

Kansas Division of Emergency Management WebEOC Training Course REQUEST FORM

Date submitted to Kansas Division of Emergency Management (KDEM): _____
_____ Operator Training (2-4 hours) _____ Spill Database Training (2-4 hours)

Requesting Jurisdiction/Agency: _____

Requesting Jurisdiction/Agency POC: _____

POC Phone #: _____ POC Email Address: _____

3 Available Dates for class: _____
Class must be at least 3 weeks out from date submitted.

Class time: _____ Course begin and end time required
(Course curriculum time is listed above. The block of hours should include time that can be allotted for breaks and questions.)

Location: _____

Address: _____

Training Site POC: _____

Training Site POC Phone #: _____ POC Email Address: _____

Does the Training Site have Internet access? _____

Does the Training Site have Computers? _____

Students should be notified to provide their own computers if none are available.

Note: Local Internet speed and strength should be considered when choosing a training location

Does the Training Site have a projector? _____

Projected number of students: _____

Will this course be a local offering course, Invitation Only, or Open Invitation?

Local Offering Invitation Only Open Invitation

Additional Comments: _____

How to request WebEOC Training

Please review before submitting a request:

Fully completed request form will allow the class to be posted on the KDEM training website (<http://ks.train.org>) within 3 business days of receipt. Students must register on the KDEM training website to receive permission.

Instructors should work with local Emergency Managers/Industry partners/ESFs to provide a list of positions for each student at least a week prior to class. This will ensure all accounts are created with correct permissions for students in the course. The position guides and account creation forms are available at <http://www.kansastag.gov/kdem.webeoc> to streamline this process.

Note: If the class is NOT open invitation, a list of students to approve must be provided to KDEM at least 2 weeks prior to the start of the class. If the list of participants is not received, the class will become an open invitation.

Please remember to save a copy of the request for your records and e-mail the completed form to marlo.g.tangney.nfg@mail.mil.