

MOORESVILLE RESCUE SQUAD, INC.



TRAINING MANUAL

2012 EDITION

The Mooresville Rescue Squad, Incorporated is committed to the provision of the best Rescue Service possible, this to be achieved through a comprehensive training program. This Training Manual will outline the training required to become an active member of the organization. It is also the position of the Squad to require that all members maintain a minimum of thirty-six (36) hours of training annually. This is also mandated by the State of North Carolina and the North Carolina Association of Rescue and EMS. Other requirements in regard to training and requirements to achieve these hours are solely at the discretion of the Squad's Training Officer. All training from outside sources must be approved by the Training Officer of the Squad.

MINIMUM YEARLY REQUIRED TRAINING FOR ACTIVE MEMBERSHIP:

- 12 Hours - Elective classes (EMT continuing education, fire classes, etc.)
- 12 Hours - Rescue classes
- 3 Hours - Blood-borne Pathogens
- 3 Hours - Hazardous Materials Awareness
- 6 Hours - Medical related

CERTIFICATION EXPECTANCY:

Trainee and Active Members of the Mooresville Rescue Squad are expected to obtain certain minimum levels of training while under employ. Below are the basic requirements and an example timeline. All recommendations are just that, the more certifications achieved the greater your role in the squad can grow. If any of the desired certifications are already granted then please feel free to move on to the next discipline.

- NIMS Suite - NIMS 100, 200, 700 & 800 (Available Online)
- Basic Communications - Department based communications course
- Medical Certification - Minimum MR, preferred EMT-B (w/ CPR)
- HAZMAT Course - 18 hrs HAZMAT Awareness
- NC TR-General - 88hrs Technical Rescuer-General Course
- NC TR-VMR - 60 hrs Technical Rescuer-Vehicle/Machinery Rescue
- NC EVD - 20 hrs Emergency Vehicle Driver (EVOC)
- NC BS Course - Boaters Safety Course
- NC TR-ROPES - 75 hrs Technical Rescuer-Ropes Specialty
- NC TR-AG - 28 hrs Technical Rescuer-Agricultural Rescue
- NC TR-SW - 48 hrs Technical Rescuer-Surface Water Rescue
- NC TR-WS - 60 hrs Technical Rescuer-Wilderness Search
- NC TR-CS - 64 hrs Technical Rescuer-Confined Space
- NC TR-TRENCH - 64 hrs Technical Rescuer-Trench Rescue
- NC TR-SC - 88 hrs Technical Rescuer-Structural Collapse (USAR)

The above courses are in order of suggested importance. Courses that are underlined are required for certain levels of participation.

Course hours accurate as of Nov2011

PROBATIONARY MEMBER

The following is an outline of the basic requirements for a Probationary Member to be promoted to the level of "Active Member" of the Mooresville Rescue Squad. All training must be approved by a Department Officer in order for credit to be given, however training does not necessarily have to be taught "In House" in order for it to be approved. Some of the necessary training can be accomplished at any time under the supervision of another Active Member that is again approved by an Officer to function in this capacity while completion of certain courses will satisfy certain requirements.

A. SQUAD ORIENTATION

The member will be scheduled to meet as soon as possible after their acceptance in to the Squad with A Department Officer. During this meeting, the Probationary Member will be provided necessary information and equipment. The chief will issue the member a copy of the by-laws, and SOG's as well as instructions as to whom to contact with questions, should they arise.

The member will be given their Squad Identification Number. _____ _____ Officer

A Department Officer will issue the member with a copy of the Training Manual, go over this information with the member and look over any training that the member may be carrying from another agency for possible credit in this organization. _____ Officer

A Department Officer will issue the member their Personal Protective Gear and their pager. He/She shall go over the policies relating to immunizations, reporting injuries and if needed give authorizations for immunizations. _____ Officer

Also, during this meeting the member will be given a tour of the building and equipment, and should be given a basic overview of policies and documentation of incident responses. The Probationary Member will also be advised as to whether or not they have been cleared for responses to calls.

Yes No _____ Officer

B. HAND TOOLS/BASIC EXTRICATION

The Probationary Member will become familiar with extrication techniques involving the use of hand tools i.e., hack-saws, pry bars, etc. Member shall complete at least ten (10) hours of instructional and practical training in this area, 50% of which must be completed in organized training session and the other 50% may be done by an authorized trainer. Topics to be covered should include but are not limited to gaining patient access (simple and mechanical), proper use of various hand tools (saw-all, hack saw, pry bar, etc), set up and use of hydraulic powered mechanical extrication equipment and basic awareness of various equipment on apparatus.

Completed Hand Tool Requirements _____
 Completed Practical Training _____
Trainer

F. HYDRAULIC EXTRICATION EQUIPMENT

1. The probationary member shall be trained in the proper use of hydraulic mechanical extrication equipment by a qualified instructor and demonstrate competency in deployment and articulation this area. Instruction in the use of this tool should consist of the following:

An in-depth tour of the equipment carried by the Mooresville Rescue Squad will be conducted. During this tour the proper names/nomenclature for each component, the proper maintenance and care for each component shall be covered. The proper method for interchanging the components and basic operation of each system shall be covered. This section may be done in-house by an approved instructor.

Completed Requirement _____ Trainer

2. The probationary member will participate in a training session covering the use of the spreaders, cutters, and combination tool, rams, pedal cutters and rabbit tool by an approved instructor.

Completed Requirement _____ Trainer

G. STABILIZATION EQUIPMENT

The probationary member will be introduced to the concept of stabilization and shoring of unstable situations. In this introduction the member must learn and be able to articulate the different components used in the stabilization and shoring phase of a scene such as rescue jack/struts, cribbing, etc.

Completed Requirement _____ Trainer

H. FIRE EXTINGUISHERS

The probationary member must either attend a class instructed by a qualified instructor in the use of fire extinguishers learning the different classes of fire and the proper type of fire extinguisher for each of these, the proper care, inspection and storage methods, safety steps to be taken when using an extinguisher or be able to provide proof of knowledge of the same topics. The probationary member will have to demonstrate the ability to select and use the proper type of extinguisher.

Course Completed _____ Officer

I. AIR BAG SYSTEMS

The probationary member shall be required to learn and demonstrate dealing with the air bag systems carried on the trucks of Mooresville Rescue Squad. Instruction will deal with all aspects of high pressure bags. A session may be held in-house to familiarize the probationary member with the components and the various methods to utilize this piece of equipment. The majority of the training on this equipment should be done in a controlled environment, with actual hands on practice in utilizing the bags. Safety precautions should be stressed at all times, the assembly and disassembly of the systems and the proper verbal techniques will also be covered.

Course Completed _____ Officer

J. SELF CONTAINED BREATHING APPARATUS - SCBA

The probationary member shall become familiar with the SCBA equipment carried on the apparatus of the Mooresville Rescue Squad. During instruction dealing with SCBA's, other types of this equipment may be reviewed. The probationary member will be required to wear the device and may be asked to wear the SCBA into an obstacle course of the instructor's choice. All safety devices and techniques shall be demonstrated to the probationary member, as well as proper maintenance and cleaning techniques. This exercise will also count as your first "Fit Test".

Course Completed _____ Officer

K. DRIVER CERTIFICATION

Each probationary member must meet the age and training requirements to operate the apparatus of the Mooresville Rescue Squad. Each unit has its own characteristics that it presents during its operation. Each unit or type of unit will be discussed in detail as follows:

Phase 1: Each probationary member will have to demonstrate the ability to negotiate a timed basic obstacle course after fulfilling a minimum of 10 hours of supervised "routine traffic" driving experience as well as demonstrate the ability to locate all equipment on said vehicle and show proficiency in its operation. Upon successfully completing this phase a member will be released for unsupervised operation for this class of vehicle.

<u>Class 1: Squad 6-6 & Car 6-7</u>	<input type="checkbox"/>	Requirements Completed	_____	Trainer
<u>Class 2: Medic 6-3 & 6-5¹</u>	<input type="checkbox"/>	Requirements Completed	_____	Trainer
<u>Class 3: Air 14, Rescue 1</u>	<input type="checkbox"/>	Requirements Completed	_____	Trainer
<u>Class 4: Rescue 2</u>	<input type="checkbox"/>	Requirements Completed	_____	Trainer
<u>Class 5: Trailer²</u>	<input type="checkbox"/>	Requirements Completed	_____	Trainer
<u>Class 6: Vessel³/ATV</u>	<input type="checkbox"/>	Requirements Completed	_____	Trainer

Phase 2: Each probationary member will have to adequately demonstrate the ability to negotiate traffic operating "emergency traffic" while supervised for 10 calls. Upon completion of both Phase 1 & 2 a final ride and equipment proficiency exam will be conducted by a departmental officer resulting in full release of that class of department vehicle.

<u>Class 1: Squad 6-6 & Car 6-7</u>	<input type="checkbox"/>	Requirements Completed	_____	Officer
<u>Class 2: Medic 6-3 & 6-5¹</u>	<input type="checkbox"/>	Requirements Completed	_____	Officer
<u>Class 3: Air 14, Rescue 1</u>	<input type="checkbox"/>	Requirements Completed	_____	Officer
<u>Class 4: Rescue 2</u>	<input type="checkbox"/>	Requirements Completed	_____	Officer

¹ EMT-B or greater required

² EVD Trailer Course Highly Recommended (this class never runs "emergency traffic")

³ NC Boater Safety Course required

GENERAL INFORMATION

1. A member who is a part of another related agency i.e. Fire Department, EMS, Work Brigade Team, college paramedic programs, etc., will still be able to turn in training from those organizations. A maximum of twelve hours (12) hours from these sources will be counted toward your required training (elective hours).

2. **NON-DOCUMENTED training will NOT be accepted, period!** - word of mouth, post-it-notes, etc. will not be accepted. If you attend classes other than a Mooresville Rescue class, you must present official documentation of attendance – an outside training form signed by your instructor or sponsoring agency or certificates from the community college or sponsoring agency will be accepted. In order to document attendance for in-house training, there will be a sign-in sheet available - don't forget to sign it so you will be counted.

3. There is a deadline involved in presenting training documentation. All documentation of training must be turned in to the Admin Chief before December 31 of the year the training took place. So, in other words, you should be concerned enough about this to get that documentation to the Admin Chief as soon as possible to insure you are credited for your hard work in obtaining this training.

4. The certification you obtained from the State of North Carolina as an Emergency Medical Technician **must be maintained** in order to retain your Active status. There is a program of EMT Continuing Education available to you, a class of three hours per month conducted through the Community College. If you take advantage of this program, it will give you an additional thirty-six (36) hours of training as well as the ability to renew your certification in-house. The State of North Carolina and the Community College system mandate the requirements for attendance and subject matter.

5. You are encouraged to attend training and seminars that are held at the various area Community Colleges. This will give you the opportunity to expand your knowledge that may not be available locally, also to get new and additional perspectives on how procedures are accomplished in other Departments or Organizations. The Squad will cover most of the expense of attending these seminars; tuition, travel, partial meal allowance and lodging for overnight seminars. Any training requiring use of department equipment and or apparatus must be approved by an Officer prior to enrollment. All classes requesting reimbursement (i.e. overnight stays or pay only schools) must be approved by the Department Chief and or the Department Board of Directors prior to enrollment or reservations being made.