

Instructions for Completing a Kentucky Emergency Management Event Roster

This is an instructor's guide for completing the Kentucky Emergency Management (KYEM) Event Roster. It covers everything you need to know to complete a roster, including how to accurately capture event, student, instructor, and training hour information. Accurately capturing this information ensures that an event roster can be successfully processed by KYEM's Training and Finance sections.

The KYEM Event Roster is designed to track training information and determine financial match categories for each individual participating in an event. Furthermore, the Event Roster is used as a primary source document for audits conducted by groups internal and external to KYEM. Therefore, it is important that the roster is complete and accurate.

WARNING: Failure to complete the Event Roster as outlined in these instructions **WILL** cause delays in students receiving course certificates.

Participant Orientation

Instructors: Take a few minutes before the event begins to explain the event roster process to event participants. Be sure to cover the following:

- “The KYEM Event Roster is used to track your participation in KYEM events and used to determine your Federal Match status. Your match status allows KYEM to participate in funding opportunities that help support training events across the state. In order for us to effectively track your training participation, issue course certificates, and participate in funding opportunities we must accurately capture your information on the Event Roster.”
- “For those that registered online, I’m going to pass out the sign-in sheet and have you initial in the day 1 column.”
- “If you did not register online, or your name does not appear on the Event Roster, see me during the first break and I will help you fill in your information on the roster.”

Note: The Event Roster should **NOT** be available to participants until they have received the Participant Orientation. This helps prevent students from incorrectly adding their information to the roster.

Note: Instructors **MUST** enter their information on the event roster. This includes Name, Title, Agency, Paid Status, Email, Job Category, and Initials for each day of participation.

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Section Explanations

Note: The numbers that follow correspond to a matching number on the KYEM Event Roster. If you have received an Event Roster from a KYEM Regional Administrative Officer, Sections 1-7 should be pre-populated.

Note: The term “Events” is used throughout this document and encompasses exercises, training, and other events provided by or supported by KYEM.

1. Name of Event

Be sure that the correct name of the event is listed.

2. Location and Address

Enter the name of the location for the event and the physical address. For example,

Location: Wendell H. Ford Regional Training Center

Address: 4675 State Route 181N

Greenville, KY 42345

3. EDBS#/NEXS#

Enter the Event Detail Budget Sheet number (EDBS) for the event. An EDBS number **MUST** be noted on the event roster. If the event is an exercise and has a National Exercise Schedule (NEXS) number, the NEXS number must be marked.

4. Exercise?

Mark whether or not the event is an exercise. If it is an exercise, mark the exercise type.

5. Event Start/End Date

Enter the date that the event begins and the date it ends.

6. Instructor/Facilitator

Enter the name of each instructor or facilitator for the event. If there are multiple names, try to enter them in the amount of space provided.

7. Total Event Hours

Enter the total hours for the event. If the event takes places over multiple days, add the hours for each day and enter them here.

8. Event Hours, by Day

Enter the totals hours for each day of the event. For example, day one of the Technical Rope Rescue course is 4 hours and day two is 8 hours, so you would enter 4 in Day 1, and 8 in Day 2 and so on.

9. First Name, MI, Last Name

The participant must enter their full name. **WARNING:** Abbreviated names or nick names will not be accepted. Please remember, this information may be used for auditing purposes so it is important that we be able to correctly identify each participant.

10. Title

The participant must enter their working title for the agency in which they work or volunteer while serving in an Emergency Management Capacity. For example, John J. Doe works full-time as an Engineer and volunteers as a Firefighter for his local Fire Department. When signing the Event Roster for an ICS 300 class he would enter his Title as Firefighter.

11. Agency

The participant must enter the name of the agency they are representing. For example, an individual that volunteers with the Lawrenceburg Fire Department and is participating in an event on behalf of the Lawrenceburg Fire Department would write Lawrenceburg Fire Department as their agency. **WARNING:** Do not use abbreviations for your agency. It makes it very difficult correctly identify the agency to which you are referring.

12. Are you being paid to attend? If so, by whom?

If a participant is being paid to attend an event they must check “Yes” in the space provided, and identify the classification of the agency that is paying them.

Classifications are as follows:

- State
- Local, City, Municipal
- Private Sector
- Federal
- Other

So, if an individual is being paid by the Department of Public Health to participate in an event they would write “Yes, State” in the space provided. This identifies that an individual is being paid by a state agency to participate in the event.

If an individual is not being paid to participate in the event they would check “No” in the space provided.

13. Email

The participant **MUST** enter the full email address they would like to use for correspondence regarding the event. Certificates and other correspondence will be sent to this address. **WARNING:** An incorrect email address **WILL** result in delays in which students receive correspondence.

14. Job Category

The Job Category helps determine the Federal match rate applied to each student. Each participant must choose from one of the categories below:

- Administrative Assistant
- Chairperson
- Chief Executive
- Civil Engineer
- Code Enforcement Officer (Local Government)
- Community and Social Service Specialist
- Construction/Building Inspector
- County or City Public Works
- County or City Road Department
- Deputy Director
- Emergency Response Team (ERT) or (CERT)
- EMT or Paramedic (non-firefighter)
- Firefighter
- Firefighter (Supervisor)
- Fiscal/Financial Manager
- HazMat Specialist (Non-Firefighter)
- Instructor
- KYEM Staff
- Law Enforcement Officer
- Law Enforcement Officer (Supervisor)
- Local EMA Director
- Local EMA Staff Volunteer
- Mental Health Professional
- Military
- Public Information Officer
- Search and Rescue Squad Member
- Search and Rescue (Supervisor)
- Volunteer

Note:

If your Job Category is not listed, pick the Category from the list that most closely matches.

Note:

The **Volunteer** category does not apply to Firefighters or Search and Rescue Squad Members. Firefighters fall under either the Firefighter or Firefighter (Supervisor) category and Search and Rescue Squad Members fall under either the Search and Rescue Squad Member or the Search and Rescue (Supervisor) categories.

15. Participant Initial Area and Total Hrs.

Each participant must **INITIAL** for each day they participate in the event. Checkmarks are not acceptable. Participants **CANNOT** initial for other participants. At the end of the event, the Instructor(s) must verify each individual's participation by entering the Total Hours (Hrs.) of participation for each participant.

WARNING: Participants will not receive credit if initials and hours are not correctly captured.

WARNING: It is important to make sure you monitor each individual's hours of participation each day, so you can verify individual training hours. The information captured in the Total Hrs. column will be used to calculate totals for match opportunities.

16. Page Numbers

You must ensure that each page of the Event Roster is numbered so that if a page is missing you will be able to identify the number of the missing page.

17. Lead Instructor/Facilitator Signature

Each page of the Event roster **MUST** be signed by the Instructor(s)/Facilitator(s). These signatures verify that the information captured on each page has been reviewed and is accurate to the best of the Instructor(s)/Facilitator(s) knowledge.

18. Final Review

Before participants leave the event, review the event roster(s) to make sure it is complete.

REMEMBER: In order for KYEM to generate course certificates and accurately compile student data, we cannot accept event rosters that are missing (or have inaccurate) information.

Return of Course Information

Completed Event Rosters; evaluation forms; a copy of any pre-test/post-test, written exam or answer sheet required to be completed by each participant; unused student manuals, and any other event paperwork that the Lead Instructor/Facilitator feels should be archived from the event; must be scanned, emailed, and snail mailed or hand delivered to the KYEM Training and Exercise Section within **5 days** of the course completion date. Please mail all documentation to the following address:

Kentucky Emergency Management
Attn: KYEM Training and Exercise Section
100 Minuteman Parkway
Frankfort, KY 40601

Questions

All questions concerning KYEM Event Rosters should be directed to the KYEM Regional Office or state Office that is hosting or facilitating the event.