



Westchester Medical Center Regional Resource Center Training Request Form



If you are interesting in hosting one of our many FREE training sessions, please complete the information below and forward it to Karen Patafio via fax at 914-493-2954 or via e-mail at PatafioK@wcmc.com. If you have any questions or concerns, please feel free to contact Nitin Natarajan at 914-493-1308 or via e-mail at NatarajanN@wcmc.com.

Course information, space requirements, and course lengths are listed on the attached training matrix. If you have a need for training course that isn't listed on the attached matrix, please contact us and we will see if we can provide it.

In an attempt to provide training throughout the region with the limited resources available, we have set a few guidelines for hosting a course. They may be found below.

1. If you host a course, you must understand that the course will be advertised throughout the region to all the respective disciplines involved.
2. We would be willing to handle registrations for personnel outside of your agency. If you would rather handle it internally, please provide us with a contact person for registration purposes.
3. Courses will be scheduled as to provide the broadest geographic coverage throughout the seven county Hudson Valley Region.

Agency Name				
Agency Contact	Name	Phone	E-mail	
Total Available Seats	Total Available Seats for Personnel OUTSIDE your Agency			
Course Name	1 st Requested Date	1 st Requested Time	2 nd Requested Date	2 nd Requested Time
Would you like to handle external registrations internally?			YES	NO

To be Completed by RRC Staff

Date Received _____
 Received By _____
 Course Approved? Y N By _____
 Date Added to Training Calendar _____
 Date Updated Training Calendar Distributed _____
 Date Course Cancelled _____
 Total Students in Course _____

Regional Resource Center Course Matrix

Course Title	Total Hours	Audience	Space Needed	Planning Time
SBCCOM Domestic Preparedness Responder Awareness	4.0	Hospital, EMS, Fire, Police, Emergency Management, Public Safety Personnel	Lecture Room	14-28 days
SBCCOM Domestic Preparedness Responder Operations	8.0	Hospital, EMS, Fire, Police, Emergency Management, Public Safety Personnel	Lecture Room with break-out space	14-28 days
SBCCOM Domestic Preparedness EMS Technician	8.0	EMS Personnel	Lecture Room	14-28 days
SBCCOM Domestic Preparedness Hospital Provider	8.0	Hospital Staff	Lecture Room	14-28 days
SBCCOM Domestic Preparedness Incident Command	8.0	Hospital, EMS, Fire, Police, Emergency Management, Public Safety Management, Leadership, and/or Officers	Lecture Room	14-28 days
HAZMAT for Healthcare Awareness	4.0	Hospital Staff	Lecture Room	14-28 days
HAZMAT for Healthcare Operations Foundation	4.0	Hospital Staff	Lecture Room	14-28 days
HAZMAT for Healthcare Person Protective Equipment	4.0	Hospital Staff	Lecture Room	14-28 days
HAZMAT for Healthcare Decontamination/Spill Response	4.0	Hospital Staff	Lecture Room	14-28 days
Hospital Emergency Incident Command System (HEICS)	4.0	Hospital Staff and Management	Lecture Room (Break-out room needed for tabletop if desired)	14-28 days
NIIMS ICS-100 Introduction to ICS	2.0	Hospital, EMS, Fire, Police, Emergency Management, Public Safety Personnel	Lecture Room	14-28 days
NIIMS ICS-200 Basic ICS	12.0	Hospital, EMS, Fire, Police, Emergency Management, Public Safety Personnel	Lecture Room	14-28 days
Mark I Kit Training	2.0	Hospital, EMS, Fire, Police, Emergency Management, Public Safety Personnel	Lecture Room	14-28 days
Operational Security (OPSEC)	2.0 – 4.0 depending on needs	Hospital, EMS, Fire, Police, Emergency Management, Public Safety Personnel	Lecture Room	14-28 days
Smallpox Clinic Education	3.0-4.0 hours depending on needs	Hospital Nurses/Physicians who may potentially serve in a roll during the operation of a Smallpox Clinic	Lecture Room with break-out space	14-28 days