

How to Host the Medical Preparedness and Response to Bombing Incidents course

Scheduling a Course

Be aware that each state has procedures in place for scheduling Department of Homeland Security funded courses. Some states require the jurisdiction to request approval before actually scheduling any DHS course, while others only wish to be informed of the training dates and locations. Contact the MPRBI course scheduler at (979) 458-2262 or (979) 458-3402 to request details for a specific state's requirements. The typical steps to follow for scheduling a course are as follows:

- Contact the local EMA or the MPRBI course scheduler to determine state scheduling procedures.
 - Determine dates and a classroom location that will accommodate up to 50 students.
 - Complete the "Course Logistics Request" form.
 - Follow state procedures for scheduling a course or courses.
 - The MPRBI course scheduler and instructor staff will assist the jurisdictional host in order to coordinate course advertisement, student registration, and any other logistical requirements.
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Jurisdictional Support and Coordination Requirements

Each jurisdiction scheduling a course must organize participants and provide other personnel and equipment support:

Personnel

- Provide a point of contact with phone and e-mail for coordinating all course support.
- A minimum of 32 and a maximum of 50 participants. More participants are allowed with prior approval.

Facilities and Equipment

- Classroom seating for up to 50 participants with an additional "breakout room" (near the primary classroom) capable of supporting small group activities and exercises.
 - A screen suitable for viewing at any angle by the entire class.
 - A dry-erase marker board or chalk-board.
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DHS Contributions

There are no direct course costs to the jurisdiction. We will provide each jurisdiction with the following:

- The instructional team, participant materials, and course equipment.
- Certificates of completion for all course participants.
- Funding for the instructional team (including travel and per diem costs) and all instructional materials.

DHS and TEEEX do *not*, however, cover the costs of jurisdictional salaries or travel and per diem costs for course participants, should they be required.