	St. Lawrence County Office of Emergency Services	Administrative Policy
	Policy 2014 - 4	**Approved by: Michael J. LeCuyer Director**
	Requirements to Host Training Courses	Issued: 11/1/2014
		Supersedes: Policy 2010-4

A. PURPOSE

1. To establish minimum requirements to host training courses provided by the St. Lawrence County Office of Emergency Services (SLC OES)

B. SCOPE

1. This policy applies to all OFPC and non-OFPC courses offered through auspices of the SLC OES.

C. MINIMUM REQUIREMENTS

1. Facilities

    a) Host department must be able to supply facilities that are commensurate with the course being taught.

    b) Facilities must be climate controlled to ensure a good learning environment

    　(i) Adequate heat during the winter

    　(ii) Adequate cooling during the summer

    c) Facilities must be capable of comfortably seating the maximum allowable number of students in the course at tables.

    d) Facilities should be free from outside distractions (i.e. department activities not scheduled for the same time)

2. Technology

    a) Courses have varying technology requirements

    　(i) At a minimum a projection screen must be available for video display

    　(ii) Instructors will provide computers and video projectors

3. Equipment

a) Host departments are expected to be able to support the course being taught with in-house equipment

b) Some specialized courses require specialized equipment (i.e. Rescue Technician – Basic)

   (i) Equipment lists for these courses are available from the SLC OES

   (ii) Departments should not request to host these courses if they do not have the equipment needed to run the course

4. Departmental Support

a) Departments hosting a course are expected to have a representative present the first night to assist the instructor in getting the course started.

   (i) They are also expected to have a representative available on the remaining nights to support the instructor should problems arise.

5. Course Specific Requirements

a) The SLC OES maintains a list of course specific requirements for those courses with specialized needs. This list is available at   http://www.co.st-lawrence.ny.us/Departments/EmergencyServices/ .