Mutual Agreement to Provide NDLS Training Courses

The NDLSF through the NDLS National Training Center of Texas will provide the following BDLS course to the Collin County Homeland Security (CLIENT). 4300 Community Ave McKinney, Texas 75001 (ADDRESS) on Saturday June 19, 2010 (DATE). Eileen Prentice is acting as the authorized agent or representative of the CLIENT.

The course will be held at _____ (ADDRESS).

I. The NDLS National Training Center of Texas will provide the following for the selected courses.

BDLS - Dates: Saturday June 19, 2010

- Trained faculty sufficient to conduct the course. **THL**
- Trained support personnel necessary to run and troubleshoot the required presentation and AV equipment. **THL**
- All training materials, including; MANUALS, SURVEY MATERIALS, TESTING MATERIALS. **THL**
- Certificates of Completion (issued by the AMA). **THL**
- ***CME's*** for all qualified participants (issued by the AMA). **THL**

ADLS Dates:

- ☐ Trained faculty sufficient to conduct both days of the course. **THL**
- ☐ Trained support personnel necessary to run and troubleshoot the required presentation and AV equipment and training equipment. **THL**
- ☐ All training materials, including; MANUALS, SURVEY MATERIALS, TESTING MATERIALS. **THL**
- ☐ All equipment necessary to both days of training. This includes METI ECS manikins; necessary moulage and Mass Casualty/MASS Triage field exercise equipment, multiple sets PPE and DECON equipment, necessary skills station materials. **THL**
- ☐ Certificates of Completion and current Contact Hours issued by the AMA. **THL**
- ☐ ***CME's*** for ALL qualified participants (Issued by the AMA). **THL**

II. Travel Expenses for all faculty and support personnel are the responsibility of....

- **NDLS National Training Center of Texas** **THL**
- ☐ **CLIENT** _____ _____

III. The courses listed below have the following fees associated, which are unless otherwise indicated, ARE THE RESPONSIBILITY of the CLIENT.

COURSE	COST FOR SELECTED COURSE
■ BDLS	$125/person minimum 30 persons = $3750

Please make all checks payable to the NDLSF and send to the address below, attention Jack Horner, within 30 days of class completion.

National Disaster Life Support Foundation, Inc.
Attn: Jack Horner AF-2044,
1120 15th Street
Augusta, GA 30912
706-533-5050

These classes will be provided by:
The NDLS National Training Center of Texas
5323 Harry Hines Blvd. MC8579, Dallas, Tx 75390-8579

ADDITIONAL CLIENT RESPONSIBILITIES

(Mutual Agreement to Provide NDLS Training Course)

In addition to the AGREED UPON FEES (Sections III) the CLIENT agrees to supply the following;

BDLS

- Agreed upon number of students. **NOTE: The maximum numbers of students is limited only by the size of available classroom but MUST be communicated to the NDLS Training Center PRIOR to the course in order to ensure that adequate training materials are available for the class!** ____
- Suitable classroom that will comfortably hold the entire class, provide for a multi-media learning presentation, and is conducive to learning. ____
- **At least two administrative personnel to aid in registration and paperwork.** ____
- Tables and chairs for registration personnel. ____
- Tables and chairs for the faculty with access to the internet (if possible)
- List of registered students in the Microsoft Excel format. The spreadsheet must contain the following columns; First Name, Middle Initial, Last Name, Address 1 (address of where to send certificate), Address 2, City, State, Zip Code, eMail Address
- ☐ Suitable AV equipment to include (If Checked) ____
  - ☐ Multi-Media Projector
  - ☐ Projection Screen large enough to be easily seen by all participants
  - ☐ Public Address System
  - ☐ Wireless Lapel Microphones

ADLS – DAY 1

- ☐ Agreed upon number of students. **Minimum of 40 students. Maximum number of students is normally 60. There are other options available to accommodate a larger number of students… Please contact your NDLS Representative for those options.** ____
- ☐ Suitable main classroom that will comfortably hold the entire class, provide for a multi-media learning presentation, and is conducive to learning. ____
- ☐ **At least two administrative personnel to aid in registration and paperwork.** ____
- ☐ List of registered students in the Microsoft Excel format. The spreadsheet must contain the following columns; First Name, Middle Initial, Last Name, Address 1 (address of where to send certificate), Address 2, City, State, Zip Code, eMail Address
- ☐ Tables and chairs for registration personnel. ____
- ☐ Tables and chairs for the faculty with access to the internet (if possible)
- ☐ Suitable AV equipment to include (If Checked) ____
  - ☐ Multi-Media Projector
  - ☐ Projection Screen large enough to be easily seen by all participants
  - ☐ Public Address System
  - ☐ Wireless Lapel Microphones

  NOTE: We will bring all required presentation equipment
- ☐ Second Classroom that will accommodate approximately ½ of the class for the second half of the day ____
- ☐ **Unloading zone and Parking for a 16' to 20' truck** ____

ADLS – DAY 2

- ☐ Agreed upon number of students. **Minimum of 40 students. Maximum number of students is normally 60. There are other options available to accommodate a larger number of students… Please contact your NDLS Representative for those options.** ____
- ☐ Suitable main classroom that will comfortably hold the entire class, provide for a multi-media learning presentation, and is conducive to learning. ____
- ☐ At least two Administrative personnel to aid in registration and paperwork. ____
- ☐ Tables and chairs for registration personnel. ____
- ☐ Tables and chairs for the faculty with access to the internet (if possible)
- ☐ Suitable AV equipment to include (If Checked) ____
  - ☐ Multi-Media Projector
  - ☐ Projection Screen large enough to be easily seen by all participants
  - ☐ Public Address System
  - ☐ Wireless Lapel Microphones

  NOTE: We will bring all required presentation equipment
- ☐ **Second Classroom** for the HPS/ECS Simulation Station equipped with either a breakout room or access to a hallway/isolation area. Must have access to multiple electrical outlets, At least one 6' table and at least two chairs (for operator). Room should be approximately 25'x40' to be optimal. ____

(Mutual Agreement to Provide NDLS Training Course)

- ☐ **Unloading zone and Parking for a 16' to 20' truck**
- ☐ Football field sized area (or very large indoor ballroom/auditorium/basketball court) for the Mass Casualty/MASS Triage Exercise. ____ **NOTE: It is the responsibility of the CLIENT to notify civil authorities, law enforcement, fire and security that these exercises are in process!!!** ____

- ☐ Third large indoor (or outdoor) classroom space that is separated from the Mass Casualty/MASS Triage Exercise (so there is no interference) for the PPE/DECON Exercise. ____

- ☐ **10 to 20 volunteers who will moulaged and used in the Mass Casualty/MASS Triage Exercises.** It is recommended that they wear clothes that they don't mind being stained or damaged. Since the volunteers will be utilized both before and after lunch it is highly recommended that the CLIENT provide lunch. Since the volunteers will be spending the majority of their time outdoors adequate bottled water ***must be provided.*** Volunteers will be required to sign waivers pertaining to accidental injury. ____

NOTE: Inclement Weather or other conditions beyond our control may cause delays or postponements in faculty travel or equipment transport. For reasons of safety the NDLS National Training Center of Texas reserves the right to reschedule or postpone any class. Every effort will be made to give the Client as much notice as possible. _____

CLIENT: Please sign below to indicate your acceptance of the conditions and requirements listed on pages one, two and three. Also, please initial each checked requirement under "Additional Client Responsibilities" in the provided spaces to indicate your acceptance and understanding of each statement.

Thank you for engaging the NDLS National Training Center as your source for the NDLS series of training classes!

For:
The NDLSF (Augusta, Georgia) and the
NDLS NATIONAL
TRAINING CENTER OF TEXAS
5323 Harry Hines Blvd
Dallas, Texas 75390-8579
214-648-3010

Thomas Lehman

Signature

Date:

For:

please print:_____

Signature

Date: _____