Public Safety WMD Response-Sampling Techniques and Guidelines

Host City Requirements

It is expected that the primary Point of Contact (POC) will coordinate with the NCBRT-designated POC for the course and support attendance of 30 or more qualified participants. If more than 30 participants are scheduled for the course, an additional instructor(s) will need to be added to the instructor cadre.

Classroom Requirements

• 45-person, environmentally controlled (i.e., heating, ventilation, and air conditioning [HVAC]) classroom

• Tables and chairs to accommodate 45 people (30 or more participants and instructional support personnel), with room for course manuals and note-taking

• Three break-out discussion areas for 45 people (30 or more participants and instructional personnel) at an ideal size of 80x40 feet

• Access to ten additional tables and chairs for breakout rooms to be used during demonstrations and exercises

• Access to an office on day three of the class for a scenario, including setup and exercise

• Access to an outdoor area during days two and three of the class for use in demonstrations and exercises

• Audio-visual projection screen or area

• Large whiteboard (or chalkboard)

• Three easels and easel pads with markers

• Eight power outlets for A/V components and computers used by the cadre and participants during the course

• Instructor access the day before course start date for classroom setup

• Classroom reserved for duration of class

• Adequate security to prevent having to reset classroom daily to include secure area for the storage and charging of equipment
• Adequate participant and instructor parking

• Adequate male and female (or unisex) restroom facilities

• Telephone or radio communications for emergency use