



CDP Student Handbook

April 8, 2025

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FEMA

Contents

Introduction	4
Welcome to the Center for Domestic Preparedness	4
Location, Mission, Vision, Values	4
History	5
Chemical, Ordnance, Biological and Radiological Training Facility	6
Noble Training Facility.....	7
Advanced Responder Training Complex.....	8
FEMA Incident Workforce Academy.....	9
CDP Policy, Requirements and Guidance	10
Equal Opportunity	10
Incident Hotline.....	10
Harassment	10
Violence in the Workplace (Summary).....	11
Photography and Videography	11
Safety	11
Alcoholic Beverages.....	12
Weapons	12
Tobacco Use.....	12
Illegal Drugs	13
Solicitation	13
Attendance and Reimbursement.....	13
Identification (ID) Badges	13
Medical Requirements.....	13
Physical Conditioning.....	14
Personal Injury/Illness	14
Evacuation/Shelter In-Place Plans	14
COBRA Training Facility.....	15
Service Animals and Emotional Support Animals	15
Conduct.....	17
Prepare for Training	18

Attire for CDP and FIWA Training	18
CDP/FIWA Emergency Contact Information	19
Travel to the CDP	20
Travel by Air.....	20
Arriving in Atlanta.....	21
Jet Lag Recommendations	21
Travel by Ground (Vehicle).....	22
Mileage	22
To CDP Lodging.....	23
From CDP Lodging to the CDP Main Training Facility.....	23
Street Addresses to Key CDP Buildings.....	23
Parking Permits.....	23
The CDP Campus and Student Resources.....	24
Lodging Facilities	24
Local Transportation	24
Meals	25
Personal Mail	25
Telephone Calls	25
Internet Access	26
Banking Facilities.....	26
Alumni Base Camp Store	26
CDP Fitness.....	26
General Information.....	27
Training Materials and Support	27
Continuing Education Units	27
Pro Board® and IFSAC Certification	28
Transcript Requests.....	28
General Weather Information	28
Responder Lodging Complex, MTF, and Area Maps.....	30

Introduction

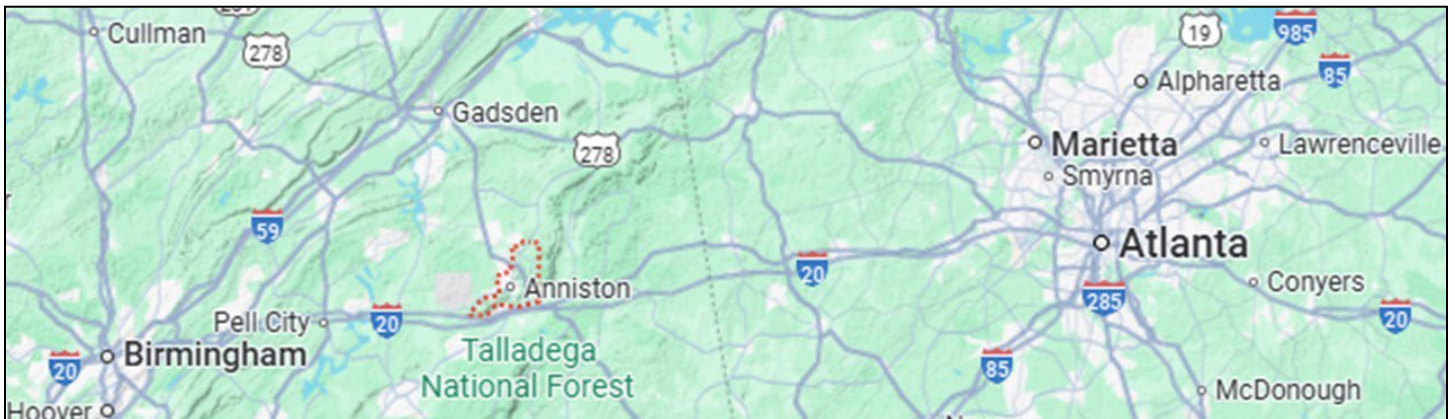
Welcome to the Center for Domestic Preparedness

This handbook will prepare you for training at the Center for Domestic Preparedness to ensure that your experience is seamless and positive. We look forward to hosting you and preparing the “Best for the Worst.”

Note: all students attending training at the CDP must have a REAL ID Act compliant form of identification.

Location

The Center for Domestic Preparedness (CDP), in Anniston, Alabama, located in the foothills of the Appalachian Mountains, approximately 60 miles east of Birmingham and 90 miles west of Atlanta, Georgia. The CDP is in the Central Time Zone.



Mission

“Training the Best for the Worst”

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

Vision

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

Values

Professionalism, Communication, Accountability, Collaboration, Service, Integrity, Courage.

FEMA Core Values

- *Compassion* is the Expression of our care for others. We are understanding and empathetic as we support fellow employees, partner organizations, individuals, and communities
- *Fairness* is treating everyone impartially, offering unbiased and consistent assistance and ensuring equal access to resources and tools.
- *Integrity* encompasses our responsibility as stewards of federal resources services, and programs, and our conduct as trusted professionals. We earn trust by being accountable, present, honest, and dependable.
- *Respect* is the practice of acknowledging the value of the people we work with and serve. We are committed to active listening and welcoming various thoughts, opinions, and background.

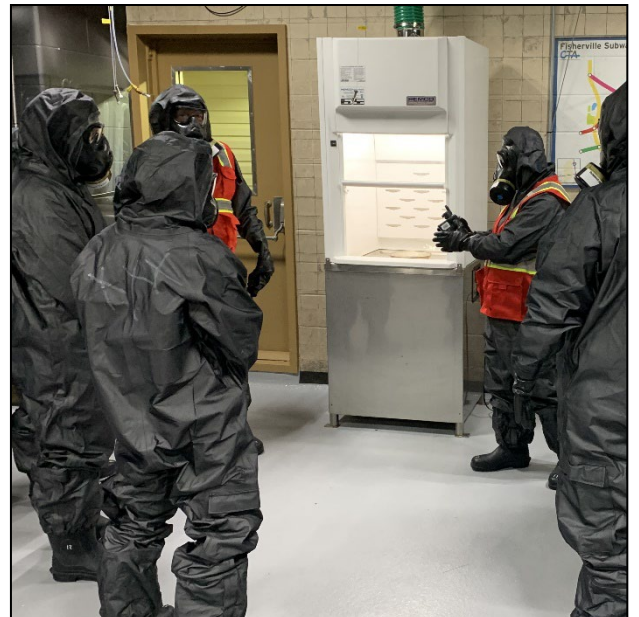
History

In June 1998, the CDP opened its doors as a training center for the Nation's emergency responders. The CDP provides advanced, all-hazards training to approximately 60,000 emergency responders annually from state, local, tribal, and territorial governments, as well as the Federal government, foreign governments, and private entities. Since opening its doors in 1998, the CDP has trained more than 1,300,000 emergency responders.

Chemical, Ordnance, Biological and Radiological Training Facility



The CDP's Chemical, Ordnance, Biological and Radiological Training Facility (COBRATF) offers the only program in the Nation featuring emergency response training exercises in a toxic environment, using realistic venue design along with chemical and biological agents. The COBRATF advanced, hands-on training enables responders to effectively respond, identify and mitigate real-world incidents involving chemical, biological, radiological, explosive, or other hazardous materials. Responders serve as the Nation's first line of defense and deserve the highest-quality training available.



Noble Training Facility

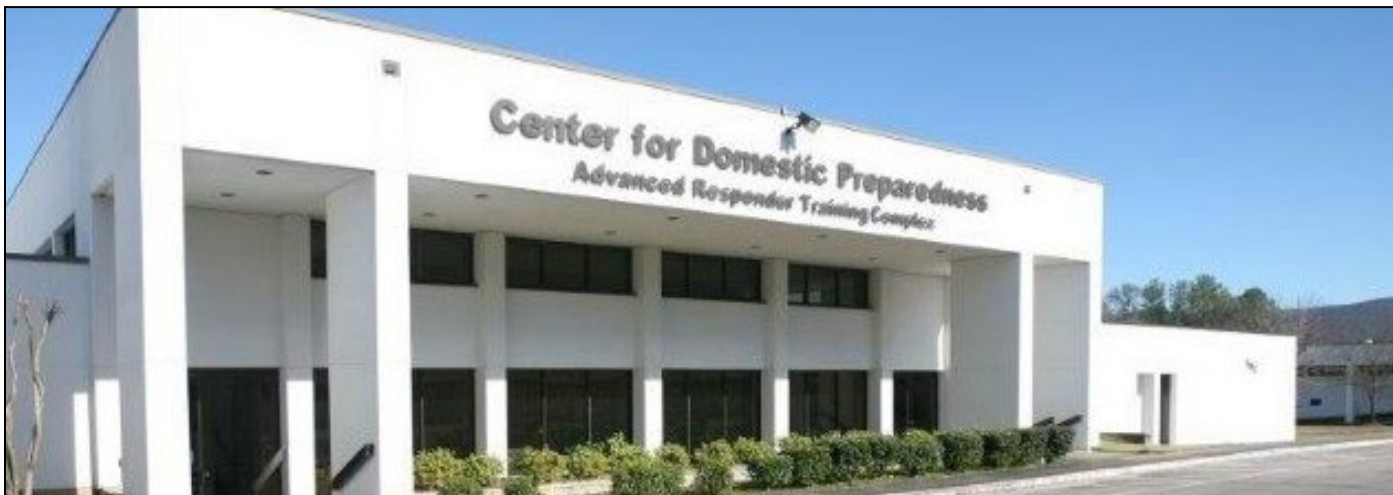


On March 31, 2007, the Noble Training Facility (NTF) was integrated into the CDP training facilities. In 1999, the former Noble Army Hospital was converted to a training site for health and medical education in disasters, to include both acts of terrorism and natural disasters. The NTF is the only hospital facility in the United States dedicated solely to training hospital and healthcare professionals in disaster preparedness and response.

The Emergency Department was remodeled in 2012 to offer an expanded trauma bay, modern treatment areas, sound and visual effect capabilities, hidden observation and control rooms, and a large waiting room. The space also includes triage stations, an ambulance entrance, hazardous materials isolation rooms, and a moulage area for role players. The NTF includes classrooms, break-out rooms, exercise/simulation areas, a resource center, computer lab, and two prototype mass casualty decontamination training lanes. The NTF includes an adjacent helipad.



Advanced Responder Training Complex



The Advanced Responder Training Complex (ARTC) provides enhanced training realism to the advanced, hands-on training by offering a cross-section of environments found in any community throughout the Nation.

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

The ARTC includes a remodeled industrial park complex with simulated office space, medical clinic, fast food restaurant, facility maintenance, biomedical laboratory, calibration laboratory, and shipping/receiving office.

Visual and audible surveillance capabilities allow instructors to monitor students during training exercises.

Video and audio capabilities enhance training safety and realism, serving as valuable tools for post-exercise analysis. An integrated intercom system simulates various ambient sounds, including gunshots and crowd noise, while the use of theater smoke enables training in low-visibility conditions. A railcar tanker prop, equipped with a chlorine training simulator, along with a mock multi-car subway system, allows emergency responders to practice handling incidents involving hazardous materials and mass casualties. These features significantly elevate training realism and enable the simulation of complex emergency scenarios.



FEMA Incident Workforce Academy



The FEMA Incident Workforce Academy (FIWA) was officially established as a branch of the Workforce Development Division (WDD) in 2016. FIWA provides training opportunities to FEMA employees to better prepare them for their roles and responsibilities during deployments. FIWA's mission is to promote the development of an expeditionary workforce by coordinating and executing the delivery of all individual, team, and collective Incident Workforce training. In addition, FIWA hosts FEMA's Onboarding & Orientation (ONOR) program, which provides new employees with the equipment, tools, and knowledge needed to be successful in their careers at FEMA.

The FIWA branch consists of four sections which take a synergistic approach in training FEMA's workforce. The Training Section trains, develops, and motivates FEMA's Incident Workforce to serve the nation as capable, adaptable, and ready emergency management professionals in support of disaster response and recovery. Mission Support prepares new FEMA employees to successfully integrate into the Agency. The Operational Coordination Section promotes the development of an expeditionary workforce through planning, scheduling, and coordinating qualification, experiential, and readiness training. The FIWA Business Management Section provides training venue support to ensure each location is equipped with the latest resources, which allows all students to experience the highest quality training to ensure the workforce can help people before, during, and after disasters.

Prior to opening its doors as FIWA's headquarters in 2017, Faith Wing was the Women's Army Corp (WAC) school and headquarters when Ft. McClellan was an active Army base. It was named after Brigadier-General Don Carlos Faith.

CDP Policy, Requirements and Guidance

Equal Opportunity

FEMA is committed to fostering a working and learning environment that aligns with its core values: Compassion, Fairness, Integrity, and Respect. This commitment ensures a workplace free from disruptions, misconduct, and discrimination or harassment based on race, color, religion, sex, national origin, disability (physical or mental), age, or genetic information. Every individual is entitled to work and train in an atmosphere free from discrimination, intimidation, or harassment. Any such conduct will not be tolerated. All allegations of harassment will be investigated thoroughly and impartially.

Incident Hotline

If you witness, experience, or have knowledge of unprofessional or inappropriate behavior, including all forms of harassment, call the Incident Hotline (866) 213-9551.

Harassment

FEMA is committed to maintaining a work environment that is free from discrimination and harassment. FEMA prohibits harassment, even if it does not meet the legal threshold for actionable harassment. While a single incident of harassing behavior may not necessarily constitute a violation under the law, it remains unacceptable within FEMA standards. Violations may result in removal from training at the discretion of the CDP.

As outlined in DHS Directive 256-01, reportable allegations of harassment include any unwelcome conduct based on a protected characteristic that interferes with an individual's work performance or creates an intimidating, offensive, or hostile environment. Protected characteristics include, but are not limited to, race, color, religion, sex, national origin, age, disability (including the need for reasonable workplace accommodations), genetic information, marital status, parental status, political affiliation, or any other basis as provided by law.

Anti-Sexual Harassment

Sexual harassment is prohibited by the Agency and includes unwelcome sexual advances, both verbal and non-verbal, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Sexual harassment occurs when submission to or rejection of such conduct is explicitly or implicitly made a condition of employment or is used as a basis for decisions affecting an individual's career or employment. It also occurs when such conduct interferes with an individual's performance or creates an intimidating, hostile, or offensive work environment.

The CDP maintains a zero-tolerance policy for any behavior that constitutes sexual harassment. Professionals at all levels are expected to lead by example in fostering an environment free from harassment.

In addition to more overt forms of sexual harassment, a range of subtle behaviors may also create a hostile or offensive work or training environment and are therefore considered harassment. These include, but are not limited to, sexual teasing and innuendo, propositions, sexual jokes, indecent or vulgar remarks, winking, whistling, staring, ogling, posting sexually explicit images or materials, making sexual gestures, or engaging in deliberate physical contact such as touching, leaning, cornering, or pinching.

All complaints of sexual harassment will be promptly and impartially investigated.

Violence in the Workplace (Summary)

All professionals are expected to contribute to creating and maintaining an environment that is free from violence, threats of violence, harassment, intimidation, or any other disruptive behavior. The staff of the CDP is committed to fostering open communication and an atmosphere of care and concern for all personnel. Students and staff members should remain vigilant for any behavioral patterns that could escalate to violence.

Any reports of violence or potential violence will be taken seriously and addressed immediately. Any student who compromises the safety of the training environment through hostile language or actions will be removed from the training, returned to their jurisdiction without receiving credit for attendance or training, and shall be prohibited from participating in future CDP training programs.

Photography and Videography

Photographs, audio recordings, and video depictions within classroom or office areas are permitted with the consent of the occupants and the completion of FEMA photograph release agreements.

Except where restricted by security regulations or a federal court order, photographs and other visual depictions intended for news purposes may be taken in public areas such as entrances, lobbies, foyers, corridors, or auditoriums, provided these spaces are being used for public meetings. Such depictions may only be authorized by the Office of External Affairs.

For advertising or commercial purposes, photographs and other depictions may be taken in designated areas only with prior written permission, in accordance with facility-specific guidelines.

Any non-personal use of photographs or visual depictions taken within classrooms requires prior approval from the senior facility official.

At the COBRATF, photography is prohibited, except in designated locations presented during the COBRATF Safety Brief. Photographs inside classrooms at the CDP may be taken with the consent of all participants. This policy does not prohibit informal or “fond memory” photographs or videos as part of the training experience.

Photography is allowed in outdoor areas with the MTF, NTF, ARTC, COBRATF, and Responder Lodging Complex (RLC) as backdrops. However, photographs or videos capturing physical security measures or security personnel are prohibited.

Safety

The CDP is committed to safety and health. Creating a safe working and training environment requires a partnership between participants, fellow students, and CDP staff. While attending courses at the CDP, it is essential to remain vigilant and mindful of both your surroundings and your actions. Loss of life, personal injury, damage to personal or government property, and environmental harm is never acceptable. Risk management must be an integral part of all training activities.

- Take Responsibility for following all safety procedures
- Maintain awareness of your environment
- Recognize dangerous or unsafe conditions
- Report potential hazards immediately to your instructor or closest CDP staff member
- For fire safety locate the closest exits when entering any building structure at CDP and familiarize yourself with evacuation routes. Do not try to fight a fire. When a fire alarm sounds, evacuate immediately.

COBRATF: Classrooms do not have evacuation maps. Evacuation instructions are given during the COBRATF Safety Brief.

Lodging: Evacuation and shelter-in-place plans are displayed in your room and should be reviewed upon check-in. The lodging area is equipped with fire alarms and smoke detectors. In the event of a fire alarm or weather siren, please adhere to the instructions outlined in the posted plan.

Training Facilities: Evacuation and shelter-in-place plans are posted in all training facilities. Please follow the guidance provided by staff and/or the instructions outlined in the posted plan.

Evacuation routes are posted near entrances in all large buildings at CDP. Fire extinguishers are located at most training sites and buildings but are to be used only by trained personnel.

Alcoholic Beverages

The possession of off-campus alcohol is prohibited on the CDP campus and transportation. On-campus alcohol consumption is limited to beer and wine in the Recovery Zone Lounge. Serving or contributing alcohol to persons who are under the age of 21 is strictly prohibited. The Recovery Zone Lounge will not serve alcohol to persons that are visibly intoxicated.

Alcohol is not allowed in dormitory rooms. Consumption within 8 hours prior to training is prohibited. Entering the CDP campus while intoxicated is prohibited. Violations may result in removal from training, at the discretion of the CDP.

Weapons

No individual entering or present at any FEMA facility shall carry or possess firearms, dangerous or deadly weapons, explosives, or items capable of being used to create explosive or incendiary devices, whether openly or concealed. Prohibited weapons include, but are not limited to, knives with blades longer than 2.5 inches, bows and arrows, martial arts weapons, and irritant sprays. Security and law enforcement personnel are authorized to inspect individuals, vehicles, personal belongings, or luggage.

Exceptions to this policy for official purposes, as outlined in FEMA's guidelines regarding the possession of firearms (e.g., federal, state, or local law enforcement or contract security personnel authorized by the contract project officer), must be pre-approved.

Failure to obtain prior written approval for possession of weapons will result in denial of entry to the campus. Considering heightened security measures, security and law enforcement personnel may conduct searches of individuals, vehicles, or luggage.

Tobacco Use

The use of any tobacco products is not permitted within 25 feet of any entryway. All CDP training facilities provide designated outdoor smoking areas and areas for the use of smokeless tobacco products. Proper disposal of tobacco products is required. Cigarettes must be extinguished and disposed of in appropriate containers. Wastes from chewing tobacco and similar products must be properly disposed of.

Tobacco products including smokeless tobacco, vapor devices, e-cigarettes, are prohibited in all buildings at any FEMA facility and in FEMA vehicles.

Illegal Drugs

The possession, use, sale, or distribution of illegal drugs, including hallucinogens, marijuana derivatives for consumption (CBD), marijuana (including medical), barbiturates, or amphetamines, by any individual on the property or in dorm rooms is prohibited.

Entering or being on the property while exhibiting obvious signs of drug impairment is also prohibited.

Solicitation

Solicitation of gifts or money, commercial or political solicitation, collection of private debts, or the solicitation, advertising, or promotion of commercial activities or entities during duty hours and in classrooms is prohibited. This prohibition does not apply to:

- Approved national or local fundraising drives for health, welfare, or other purposes
- Authorized concessions
- Personal notices posted on authorized bulletin boards
- Solicitation of labor organization membership or dues during non-duty hours

Participation in games of chance for money, personal property, operation of gambling devices, or conducting of a lottery or pool at any FEMA facility is prohibited.

It is also prohibited to post, affix, or distribute materials such as pamphlets, handbills, or flyers outside of designated areas (e.g., bulletin boards), or to use classroom bulletin boards for the sale of any items or services, unless such distribution or display is part of authorized government activities.

Attendance

Students attending any type of training session may not miss more than 10% of the training and must complete all course requirements to receive a Certificate of Completion and continuing education credit. All registered CDP students must be 18 years of age or older.

Reimbursement Requirements

Students attending any type of training session must submit information for Electronic Funds Transfer (EFT) for any travel reimbursements. Form must be completed and uploaded to student portal before training attendance.

Identification (ID) Badges

Student ID badges will be issued upon arrival at the CDP. You are required to wear your ID badge visibly above the waist while on the CDP campus, except when doing so may interfere with training-related activities.

Medical Requirements

A Physician, Physician Assistant, Nurse Practitioner, or Occupational Health Nurse will review your medical screening form prior to your participation in advanced hands-on training. A licensed medical professional may contact you to obtain additional information or clarify any responses you provided on your medical screening questionnaire.

If training involves the use of Personal Protective Equipment (PPE), specifically a respirator, our medical staff will monitor your heart rate, respiratory rate, temperature, and blood pressure before donning and after doffing the PPE.

Individuals exhibiting abnormal results, such as elevated blood pressure (over 150/90), elevated temperature, or an increased heart rate (over 100), may require monitoring and evaluation by an on-site medical professional for clearance to proceed with training. Additionally, based on individual medical histories, some students may need further precautionary screening.

If you have signs and symptoms of a contagious illness (i.e. fever, fatigue, diarrhea, vomiting), you will not be permitted to attend class. You may be allowed to return to training once your illness has fully resolved.

Contact lenses may be worn in an approved respirator. If you wear contact lenses, it is recommended that you bring them with you. If you intend to bring a prescription optical insert, CDP staff will determine whether the insert is compatible with CDP-provided PPE.

Physical Conditioning

The CDP requires that all students be physically prepared for training to ensure health and safety. Heat stress is a major concern due to the combination of physical activity, humidity, and soaring temperatures in this area. Due to the heat and demanding conditions associated with training in PPE Levels A, B, and C, personal care and awareness is crucial. Anniston may differ in temperature and elevation from your home environment. Alabama can be extremely hot and humid during the summer and can shift rapidly during fall, winter, and spring. Please be aware of any temperature-related stress during any strenuous physical activity. Always exercise caution, and remember to stay hydrated before, during, and after exercise.

Personal Injury/Illness

Prior to your travel date if you become ill, please contact your Regional Coordinator to discuss rescheduling your training. The CDP and FIWA teams will make rescheduling a priority.

If you take prescription medication, ensure you bring an adequate supply for the duration of your training. Medical services are available at specialty clinics and urgent care centers in the area. If you are treated at a specialty clinic or urgent care center, **you must report to CDP Health Unit at the start of the next training day.** Please note that each student is responsible for any medical or dental treatment costs incurred. It is strongly recommended that you always carry your health insurance information with you.

If you are injured or feel unwell while at the CDP, promptly notify instructors or the nearest CDP staff member. The CDP Health Units are open during normal training hours, after hours, please contact the Hospitality Desk at (256) 741-3418. Your orientation packet and CDP-issued ID badge include a list of emergency contact numbers if necessary.

Medical Emergencies: Call 911

Evacuation/Shelter In-Place Plans

COBRATF: Classrooms do not have evacuation maps. Evacuation instructions are given during the COBRATF Safety Brief.

Lodging: Evacuation and shelter-in-place plans are displayed in your room and should be reviewed upon check-in. The lodging area is equipped with fire alarms and smoke detectors. In the event of a fire alarm or weather siren, please adhere to the instructions outlined in the posted plan.

Training Facilities: Evacuation and shelter-in-place plans are posted in all training facilities. Please follow the guidance provided by staff and/or the instructions outlined in the posted plan.

COBRA Training Facility

The COBRATF is the Nation's only toxic agent training facility dedicated specifically for civilian emergency response training. If you are attending a course that includes training at the COBRATF, you must adhere to the following additional requirements:

- Pre-exercise and post-exercise vital signs and blood samples, to monitor acetylcholinesterase activity before and after training in toxic agent environments. You may not depart the CDP until the post-exercise blood sample is obtained and results annotated. The blood sample is obtained immediately following toxic agent training.
- Contact lenses may be worn in approved respirators. If you wear contact lenses, it is recommended that you bring them with you. If you intend to bring a prescription optical insert, CDP instructors will determine whether the insert is compatible with CDP-provided respirator. Personal grooming, for male students, requires a mustache be neatly trimmed and facial hair trimmed to ensure the secure seal of the face piece of the solid air purifying respirator.
- Personal items are not permitted in the toxic training area. Lockers for your personal items will be provided. COBRATF staff will provide you with all clothing and equipment required for toxic agent training.
- At the end of the training event, doffing procedures will include a hygienic shower in individual shower stalls in locker rooms.

Service Animals and Emotional Support Animals

State, Local, Tribal, or Territorial (SLTT), Federal Private Sector, International: students bringing a service animal to training, must check the "Special Needs" box during the application process. You must also attach the following documentation to your training application:

- Documentation the animal has been approved for the student's permanent work site.

FIWA Students: students bringing a service animal or emotional support animal must notify your supervisor of record at least 48 hours prior to your arrival at the CDP. Any Reasonable Accommodation requests for FIWA students should be indicated during registration for the course in Deployment Tracking System (DTS). You must also provide the following documentation:

- An approved Request for Reasonable Accommodation FEMA Form 256-0-1.

All applicants must also submit:

- A self-certification, indicating that you are responsible for the care, feeding, and all other physiological needs of the animal.
- A self-certification or documentation confirming that the animal is appropriately trained to behave in the agency's work environment and will not disrupt the workplace.
- An Updated document from a veterinarian verifying that the animal is in good health and has received all necessary vaccinations.

All service animal and emotional animal handlers, regardless of employer must understand and agree to the following:

- Inform others, as needed, that the animal is a working animal, not a pet. It must not be petted, fed, or disturbed during work activities.
- Only you, the handler, may interact with the animal.
- The animal must always be on a leash while on campus, both indoors and outdoors, unless it is being exercised. Additionally, the animal must always remain under your control and shall not be left unattended.
- You are responsible for any damages caused by the animal and its general care, including food, water, exercise, bathroom breaks, and cleanup.
- The animal must not disrupt the workplace with noise or behaviors.
- If travel is required, arrange transportation with an airline that permits animals and follow those policies. Animal travel expenses are not reimbursable.
- Service animals are not allowed in areas requiring PPE, such as COBRATF or training zones.

Failure to comply may result in suspension from training and immediate return to your point of departure.

Conduct

To maintain a safe and professional environment all personnel entering or present at FEMA facilities, in any capacity, are responsible for conduct that reflects positively on themselves, the CDP, and their organizations.

You are a representative of your agency and are expected to uphold the highest standards of behavior during training, and in any leisure time on and off campus. Violations of DHS, FEMA, CDP directives or policies, the CDP Student Handbook, federal, state, local laws, or any other prohibited behaviors may result in disciplinary action for misconduct.

Misconduct

Persons involved in or witnessing the misconduct may be required to appear in person or respond in writing to provide additional information. Non-Federal employees involved in or witnessing the misconduct may be requested to provide a statement and any evidence of the alleged misconduct. The individual alleged to have committed misconduct shall be notified in writing of any initial administrative decision of the Senior Facility Head or their designee and be provided with response procedures.

Penalty for Student Misconduct:

If student misconduct is substantiated, the Senior Facility Official may impose penalties. Penalties may include, but are not limited to, one, or a combination of the following:

- Removal from training
- Expulsion
- Withholding of stipend or forfeiture of stipend
- Exclusion from future classes for a specified period
- Forfeiture of certification
- Permanently denied access from all FEMA facilities
- Prohibition from participation in any FEMA sponsored or delivered training offering

Upon denial of access from a facility, a report of the misconduct will be made to the FEMA Chief Security Officer and the appropriate Senior Facility Official to determine if the individual will be denied access from FEMA facilities and future FEMA training activities wherever being offered.

Notification of the alleged misconduct may be made to the student's sponsoring organization and reported to any state and Federal licensure organizations.

Upon written request by the student's sponsoring organization, information from, or copies of the statements from the individual and witnesses, police reports, and FEMA security reports may be made available to the individual's sponsoring organization with prior authorization from the Senior Facility Official after appropriate coordination with the Privacy Office and Office of Chief Counsel (OCC) representative.

Student misconduct records at any FEMA facility will be maintained by the respective Registrar's office or equivalent department. These official records will be retained in accordance with FEMA Instruction 141-1-1, which governs Records Management, File Maintenance, and Records Disposition.

Please note: Criminal misconduct may result in prosecution at both the federal and state levels.

Prepare for Training

Attire for CDP and FIWA Training

Individuals are expected to exercise good judgment in maintaining hygiene and selecting attire that reflects a professional image appropriate to their duties. Attire should be suitable for both the climate and classroom activities.

The senior facility official has the authority to assess the appropriateness of student attire. In cases involving FEMA employees, the official will consult with the Office of the Chief Human Capital Officer (OCHCO), Employee and Labor Relations. Students deemed to be wearing inappropriate attire must change before continuing class. The senior facility official may adjust the dress policy as needed.

Business Casual Attire:

- Suits, sport coats, or blazers
- Slacks or khakis, tailored shorts (no shorter than mid-thigh) in appropriate settings
- Skirts/dresses
- Shirts with collars; polo shirts
- Capri pants
- Turtlenecks, sweaters
- Dress or casual shoes
- Duty shirts with agency

Unacceptable Attire:

- Tank tops
- Overalls
- Tee shirts with offensive slogans or without sleeves
- Flip-flops/slides
- Backless or low-cut blouses
- Dresses—shorter than three inches above the knee
- Backless or low-cut dresses
- Transparent attire
- Any ripped or torn clothing
- Dirty or foul-smelling clothing; displaying of undergarments of any kind
- Offensive language, images, or slogans on any piece of clothing
- Tattoos with offensive language, pictures, symbols, or slogans must be covered and not visible
- Excessively short, tight, or revealing clothing
- Excessive or strong aftershave, cologne, or perfume

Classroom temperatures at the CDP and FIWA facilities are typically climate-controlled and may be cool. It is advisable to bring a light jacket or sweater for comfort. Additionally, please consider packing sunscreen, sunglasses, and a hat for outdoor activities. Prior to departure, we recommend checking the weather forecast for Anniston, Alabama, to ensure you pack appropriate clothing and accessories for your comfort.

Most CDP courses involve hands-on training, and PPE is required. Participants are encouraged to wear suitable clothing under the PPE, such as t-shirts, shorts, and long cotton socks. It is also recommended that you bring a change of clothing for after removing the PPE. A reusable water bottle is highly recommended, as hydration stations are available for refills throughout the day.

Review your class training schedule for any notes regarding appropriate inside/outside weather-related training attire and preparation for training. The training schedule is typically posted to the Student Portal a few days before the scheduled training.

Flip flops and tank tops are not permitted during training; open-toed shoes are not allowed during hands-on training exercises.

Field Force Extrication (FFE) Tactics prescribed dress or uniform for class:

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

CDP/FIWA Emergency Contact Information

Provide the following contact information to your family and employer:

- Telephone: (866) 213-9553 or 256-847-2133 (7:30 a.m.- 4:30 p.m. Central Time)
- Email: StudentServices@cdpemail.dhs.gov
- Security (24 hours) (256) 847-2400
- FIWA Email: FEMA-FQS-Training@fema.dhs.gov
- Lodging Security (24 hours): (256) 847-2260/2261

Physical Address:

Center for Domestic Preparedness
61 Responder Drive
Anniston, AL 36205

Mailing Address:

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

Travel to the CDP

Travel by Air

Students attending any training at the CDP must have identification that complies with the REAL ID Act to be admitted.

CDP/SLTT STUDENTS:

Flight arrangements will be made by the CDP with notification generally two weeks prior to departure. You will receive an email notification from the CDP Travel Office informing you that your Flight Itinerary has been uploaded to the Student Portal. Flight itinerary information will include flight details, such as the confirmation number, flight schedules, departure time, and location.

The ticket is the property of FEMA and is issued exclusively for the purpose of your scheduled CDP training. To ensure you receive the full benefits of CDP services, please refrain from making any changes to your flight. CDP transportation to and from the airport is arranged based on the flight details coordinated by the CDP Travel Office. Any changes to your inbound flight may result in the cancellation of your ticket.

FIWA STUDENTS:

Deployment Orders will be issued via DTS. Your deployment order contains the travel and funding information you need for your visit. If you have any questions regarding your travel or your FQS training deployment order, contact the Workforce Coordination Branch (WCB) at 855-377- 3362 or FEMA- WDD-Program-Travel@fema.dhs.gov.

You must create your Travel Authorization (TA) in Concur and your TA must be in ACCEPT status before you travel (at least 5-days from the start date of training) or you will be subject to cancellation. If you have any questions or need assistance with Concur, please contact the FEMA Travel Service Center at 866-333-1898.

When making your travel arrangements to the CDP, your flight must arrive in Atlanta Hartsfield-Jackson International Airport (ATL) between 12:00pm and 4:00pm EST. On your day of departure from Anniston, do not make your flight arrangements any earlier than 12:00pm EST. This allows for travel time to the Atlanta Airport. Earlier departures could result in a missed flight. Once your flight is booked, please forward a copy of your itinerary to: fiwa@cdpemail.dhs.gov. **FIWA: If your arrival time changes, please call 866-213-0697.**

Arriving in Atlanta

Retrieve your luggage and proceed to the Domestic Terminal South Delta Baggage Claim Carousel #4. CDP staff will be located between the elevator and escalator, across from luggage carousel #4, on the window side. Present your government-issued photo ID to CDP Staff. A government-issued, REAL ID Act compliant photo ID is required to board CDP transportation at the airport and to gain access to the CDP campus as mandated by the U.S. Department of Homeland Security. For additional information, please refer to the following link: <http://www.dhs.gov/real-id-public-FAQs>). Note: upload an image of your REAL ID compliant identification to your student portal in the event of lost items during training.



Federal, International, and Private sector students are responsible for arranging their own flights and are not eligible for reimbursement from the CDP. However, students are permitted to utilize the CDP transportation to campus at no cost. Prior arrangements must be made through Student Services or the Travel Office. International students should be prepared to present their passport to CDP Staff at the airport.

Jet Lag Recommendations

Jet lag can affect travelers crossing multiple time zones, impacting mood and mental performance. While not a serious condition, it can make the first few days of travel challenging. Consider taking steps to reduce these effects.

Before Travel:

- Maintain a healthy diet, exercise regularly, and get sufficient rest.
- A few days before departure, adjust your sleep schedule by going to bed an hour or two earlier (when traveling East) or later (when traveling West) to plan for the time change.
- If possible, break up long trips with a short stopover.

During Travel:

- Drink plenty of water, avoid large meals, alcohol, and caffeine.
- On long flights, take periodic walks and try to sleep.

After Arrival:

- Adapt to the local schedule immediately, including eating meals at local times.
- Spend time outdoors in natural light.
- Continue to stay hydrated and avoid excessive alcohol and caffeine.

Travel by Ground (Vehicle)

Students driving to the CDP should report to the Responder Lodging Complex no later than 4:00 p.m., Central Time on their arrival day.

A government-issued, REAL ID compliant form of photo identification is required to access the CDP campus.

CDP/SLTT students, please refer to FEMA Invitation Letter to determine your authorized travel days. Travel days are the FIRST and LAST day of the training program. For assistance call the CDP Travel office at (866) 213-9549.

FIWA students, your travel dates will be stated in your Deployment Orders. Travel dates are always the day prior to the first training day and the day after your last training day. Prior approval is required for any modifications to the travel dates listed in the Deployment Orders. FEMA students should bring their FEMA-issued PIV badge.

Mileage

Drivers of privately owned vehicles are eligible for reimbursement at the current authorized mileage rate, in accordance with Federal Travel Regulation 301-10.303, up to the cost of airfare from your residence. Please note that mileage incurred within and around the CDP is not reimbursable. Passengers are not eligible for mileage reimbursement. If you travel in an agency vehicle (city, county, state, or tribal), mileage reimbursement will not be provided. Additionally, federal, private sector, and international students are not eligible for mileage reimbursement from the CDP.

To CDP Lodging

In preparation for travel to the CDP, plan your route to the CDP Responder Lodging Complex in advance. The CDP Prepare for Travel ([Click here](#)) webpage offers useful information and maps. Real ID Compliant photo identification required to enter campus..

If you are using Google Maps, enter "CDP Lodging Complex" in the "choose destination" search box. Select *CDP Lodging* from the list of suggested places for directions. The address for the CDP Responder Lodging Complex is: 320 DeKalb Court, Anniston Alabama 36205.

Travel from Atlanta/Birmingham: Interstate 20, EXIT 188: Travel on the Leon Smith Parkway/Golden Springs Road/Anniston Eastern Bypass for approximately 4.5 miles. Turn right onto Iron Mountain Road, drive 3 miles. Continue straight at the 4-way stop on Iron Mtn. Road. Take the first left turn onto Eglin Ave. The CDP Responder Lodging Complex main entrance will be visible. Take the first left into lodging.

Travel via US Highway 431 (from Gadsden): Traveling south on US 431. Continue the Anniston Eastern Bypass, at the US 431 / AL 21 / McClellan Boulevard interchange, US 431 will shift to Veterans Memorial Parkway. Drive for approximately 7 miles to Iron Mountain Road. Turn left onto Iron Mountain Road, driving for approximately 3 miles. Continue straight at the 4-way stop on Iron Mountain Road. You will take the first left onto Eglin Ave. The CDP Lodging Complex main entrance will be visible. Take the first left, to the main gate, where you will be greeted by security.

From CDP Lodging to the CDP Main Training Facility

Exit from front of lodging facilities: Turn left onto Eglin Avenue and drive approximately 3 blocks to the intersection of Eglin Ave/Pappy Dunn Drive. Turn left onto Pappy Dunn Drive and drive 0.2 miles. Turn right onto Freemont Road and drive approximately 0.9 miles to the CDP Main Training Facility.

Exit from back of lodging facilities (dining facility): Turn right onto Galley Avenue. Turn right at the stop sign onto Berman Road. Turn left onto Eglin Avenue and drive approximately 2 blocks to intersection of Eglin Ave/Pappy Dunn Drive. Turn left onto Pappy Dunn Drive and drive 0.2 miles. Turn right onto Freemont Road and drive approximately 0.9 miles to the CDP Main Training Facility.

Street Addresses to Key CDP Buildings

- **CDP Main Training Facility:** 61 Responder Drive, Anniston, Alabama 36205
- **Noble Training Facility:** 490 Care Drive, Anniston Alabama 36205
- **CDP Lodging:** 320 DeKalb Court, Anniston Alabama 36205
- If you need assistance finding the CDP, call Student Services at (256)847-2133.

Parking Permits

All vehicle drivers must obtain a parking permit from the CDP Responder Lodging Hospitality Desk at building 320 and display the pass in a visible location within their vehicle (dashboard).

The CDP Campus and Student Resources

Lodging Facilities

Upon arrival, please inspect the condition of your room and all items within it. Any damaged or broken items should be reported immediately to the Hospitality Desk (Building 320), (256) 741-3418. Each room is equipped with a full-size bed, telephone, in-room coffee service, television, clock radio, microwave, and refrigerator. Each room has an adjoining shared bathroom which will be assigned to another student of the same sex. Use of candles or incense in lodging facilities is prohibited.

SLTT students, rooms and general amenities are provided at no cost to you or your agency, and the hospitality desk has additional personal care items available for purchase. Federal, private sector, and international students are required to pay a nightly fee for room accommodations. For current lodging rates contact Regional Coordinators.

Daily housekeeping service is provided for all guests. If you have valuables you wish to secure in your room, a closet key is in the lock and must be returned upon checkout. Only registered students are permitted to stay at the CDP Responder Lodging Complex (RLC).

Quiet hours shall be observed from 10:00 p.m. to 6:00 a.m. each evening in preparation for daily training and travel. Checkout time is 7:30 a.m.

Local Transportation

Local transportation is provided to and from all training areas and support facilities per training schedules. CDP Transportation operates an evening shuttle service. Review the Evening Shuttle Flyer located in your In-Processing materials for times and locations.

Contact information for local taxi services is listed on the back of each student badge and may be utilized at students' expense.

For emergency transportation needs promptly contact CDP Student Services. Student Services will coordinate emergency transportation and any necessary airline reservations.

Important Phone Numbers:

Transportation Office	(256) 847-2055 / 2169
CDP Security Office	(256) 231-0111 / 0112
Lodging (Hospitality Desk)	(256) 741-3418 / 1903

Meals

The RLC Dining Facility located in Building 17, offers a wide variety of breakfast and dinner options. There is no cost for SLTT students, pricing for federal, international and private sector students can be found at:

<https://cdp.dhs.gov/prepare/dining-menu>.

Lunch is available at dining facilities in MTF (Building 61), and NTF. Some courses may receive boxed lunches due to training schedules and locations.

Dining facility schedules:

- Breakfast (RLC): M-F 5:30 am–7:30 am, Saturday 4:30 am–6:30 am, (No service Sunday)
- Lunch: Per training schedule
- Dinner (RLC): 5:30pm - 7:30pm, (No service Saturday)

Adjustments will be made to dining schedule for special events, and training schedules.

It is highly recommended that you bring a reusable drink container to class for water refills. Hydration stations are available to refill your container as needed.

Personal Mail

CDP Student Services can assist with outgoing and incoming mail; please note that mail-related expenses are not reimbursable. Incoming mail is delivered to the Hospitality Desk in Building 320. Please be aware that mail services are not available on weekends.

The following address can be used for mail delivery:

Center for Domestic Preparedness

Attn: Student Name/Course Name/Course Number

P.O. Box 5100

Anniston, AL 36205

Telephone Calls

Lodging rooms are equipped with phones for both incoming and outgoing personal calls. Outgoing long-distance calls should be billed to a credit card. Emergency messages can be left at the following numbers:

Student Services (Toll free)	(866) 213-9553 Monday–Friday 7:30 a.m.–4:30 p.m.
Student Services	(256) 847-2133 Monday–Friday 7:30 a.m.–4:30 p.m.
Operations Coordinator	(256) 847-2354 Monday–Friday 7:30 a.m.–4:30 p.m.
Hospitality Desk	(256) 741-3418 24 hours

Internet Access

Wi-Fi is available throughout the training and lodging complex. Wi-Fi name/password information can be found on the back of your CDP Student Badge. Computers are available at RLC in Building 320. Computers provided for student use are considered Federal property and must be used in compliance with Federal regulations. Accessing inappropriate websites or engaging in criminal activity is prohibited.

Banking Facilities

ATM machines are available at several locations on the CDP campus, including the Hospitality Desk (Building 320), the Recovery Zone Lounge, NTF, and MTF. Several other banking institutions are also located in the surrounding area.

The Recovery Zone Lounge

On weekends and weekday evenings after 4:30 p.m., the Recovery Zone Lounge provides a place to network, and enjoy food, beverages, and music. Hours of operation may vary and are posted at the Recovery Zone Lounge.

Alumni Base Camp Store

The Alumni Base Camp Stores will be open Monday through Thursday and Fridays during some training weeks. These days and the respective stores will vary per training schedule. Please view the store schedules for each training week.

The Alumni Base Camp Stores have two locations: the first floor of the MTF (Building 61), and the RLC store located in Building 277. The MTF Alumni Base Camp Store hours are 11:00 a.m. to 1:00 p.m. and the RLC Alumni Base Camp Store from 5:30 p.m. to 8:00 p.m. The Alumni Base Camp Stores offer a wide range of items for students.

CDP Fitness

The CDP RLC offers bicycles and helmets for use at the hospitality desk in building 320. Helmets must be worn during use.

The CDP RLC features our Move Strong outdoor exercise equipment, and a fitness center located in Building 136. The CDP fitness center is available for student use daily during the hours of 4:00 a.m. to 7:00 a.m. and 3:00 p.m. to 10:00 p.m. The fitness center is equipped with a variety of exercise equipment, free weights, and a cardio room to support students' fitness needs.

Fitness Facility Etiquette Guidelines

- **Respect and Courtesy:** Always be courteous and considerate of those around you.
- **Equipment Use:** Use all equipment at your own risk and ensure you follow the posted instructions for safe and proper use.

- **Safety First:** Always prioritize safety and be vigilant in looking out for others.
- **Authorized Users Only:** Fitness facilities are exclusively for the use of CDP staff and students.
- **Substance-Free Environment:** The use of tobacco or alcohol is prohibited.
- **Glass containers** are not permitted in the fitness equipment areas.
- **Proper Attire:** Appropriate gym attire is required. Shirts and closed-toed shoes must be worn at all times.
- **Weight Management:** Do not drop weights. Always re-rack weights after use to maintain a safe environment for all users.
- **Report Damaged Equipment:** Immediately report any faulty or damaged equipment to a staff member.
- **Personal Property:** The CDP is not responsible for any lost or stolen personal items.
- **Privilege and Responsibility:** Access to these facilities is a privilege granted to students and employees. Please treat the spaces with respect.

General Information

Training Materials and Support

CDP/SLTT students: On the first day of training, you will receive either printed or electronic student manuals, along with information about training and details regarding the availability of support staff. If an electronic format (e.g., computer or e-book) is used, the CDP will provide the necessary equipment, user guides, and professional assistance throughout the training.

Upon completion of your training, you can access copies of these materials by logging into your Student Portal at <https://cdp.dhs.gov/students/>, using your FEMA Student Identification (SID) number, and navigating to the "CDP Document Library" section.

FIWA students: Training materials will be accessible on your DTS Responder Portal under the "Training" tile approximately two weeks prior to the course start date. Participant Guides and Course Materials must be downloaded and saved for continued access after the course. Laptops will be provided to those who do not have a FEMA-issued computer.

Upon completion of your training, you will have access to your training records and will be able to download certificates of completion through the Responder Portal. Navigate to the "Responder Info" tile under the "Training" section.

Continuing Education Units

The CDP is accredited as an Authorized Provider (AP) by a range of organizations, allowing us to offer students a variety of continuing education credits, including contact hours, Continuing Education (CE), Continuing Medical Education (CME), and Continuing Nursing Education (CNE) units. These credits support professional development and aid in meeting occupational requirements.

You must complete the physical Continuing Education Unit (CEU) form during the training week to receive credit.

For the most current information on available continuing education opportunities, please visit the CDP Continuing Education webpage: <https://cdp.dhs.gov/training/accreditation/>

Pro Board® and IFSAC Certification

CDP students attending the Hazardous Materials Operations (HMO) and Hazardous Materials Technician (HMT) courses at the CDP are eligible to take the certification test to receive Pro Board® and International Fire Service Accreditation Congress (IFSAC) certification. The test is conducted and certified by the Alabama Fire College.

For the most current and detailed information, please visit the HMO and HMT course webpages on the CDP website.

Transcript Requests

CDP students can request an official transcript by emailing: StudentServices@cdpemail.dhs.gov or by contacting Student Services at (866) 213-9553, Monday through Friday, from 7:30 a.m. to 4:30 p.m. Central Time, for any inquiries.

To obtain a duplicate certificate for any course completed at the CDP, students log in with their FEMA SID to the Student Portal at: <https://cdp.dhs.gov/students/>, and going to the section marked “My Past Training.”

FIWA students will have access to training records and certificates of completion in Responder Portal in the “Responder Info” tile under the Training section.

General Weather Information

The CDP is situated in northeastern Alabama, which experiences a generally mild climate. During the summer months, temperatures tend to be hot and humid, with the potential for thunderstorms and occasional tornadoes. Below is a climate table outlining the average temperature and precipitation for the region.

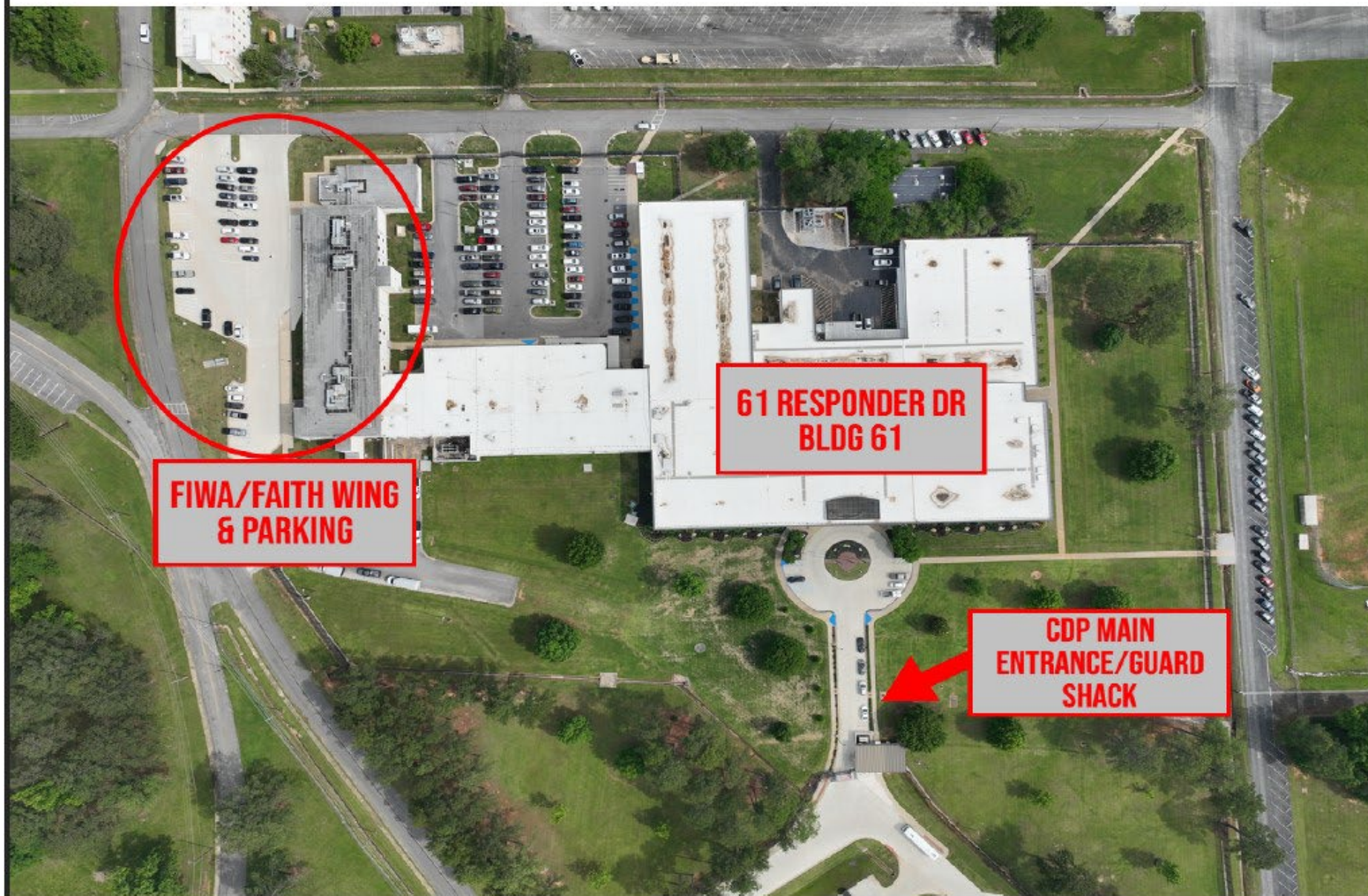
Month	Average High (°F)	Average Low (°F)	Average Precipitation (inches)	Inclement Weather Days
January	54.4	35.3	4.4	11
February	59	38.7	4.8	10
March	66	42	4.8	11
April	74	49	4.2	9
May	81	58	3.6	10
June	87	65	3.5	10
July	89	69	3.3	12
August	89	69	2.8	10

September	83	64	3.1	8
October	74	61	2.9	6
November	65	50	3.9	9
December	57	44	4.5	11

LODGING AERIAL MAP



AERIAL VIEW OF MAIN TRAINING FACILITY



McClellan Area Map

