

	<i>REGIONAL STRIKE TEAMS EQUIPPING AND TRAINING</i> <b>R.E.S.E.T.</b>
<b>Effective Date:</b>	<b>General Rescuer Course Administration Policy</b>
6/1/2010	

### **Purpose**

The administration of programs can often be as critical to its success as the quality of material or the quality of instruction. The intent of RESET policies are to provide a framework for its programs and to aid in consistent decision making, methodology and training. To aid those responsible, the Rope Curriculum Committee (RCC) has developed policies to aid in the administration of several programs it oversees.

### **Scope**

This policy is to apply to the General Rescuer Course. Though other courses may have similar procedures it is important for the administration of the General Rescuer Course to follow the requirements below. It is the responsibility of the Lead Instructor to work with the Instructors, the Host Agency, the agency providing equipment, Ken Bell with the San Marcos Fire Marshals Office, and the Rope Curriculum Committee to ensure this policy is followed.

### **Policy**

#### **Host agencies**

The host agency will be chosen by either the RESET group or at the request of the Rope Curriculum Committee. Additionally an agency wishing to host a class may generate a request by contacting the chair of the RCC. The current chair and their contact can be found on the RESET website.

Responsibilities of the Host agency will include:

- Selecting a Lead Instructor
- Providing printed material
  - Curriculum manuals
  - Task Books
  - Incident Action Plans
  - Written Exams
  - Certificates of completion/attendance
- Providing/ assistance in acquiring and transporting needed equipment
- Providing/assistance in identifying classrooms and training sites
- Registering Students
- Providing Pre-Course Information sheets to registered students
- Provide additional support requested by the Lead Instructor

Host agencies should work closely with the Lead Instructor to ensure these items are addressed. They will be well versed in these needs and can assist in their completion.

### **Lead Instructor**

The host agency will be responsible for selecting a Lead Instructor. There is a list of current Lead Instructors on the RESET website. The host agency may want to work with the RCC chair to identify a Lead Instructor. Ultimately it will be the host agencies decision as to who will lead their class.

Lead Instructors will be responsible for all aspects of the Class. The Lead Instructor should address any issue that arises. If resolve cannot be found the RCC Chair will be the next level in the chain of command.

Responsibilities of the Lead Instructor include:

- Working with the Host Agency to determine course dates
- Provide needed information for the RESET website to the RCC chair
- Selecting a minimum of 3 support instructors
- Assisting the host agency with their responsibilities
- Creating a Pre-Course Information Sheet to be provided to the registered students prior to the class
- Providing materials to the host agency for printing
- Securing classrooms and training sites
- Ensuring equipment needs are met
- Supervising Instructors and students
- Directing all class activities
- Providing instructor assignments no later than 10 days prior to the class
- Conducting an After Action Review (AAR) with each instructor at the end of the class and as needed
- Providing written letters of recommendations upon request
- Providing feedback to the RCC about the RESET Program
- Ensuring that the curriculum is delivered in its entirety and with the intent of the RCC
- Ensuring the policies and expectations of the RESET programs are followed
- Maintaining a professional appearance
- Adhering to policies and procedures from their home agency (time keeping needs, IOJ needs, personnel policies, etc)

### **Support Instructors and Additional Instructors**

Instructors should be selected from the Instructor list off the RESET website by the Lead Instructor. Three Support Instructors should be selected. These instructors can either be Instructors or Provisional Instructors. The inability of Provisional Instructors to do skills exams should be taken into account. Additionally, The instructor core, Lead included, should be made up of no more than two instructors from any one agency.

Lead Instructors may select up to two additional Instructors. These may be either Instructors or Provisional Instructors. These two slots should normally be offered to Provisional instructors working through the Instructor process, or Grandfathered Instructors who have not taught in a RESET class previously. These Instructors agencies will **NOT** normally be afforded any “free slots” or other benefits in the class. The benefit for these instructors and their agencies is the opportunity for instructional development and support of the RESET programs.

Responsibilities of the Support and Additional Instructors include:

- Teach assigned lessons while adhering strictly to RESET curriculums
- Performing task as requested by the Lead Instructor
- Conducting Skills Examinations consistent with RESET policies and curriculums
- Directing students as needed
- Participating in AAR’s, Hot Washes, and other activities both before and after normal class hours
- Maintaining a professional appearance
- Adhering to policies and procedures from their home agency (time keeping needs, IOJ needs, personnel policies, etc)
- Only performing tasks or delivering material that the Instructor or Provisional Instructor is competent

### **Equipment for Classes**

RESET does not own any equipment. The Lead Instructor should procure equipment for a RESET class. An agency wishing to provide equipment should ensure their cache meets the equipment requirements as posted on the RESET website. As of February 2010 there are two caches identified as complete, The Austin Fire Department Cache and the Williamson County Cache. The Lead Instructor should make a request for equipment at least 14 days prior to the class. The Lead Instructor should ensure the equipment cache contains the required equipment.

### **Student Count and Accounting**

The Lead instructor should work with the hosting agency, Ken Bell with the San Marcos Fire Marshals Office, and the Rope Curriculum Committee Chair to ensure the requirements below are met.

- For each week of training a student slot will have the value of \$500.
- A minimum of 12 students is required to conduct a RESET General Rescuer (GR), or Rope LI or LII. If there are not 12 students registered two weeks prior to the start date, the class should be canceled.
- A maximum of 15 students is allowed
  - The host agency and Lead instructor can determine on a case-by-case basis if a number beyond 15 will be allowed and notification of such should be made to the Rope Curriculum Committee Chair. This should not be standard practice.
- Agencies providing an instructor or lead instructor will be reimbursed the amount of \$1500 per instructor provided in either in money from tuition or in student slots.

- In essence this provides 3 student slots per instructor. If an agency chooses to send less than the allotted students, reimbursement should be provided equivalent to \$1500 in student slots and/or payment.
- All Instructors shall be on the clock with their home agency and will be paid by their home agency for time spent teaching.
- Each student paying tuition should provide payment of \$500 dollars per student, with checks made payable to: **The City of San Marcos**
  - Checks should be sent to:  
The San Marcos Fire Marshals Office  
Att: Ken Bell  
630 E Hopkins  
San Marcos, TX 78666
- If there are 13 or more students the Lead Instructor may choose to bring an additional Instructor in on test day. The Instructor's agency will be reimbursed for the time he/she is testing. A maximum of 8 hours will be reimbursed at a rate of \$30 an hour to the Instructor's agency.
- Any excess funds after agency reimbursement should be allocated, in order, as follows:
  - 15% Paid to the Lead Instructor's agency to help offset the additional cost of class preparation, student evaluations, and additional hours worked by the Lead Instructor.
  - 10% Paid to each Instructors agency to help offset the additional cost of class preparation, student evaluations, and additional hours worked by the Instructor.
  - After Instructors agencies are reimbursed, any equipment that was lost or damaged should be replaced. This should be done by reimbursing the agency that provided the equipment for the estimated cost of the lost/damaged equipment. The lead instructor will work with the said agency to determine a mutually agreeable price.
  - After the above is paid, the agency that owns the equipment should receive 50% of the left over funds to assist in the long-term cost of maintaining the provided equipment cache. The Host Agency should receive the other 50% of the left over funds to cover administrative cost for hosting the class.
- The RESET Budget worksheet should be used to track funds and reimbursements. The use of this worksheet will ensure that Ken Bell consistently receives our budgets in the same format.
- Ken Bell with the San Marcos Fire Marshals Office will handle funds received and paid-out. He can be contacted at 512-644-6764. No later than 14 calendar days after the end of the class, the account for the class should be zeroed and the above fund distribution completed.

### **Attendance Requirements**

It is paramount that students attend every hour of training. With the compressed timeframe to cover the vast amount of material it is impractical for various sections of training to be missed. If a student is going to miss any portion of training they should notify the Lead Instructor as early as possible. The ability for a student to continue in the class will be a judgment call on the part of the Lead Instructor. The Lead Instructor should consider the material missed, ability to make up missed material, consistency with similar decisions from previous classes, etc. Any material that is missed is the responsibility of the Student. Time allotments for the missed material should be considered when making up lessons. If it is determined a student is unable to continue with the training he/she will be required to complete a full GR class on a future date. If this occurs the RCC Chair should be notified.

### **Disciplinary issues**

The Lead Instructor should address any disciplinary issues that may arise. If a disciplinary issue cannot be resolved the agency the individual represents should be contacted. Generally Negative reinforcement such as disciplinary push-ups, or disciplinary physical training should not be used.

### **Injuries**

In the event there is an injury the injured person should follow the Injury On the Job (IOJ) procedures for their respective agency. Most policies require that notification of IOJ's be made with in 24 hours. The Lead Instructor should ensure that the person is following up with their requirements.

### **IAP**

Each student and Instructor should be provided with an Incident Action Plan (IAP) for the class. At a minimum the IAP should include:

- Cover
- 202 (Control objectives)
- Weather Report
- 203 (Squad assignments)
- 204 (student and instructor)
- 205 (communication plan, to include contact info for students, and POC with each agency)
- 206 (medical plan)
- Schedule
- Maps and directions to training sites

### **Curriculum Manuals**

Curriculum Manuals should be provided to each student on the first day of class. The current version of the Curriculum Manual can be downloaded from the RESET website.

## **Task Book**

Task Books should be provided to each student on the first day of class. The current version of the Task Book can be downloaded from the RESET website. Instructors should document each student performance in their Task Book. Each Task Book has explanations for how various evaluation requirements will be met. At the end of each class a copy of each students completed Task Book should be made with the original being returned to the student.

## **Written Exam**

The written exam should be conducted on the last day of class. The instructions for delivering the written exam are in the Task Book. When conducting the testing measures to minimize or eliminate distractions and cheating should be taken.

Examples include:

- All items should be removed from the desktop
- No talking during testing
- No sitting close together

## **Evaluations**

Each Student should be provided an evaluation for completion. These evaluations can be found on the Rope Curriculum committee File Sharing Site.

## **Time Capsule**

At the end of each class a “Time Capsule” should be assembled. The Time Capsule should contain:

- The IAP for the class
- Copy of the curriculum used for the class
- Sign-in sheets for the class
- Copy of each students filled out Task Book
- Copy of the written exam
- Students answer sheets from the written exam
- Course and Instructor Evaluations filled out by the students

All of these materials should be compiled and put in a storage container for storage at the Austin Fire Department Spec Ops office.

## **Reporting**

At the end of class the Lead Instructor should send notice to the RCC Chair to update the Student History Spreadsheet and the Instructor Spreadsheet on the website.