



# **Center for Domestic Preparedness**

## **Student Handbook**



**FEMA**

## Tony Russell, Superintendent



Tony Russell is the Superintendent at the Center for Domestic Preparedness (CDP) in Anniston, Alabama. As Superintendent, Mr. Russell provides executive level management and leadership for the CDP as it provides unique, hands on training to more than 50,000 emergency responders a year from state, local, tribal and territorial agencies. He is also responsible for operations of the CDP's 176-acre campus, which is home to the only training facility in the country where civilian responders can train in a toxic agent environment and the Nation's only hospital training facility dedicated solely to preparing the healthcare, public health, and environmental health communities for mass casualty events related to terrorism or natural disasters.

The CDP is part of the Federal Emergency Management Agency's (FEMA) National Preparedness Directorate and offers 51 courses for both resident and non-resident students. Courses at the CDP campus in Anniston, Ala. feature hands-on training at the Chemical, Ordnance, Biological, and Radiological (COBRA) Training Facility, where responders train using nerve agents GB (Sarin) and VX, as well as non-pathogenic strains of anthrax and ricin. The Noble Training Facility is a former Army hospital that is now a premier training venue for health and medical professionals preparing for mass casualty incidents.

Mr. Russell previously served as the Superintendent of the Emergency Management Institute (EMI). During his tenure at EMI, he was deployed and detailed in support of critical agency priorities. First to New York in 2012, Mr. Russell assisted the Superstorm Sandy response and recovery activities. Then, in 2014, he was designated as the Acting Region VIII Administrator, serving as the Senior Executive for all FEMA priorities and requirements in the States of Colorado, Montana, South Dakota, North Dakota, Wyoming, and Utah.

In 2009, Mr. Russell was appointed by the President as the FEMA Region VI Regional Administrator and served in that capacity until 2012. In this role, he was responsible for all FEMA operational decisions and policy implementation within the States of Texas, Oklahoma, New Mexico, Arkansas, and Louisiana.

During 2003 and 2009, Mr. Russell served as a Federal Coordinating Officer (FCO) for Region VIII. In addition to his FCO duties, in 2009, he assumed the role of Acting Director of the FEMA Louisiana Recovery Office for Hurricanes Katrina, Rita, Gustav, and Ike, with offices throughout the State, including Baton Rouge and New Orleans. As an FCO, he managed FEMA operations in many complex disaster response and recovery operations across the country. He led disaster operations nationwide to include: Alabama, North Dakota, Montana, South Dakota, Illinois, Texas, and New Mexico, just to name a few. He also assumed executive leadership roles for potential hurricanes in Texas, the Pandemic Influenza Regional Team, and the 2008 Democratic National Convention in Denver, Colorado.

Mr. Russell holds an undergraduate degree in political science and management from the University of New Mexico in Albuquerque. He earned two Master's degrees from National University in San Diego, California, in the areas of business administration (MBA) and management (MA). He also received a Master of Arts degree in Homeland Security studies from the Naval Postgraduate School, Monterey, California, and completed Executive Leadership Education at Harvard University in Cambridge, Massachusetts.

Mr. Russell is an active member of the emergency management community, including the International Association of Emergency Managers (IAEM), and he holds the designation of Certified Emergency Manager (CEM).

## 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.



Professionalism - Communication - Accountability - Collaboration

Service - Integrity - Courage



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## INTRODUCTION

### Welcome to the Center for Domestic Preparedness

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

### Location

The CDP is located in Anniston, Alabama at the former Fort McClellan. It is located at the foothills of the Appalachian Mountains approximately 60 miles east of Birmingham and 90 miles west of Atlanta, Georgia. Anniston is located in the Central Time Zone.



## History

In June 1998, the CDP opened its doors as a training center for the Nation's emergency responders. The CDP provides advanced, all-hazards training to approximately 50,000 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 1,100,000 emergency responders.



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 chemical and biological agents. The COBRATF advanced, hands-on training enables responders to effectively respond to real-world incidents involving chemical, biological, radiological, explosive, or other hazardous materials. Responders serve as the Nation's first line of defense and deserve the highest-quality training available.





On March 31, 2007, the Noble Training Facility (NTF) was integrated into the CDP training 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.

In January 2012, the Emergency Department was remodeled to offer an expanded trauma bay, modern treatment areas, sound and visual effect capabilities, hidden observation and control rooms, and a large waiting room. The larger space also includes triage stations, an ambulance entrance, 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. Located just one block south of the CDP, the NTF includes an adjacent helipad.



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.

Video and audio surveillance capabilities allow instructors to monitor students during



training exercises. Video and audio capabilities enhance the training safety and training realism and provide an excellent tool for post exercise analysis. An intercom system introduces various ambient sounds such as gunshots and crowd noise. The introduction of theater smoke allows students to train in a limited

visibility environment. A railcar tanker prop incorporating a chlorine training simulator and a mock multi-car subway system provides emergency responders with the ability to respond to an emergency involving hazardous materials and mass casualties. These venues provide heightened realism and the ability to simulate complex emergency scenarios.

# **CDP POLICY, REQUIREMENTS AND GUIDANCE**

## **Equal Opportunity**

It is FEMA's policy to maintain a working and learning environment consistent with FEMA core values: Compassion, Fairness, Integrity, and Respect. This ensures an environment free from disruptions, misconduct, and discrimination or harassment based on race, color, religion, sex (including pregnancy, sexual orientation, sex stereotyping, gender identity, or gender expression), national origin, physical or mental disability, age or genetic information. Each individual must be able to work/train in an atmosphere unobstructed by discrimination, intimidation, or harassment and such conduct will not be tolerated. All complaints of harassment will be investigated promptly and impartially.

## **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. The incident Hotline is a 24-hour service.

## **Harassment**

FEMA is committed to providing a work environment free of discrimination and harassment. Consequently, FEMA prohibits harassment even if it does not rise to the level of harassment that violates the law. Although, a single harassing utterance or act may not rise to a level that maybe be actionable under the law, it still has no place at FEMA.

As defined by DHS Directive 256-01, reportable allegations involving harassment includes any unwelcome conduct involving a protected basis which interferes with an individual's work performance or creates an intimidating, offensive, or hostile environment. Protected bases include race, color, religion, gender (including pregnancy, sexual orientation, gender expression, and gender identity), national origin, age, disability (including an individual's need for workplace with reasonable accommodations), protected genetic information, marital status, parental status, political affiliation, or prior protected activity.

## **Anti-Sexual Harassment**

Sexual harassment is one form of harassment prohibited by the Agency. Sexual harassment involves unwelcome sexual advances verbal and non-verbal, request for sexual favors, and other verbal or physical conduct of a sexual nature when submission to or rejection of such conduct is made explicitly or implicitly a term or condition of one's employment or is used as a basis for career or employment decisions affecting that person; or such conduct interferes with an individual's performance or creates an intimidating, hostile, or offensive work environment.

The CDP has a zero-tolerance policy for any behavior which constitutes sexual harassment. Professionals at all levels are responsible for setting the example in maintaining an environment which is free from harassment. In addition to the obvious forms of sexual harassment, a wide range of more unwelcome subtle behaviors have been found to constitute sexual harassment because these behaviors could create a hostile or offensive work/training environment. These include, but are not limited to: sexual teasing and innuendo; making propositions; jokes of a sexual

nature; indecent or vulgar remarks/winking/whistling, staring/ogling that causes humiliation; posting sexually oriented pictures, cartoons or other visual materials that may be viewed as offensive; making sexual gestures with hands or body movements; deliberate touching, leaning, cornering, or pinching. All complaints of sexual harassment will be investigated promptly and impartially.

## **Violence in the Workplace (Summary)**

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

## **Photography and Videography (Summary)**

Photographs (except for the CDP's COBRATF Training Facility) and other depictions such as audio and video recordings may be taken inside classroom or office areas only with the consent of the occupants, with completion of FEMA photograph release agreements, and

- a. Except where prohibited by security regulations or Federal court order, photographs and other depictions for news purposes may be taken in entrances, lobbies, foyers, corridors, or auditoriums when used for public meetings and only those authorized by the Office of External Affairs.
- b. Subject to the above prohibitions, photographs and other depictions for advertising and commercial purposes may be taken in authorized areas and only with written permission (refer to facility-specific guidance).
- c. Any non-personal use of photographs and other depictions taken inside classrooms requires advance approval of the Senior Facility Official.

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

## **Safety (Summary)**

Nothing is worth the accidental loss of a life, personal injury, damage to personal or Government property or destruction of the environment. Risk management must be fully integrated into all training. The basis for achieving a safe working/training environment is a partnership between you, your fellow students, and the CDP staff. Safety is always our number one priority. While attending courses at the CDP, remain mindful of your environment and actions.

## Alcoholic Beverages

Outside beer, wine, and liquor are strictly prohibited on the CDP campus and CDP transportation. On campus consumption of alcoholic beverages (beer and wine only, no liquor) is limited to the Recovery Zone Lounge. Alcoholic beverages will not be served to anyone under 21 years of age, nor to anyone in an obviously intoxicated condition. The CDP Recovery Zone Lounge reserves the right to either limit or refuse the purchase of alcoholic beverages to patrons. Consumption of alcoholic beverages within an 8-hour period prior to training is prohibited. Entering upon the property or being on the property with obvious signs of alcohol intoxication is prohibited. Possession, use, and consumption of alcoholic beverages are prohibited in the dormitory rooms. Suspected violations of this policy, at the discretion of the CDP Director of Training and Education or appointed representative, may result in removal from training.

## Weapons

No person entering or present on the FEMA facility shall carry or possess firearms, other dangerous or deadly weapons, explosives, or items that could be used to fabricate an explosive or incendiary device, either openly or concealed; Prohibited weapons include but not limited to knife blade(s) greater than 2.5 inches in length, bow and arrows, martial arts weapons, and irritant sprays. Security and law enforcement personnel may inspect any individual, vehicle, possessions, or luggage.

Exceptions for official purposes in accordance with FEMA policy governing the possession of firearms (i.e., Federal, state or local law enforcement or contract security forces when authorized by the contract project officer), must be approved in advance.

If you arrive at the CDP with weapons of any kind without prior written approval, your entry to campus may be denied. Due to heightened security requirements, security and law enforcement personnel may search you, your vehicle, or your luggage.

## Tobacco Use

The smoking, burning or use of any tobacco product to include smokeless tobacco and electronic vaporizer (e-cigarettes), candles or incense in all buildings at any FEMA facility, or in FEMA vehicles is prohibited, except as allowed in writing by the Senior Facility Official.

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

## Illegal Drugs

The possession, use, sale, or distribution of illegal drugs, to include hallucinogens, marijuana, medical marijuana, barbiturates, or amphetamines by an individual on the property (to include dorm rooms) is prohibited.

Entering upon the property or being on the property with obvious signs of drug impairment is prohibited.

## Solicitation

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

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

Participation in games for money or other personal property; the operating of gambling devices; or the conduct of a lottery (or pool) at any FEMA facility is prohibited.

It is prohibited to post, affixing, or distributing materials, such as pamphlets, handbills, or flyers, on other than designated areas (bulletin boards); or using classroom area bulletin boards to sell books, clothing, equipment, software, and other goods, etc., except when such distribution or display is conducted as part of authorized Government activities.

## Attendance

Students attending a CDP course may not miss more than 10% of 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.

## Identification (ID) Badges

Your student ID badge is issued to you upon arrival at the CDP. You are required to wear your **ID badge above the waist**, observable at all times while on the CDP campus (except when the ID badge would obstruct training-related performance).

## Medical Requirements

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

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

The American National Standards Institute authorizes the wearing of contact lenses in an approved respirator. If you have contact lenses, it is recommended that you bring them with you. If you

bring a prescription insert, CDP instructors will determine whether the insert is compatible with CDP provided personal protective equipment (PPE).

## **Physical Conditioning**

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

## **Personal Injury/Illness**

### **"For Medical Emergencies, Call 911"**

Prior to your travel date if you develop a fever, please contact your Training Coordinator to discuss rescheduling your training. The CDP will make rescheduling your training a priority.

If you are injured or feel ill during training, notify the nearest CDP staff member immediately. After duty hours, notify the Hospitality Desk at (256) 741-3418. Additionally, your orientation packet and CDP issued ID badge contains a list of emergency telephone numbers. Do not hesitate to call the emergency numbers, if needed. If you use prescription medication, bring an appropriate amount for the duration of your training. Each individual student is responsible for any medical or dental treatment costs incurred. It is recommended you carry your health insurance information with you.

## **Evacuation/Shelter In-Place Plans**

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

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

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

## **COBRA Training Facility**

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

- Pre-and Post-blood draws are required.
- Contact lenses may be worn in the COBRATF.
- Personal grooming, for male students, requires a mustache be neatly trimmed and facial hair

trimmed to ensure the secure seal of the face piece of a solid air purifying respirator.

- Lockers for your personal items are provided at the COBRATF. Personal items are not allowed in the toxic training area. COBRATF staff will provide you with all clothing and equipment required for toxic agent training.
- At the end of the training event, you will participate in doffing procedures that include gender-specific shower stalls.
- You may depart from the CDP only after the post blood draw has been completed and test results annotated. The blood draw is conducted immediately after training is conducted.

## **Service Animals and Emotional Support Animals**

If you are a State, Local, Tribal, or Territorial (SLTT) student bringing a service animal or emotional support animal, you must check the box for special needs during the training application process and must also attach the following documents to your training application:

- Written evidence that the animal has been approved to be brought into the student's own permanent work site.
- A self-certification, indicating that:
  - ✓ You are responsible for caring for the animal, feeding it, physiological needs, and all other needs.
  - ✓ You will maintain control of the animal on a leash at all times.
- A self-certification or document to demonstrate that the animal is in fact appropriately trained to behave in the agency's work environment and will not disrupt the workplace.
- Updated document from a veterinarian certifying that the animal is in good health and has all the required vaccinations.

If you are a Federal Employee Student bringing a service animal or emotional support animal, you must notify your supervisor of record at least 48 hours in advance of arrival at CDP and be prepared to provide the following:

- Must present an approved Request for Reasonable Accommodation FEMA Form [256-0-1](#)
- A self-certification, indicating that you are responsible for caring for the animal, feeding it, physiological needs, etc. and that you will maintain control of the animal on a leash at all times.
- A self-certification or document to demonstrate that the animal is in fact appropriately trained to behave in the agency's work environment and will not disrupt the workplace.
- Updated document from a veterinarian certifying that the animal is in good health and has all the required vaccinations

ALL SERVICE ANIMAL AND EMOTIONAL ANIMAL HANDLERS must understand and agree to the following:

- ✓ You will communicate to others (as necessary) that the animal is a working animal and is not a pet. The service/support animal should not disrupt the work

activity by being petted, fed, or otherwise cared for, by others.

- ✓ You are the ONLY one allowed to handle the animal.
- ✓ You will maintain control of the service animal at all times. The animal cannot be loose on campus (indoors or outdoors) without a leash.
- ✓ You are responsible for damages caused by the animal.
- ✓ You are responsible for the general care of the animal (i.e. water, food and exercise, bathroom, and any necessary cleanup).
- ✓ The animal cannot disrupt the workplace environment by, barking, growling, nipping or biting.
- ✓ Not all public air carriers allow dogs. If required to travel, you must make arrangements with a specific carrier that allows animals to travel with their owners and the student must follow the carrier's rules for traveling with animals. Service animal expenses are not reimbursable.
- ✓ The animal may not enter the COBRATF and training areas that require the use of PPE.
- ✓ Failure to comply with the above may result in your training suspended and returned to your point of departure.

## **Conduct**

All personnel entering or present in FEMA facilities in any capacity are responsible for conduct that does not bring discredit upon themselves, or their organizations. Rules applicable to conduct on Federal property are designed to protect the rights of the individual and the property of the Federal Government and are instituted to preserve a safe and professional environment. Please remember while attending training, you are a professional representing your agency and are expected to maintain the highest standards of conduct during both training and leisure time. Any violations of: DHS, FEMA or CDP Directives or policy; the CDP Student Handbook; Federal, state or local criminal violations or other proscribed behavior may or will result in elimination from the course; expulsion from and prohibition to re-enter the CDP and other FEMA sites; prohibition from enrolling in CDP and other FEMA courses (whether on or off campus); and notification thereof to my employer, sponsor or sending agency. Note: Criminal misconduct subjects a person to both federal and state prosecution.

## **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 (e.g., email) 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:

- i. Expulsion;
- ii. Withholding of stipend or forfeiture of stipend paid;
- iii. Exclusion from future classes for a specified period;
- iv. Forfeiture of certificate;
- v. Permanently denied access from all FEMA facilities;
- vi. Prohibition to participate in any FEMA sponsored or delivered training offering;
- vii. Upon denial of access from a facility, a report of the misconduct will be made to the FEMA Chief Security Officer in collaboration with the appropriate Senior Facility Official will determine if the individual is to be denied access from other or all 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 may be 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 OCC representative. Records of student misconduct at any FEMA facility will be maintained by the respective Registrar's or similar office. Official records will be retained consistent with FEMA Instruction 141-1-1 Records Management Files Maintenance and Records Disposition.

## **PREPARE FOR TRAINING**

### **Attire**

Individuals are responsible to use good judgment in maintaining good hygiene and selecting attire that projects a professional image commensurate with their duties and responsibilities. Consider attire that is appropriate for both climate differences and classroom activities.

The Senior Facility Official has the authority to decide if a student's attire is inappropriate. If FEMA employees are involved the Senior Facility Official, will consult with OCCHCO, Employee and Labor Relations. Students wearing attire which is determined to be inappropriate are required to change into more appropriate clothing before continuing class. The Senior Facility Official may adjust the dress policy as appropriate.

Appropriate Business Casual Attire:

1. Slacks or khakis (below the calf or longer); suits, sport coats, or blazers;
2. Skirts/dresses;
3. Shirts with collars; polo shirts;
4. Capri pants;
5. Turtlenecks, sweaters;
6. Dress or casual shoes;

### Unacceptable Attire:

1. Shorts (unless approved for specific training purpose);
2. Tank tops;
3. Overalls;
4. Tee shirts with slogans or without sleeves;
5. Flip-flops/thongs;
6. Backless or low-cut blouses;
7. Dresses—shorter than three inches above the knee;
8. Backless or low-cut dresses;
9. Transparent attire;
10. Any ripped or torn clothing;
11. Dirty or foul-smelling clothing; displaying of undergarments of any kind;
12. Offensive language, images, or slogans on any piece of clothing;
13. Tattoos with offensive language, pictures, symbols, or slogans must be covered and not visible;
14. Excessively tight and revealing clothing;
15. Excessive or strong aftershave, cologne, or perfume;
16. Hats worn indoors.

Review your class training schedule for any notes regarding training attire and preparation for training. The training schedule is typically posted to the Student Portal a few days before the scheduled training.

Most CDP classes engage in hands-on training and use Personal Protective Equipment (PPE). It is highly recommended that you pack clothing to wear inside the PPE (e.g., t-shirts, shorts and long cotton socks) as well as fresh clothing to wear after removing the PPE.

CDP classroom temperatures are climate controlled (usually cool), so packing a light jacket or sweater is recommended. Also, sunscreen, sunglasses, and a hat are suggested. Prior to your departure, check the Anniston, Alabama weather forecast to determine appropriate clothing and accessories for your comfort.

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

If you are attending Field Force Extrication Tactics (FFE, PER 202) or Field Force Operations (FFO, PER 200), prescribed dress or uniform for class is as follows:

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

For the FFE course only:

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

- Knee pads (recommended)
- Hydration/Camel Packs (recommended)

## CDP Emergency Contact Information

Provide the following contact information to your family and employer:

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

### Physical Address:

Center for Domestic Preparedness  
61 Responder Drive  
Anniston, AL 36205

### Mailing Address:

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

## Jet Lag Recommendations

Jet lag can be a problem for travelers who are crossing several time zones. Although it is not a serious condition, jet lag can make it hard for you to enjoy your first few days. Jet lag can affect mood and mental performance. Fortunately, you can take steps to minimize the effects of jet lag.

### *Before Travel*

- Exercise, eat a healthful diet, and get plenty of rest.
- A few days before you leave, start going to bed an hour or two later than usual (before traveling west) or earlier than usual (before traveling east) to shift your body's clock.
- Break up a long trip with a short stop in the middle, if possible.

### *During Travel*

- Avoid large meals, alcohol, and caffeine.
- Drink plenty of water.
- On long flights, get up and walk around periodically.
- Sleep on the plane, if you can.

### *After You Arrive*

- Adapt to local schedule as soon as possible.
- Eat meals at the appropriate local time.
- Spend time in the sun.
- Drink plenty of water and avoid excess alcohol or caffeine.

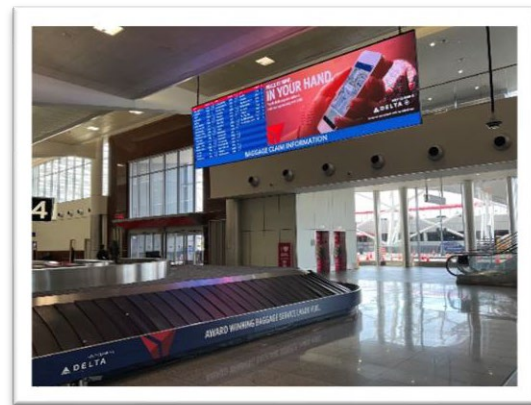
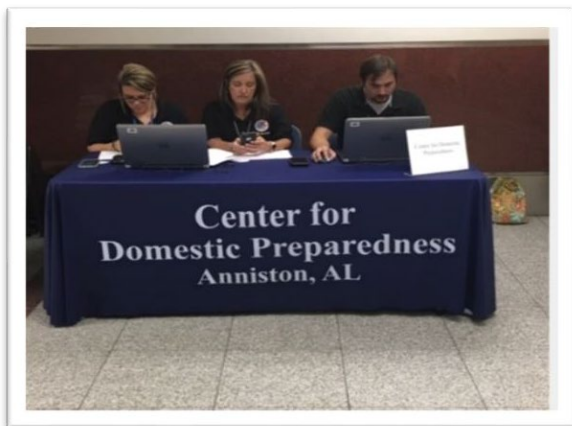
# TRAVEL TO THE CDP

## Travel by Air

Flight arrangements are scheduled using electronic tickets (e-tickets). Typically, two weeks prior to your departure, you will receive an email notification from the CDP Travel office when your Flight Confirmation Sheet is added to the Student Portal. Your Flight Confirmation Sheet will contain your flight information (e.g., flight number, departure time, departure location).

The e-ticket is the property of FEMA and is provided solely for the purposes of your scheduled CDP training. To ensure you receive the full benefit of the CDP services, do not make changes to your flight. CDP transportation to and from the airport is provided based on the flight arrangements coordinated by or with the CDP Travel Office. Making changes to your inbound flight may cause your ticket to be cancelled.

Upon arrival at the Atlanta Airport, retrieve your luggage at the baggage claim area. After retrieving your luggage, proceed to the South Terminal, Delta Baggage Claim, Carousel #4. CDP Staff will be located between the elevator and escalator directly



across from Carousel #4 on the window side. Upon arrival at the CDP reception desk, show your government issued photo ID to the CDP Student Support Services representative.

If you experience travel delays or have difficulty locating CDP Student Support Services

representatives at the airport, *contact the Travel Department at (866) 213-9549 or (866) 213-9550 immediately.*

A government-issued, REAL ID Act compliant form of identification (with photograph) as required by the U.S. Department of Homeland Security is required to board CDP transportation at the airport and to gain access to the CDP campus (for further information follow this link: <http://www.dhs.gov/real-id-public-faqs>). If your government-issued photo ID does not qualify under these standards the CDP will conduct a security threat assessment prior to processing your application.

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

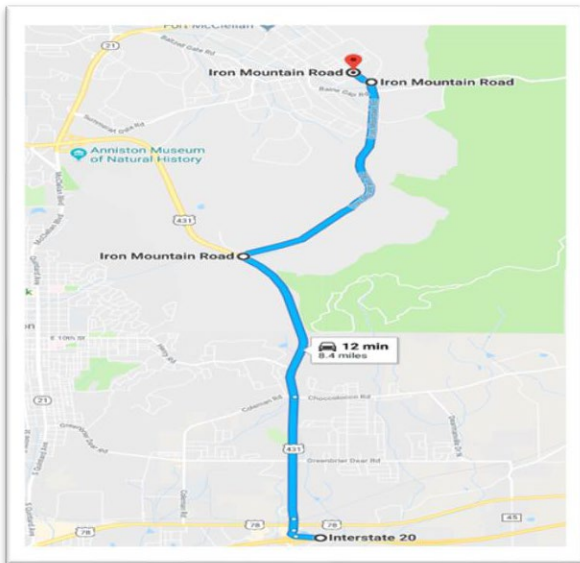
## Travel by Ground (vehicle)

Students driving to the CDP should report to the Lodging Facility no later than 4:00 p.m., Central Time on their arrival day. Refer to your CDP Invitational Travel Letter to determine your authorized travel days. Call the CDP Travel office at **(866) 213-9549** for assistance.

A government-issued, REAL ID Act compliant form of identification (with photograph) is required to access the CDP campus. Authorized travel days are identified on your Travel Orders; the FIRST and LAST day of the training program. Your training dates are reflected on your Invitational Travel Orders.

### To CDP Lodging

In preparation for your drive to the CDP, take time to plan your route to the CDP lodging. The [CDP Prepare for Travel](#) web page, provides useful travel information and maps. If you are using Google Maps, enter “CDP Lodging” in your search box.



***From Oxford, AL (I-20, exit 188):*** Travel on the Leon Smith Parkway/Golden Springs Road/Anniston Eastern Bypass for approximately 4.2 miles. Turn right onto Iron Mountain Road and drive approximately 3.0 miles. Continue straight at the 4-way stop (*Road name changes from Iron Mtn. Road to Anniston Eastern Bypass*). Turn left onto Eglin Ave. (*first left*). Take the first left into lodging.

***From Gadsden AL, Highway 431 southbound:*** Turn left onto Iron Mountain Road and continue approximately 3.0 miles. Continue straight at the 4-way stop (*Road name changes from Iron Mtn. Road to Anniston Eastern Bypass*). Turn left onto Eglin Ave. (*first left*). Take the first left into

lodging.

### 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 **(866) 213-9551**

## **Mileage**

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

## **Parking Permit**

All vehicle drivers must obtain a parking permit from the CDP lodging hospitality desk at building 320 and display the pass in an observable 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 in the room. Any damaged, broken items should be reported to the Hospitality Desk (Bldg. 320, (256) 741-3418). For state, local, tribal, and territorial students, rooms and amenities are provided at no cost to you or your agency. Each room includes a full-size bed, telephone, in-room coffee service, television, and clock radio with an adjoining shared bathroom.

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

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

Quiet Time begins at 10:00 p.m. each evening, so please be considerate of your fellow students and their need for rest. Quiet hours are defined as the period, beginning at 10:00 p.m. each evening and ending at 6:00 a.m., during which each occupant in the responder lodging complex shall have the responsibility of ensuring that their conduct and noise level, whether indoors or outdoors, does not disturb any other occupants in the responder lodging complex. No guests are allowed in a room not their own between 10:00 p.m. and 6:00 a.m.

## **Local Transportation**

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

Information on area attractions is located at the Hospitality Desk. Emergency transportation requirements should be directed to the CDP Student Support Services representative as soon as the requirement is known. Student Support Services will coordinate your emergency transportation and appropriate airline reservations.

## Meals

The CDP Dining Facility is in building 17, at lodging. The dining facility offers a wide selection of breakfast and dinner entrees. Meals are provided to all state, local, tribal, and territorial students at no cost. Other dining facilities are located near designated training sites. The meal schedule is listed below (class events may require modification to this schedule):

Breakfast 5:30 am – 7:30 am

Lunch: As scheduled

Dinner: 5:30pm - 7:30pm

*Federal, Private Sector, and International students* are required to pay for meals. To view current cost for meals, visit the CDP Website at <https://cdp.dhs.gov/prepare/dining-menu>.

## Personal Mail

The CDP Student Services will support any outgoing or incoming mail. Expenses are not reimbursable. Incoming mail is delivered to the Hospitality Desk, building 320. Mail services are not available on the weekend. The following address may be used for mail delivery:

Center for Domestic Preparedness  
Attn: Student Name / Course Name/Number  
PO Box 5100  
Anniston, Al 36205

## Telephone Calls

During Training, telephones are available for official calls only. Official calls should be coordinated with a CDP Student Services representative.

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

Student Services	(866) 213-9553 (Mon. – Fri. 7:30 a.m. – 4:30 p.m.) (256) 847-2132 (Mon. – Fri. 7:30 a.m. – 4:30 p.m.)
Operations Coordinator	(256) 847-2354 (Mon. – Fri. 7:30 a.m. – 4:30 p.m.)
Hospitality Desk	(256) 741-3418 (24 hours, arrival – departure)

## Internet Access

There are free internet access terminals located in building 320. Please note that computers provided for use by students are Federal property and must be used in accordance with Federal regulations. Access to web sites of an adult nature or criminal activity is strictly prohibited. Wi-Fi is available throughout the lodging complex at no charge to you.

## Banking Facilities

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

## **CDP Gymnasium**

The CDP has a dedicated gymnasium (Gym) in building 136 in the student dormitory area. The CDP gym is open to students from 4:00 a.m. – 7:00 a.m. and 3:00 p.m. – 10:00 p.m. daily. Exercise equipment, free weights and a cardio room are available at the CDP fitness center.

## **Gym Etiquette**

- Use earbuds or headphones for musical enjoyment out of respect for others
- Please clean up after yourselves. Use the provided wipes to wipe down all utilized equipment
- Be courteous and respect those around you
- Use equipment at your own risk, and please follow equipment directions carefully
- Look out for each other, and always put safety first
- Gym is for CDP staff and student use only
- No tobacco or alcohol use
- No glass containers
- Proper gym attire is required. Shirts and close-toed shoes shall be worn at all times
- Do not drop weights, and always re-rack weights after use
- Please report faulty or damaged equipment to a staff member immediately
- The Government is not responsible for lost or stolen items
- Remember that this is a privilege for students and employees

## **Alumni Base Camp Store**

The Alumni Base Camp Store has a wide selection of souvenirs for students. It is open from 11:00 a.m. to 1:00 p.m., Monday through Thursday and 5:00 p.m. to 6:00 p.m., Tuesday evening. The store is located on the first floor of the Main Training Complex (building 61).



## **GENERAL INFORMATION**

### **Training Materials and Support**

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

After completion of your training, you may obtain copies of these training materials by accessing your Student Portal at <https://cdp.dhs.gov/students/>, logging in with your FEMA Student Identification System (SID) number, and going to the section marked “CDP Document Library.”

### **Continuing Education Units**

When you successfully complete your training, you will receive Continuing Education Units (CEUs) through the International Association for Continuing Education & Training (IACET) or the International Association of Directors of Law Enforcement Standards and Training (IADLEST).

The Center for Domestic Preparedness (CDP) is accredited as an Authorized Provider (AP) by numerous other accreditation organizations in order to offer students continuing education credits in the form of contact hours, Continuing Education (CE), Continuing Medical Education (CME), or Continuing Nursing Education (CNE) units as an important service for their professional development and occupational requirements. Visit the CDP Continuing Education webpage for most up-to-date information: <https://cdp.dhs.gov/training/accreditation>

### **Pro Board® and IFSAC Certification**

Students attending the Hazardous Materials Technician (HMT) course and the Hazardous Materials Operations course may be eligible for Pro Board® and International Fire Service Accreditation Congress (IFSAC) Certification through testing conducted by the Alabama Fire College. Visit the CDP website, HMT and HMO webpages, for most up-to-date information.

### **Transcript Requests**

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

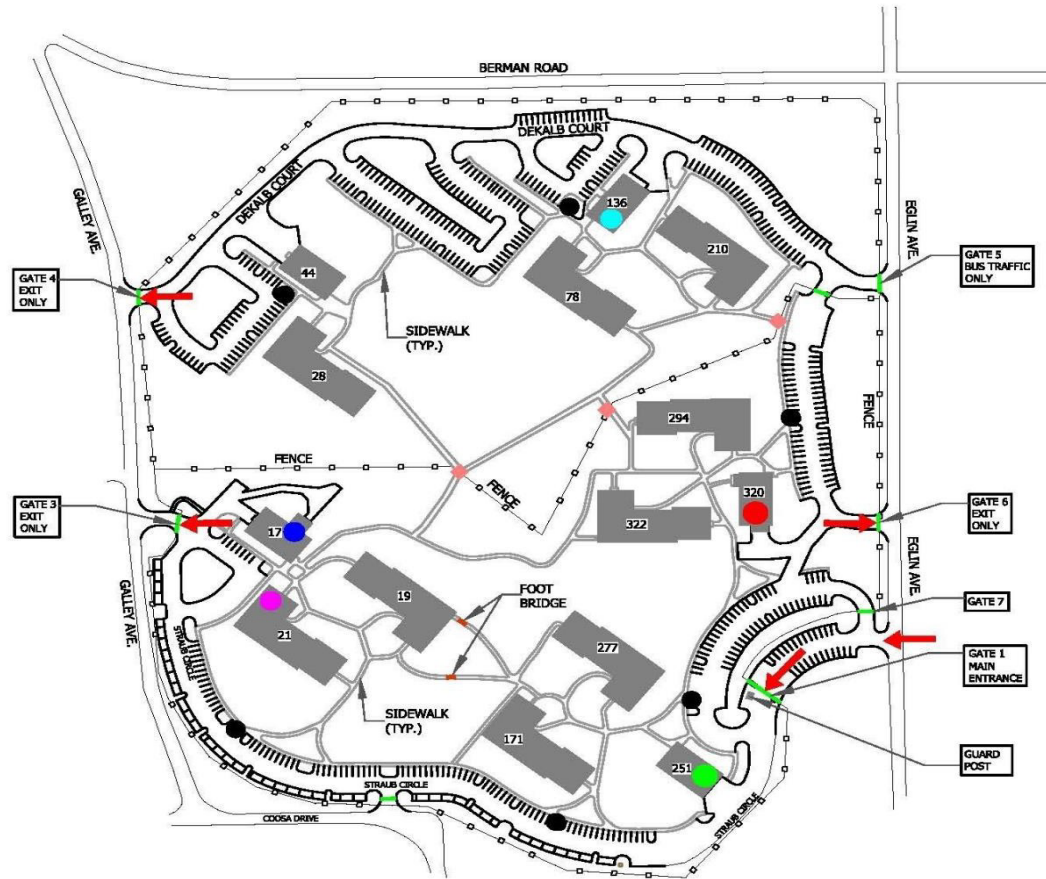
You may obtain a duplicate certificate for any class attended at the CDP by accessing your Student Portal at <https://cdp.dhs.gov/students/>, logging in with your FEMA SID, and going to the section marked “My Past Training.”

## General Climate Information

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

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

# RESPONDER LODGING COMPLEX



## LEGEND

- BLDG. 320 RECEPTION/FRONT DESK FOR LODGING
- BLDG. 251 BUS PICKUP LOCATION FOR TRAINING
- BLDG. 17 DINING FACILITY
- BLDG. 21 BLOOD DRAW ON FIRST FLOOR, LAUNDRY FACILITY, BUS DEPARTURE FOR ATLANTA AIRPORT
- BLDG. 136 GYM
- ◆ PEDESTRIAN GATES
- HANDICAP PARKING
- - FENCE

# Fort McClellan Area Map



Website: <http://cdp.dhs.gov/>  
 Facebook: [www.facebook.com/cdpfema](http://www.facebook.com/cdpfema)  
 LinkedIn: [www.linkedin.com](http://www.linkedin.com)  
 Twitter: [www.twitter.com/cdpfema](http://www.twitter.com/cdpfema)  
 Reference: <https://www.firstrespondertraining.gov>

This publication is provided by the  
 Center for Domestic Preparedness  
 P.O. Box 5100  
 Anniston, AL 36205-5100