



## **Crude By Rail Emergency Response - Class Instructions**

Hazmat Training Course at TTC/SERTC

### **Travel Arrangements:**

To make an airline, hotel and car reservation, contact BNSF's travel agent, BCD Travel, at 1-877-267-3885, select option #5. Hours of operation are Monday through Friday from 8:00am to 7:00pm (Central Time). You will need to know your class number and start date. An itinerary with your air, hotel and car reservation will be emailed to you within 24 hours after making your travel arrangements.

### **Airline Reservations:**

Your airline reservation will be ticketed by BCD Travel. BNSF will pay for the cost of your roundtrip airline reservation. All reservations must be made 21 days in advance if at all possible.

Ticket Cancellations: If unable to attend the class you MUST contact BCD Travel at 1-877-267-3885 to cancel your airline reservation before your scheduled departure date and time.

Ticket Changes: If your plans change and your airline ticket has been issued you will be responsible for the change fee and any other cost associated to change the ticket. If your schedule changes and will reschedule to attend another class approval from BNSF must be obtained to change the ticket at no cost to you.

### **Hotel Reservations:**

A single room will be confirmed for you by BCD Travel according to the dates of your airline reservation and will be guaranteed for late arrival. You do not need to contact the hotel directly. At check in, identify yourself as an attendee of the BNSF Crude By Rail training course at SERTC. The hotel will bill BNSF for the cost of your room and tax per night, but you will be responsible to cover incidentals and other charges to your room at check-out. If you reserve additional nights outside of your approved stay, you will be responsible for the extra night stays.

Courtyard - Pueblo Downtown  
110 West 1<sup>st</sup> Street  
Pueblo, CO 81003

Features:

Complimentary Hot breakfast daily

Complimentary WIFI

Fitness Center

### **Transportation:**

Rental car reservations will be made by BCD Travel. Ride sharing will be confirmed for those traveling together. BNSF will pay the car rental charges for the duration of your class.

### **Class Schedules:**

Monday – Wednesday, 8:00am – 4:30pm

or

Wednesday – Friday, 8:00am – 4:30pm

### **Class Location and Information:**

Students will drive themselves from the hotel to the TTC main-gate parking lot (about 35 miles, 45 minutes). Plan to arrive no later than 7:20am as you must use the on-site shuttle bus to the SERTC facility which leaves the TTC main-gate parking lot at 7:30am.

### **Expenses:**

The costs of travel arrangements (airline tickets, hotel accommodations and rental cars) will be covered by BNSF ONLY when the service is obtained through BCD Travel as instructed above.

Upon returning home, class attendees will complete and submit an expense form to BNSF (fax: 817-740-7250 or email: [HazmatCommunityTraining.com](mailto:HazmatCommunityTraining.com)). This will provide you reimbursement for items such as airline baggage fees, evening meals, rental car gasoline and home airport travel mileage expense (if applicable).

### **Meals:**

Lunches will be provided at the training facility. Special dietary needs should be requested during online registration. You may also email your request to [sertc@aar.com](mailto:sertc@aar.com) no later than one week prior to the class start date. They will do their best to accommodate you. Please note that there are no food vending machines available on site.

### **Cell Phone Coverage:**

Verizon has coverage at TTC/SERTC. Currently there is little to no coverage for AT&T, T-Mobile, and Sprint cellular services. Phones are available at SERTC in the Business Office should you need to make a phone call during a break.

### **How to Dress:**

**STUDENTS WILL NEED TO BRING LEATHER WORK GLOVES, SAFETY STEEL TOE OR COMPOSITE TOE BOOTS, AND APPROVED STRUCTURAL FIREFIGHTER PROTECTIVE ENSEMBLE AND A PADLOCK FOR LOCKERS.**

Weather in Colorado is subject to rapid and diverse changes. We suggest that you come prepared to dress in layers so that you can adjust as temperatures and conditions change. Also, please come prepared with sunscreen, lip balm, and any other items that will protect you from the elements.

The course is designed so that students move quickly and frequently between classroom and field exercises. In the field, students will be in many working conditions; e.g., hot and dusty, cold and snowy. Therefore, students need to wear suitable work clothes (no summer shorts, sleeveless shirts, or sandals). SERTC will provide hard hats, safety glasses, and all other safety gear required for the training. If you have a spectacle kit for a SCBA, please bring it with you. If you wear prescription glasses, bring safety glasses with attached side shields. In the field, hard hats, safety shoes, and safety glasses with attached side shields must be worn at all times.

**ID:**

Students will be required to present a picture identification (driver's license or passport) when checking in at the hotel and again the first morning upon boarding the bus at TTC's main gate.

**3: 05-08-14**