**Please utilize the checklist below to confirm all items are included prior to submission.**

**(\*PLEASE NOTE THAT ALL INSTRUCTORS WILL BE REQUIRED TO ATTEND A ONE HOUR LAWA ORIENTATION)**

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|  **17 REQUIRED ITEMS IN TOTAL** |

1. **Training Instructor(s) Resume(s)**

**(CPR/1ST Aid/AED Instructors must have instructor credentials)**

1. **Training Calendar**
2. **Company Point of Contact for Training**

**(MUST INCLUDE A VALID EMAIL, PHONE, AND MAILING ADDRESS)**

1. **Letter of Intent**

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|  **Modules** |

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1. **Tenant Suite (LAWA online computer based training)**

[**https://emdtrainingprogram.lawa.org**](https://emdtrainingprogram.lawa.org)

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1. **Emergency Preparedness at Home**

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1. **General Airport Overview\***

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1. **Developing Observation and Reporting Skills**

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1. **Orientation on Roles and Responsibilities During an Incident**

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1. **Basic ICS/NIMS/SEMS**

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1. **Hazard Specific Training (all 10 hazards must be addressed)**
2. Earthquake f. Suspicious Article
3. Active Shooter g. Fire
4. Hazardous Materials h. Bomb Threat
5. Aircraft Incident i. Severe Weather
6. Power Failure j. Contagious Disease\*

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1. **Terminal Evacuation and Repopulation Procedures**

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1. **Assisting Persons with Disabilities**

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1. **Available Emergency Communication Platforms at LAWA\***

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1. **Procedures to Account for Staff in and Emergency**

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1. **Certification in 1st Aid/CPR/AED (approx. 8 hours)**

**OR Hands Only CPR (available online, approx. 2-4 hours)**

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1. **Orientation on Company Emergency Plan or COOP**

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