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| **TASK ORDER NUMBER:**  |  | **REVIEW TYPE:** | Choose an item. | **DATE OF SUBMISSION:** | Click or tap to enter a date. |
| **COURSE TITLE:** |  | **COURSE VERSION:** |  |
| **TRAINING PARTNER:** |  | **TRAINING PARTNER POINT OF CONTACT:** |  |
| **FEMA TPP PROGRAM MANAGER:**  |  |

A completed inventory should be submitted for each review. Please ensure that each submission of the course inventory is up to date to reflect any revisions, additions, or modifications.

**Do not complete item 1 for Section 508 reviews:**

1. Does this course include demonstrations and/or practical application exercises that involve any of the following: (1) wearing personal protective equipment (PPE) at levels A, B, or C; (2) operating power tools; (3) conducting watercraft operations; (4) using force or defensive tactics; (5) using simunitions or explosives, including blank ammunition; or (6) exposure to radiological sources.

[ ]  Yes [ ]  No

**If NO, proceed with this Course Inventory Form. If YES, include a *Dynamic* *Exercise Safety Acknowledgement and SME Review Form* in this inventory and sign all items in Section I (Training Partner Acknowledgements) to acknowledge your receipt of the following NTED recommendations:**

1. A hazard/threat assessment should be performed to identify safety risks associated with the practical application exercise(s).
2. All current safety standards relevant to the practical application exercise(s) should be identified and considered for adoption as best practices. Sources of safety standards include those of the American National Standards Institute, American Society for Testing and Materials, Centers for Disease Control and Prevention, Environmental Protection Agency, National Fire Protection Association, National Institute for Occupational Safety and Health, National Institute of Standards and Technology, National Institutes of Health, and the Occupational Safety and Health Administration (including OSHA-approved State Plans).
3. Written safety procedures should be established to effectively manage all safety risks identified in the hazard/threat assessment by applying current best practices as documented in relevant safety standards.
4. For practical application exercises in which Personal Protective Equipment is worn at Level A, B, or C, safety procedures should be established to address the protection of PPE wearers from heat-related illness. Work/Rest cycles for PPE wearers should be established which consider: (a) type of PPE; (b) length of time an individual can wear PPE; (c) individual wearer’s actual work rate, fitness level, hydration level, and acclimatization; and (d) environmental conditions such as level of heat and humidity, radiant heat from the sun, and windspeed.
5. Participant registration forms should require affirmation of each participant’s physical fitness/readiness for participation in the practical application exercise(s) and should be signed by the participant’s supervisor.
6. Unless a clinic, infirmary, or hospital is within three to four minutes travel time from the course delivery site, first aid supplies should be readily available and a person(s) should be adequately trained to render first aid, including CPR, during the practical application exercise(s).
7. If the course is delivered at a location other than the Training Partner’s training facility, site-specific safety procedures or plans should be developed to effectively manage site-specific safety risks.
8. **For Section 508 Review Only**: An accessibility check has been completed on each document submitted and all issues identified have been resolved.

[ ]  Yes [ ]  No

If no, please note any files with questionable findings or with findings that could not be resolved.

| **File Name** | **Unresolved Accessibility Check Findings** |
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Please use the table below to list all document and media files that are included in the final course package, including the Instructor’s Guide, Participant Guide, slides, handouts, etc. **For Web-Based Courses:** Please list the course name in the Document Description column. Please inventory and submit any downloadable course materials and course documents.

## **Course Inventory Form**

| **Document Description** | **File Name** | **Received by Contractor****\*For Contractor Use** |
| --- | --- | --- |
| EXAMPLE: Instructor Guide | EXAMPLE: DHS123\_IG\_IC2017.pdf | [ ]   |
| Participant Guide  | DHS123\_PG\_IC2017a.pdf | [ ]   |
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*Please insert additional lines to the form as needed.*