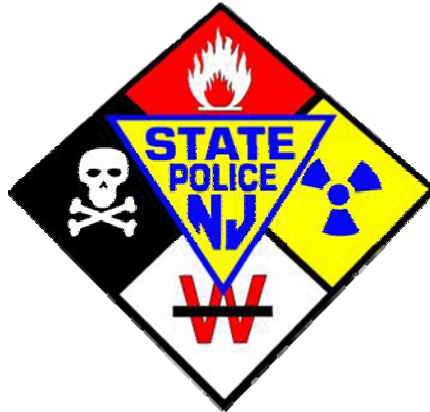


NJSP HAZARDOUS MATERIALS RESPONSE UNIT INSTRUCTOR TRAINING PROGRAM



INSTRUCTOR GUIDELINES FOR PRESENTATION OF PROGRAMS



DEPARTMENT OF LAW AND PUBLIC SAFETY



DIVISION OF STATE OF POLICE



HOMELAND SECURITY BRANCH SPECIAL OPERATIONS SECTION
TECHNICAL RESPONSE BUREAU

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**DEPARTMENT OF LAW AND PUBLIC SAFETY
DIVISION OF STATE POLICE**

Hazardous Materials Response Unit

1001 Fire Academy Drive
Sayreville, NJ 08872



Homeland Security Branch - Special Operations Section
Technical Response Bureau

PREFACE

In order to instruct any of the NJSP HMRU courses and obtain a New Jersey State Police, Hazardous Materials Response Unit certificate for the each participant, you must be a **NJSP-HMRU certified instructor**.

If you are training **public sector** employees, all training materials will be obtained through your county hazmat training coordinator. (See County Coordinator list in CD)

If you are training **private sector** employees, you must obtain the training materials through the Hazardous Materials Emergency Response Planning unit of NJSP-HMRU. The phone number for HMRU unit is 732-721-4040.

Software

There are three pieces of software that you will need to conduct training classes.

1. Microsoft "Powerpoint" or Microsoft PowerPoint Viewer software

PowerPoint Viewer (PPS) is available free www.microsoft.com

2. Adobe " Acrobat Reader" 5.0 or newer.

Acrobat Reader is available free at www.adobe.com

To properly utilize any of the PDF forms that have been created and re-submit them as designed, you will need ADOBE Reader or Acrobat version 7.0 or newer.

3. Windows Media Player, Real Player or similar (video clips)

Windows Media Play is available free at www.Microsoft.com

Real Player is available free at www.realplayer.com

Note:

The CD contains both Powerpoint/viewer and Adobe Reader formats.

EQUIPMENT AND MATERIAL REQUIRED

1. Training facility with desks and chairs is the best format.
2. Appropriate LCD or LDP projector (with spare bulb and cables) and screen.
3. VCR player with appropriate cables to attached to either projector or TV.
4. Laptop or Desktop Computer with Pentium I or higher processor

CERTIFICATE ISSUANCE

In order for students to receive a NJSP HMRU Certificate, registration forms need to be completed and forwarded to NJSP for processing and certificate issuance.

NJSP HMRU time to issue these certificates is approximately 2 weeks after HMRU receives the registration forms.

Additionally, certificates can now be issued by select training academies that have opted for this provision. In all cases, the registration forms still need to be directed to HMRU.

Instructor's Option

Instructor's are provided in the Instructor CD, a "General Letter" that is designed and intended to be used by instructors for students that require a interim notice of attendance. A final certificate is still issued.

OEMS Credit

OEMS CEU credit is provided through HMRU registration forms. CEU credit can also be obtained by pre-approved course approval from OEMS.

Course training support INSTRUCTOR package (CD).

Each CD contains files in the same format and arrangement:

Contents:

About this CD	Contains a file describing the contents of the CD.
06007 Hazardous Materials Awareness	Contains instructional materials to present program.
06009 Hazardous Materials Operations	Contains instructional materials to present program.
06013 EMS Operations	Older PPT is no longer supported. Only Hand-outs and Student manual are included.
06037 HM Awareness Refresher	Contains instructional materials to present program.
06047 Confined Space Awareness	Contains instructional materials to present program.
06085 CBRNE Awareness	Contains instructional materials to present program.
06088 CBRNE Operations	Contains instructional materials to present program.
CD Covers	Contains Printable PDF file that can be used for CD cases or covers.
ERG	Contains 2004 ERG in PDF format, DOT Chart 12, List of WMD class list, Commercial suppliers of the 2004 ERG, and Short video on the US DOT Regulations.
FORMS	Contains forms used by the training Program
Instructor's	Contains information for Instructor's, Up date forms, Detail sheet, Qualifications and Instructor applications forms.
NJSP OSHA-PEOSHA	Contains a student manual on the regulations affecting NJ responders and short slide show on OSHA.
Pocket Cards	Student handout card CHEM-BIO-RAD
Responder References	Contains a listing of various agencies guides to responder training guidelines as well regulations, 1999 CHRIS and NAAK MK I use.

RSDL	Product Sheet on RSDL
704 for Beer	Wall chart showing use of the 704M system
AG-Directive 2004-03 for Law enforcement	Copy of NJ Attorney General Directive 2004-03 for law enforcement agencies.
HazMat Awareness Review	A Powerpoint presentation (Jeopardy GAME)
NJSP HMRU Course List	Listing of HMRU Classes
Video List	General list of video and source that can be used in class presentations.
Web Pages of Interest	Web page list of Yahoo groups, NJSP HMRU

Each of the Training Courses is broken down into the following folders

<input type="checkbox"/> Instructor Notes	Contains PDF files of PPT Instructor notes
<input type="checkbox"/> Presentation PDF	Contains PDF files of actual presentation in PDF format. There is no sound and no transitions.
<input type="checkbox"/> Forms	See below
<input type="checkbox"/> Presentation PPS	Contains PPS files in Powerpoint Show format Automatically starts in presentation mode.
<input type="checkbox"/> Student Handouts	Contains PDF files of actual slides for student hand-out. Instructor decaeson choise.
<input type="checkbox"/> Student Manuals	PDF File of student Manual
<input type="checkbox"/> IG Instructor Guide	Contain file of Instructor manual.

General for each class

- Each student requires a current version (2004) USDOT Emergency Response Guidebooks for class room use. (ERG's are available through your County Training Coordinator's.
- Student Manuals will need to be printed prior to class for each student.
 - Each county was provided with an option in 2005 to print there own manuals and was provided with funding to do so. Check with your County HMRU Training Coordinator.
- It is highly recommended that student manuals be retain upon the conclusion of each class so that they can be re-utilized for future classes. Students desiring copies of the Student Manuals can be provided PDF versions of the manuals contained on this CD.

PREPARATIONS TO BE COMPLETED PRIOR TO CONDUCTING THE TRAINING

1. Make arrangements to get student training materials to the training site.
2. Arrive at the training site one hour early to become familiar with the facility, and or to make any adjustments for class size or seating arrangement and to test any in-house equipment and/or lighting.
3. Hookup and test any equipment that you brought with you and set up any videotapes and slides.
4. Distribute the student training materials in the classroom.
5. Arrange for break areas and eating areas (if necessary).
6. Class size should be kept to 15-20. Larger groups in the any of the Awareness Programs is permissible and approved on an individual instructor basis.
7. Operations Classes should be kept at the 18-24 range as the work stations and practicum's will prove more beneficial to the students.

HOW TO PRESENT THE MODULES OF TRAINING

Begin the course by welcoming the students introduction(s) of the instructor(s). Cover the goals and purposes of the full program (the term "full program" means all five levels of training) Then cover the objective of training Level you are addressing (i.e. HM Awareness, CBRNE Awareness, OPS etc)

Guide the students through the registration form:

See CD for Municipal code listing.

Present all of the objectives of the introductory module and then cover each objective separately as a lead-in to that module. Use slides to accompany the lecture and focus on each topic.

Encourage the students to participate and ask questions in an informal atmosphere.

Conduct a review of the module agenda and set times and procedures for breaks. Cover meals and lodging as necessary.

PRE-TESTING

Select classes have pre-testing requirements. All Pre-testing requirements should be conducting at the very beginning of the program (Prior to registration forms).

Pre-testing has been added to insure that basic knowledge is present by all attendees. Prior history of classes has shown that a significant numbers of students are coming into the training classes; do not possess the basic knowledge learned in prior classes. (i.e. ERG).

Attendees will be provided a 2004 ERG and given the pre-test. There are 25 questions to be addressed. Attendees that complete the pre-test with at least 70% or better can continue into the program.

Select Programs
Select programs have additional pre-tests that are required for that specific program (i.e. Confined Space, EMS Operations and HazMat. Technician.

Forms

There are three (3) forms that you will need and use through-out all of the NJSP HMRU programs.

Registration Form	Used by individual student to register for each separate program attended.
Course Evaluation Form	Used by individual student to evaluate each program and instructor.
Course Report Form	Used by INSTRUCTOR upon the completion of the class for each separate and individual class or program. One (1) per class.

Other Forms

Sign-In	Form may be used by instructor as attendance list in place of county or facility list.
Attendance Letter	Designed to be used by instructor and provided to the individual student to temporarily act as a certificate. Some individuals need immediate proof of attendance due to employer requirements. This form may be used by instructor to satisfy that need.
Request for Certificate	This PDF file form may be used and provided to individual who has attended a previous class but can not locate their issued certificate. Upon completion of this form and faxing to number indicated, students may receive a duplicate cert. Approximately 10 days for this service. THIS FORM IS NOT FOR INITIAL ISSUANCE, the course registration form is used for this purpose.

1. The Registration, Course Evaluation are SCANTRON forms. As such they should only be photo-copied at 100% and never reduced in size.
2. Only Copy the Original form provided to Counties and or CD.
3. Advice students to Completely fill in all areas and DO NOT USE CROSS OUTS or "X's" Fill boxes or circles in completely.
4. NO COLORED PAPER for any of the copies

INSTRUCTORS

Completion of Class

- Upon Completion of each class individual instructor are to verify the class attendees, via the sign-in list.
- Upon Completion of each class individual instructor are to verify the registration forms for errors and accounting. Adjust for any discrepancies.

Submit

- Original Course Report Form (One per course)
- Original Registration (One from each student)
- Original Class Evaluation Form (One from each student)
- Copy of master sign-in form.
- Mail to Address on Course Report Form. (As of **April 1, 2005** use new address)
 - **NJSP-HMRU 1001 Fire Academy Dr. Sayreville, NJ 08872**

DHHS-NJ continuing education credit will be awarded through this process.
DHHS-NJ does not grant credit for Train-the-trainer programs But DFS does.
This will be addressed when NJSP HMRU provides the TTT classes.
ONLY NJSP HMRU Personnel performs TTT classes.

MAKE SURE THAT THERE ARE NO STAPLES IN ANY OF THE FORMS

INSTRUCTOR Numbers

Your instructor number is the last four (4) digits of your SSN. If there is a conflict with its use or duplication with another instructor number will assign a different number to you.

WEB PAGES OF INTEREST

www.state.nj.us/njoem/emb_middir.html

OFFICIAL Web page for the posting and downloading current information regarding training and exchange of information.

YAHOO

[NJHAZMATINSTRUCTORS](#)

Open to all. Designed to assist agencies and Instructors who present Haz. Mat. Confined Space, CBRNE, EMS courses, ask questions ,exchange ideas, comments and seek guidance from NJ Hazardous Materials Instructors..

[NJHAZMATTEAM](#)

OPEN TO ALL. Designed for NJ HAZMAT Teams. Free exchanges of ideas, comments and chat with NJSP –HMRU personnel

To Join a Yahoo group, simply enter your internet browser go to YAHOO.COM

In the main list click on GROUPS then enter NJHAZMATINSTRUCTORS or NJHAZMATTEAM you will be taken to entry page.

<p>For direct assistance on any of the training programs contact:</p> <p>Theodore K. Cashel, CFEI NJSP HMRU 1001 Fire Academy Drive Sayreville, NJ 08872 732-721-4040 Office 732-721-4676 Fax</p> <p>LPPCASHT@gw.njsp.org E-mail</p>	<p>For copies of previously issued, lost or certificates not yet issued :</p> <p>Deanna Belgio NJSP HMRU 1001 Fire Academy Drive Sayreville, NJ 08872 732-721-4040 Office 732-721-4676 Fax LPPBELDG@gw.njsp.org</p>
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