 66614

Mail Slip 21

Baton Rouge, LA 70896
(225) 926-6118

Project Manager
Michael D. Hawkins
Voice: (225) 925-6113(Ext: 233)
FAX (225) 922-1588

MASSACHUSETTS

Massachusetts Emergency Management Agency

Ms. Kenneth McBride

400 Worcester Road

Framingham, MA 01702-5399
(508) 820-2010

Massachusetts Emergency Management Agency
Jeffrey Trask
Voice: (508) 820-2053
FAX (508) 820-2030

MARYLAND

Maryland Emergency Management Agency

Mr. John W. Droneburg

Camp Fretterd Military Reservation

5401 Rue Saint Lo Drive

Reisterstown, MD 21136
(410) 517-3600

Project Manager
Beth Stone
Voice: (410) 517-5129
FAX (410) 517-3610

MAINE

Maine Emergency Management Agency

Mr. John W. Libby

Dept. of Defense, Veterans & Emer. Mgmt.

72 State House Station

Augusta, ME 04333-0072
(207) 287-4080

Maine Emergency Management Agency
Bob Gardner
Voice: (207) 626-4503
FAX (207) 626-4460

MICHIGAN

Michigan State Police

Captain Eddie L. Washington Jr.

4000 Collins Road

Lansing, MI 48909-8136
(517) 333-5041

Michigan State Police, Emergency Management Division
James Breuker
Voice: (517) 333-4910
FAX (517) 333-4987

MINNESOTA

Minnesota Department of Public Safety

Ms. Kris Eide

Division of Homeland Security and Emergency Mgmt.

444 Cedar Street, Suite 223

St. Paul, MN 55101-6223
(651) 296-2233

Grants Specialist
Brian Bounds
Voice: (651) 201-7419
FAX (651) 296-0459

HAZARDOUS MATERIALS EMERGENCY PREPAREDNESS GRANTS DESIGNATED AGENCIES

STATES

MISSOURI

Missouri Emergency Response Commission

Mr. Ronald M. Reynolds

PO Box 116

2303 Militia Drive

Jefferson City, MO 65102
(573) 526-9237

Missouri Emergency Response Commission
Ronald M. Reynolds

Voice: (573) 526-9101
FAX (573) 526-9261

MISSISSIPPI

Mississippi Emergency Management Agency

Mr. Thomas M. Womack

1 MEMA Drive P.O. Box 5644

Pearl, MS 39288
(601) 933-6810

Project Manager
Harrell B. Neal

Voice: (601) 933-6369
FAX (601) 933-6815

MONTANA

Montana Disaster and Emergency Services

Mr. Dan W. McGowan

P.O. Box 4789

Fort Harrison, MT 59636
(406) 841-3911

Project Manager
Sheri Lanz

Voice: (406) 841-3969
FAX (406) 841-3965

NORTH CAROLINA

North Carolina Crime Control and Public Safety Div of Emerg Mgmt

Mr. H. Douglas Hoell Jr.

4713 Mail Service Center

Raleigh, NC 27699-4713
(919) 733-3867

Project Manager
Randolph Harrison

Voice: (919) 733-3327
FAX (919) 733-2860

NORTH DAKOTA

North Dakota Division of Emergency Management

Mr. Greg M Wilz

P.O. Box 5511

Bismarck, ND 58506-5511
(701) 328-3300

North Dakota Division of Emergency Managment
Debbie LaCombe

Voice: (701) 328-8119
FAX (701) 328-2119

NEBRASKA

Nebraska Military Department

Mr. Al Berndt

Emergency Management Agency

1300 Military Road

Lincoln, NE 68508
(402) 473-1410

Nebraska Emeregency Management Agency
Al Berndt

Voice: (402) 471-7410
FAX (402) 471-7433

NEW HAMPSHIRE

New Hampshire Department of Safety

Mr. Christopher Pope

33 Hazen Drive

Concord, NH 03305
(603) 271-2559

Project Manager
Les Cartier

Voice: (603) 271-3294
FAX (603) 271-3206

NEW JERSEY

New Jersey State Police

Sergeant Michael G. McIntyre

Office of Emergency Management

1001 Fire Academy Drive

Sayreville, NJ 08872
(732) 721-4040

Project Manager
Sgt. Michael McIntyre

Voice: (732) 721-4040
FAX (732) 721-4672

HAZARDOUS MATERIALS EMERGENCY PREPAREDNESS GRANTS DESIGNATED AGENCIES

STATES

NEW MEXICO

New Mexico Department of Public Safety

Mr. Tim . Manning

Technical Hazards Bureau

P.O. Box 1628

Santa Fe, NM 87504-1628
(505) 476-1051

New Mexico Department of Public Safety
Paula Flores
Voice: (505) 476-9681
FAX (505) 476-9695

NEVADA

Nevada Emergency Response Commission

Ms. Karen Pabon

2621 Northgate Lane

Suite 10

Carson City, NV 89706
(775) 687-6973

Nevada Emergency Response Commission
Karen Pabon
Voice: (775) 687-6973
FAX (775) 687-8798

NEW YORK

New York State Emergency Response Commis

Mr. John R. Gibb Jr.

Building #22, Ste. 101

1220 Washington Avenue

Albany, NY 12226
(518) 292-2301

New York SERC Working Group
David DeMatteo
Voice: (518) 457-9924
FAX (518) 457-9981

OHIO

Ohio State Emergency Response Commission

Ms. Nancy J. Dragani

2855 West Dublin-Granville Road

Columbus, OH 43235-2206
(614) 889-7152

Project Manager
Jack Bossert
Voice: (614) 889-7178
FAX (614) 799-3678

OKLAHOMA

Oklahoma Dept. of Civil Emergency Mgmt.

Mr. Albert Ashwood

P.O. Box 53365

Oklahoma City, OK 73152
(405) 521-2481

Oklahoma Dept. of Civil Emergency Management
Dale Magnin
Voice: (405) 521-2481
FAX (405) 521-4053

OREGON

Oregon State Police

Ms. Nancy Orr

Office of State Fire Marshal

4760 Portland Road N.E.

Salem, OR 97305
(503) 378-3473

Department of State Police/Office of State Fire Marshal
Terry Wolfe
Voice: (503) 373-1540(Ext: 219)
FAX (503) 373-1825

PENNSYLVANIA

Pennsylvania Emergency Management Agency

Mr. James R. Joseph

2605 Interstate Drive

Harrisburg, PA 17110-9364
(717) 651-2007

Project Manager
Lori Toro
Voice: (717) 651-2014
FAX (717) 651-2025

RHODE ISLAND

Rhode Island Emergency Management Agency

Mr. Robert J. Warren

645 New London Ave

Cranston, RI 02920
(401) 946-9996

Planning Coordinator
Kim McLeod
Voice: (401) 462-7129
FAX (401) 944-1891

HAZARDOUS MATERIALS EMERGENCY PREPAREDNESS GRANTS DESIGNATED AGENCIES

STATES

SOUTH CAROLINA

South Carolina Emerg. Management Div.

Mr. Ronald C. Osborne

2779 Fish Hatchery Road

West Columbia, SC 29172
(803) 737-8500

HAZMAT Program Coordinator
Randy Jenkins

Voice: (803) 737-8838
FAX (803) 737-8570

SOUTH DAKOTA

South Dakota Department of Public Safety

Ms. Kristi Turman

Emergency Management

118 W. Capitol Ave

Pierre, SD 57501-5070
(605) 773-3231

Project Manager
Doug Hinkle

Voice: (605) 773-3231
FAX (605) 773-3580

TENNESSEE

Tennessee Emergency Response Council

Mr. James Bassham

3041 Sidco Drive

Nashville, TN 37204
(615) 741-2920

Tennessee Emergency Response Council
Gary Beazley

Voice: (615) 253-3396
FAX (615) 741-4173

TEXAS

Texas Division of Emergency Management

Mr. Jack Colley

P.O. Box 4087

Austin, TX 78773-0001
(512) 465-2443

Texas Division of Emergency Management
Don Hall

Voice: (512) 424-5985
FAX (512) 424-5647

UTAH

Utah Division of Homeland Security

Mr. Ron Morris

410 West 9800 South

Sandy City, UT 84070
(801) 284-6350

Project Manager
Michael Riley

Voice: (801) 256-2477
FAX (801) 537-9240

VIRGINIA

Virginia Department of Emergency Management

Mr. Michael M. Cline

10501 Trade Court

Richmond, VA 23236-3713
(804) 897-6501

Commonwealth of Virginia Department of Emergency Services
Cheryl Adkins

Voice: (804) 897-6500(Ext: 6597)
FAX (804) 897-6613

VERMONT

Vermont Department of Public Safety

Mr. Kerry Sleeper

Emergency Management Division

103 South Main Street

Waterbury, VT 05671-2101
(802) 244-8718

Project Manager
Randall Bronson

Voice: (802) 244-8721
FAX (802) 241-5556

WASHINGTON

Washington State Military Department

Mr. James M. Mullen

Emergency Management Division

Building 20

Camp Murray, WA 98430-5122
(253) 512-7001

Project Manager
Ronald Wilson

Voice: (253) 512-7069
FAX (253) 512-7207

HAZARDOUS MATERIALS EMERGENCY PREPAREDNESS GRANTS DESIGNATED AGENCIES

STATES

WISCONSIN

Wisconsin Emergency Management

Mr. Johnie L. Smith

2400 Wright Street, Rm. 213

Madison, WI 53707-7865
(608) 242-3232

Wisconsin Emergency Management
Gerald Haberl

Voice: (608) 242-3218
FAX (608) 242-3247

WEST VIRGINIA

West Virginia Division of Homeland Security and Emergency Managment

Mr. James J. Gianato

1900 Kanawha Boulevard East

Bldg 1 Room EB-80

Charleston, WV 25305
(304) 338-5380

West Virginia Office of Emergency Services
Lavern Stout

Voice: (304) 558-5380
FAX (304) 344-4538

WYOMING

Wyoming Office of Homeland Security

Mr. Joe Moore

122 W. 25th Street

1st Floor East

Cheyenne, WY 82002
(307) 777-4663

Project Manager
Bob Mason

Voice: (307) 777-5768
FAX (307) 635-6017

HAZARDOUS MATERIALS EMERGENCY PREPAREDNESS GRANTS DESIGNATED AGENCIES

TERRITORIES

AMERICAN SAMOA

American Samoa Department of Homeland Security

Mr. Michael R. Sala

P.O. Box 4567

Pago Pago, AS 96799
(684) 633-2827

Project Manager
Tusipasi Suianunoa

Voice: (684) 633-2827
FAX (684) 633-5111

GUAM

Office of Civil Defense, Guam Homeland Secuity

Mr Charles H. Ada II

221-B Chalan Palasyo

Agana Heights, GU 96910
(671) 475-9600

Guam Office of Civil Defense
Patrick Leon Guerrero

Voice: (671) 871-6864
FAX (671) 477-3727

NORTHERN MARIANA ISLANDS

Commonwealth of the Northern Mariana Islands

Mr. Mark S. Pangelinan

Emergency Management Office - Capitol Hill

P.O. Box 10007

Saipan, MP 96950
(670) 322-8001

Planning Supervisor
Ted Untalan

Voice: (670) 235-4328
FAX (670) 322-7743

PUERTO RICO

Government of Puerto Rico

Mr. Nazario Lugo Burgos

Puerto Rico State Emergency Management Agency

P.O. Box 9066597

San Juan, PR 00906-6597
(787) 724-0124

Project Manager
Mariellie Rios Rodriquez

Voice: (787) 724-0124(Ext: 2217)
FAX (787) 281-7181

US VIRGIN ISLANDS

US Virgin Islands Department of Planning and Natural Resources

Mr. Dean C. Pleaskett

Wheatly Center II

St. Thomas, VI 00802
(340) 773-1082

Department of Planning and Natural Resouce
Hollis L. Griffin

Voice: (340) 773-0565
FAX (340) 692-9794

HAZARDOUS MATERIALS EMERGENCY PREPAREDNESS GRANTS DESIGNATED AGENCIES

NATIVE AMERICAN TRIBES

PUEBLO OF ACOMA

Pueblo of Acoma

Mr. Jason Johnson

PO Box 370

Office of the Governor Att: Stanley Paytiamo

Acoma, NM 87034
(505) 552-6604

WIPP-TEPP Coordinator
Darlene Sue Loudner
Voice: (505) 552-9700
FAX

ELY SHOSHONE TRIBE

Ely Shoshone Tribe

Ms. Diana Buckner

16 Shoshone Circle

Ely, NV 89301
(775) 289-4133

Project Manager
Cindy Marques
Voice: (775) 289-4133
FAX (775) 289-6150

FALLON PAIUTE-SHOSHONE TRIBE

Fallon Paiute-Shoshone Tribe

Mr. Alvin Moyle

Environmental Protection Department

565 Rio Vista Drive

Fallon, NV 89406
(775) 423-6075

Director
Richard Black
Voice: (775) 423-0590
FAX (775) 423-0593

PUEBLO OF ISLETA

Pueblo of Isleta

Mr. J. Robert Benavides

P.O. Box 1270

Isleta, NM 87022
(505) 869-3111

Environment Director
Jim Piatt
Voice: (505) 724-9288
FAX (505) 869-2406

INTER TRIBAL COUNCIL OF ARIZONA

Inter Tribal Council of Arizona, Inc.

Mr. John R. Lewis

2214 North Central Avenue

Suite 100

Phoenix, AZ 85004
(602) 258-4822

Project Manager
Alberta Tippeconnic
Voice: (602) 258-4822
FAX (602) 248-0080

MENOMINEE TRIBE OF WISCONSIN

Menominee Indian Tribe of Wisconsin

Mr. Jeremy C. Weso

P.O. Box 910, Courthouse Rd

Keshena, WI 54135
(715) 799-5154

Director Environmental Services Dept
Gary Schuettpelz
Voice: (715) 799-6152
FAX (715) 799-6153

PUEBLO OF LAGUNA

Pueblo of Laguna Office of Emergency Management

Mr. John E. Antonio

P.O. Box 194

Laguna, NM 87026
(505) 552-6654

Project Manager
Ken Tiller
Voice: (505) 552-5794
FAX (505) 552-6941

PYRAMID LAKE PAIUTE TRIBE

Pyramid Lake Paiute Tribal Council

Ms. Jon Pishion

P.O. Box 256

Nixon, NV 89424
(775) 574-1000

Emergency Response Coordinator
Mervin Wright, Jr.
Voice: (775) 574-1000
FAX (775) 574-1008

HAZARDOUS MATERIALS EMERGENCY PREPAREDNESS GRANTS DESIGNATED AGENCIES

NATIVE AMERICAN TRIBES

SAINT REGIS MOHAWK TRIBE

St. Regis Mohawk Tribe Emergency Planning Office

Mr. Paula McCargar

412 State Route 37

Akwesasne, NY 13655
(518) 358-2272

Project Manager
Sara Diabo

Voice: (518) 358-2272
FAX (518) 358-3618

RENO SPARKS INDIAN COLONY

Reno Sparks Indian Colony

Mr. Arlan D. Melendez

98 Colony Road

Reno, NV 89502
(702) 329-2936

Emergency Coordinator
Nathaniel Hunkup

Voice: (775) 954-5788
FAX (775) 954-5512

SALISH & KOOTENAI

Confederated Salish & Kootenai Tribes

Mr. James H. Steele Jr.

Tribal Disaster Emergency Services

P.O. Box 278

Pablo, MT 59855
(406) 675-2700(Ext: 1007)

Project Manager
Jolene Jacobson

Voice: (406) 675-2700(Ext: 1123)
FAX (406) 275-2806

WASHOE TRIBE OF NEVADA

Washoe Tribe of Nevada and California

Mr. Waldo Walker

919 Highway 395 South

Gardnerville, NV 89410
(775) 265-4191

Program Coordinator
Marie Barry

Voice: (775) 265-8682
FAX (775) 265-3211

HAZARDOUS MATERIALS EMERGENCY PREPAREDNESS GRANTS DESIGNATED AGENCIES

SUPPLEMENTAL PUBLIC SECTOR

INTL. ASSOC. OF FIRE FIGHTERS

International Association of Fire Fighters

Mr. David J. Neun

1750 New York Ave N.W.

Washington, DC 20006-5395
(202) 737-8484

Mr.
David J. Neun

Voice: (202) 737-8484
FAX

Appendix C: Outputs for HMEP Grants Awarded in FY 2005 and Used in FY 2006

Appendix C: Outputs for HMEP Grants Awarded in FY 2005 and Used in FY 2006

	FIRE	POLICE	EMS	REFRESHER	OTHER	TOTAL
ALABAMA	333	1	3	16	4	357
ALASKA	2	2	0	0	4891	4895
AMERICAN SAMOA	8	5	2	8	15	38
ARIZONA	902	344	74	0	220	1540
ARKANSAS	1428	806	78	0	164	2476
CALIFORNIA	7467	5961	1332	7455	8296	30511
COLORADO	480	31	13	0	77	601
CONNECTICUT	929	11	0	0	23	963
DELAWARE	919	85	95	55	525	1679
DIST. OF COL.	1200	0	40	1000	90	2330
FLORIDA	1107	412	314	502	443	2778
GEORGIA	3239	349	698	418	280	4984
GUAM	7	2	4	0	19	32
HAWAII	29	0	0	136	1	166
IDAHO	579	441	109	0	0	1129
ILLINOIS	1147	4540	12076	0	0	17763
INDIANA	741	11	239	114	34	1139
IOWA	1377	173	145	525	316	2536
KANSAS	710	210	220	3600	900	5640
KENTUCKY	127	0	0	0	331	458
LOUISIANA	102	177	5	0	72	356
MAINE	2627	596	184	1263	919	5589
MARYLAND	620	615	128	102	0	1465
MASSACHUSETTS	0	0	0	0	0	0
MICHIGAN	1498	13	4	652	98	2265
MINNESOTA	2621	88	720	0	1200	4629
MISSISSIPPI	330	3	9	0	8	350
MISSOURI	3317	162	45	4	143	3671
MONTANA	391	86	77	320	64	938
NEBRASKA	1227	127	30	0	0	1384
NEVADA	2698	2049	257	474	746	6224
NEW HAMPSHIRE	451	285	322	0	0	1058
NEW JERSEY	8934	3621	1884	428	629	15496
NEW MEXICO	47	39	20	0	0	106
NEW YORK	9891	170	0	1425	308	11794
NORTH CAROLINA	9	6	1	0	140	156

Appendix C: Outputs for HMEP Grants Awarded in FY 2005 and Used in FY 2006, Cont.

	FIRE	POLICE	EMS	REFRESHER	OTHER	TOTAL
NORTH DAKOTA	362	1	2	70	69	504
NO. MARIANAS	5	6	0	0	130	141
OHIO	5300	450	520	330	2126	8726
OKLAHOMA	1276	249	111	0	77	1713
OREGON	242	46	4	216	161	669
PENNSYLVANIA	3566	397	565	867	736	6131
PUERTO RICO	0	0	0	0	0	0
RHODE ISLAND	449	0	0	52	0	501
SOUTH CAROLINA	386	16	85	38	20	545
SOUTH DAKOTA	219	11	36	0	4	270
TENNESSEE	2375	325	150	64	263	3177
TEXAS	992	176	42	0	255	1465
US VIRGIN ISLANDS	0	0	0	0	0	0
UTAH	80	116	34	0	566	796
VERMONT	812	59	60	0	132	1063
VIRGINIA	3640	50	93	1100	60	4943
WASHINGTON	698	841	49	365	180	2133
WEST VIRGINIA	1365	269	84	30	121	1869
WISCONSIN	2065	448	63	369	0	2945
WYOMING	381	127	19	12	101	640
ELY SHOSHONE	0	3	2	3	7	15
FALLON PAIUTE - SHOSHONE	13	9	0	0	30	52
INTER TRIBAL	0	0	0	0	0	0
MENOMINEE	30	32	5	21	24	112
PUEBLO OF ACOMA	0	0	0	0	0	0
PUEBLO OF LAGUNA	0	0	0	0	0	0
PYRAMID LAKE	0	0	0	0	0	0
RENO SPARKS	0	0	0	0	0	0
SALISH & KOOTENAI	60	47	30	255	418	810
ST REGIS	20	8	5	15	16	64
TOTAL	**81,830**	**25,107**	**21,087**	**22,304**	**26,452**	**176,780**

Appendix D: Working Group Effective Practices

Hazardous Materials Emergency Preparedness (HMEP) Grants Program

Working Group Effective Practices

ABOUT THE HMEP WORKING GROUP

The Hazardous Materials Emergency Preparedness (HMEP) Grants Program provides technical and financial assistance to states, territories, and Indian tribes and their subdivisions to prepare and train for hazardous materials incidents. Since its inception, the program has distributed approximately $125 million and supported thousands emergency plan updates, hazmat exercises, and commodity flow studies.

In summer 2006, the Office of Hazardous Materials Safety convened an HMEP Working Group, consisting of volunteers from 7 grantees, to suggest ways of making the program even more effective—and particularly to address issues identified by the federal Office of Management and Budget. Through the Working Group, state-level program managers shared their own experiences and effective practices with each other, with the goal of making this information available to all grantees. This brochure summarizes the Working Group's recommendations, with some concrete examples of the effective practices they employ.

The Working Group's discussions were sponsored by the Office of Hazardous Materials Safety and coordinated by staff at the Volpe National Transportation Systems Center. Additional detail can be found in the full reports; see the back cover for contact information.

TRACKING **LEPC**s' PROGRESS AND PRIORITIZING PROJECTS

Working Group members stressed the importance of tracking their Local Emergency Planning Committees' (LEPCs') activities and progress. This allows them to keep tabs on whether a particular LEPC is active and performing its duties under the Emergency Planning and Community Right-To-Know Act (EPCRA), and provides valuable information about local accomplishments: plans updated, exercised conducted, and studies completed.

A systematic program for tracking these outcomes can be set up using annual checklists. Arizona's checklist, shown below, uses the basic requirements of EPCRA §301 and 303 as its measures, also tracking LEPC meetings, exercises, and compliance with the National Incident Management System.

These checklists can also become one component of an objective, goal-driven process for prioritizing requests for HMEP planning funds (in cases where local requests exceed available funds, as is often the case). This kind of transparent process promotes procedural fairness, helps ensure that limited HMEP funds are targeted to meritorious projects, and rewards LEPCs for their conscientiousness in performing their duties. As the Arizona example shows, points can be assigned to the LEPC activity checklists, with the resulting numbers used as one component of the prioritization. The other components of Arizona's scoring system are compliance with the State Emergency Response Commission's (SERC's) administrative requirements and evaluation of LEPC risk factors and capabilities.

Each of these criteria has a numerical point value range, and applications are scored on a matrix that produces a composite score for each project. Those projects that score the highest receive funding. Evaluating several aspects of a proposed project and LEPC ensures that funding will reach the best projects for maximum impact. Several other Working Group members use a similar process.

OUTREACH TO **LEPC**s

Communication and outreach between state agencies, the SERC, LEPCs, and local governments is an excellent way to share information and expertise, including "best practice" information that can help LEPCs improve their effectiveness.

Among the effective outreach practices identified by Working Group members are:

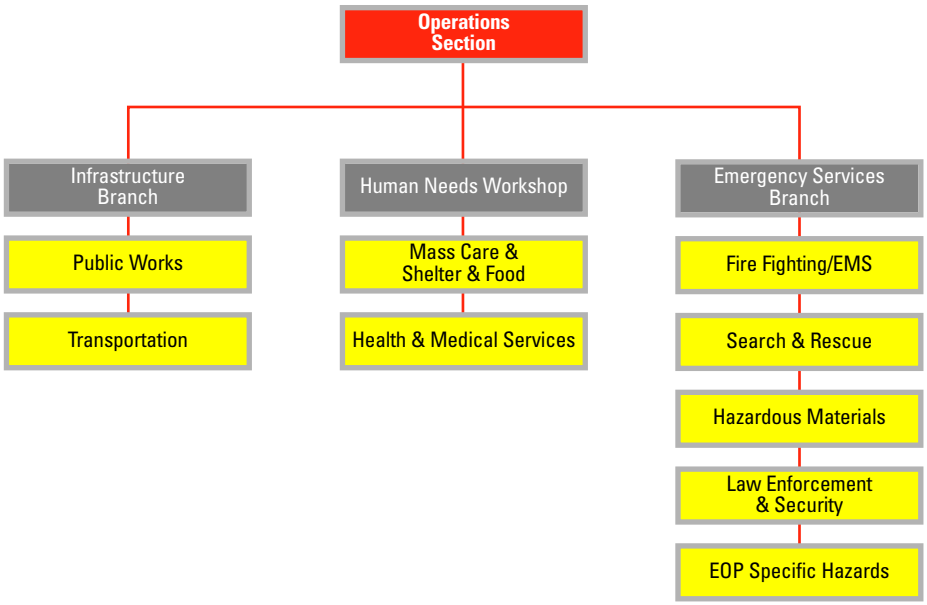
- onsite outreach meetings and staff assistance visits
- HMEP guidebooks
- sample planning guides and plan templates
- multi-stakeholder coordination meetings

As an example, Vermont provides a response plan template to its localities. This helps them get over any inertia involved in creating or updating a local hazmat emergency plan, while also ensuring a measure of consistency and compatibility among the plans in the state. By providing a comprehensive list of planning activities, responsibilities, and scenarios that need to be addressed, the templates also ensure that local agencies do not overlook any important areas in the development of their plans.

Example of LEPC Performance Tracking Being Used to Prioritize Projects (Arizona)

	LEPC Meetings & Minutes	Hazmat Exercise	LEPC Response Plan Reviewed at Public Meeting	LEPC Response Plan Updated	Response Plan	Total	%	Rank
	2 points per Meeting, 10 points max (0 ineligible for funding)	Proof of exercise (minimum 1 every 2 years)	0-Not eligible for funding (Documented in LEPC minutes)	FFY 2006	Incorporated with EOP, Compliant with NIMS			
0=low 5=high	0 – 10	0 or 5	0 or 5	0 or 5	0 or 5	30	0 – 100	
County 1	8	5	5	5	5	28	93.3	2
County 2	10	5	5	5	5	30	100	1
County 3	2	5	5	0	5	17	56.7	3

Excerpt from Vermont Local Response Plan Template



The Inter Tribal Council of Arizona also provides its local partners with a template emergency plan. ITCA's program manager has found that with the sometimes large turnover in tribal leadership, a basic plan from which to build is crucial to hazmat planning in the member tribes. The ITCA also distributes a guide that details the EPCRA requirements for LEPC bylaws, meetings, and minutes. The guide has a seven-step program to emergency planning that, along with the template, helps create a consistent approach among the member tribes. Tribal staff members who are new to emergency planning can follow the defined program to quickly get up to speed on their hazmat planning roles and responsibilities.

Excerpt from the Planning Guide Created by the Inter-Tribal Council of Arizona

STEP 1

Tribal Leader Establishes a Tribal Emergency Response Commission (TERC)

- SARA Title III, Section 301, 302, 303. The Tribal Chief Executive Officer operates as the TERC when a TERC is not established or a cooperative agreement is not developed.

IMPROVING RECORDKEEPING AND ANALYSIS

Many members of the Working Group are moving toward computerized recordkeeping of funded activities, as this provides quicker access to information, greater opportunities for analysis of outcomes and performance, and the potential to reduce administrative costs.

California's Office of Emergency Services has an efficient computerized recordkeeping system that allows for various types of HMEP project tracking. Using basic desktop software tools (spreadsheets and word-processing), OES staff maintain four sets of electronic records to track aspects of the program:

- A workplan summary (example on next page), prepared at the beginning of each fiscal year, that provides a one-line summary of each approved project, showing the grant recipient, project title, HMEP funding share, and budget;
- A quarterly invoicing sheet that tracks the amounts invoiced by each of these projects on a quarterly basis;
- A report checklist tracking quarterly report submission; and
- A year-end closing report that provides a narrative summary of each project undertaken and a reference to the final deliverable or other proof of completion.

California OES staff stated that their computerized record-keeping system brings a number of benefits. In particular, it allows OES staff to actively monitor progress throughout the year, helping to ensure that local projects stay "on track" and reducing the risk of forfeiting grant funds due to project lapses. It also promotes the sharing of information and innovative project ideas among LEPCs (through quarterly statewide reports generated by the system) and facilitates OES's ability to respond to information requests, both internal and external. For example, the year-end summary report is used as the basis for preparing the state's annual summary report to OHMS, detailing the number of plans updated, studies and exercises conducted, and LEPCs supported with HMEP funds during the year.

Several grantees mentioned that they are making preparations for the online grants process via Grants.gov and that electronic recordkeeping complements and supports this move.

California Workplan Summary by LEPC and Project

Reg.	Proj.#	Applicant	Project	HMEP Share	Invoiced YTD	Remaining
I						
	001	[City A] Fire Dept.	Shelter in Place, Education Materials Distr.	23,069	16,254	6,815
	002	[City B] Fire Dept.	Emergency Response, Planning & High Risk Assessment	32,000	29,758	2,242
			Total	55,069	46,012	9,057
II						
	003	County C	Commodity Flow Study	36,800	18,758	18,042
			Total	36,800	18,758	18,042
III						
	004	[City D] Fire Dept.	Hazmat GPS Mapping Study	33,377	32989	388
	005	[County E] Public Health Dept.	Area Plan Update-Phase 1	17,840	8556	9284
			Total	51217	41545	9672

FOR MORE INFORMATION

For more information on the HMEP Working Group, copies of reports on effective practices, or individual technical assistance, please contact:

Director
Office of Hazardous Materials Planning and Analysis
Pipeline and Hazardous Materials Safety Administration
1200 New Jersey Avenue, SE
Washington, DC 20590
(202) 366-4439

Appendix E: HMEP Curriculum Output Reports

I. Online HMEP Guidelines and List of Courses (www.ehazmat.net)

1. New Online *Guidelines* (www.ehazmat.net)

The 2008 Edition of HMEP Guidelines for Public Sector Hazardous Materials/WMD Training (*Guidelines*) are online and print orders can be accepted. The site (www.ehazmat.net) includes online viewing and downloading of sections, entire set of guidelines, hardcopy ordering, supplemental readings and information links, forum to suggest edits, updates, and/or new topics, and related training management and program management tools and assistance. The 2008 *Guidelines* include:

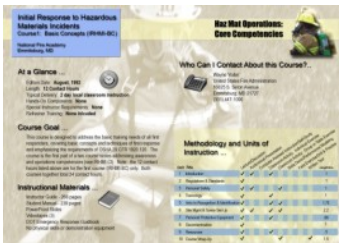
- Training guidance for new NFPA 472, including multi-discipline operations level training strategies, training management guidance for operations level assessment and potential certification compliance recommendations;
- NIMS compliance training guidance including type 4 and 5 level supplemental command training recommendations;
- Incorporation of new FEMA planning guides into training;
- Hospital staff training and planning guidance incorporating JCHAO, OSHA, and DHS first receiver recommendations; and
- DHS TCL/UTL compliance recommendations for response training, risk assessment and response capability assessment, infrastructure protection, and community risk reduction programs.

2. *"Course Wiz"* - Online Course Self-Assessment Wizard Tool (www.ehazmat.net)

The new online wizard has been developed to support easier, faster HMEP course self-assessments against standards as articulated in the HMEP *Guidelines*. The wizard will be online Jan 1, 2008. The HMEP author team will facilitate use of the HMEP "Course Wiz" in 2008 to update all HMEP course assessments. Features of the "Course Wiz" include:

- Significantly less time consuming procedures than previous assessment tools. Courses can be easily assessed in minutes, rather than hours, because of wizard-enabled processing of inputted information;
- Same descriptive (non-pejorative) information generated that was previously designed by HMEP local training managers as the preferred information to be collected and provided regarding peer courses; and
- Two part format (course at a glance plus optional standards assessment) provides flexibility regarding standards changes, such as possible emergent DHS TCL requirements or possible changes to OSHA 1910.120.

3. Online List of Assessed Courses (www.ehazmat.net)



Development is completed on the software and database structure for the new online catalog and database of available response training courses for hazmat, WMD, and ICS currently offered by federal, state, major metro, and professional association training systems and assessed for the HMEP program. The database will go online Jan 1, 2008, and populating the database with HMEP course assessments using the HMEP Course Wiz (above) will begin at that time. The online database will be fully searchable by such factors as competency areas addressed, providers of training, currency of materials, etc. For each course in the database, information displayed will include:

- course title, originator, edition date, and primary competency area(s) addressed, course description, target audience, fit with other courses and curriculum materials, etc.;
- course specifications including size and counts of texts and media components, special equipment needed, special instructor requirements, unit by unit titles, times, and methodology structure, etc.;
- contacts for further information or to secure copies; and
- Optional report of objective by objective assessment against standards.

II. New Materials for NFPA 472 Operations Level Preparedness (on ehazmat.net)

1. New USFA Operations-Level Curriculum (See attachment for details)
Under development, with testing planned for February, 2008. Fast-track release planned for March 2008. Multiple channel release, including ehazmat.net. Possible updates and instructor prep CD to be made after initial delivery period (TBD).

- **Core Operations Course** (See attachment for details)
  16-24 hours of training with options for delivery as one course or as a sequenced series of 6-9 three hour modules, depending upon JHA.

- **Mission-Specific Operations Courses** (See attachment for details)
  - Personal Protective Equipment (8 hours in modules)
  - Mass and Technical Decontamination (8 hours in modules)
  - Evidence Preservation and Sampling (24 hrs single course)
  - Product Control (12 hours in modules)
  - Air Monitoring and Sampling (8 to 24 hours, depending upon AHJ)
  - Victim Rescue and Recovery (8 hours in modules)
  - Illicit Labs (8 hrs in modules)

2. Online Operations-Level Responder Assessment Tools (www.ehazmat.net)
In order to help address the very large percentage of responders untrained and under-trained at the operations level, and to facilitate more accurate targeting of training by the AHJ, the HMEP program is developing an online operations-level responder assessment tool. This tool will provide free online didactic testing of responders to assess knowledge strengths and deficiencies against NFPA 472 requirements at the operations level. The tool will then provide reports to the AHJ regarding individual and department deficiencies and make recommendations regarding needs for initial, refresher, and mission-specific operations level training. This tool is currently nder development and will be online for beta-testing beginning in February 2008. Both HMEP and NASTTPO representatives are needed as members of the team that will guide and evaluate the beta-testing.

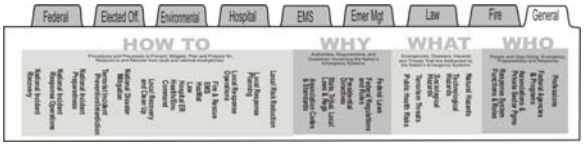
3. Online Response Capability Planning Tool
In order to support improved local response capability planning that can also support the decisions by the AHJ regarding new staffing and training plans for mission-specific operations competencies, HMEP program staff will be developing online response capability planning tools for use by local AHJ. These tools should address SOPs for basing response capability preparedness on local hazard and risk assessment and on anticipated call and mutual aid requirements. Work should begin on development of these tools in February 2008, with a targeted beta-testing date of June 2008. HMEP and NASTTPO representatives are needed as team members in this upcoming development effort.

III. Online Quick Facts (www.equickfacts.net)

1. Online Emergency Preparedness Encyclopedia
The HMEP program, in partnership with the member agencies of the National Response Team, is developing an on-line emergency preparedness encyclopedia called "Quick Facts" that is intended to provide comprehensive emergency response, planning, prevention and preparedness information to users from within the nation's emergency preparedness community. The purpose is to improve understanding of the different knowledge bases, professional histories and operational protocols of the many different professional disciplines within the nation's emergency preparedness systems. The database organization structure has been designed and is under construction, and search tool programming for the Quick Facts is currently in development. Some initial data sets are being written, and a fully operational beta-test version of the encyclopedia is planned to be online and usable with the limited initial data sets in late January 2008. After that time, writing, vetting, and inputting of new data and encyclopedic articles will be an on-going and continuous effort beginning in late January 2008, and will be conducted under the oversight of a stake holders steering committee. HMEP and NASTTPO representatives are needed on the steering committee for the Quick Facts.

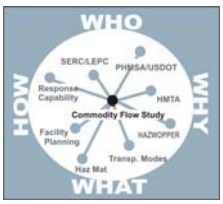
1. Content structure is built around four large categories of data, with many nested levels of content organization (see attached for full list of the first and second levels of the content structure):
    a. **WHO:** Organizations, Agencies, Professional Disciplines involved in emergency preparedness
    b. **WHAT:** Disasters, Incident Types, Risk Threats and Hazards
    c. **WHY:** Legislation, authorities, regulations and rules
    d. **HOW**: Procedures for Response, Planning and Preparedness, Prevention/Mitigation, Recovery
2. Search tools include:
    a. Search by terms (traditional)
    b. Through discipline-specific portal, search by topic organization (see below)
    c. Search by Topic Map (see below)

2. Portal Search Option



The database content structure has been designed so that different "interest portals" can be used that prioritize the content displayed by priority of interest for different user groups. If no portal is requested, the default is the "general" portal that simply displays the full primary content organization of the database. The current audience-specific interest portals planned are Fire, Law, Emergency Management, EMS, Hospital ER, Environmental, Elected Officials, and Federal. HMEP and NASTTPO reps are requested to join the teams designing the content priorities for these portals.

3. Topic Map Search Option



An additional search tool is being designed for the Quick Facts called Topic Map Visual Search. This displays a dynamic topical map for each topic that fluidly changes and is generated by the natural linkages of different content areas (not simply by word association or within article linkages). The intent of this visual display is to assist those users whose familiarity with other disciplines and fields is limited enough that they would not realize the value or relevance of information in other areas or know the terminology needed to do appropriate simple searches by word.

4. Emergency Preparedness Acronyms

An additional supplemental feature of the Quick Facts is a dictionary of emergency preparedness acronyms. The acronym dictionary will be located on the Quick facts page but will be a separate, stand alone database. This acronym dictionary will be different from current acronym dictionaries on the web in that it will be limited to current and past federal acronyms used in federal programs and guidance, acronyms and abbreviations used by the different professional disciplines involved in emergency preparedness, and terms used in different response and planning systems such as ICS and the Federal Response Plan. The acronym dictionary will go online in January 2008.

5. Who's Who Directory

An additional supplemental feature of the Quick Facts is a prototype of a Who's Who directory for persons involved in emergency preparedness at the federal, state and local levels. The intent is to make it easier for users to identify potential contacts within emergency preparedness, without having to know about and search existing disparate directories maintained by different offices and organizations, such as those of fire chiefs and fire officers, EMS personnel, Emergency Managers, local law enforcement, SERCS, LEPCs, Federal personnel involved in preparedness. The prototype that is being built provides a separate "page" for each person in the database, with name, organization(s) and affiliations, contact information including email, and optional picture. The prototype has a user friendly tool to upload individual information and information updates, and the prototype design is that individual data would be generated and maintained by users themselves (a little bit like the current Facebook program on the internet) The Who's Who directory portal will be located on the Quick Facts page but will be a separate, stand alone database, with an independent linked webpage for entering new data. A pilot team is being formed for the directory, made up of HMEP and NASTTPO representatives.

IV. Experimental Training Products (www.e-firedrill.net)

National assessments indicate a number of responder performance problems that pose new and continuing training challenges. To help address some of these challenges, the HMEP team and NRT Training Committee interagency partners are developing a variety of experimental programs. During development and beta-testing, these programs are located during on a special website for training experiments called e-firedrill.net. National problems currently being addressed are:

- The majority of emergency responders- particularly members of the nation's volunteer fire service- are responding untrained or under-trained to hazardous materials and related incidents. Current traditional training programs and national initiatives have not been reaching the majority of responders because the target audience is saturated with pre-existing time demands and simply cannot stand down to attend the requisite training in its current formats. What are needed are new alternative methodologies to reach this large, currently un-reached audience.
- The combination of generational turnover in the fire and emergency services coupled with reduced numbers of calls is resulting in less experienced officers commanding incident responses. This is a particular concern for high risk/low frequency incidents such as hazmat, WMD, mass casualty, etc. What is needed are supplemental strategies to (a) better transfer the command experiences and lessons learned from seasoned officers to junior officers, and (b) provide better repetitive command drill and practice – particularly for types 4 and 5 incidents- as a routine follow-

up to regular training and exercises, to better sharpen and maintain command skills and readiness

- There is an ever growing requirement for cross-discipline partnership and collaboration between the different emergency services today, but historical discipline rivalries and conflicts between professional disciplines continue to impede working more closely together. What is needed are new programs to better address barriers and misunderstandings between the different services, to help foster better understanding and mutual appreciation of the services the different disciplines provide.

Some of the experimental programs being developed to address these problems are currently being placed on e-firedrill.net for review and beta-testing. They are:

1. e-Drills

Short (5 minute) online immersive training experiences, as follow ups to ICS training and as a new vehicle for transmitting lessons learned. Focus on command modeling of correct incident decision-making and ICS application. Will use fictionalized versions of recent major fires, to address current performance problems and to improve lessons learned transfer. Pilot version is a series of drills modeling correct response to chlorine release, a fictionalized version of the recent Graniteville incident.

2. Graphic Simulations and Illustrated Guides

Illustrated manuals on incident response issues and modeling, with follow up internet component. Designed for day room use in volunteer departments, to reach audiences current missed by traditional training. Current titles in production include hardware store fire, small plane crash, how to use the ERG, trench rescue, single dwelling fire response, alternative fuel vehicle accident response, and chlorine incident response.

3. Biographies

Biographical interviews with leaders from the fire service, EMS, emergency management, law enforcement and federal employees on their careers, histories, and lessons learned. Will be indexed in online encyclopedia and will be also made available as training resource. Initially, two prototypes have been taped and are being structured. Targeted to address the challenge of knowledge lost in the generational turnover in the nation's emergency services.

4. Understanding Your Response Partners

Experimental program under development has multiple blended methodologies that will be available for testing, including (a) full PowerPoint lectures with video clips are being developed addressing the history, values, ethics, and protocols of each of the emergency services, (b) a complete classroom-based trivial pursuit type game board activity, (c) online gaming and instructional components. The purpose is to improve cross discipline understanding of the many emergency services partners who collaborate in the nation's emergency preparedness missions.

5. War Stories

Interviews with commanders and officers on strategic and tactical lessons learned from significant incidents, disasters and emergencies. Format is relaxed war story telling, which has been identified as an under-used methodology but that is preferred by many in the emergency services. Will be indexed by topics addressed, and then made available as a downloadable training resource. Initially, two prototypes have been taped and are being structured.

.

USFA Operations Course

Under development, with testing planned for February 2008. Fast-track release planned for in March 2008.

Core Operations (can be taught by local Ops level instructor):

- 16-24 hours
- Packaged as one course and as 6-9 stand alone, sequenced modules, 2-3 hours in length
- Address all 472 Core Operations competencies
- Balanced multi-discipline (not just fire service).
- Focus on improving Risk-Based Decision-Making, not just SOP based response
- Detailed instructor guide to facilitate local department expert performer delivery.
- Instructor prep cd (videos of model lectures, discussion of handling common student challenges and activity errors) planned for later release (after significant period of deliveries).

Mission-Specific Operations (some require technician or other specialized level instructors)

- **Personal Protective Equipment** (8 hours)
  - Packaged as one 8 hour course and also as two 4 hour modules.
  - Multi-tracked for different PPE provided by AHJ
- **Mass and Technical Decontamination** (8 hours)
  - Packaged as one 8 hour course and also as two 4 hour modules.
  - Optional additional field exercises
- **Evidence Preservation and Sampling** (24 hrs)
  - Recommended as single 24 hour course, can be separated into 3 separate days of training if needed
  - Requires physical skill building lab for documenting and photographing crime scene, wearing PPE, collecting liquid and solid samples, and evidence packaging, chain of custody, decontamination and transportation.
- **Product Control** (12 hours)
  - Packaged as one 12 hour course and also as thee 4 hour modules (8 hours on leak and spill control, 4 hours on fire control).
  - Optional additional field exercises, including use of foam.
  - Modules will include full coverage of alternative fuel incident response.
- **Air Monitoring and Sampling** (8 to 24 hours, depending upon AHJ monitoring equip.)
  - Can be delivered as one course, or in three sessions (Physical properties and monitor selection, specific monitor technologies, comprehensive exercise)
  - Optional additional field drills
- **Victim Rescue and Recovery** (8 hours)
  - Packaged as one 8 hour course and also as two 4 hour modules.
  - Target audience will be special operations-plus hazardous environment rescue teams. Will include tactics to accommodate extrication tear and barrier violation risks of current hazmat PPE.
- **Illicit Labs** (8 hrs)
  - Recommended as single 8 hour course
  - Focus on identifying Lab Types by Precursors and “Chemical Types” and Types of Equipment