Introduction

The Counter-Narcotics and Terrorism Operational Medical Support (CONTOMS) Emergency Medical Technician-Tactical (EMT-T) Provider Course is a very intense training experience for students, for course sponsors, and for the CONTOMS faculty. The logistical support required to make each week-long EMT-T course a success is substantial. The CONTOMS commitment to provide our students with a high-quality training experience is unparalleled in the public safety-training arena. This level of commitment demands strict attention to detail in the selection of course venues. Agencies and hosts reflect very favorably on the experience of hosting CONTOMS and the benefits received by their departments, despite the commitment required from the department and local host.

This guide has been designed to enable you to evaluate your region's ability to host an EMT-Tactical Course. This information is provided for reference purposes only. Prior to utilization of a site, the hosting agency will be provided with additional detailed information. Please do not make any confirmed arrangements or financial commitments based on this document.

Site Selection Factors

The CONTOMS Board meets on a regular basis to establish priorities for the scheduling of travel courses. Factors which currently rank high in course site selection include:

- adequacy of the facilities and field training site
- overall costs to CONTOMS at a particular site (such as travel, faculty per diem, etc.)
- ability of local or grant funding to offset CONTOMS costs
- availability of on-site meals and lodging for EMT-T students
- registration history of courses in that region
- evidence of multi-agency cooperation, as required, to gain access to the resources needed for the course
- the ability to reuse a site
- proximity of the site to a major airport
- the geographic location of a site in comparison with perceived needs

Selection Process:

The selection process for the EMT-Tactical Course is divided into four phases:

1. Submission of a site overview to CONTOMS by the candidate host agency. In Phase 1, the CONTOMS staff must remotely evaluate the adequacy of a given site in order to determine if a site visit should be scheduled. This is most easily achieved through a combination of telephone
conversations with potential site hosts and a review of photographic or video documentation of site features. Amateur photographs and video are more than adequate and should feature facilities which will likely be available to CONTOMS.

(2) Evaluation of the site overview, consideration of potential course dates, and site visit scheduling - The Phase 2 process of selection involves CONTOMS staff assessment of the site materials and a determination of whether planning should continue. Evaluation of potential dates acceptable to the host facility may be a part of this phase, as well as initial discussions on the Site Planning Worksheet provided by CONTOMS.

(3) Conducting a site visit - Phase 3 consists of a 1-2 day site visit conducted by a member of the CONTOMS staff at the potential course location. During the site visit, the CONTOMS staff and agency points of contact review course details using the Site Planning Worksheet as an outline. This review will lead to a final determination of whether the site will work for the course.

(4) Final decision by CONTOMS and confirmed course scheduling - Phase 4 involves the decision by the CONTOMS staff on whether to issue a commitment letter for a course. This evaluation considers all the factors discussed.

Agency Point of Contact
A primary requirement of an agency sponsoring an EMT-T Course is to designate a point of contact (POC) that becomes the local event manager for the course. The primary responsibilities of the POC include:

- Performing research for the selection of classrooms and field training sites
- Evaluating and recommending local vendors for required supplies and services to be procured by CONTOMS
- Coordinating various host agency partners
- Arranging role players for various laboratories and field exercises
- Being available during the actual delivery of the course

POCs can be from virtually any police, fire, or EMS agency. It is strongly encouraged, but not required, that the POC be a graduate of the EMT-T Course. History has demonstrated that even experienced training personnel who have not taken the EMT-T Course may have a difficult time visualizing the needs of the course. Course POCs are never permitted to take the course as a student while concurrently serving in the POC role.

Site/Agency Requirements
Each EMT-T Course trains approximately 40 students/class in methods used to provide medical support to law enforcement operations. Most training equipment and instructors are provided by CONTOMS. The responsibilities of the local host are primarily for facilities, tactical team and role player support. Arrangement of the following items is the responsibility of the local agency sponsor through their point-of-contact (POC):
1. **Classroom Facilities:** (1) A 50-person classroom for the week; (2) a 20-person classroom, conference room, or office area for use as the faculty command post during the entire week; (3) one large room (minimum 30' x 30') which can be totally darkened for role play use on Tuesday afternoon; (4) three 20-person classrooms for laboratories on various days; (5) a live-fire range facility onsite for use Wednesday afternoon; (6) an area, preferably covered or indoors, in which the contents of the CONTOMS gear truck can be unloaded and stored for use during the class Monday through Wednesday.

2. **Field Training Exercise (FTX) Facilities:** The FTX is a 14-hour training capstone drill conducted on the Thursday of the EMT-T Course week. Two different structure styles can be adapted for use as the FTX site: either a single large multi-story office building (preferred) or a “tactical village” consisting of approximately 6 structures, houses, etc. closely situated with ideally some separation between each building. The FTX site must be capable of supporting several different, simultaneous training scenarios. Use of standard law enforcement pyrotechnics, blanks, and training CS must be permitted in a controlled manner. Examples of sites used successfully in the past include: military MOUT sites, closed office complexes, closed airports, closed shopping centers, police training academies with large tactical villages, abandoned military and civilian housing complexes, etc. The field-training site should be no more than 25 miles from the main classroom location. The field-training site is required from 0800 on Thursday through 0200 on Friday morning. In addition, access earlier in the week for a few faculty members will be required in order to plan the exercise.

3. **Graduation Facilities:** A location (e.g. an auditorium) is needed for the formal graduation ceremony on Friday morning.

4. **Role Players:** The agency is responsible to find reliable role players for training exercises scheduled throughout the week. All role players must be 18 years or older. In addition, the FTX requires two 5-person SWAT teams to simulate a tactical team during the evening portion on Thursday.

5. **Student Lodging:** Course locations with on-site dormitory lodging and student meal plans will receive the highest consideration. However, non-residential training facilities with off-site commercial lodging in reasonable proximity will also be considered. The overall cost to the student is an important factor in site selection.

6. **Faculty Lodging:** A satisfactory hotel with rates at, or below, the Federal government per diem standards for the locality will be required. In addition, the overall cost of faculty travel will be evaluated. For example, sites with a lower government per diem rate may receive more favorable consideration.

7. **Gear Shipment:** CONTOMS must transport approximately 6,500 lbs. of equipment and supplies to each course. Gear transport is accomplished either through the use of the CONTOMS Training vehicle operated by CONTOMS staff or a commercial shipping service. In the event that a commercial shipping service is used, the site host must be able to receive and store approximately 30 boxes of assorted sizes with the maximum dimensions of 38" x 38" x 38". Four boxes weighing approximately 400 lbs. often arrive
stacked on palates by the shipper. The remainder of the boxes can be handled by one or two people. The gear is usually delivered to the host on the Thursday prior to the course start. It is shipped back from the course site on the Friday or the next business day after the course conclusion. Departure shipping is arranged by the CONTOMS Program but supervised by the host agency staff since many CONTOMS staff will have already departed.

8. **Truck Parking:** Parking for a 26' straight truck is required in a secure area when CONTOMS staff transports the gear to a site.

9. **Repeated Use of Site:** The ability to use an EMT-Tactical Course site in future years is an important factor in site selection. These sites greatly reduce the course planning costs and time for both local POC's and the CONTOMS staff.

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**Cost to the Sponsor(s)**

Agencies may fund a CONTOMS program on their own, through a grant or partially subsidize the delivery costs through regional collaboration. **Because the course is not currently federally funded, the cost of the course must be secured in advance of the final site approval.** Since there are variations in travel costs (including airfare and the Federal travel per diem) from one locality to another, it is difficult to offer a “one-size fits all” cost estimate for traveling the EMT-T Course. Please contact us for an estimate of cost for your area. Please note that all students, even those at agency-funded travel courses, must meet the standard admission requirements for the EMT-T Course established by the CONTOMS Board.

**Summary**

The process of becoming a course host for the EMT-Tactical Course is extensive. The CONTOMS Program receives many requests for EMT-T Course site sponsorship and regrets that all requests cannot be accommodated. The CONTOMS Program endeavors to select the sites that will provide the best student training experience. Sites chosen to host the course will find that their investment in CONTOMS will reap benefits substantially over the demands of the site hosting.

The designated CONTOMS contact person is Dr. Denis FitzGerald at denis.fitzgerald@hhs.gov.