

## REQUEST FOR MOBILE TRAINING

**Please use this form to request mobile training provided by the training partners listed below. Complete the required information and submit this form through your TEMA regional office, or TEMA Training Division via our email, [tema.training@tn.gov](mailto:tema.training@tn.gov), or via fax #615-532-9222.**

Course Requested: \_\_\_\_\_

Course Code: \_\_\_\_\_

Desired Course Date (s): \_\_\_\_ / \_\_\_\_ / \_\_\_\_ through \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Course Delivery Location/Facility Venue: \_\_\_\_\_

Street Address: \_\_\_\_\_ City, Zip: \_\_\_\_\_

Person/Group requesting course: \_\_\_\_\_

Local Point of Contact (POC): \_\_\_\_\_

POC Phone: \_\_\_\_\_ POC Fax: \_\_\_\_\_ POC Email: \_\_\_\_\_

POC Street Address: \_\_\_\_\_ City, Zip: \_\_\_\_\_

**\*Please note that any necessary course materials or equipment will be mailed to the POC at the address listed above.**

Course provided through:

- Rural Domestic Preparedness Consortium (RDPC)
- FEMA - Center for Domestic Preparedness (CDP)
- National Center for Biomedical Research & Training (NCBRT)(LSU)
- National Emergency Response & Rescue Training Center (NERRTC)(TEEX)
- Energetic Materials Research & Testing Center/New Mexico Tech (EMRTC)
- National Center for Exercise Excellence (NCEE)
- Security and Emergency Response Training Center (SERTC)
- Transportation Technology Center, Inc.
- Nevada Test Site (NTS)
- Other: \_\_\_\_\_

Additional Notes:

Requestor / Local Point of Contact (Print)	Requestor / Local POC Signature	Date ____/____/____
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Regional / Local EMA	Regional / Local EMA Signature	Date ____/____/____
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State Authorizing Agent (Print)	State Authorizing Agent Signature	Date ____/____/____
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### **COURSE DELIVERY DETAILS – Safety Considerations**

1. Local COVID-19 Conditions:
  - a. Local Stay-At-Home orders in effect. Yes    No
  - b. Does the current local health conditions allow for proposed class size to meet? Yes    No
2. Primary Health and Safety Measures (host responsibility):
  - a. Distancing - classroom set-up and movement controls.
  - b. Can student and instructor temperatures be taken daily? Yes    No    (if yes – the standard is individual temperatures can not be higher than 100.4 degrees and temperature checks are done daily, before entering classroom at the start of the class).
  - c. Social Distancing can be maintained. Yes    No
  - d. Masks will be available – and use will be as per CDC guidelines. Yes    No
    - Will you need masks? Yes    No
  - e. Hand sanitizer will be available. Yes    No
    - Do you need hand sanitizer? Yes    No
  - f. Hand washing options will be available. Yes    No
3. Additional locally required Health and Safety Measures, as appropriate, can be maintained: Yes    No
4. Are students traveling into area to attend the course? Yes    No
5. Instructor Status:
  - a. Number of required instructors. \_\_\_\_\_
  - b. Are instructors virtual? Yes    No    Both
  - c. Is transportation required for instructors? Yes    No
  - Are instructors traveling into area to deliver the course? Yes    No
6. Lodging requirements – Are overnight stays (lodging) required? Yes    No
  - a. Can proper health protections be provided? Yes    No
  - b. Can transportation support proper health protection? Yes    No
7. **\*\*This course request form supersedes all other course request forms – No other forms will be accepted. This form must be submitted to the TEMA regional office and forwarded to TEMA Training for review and approval.**