

	<i>REGIONAL STRIKE TEAMS EQUIPPING AND TRAINING</i> R.E.S.E.T.
Effective Date:	General Rescuer Skills Challenge Policy
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 only applies to the General Rescuer Skills Challenge. 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

Administrative Items

A General Rescuer Lead Instructor will oversee the General Rescuer Skills Challenge day. The Lead Instructor will oversee all aspects of the challenge and will be responsible for all actions at the challenge. Below are some guidelines that should be followed:

- At a minimum two agencies need to be represented at the challenge from the evaluator group.
- The number of evaluators will be determined based on a 4:1 Candidate to Evaluator ratio. A minimum of two Evaluators is required. Maximum of 20 candidates.
- The challenge will cost \$100 per evaluator paid to **The City Of San Marcos**
- Evaluators should be on the clock with their home agency and will be paid by their home agency for time spent testing.
- The Evaluator(s) and Lead Instructor's home agency will be reimbursed at a rate of \$30 per hour for time worked.
- After Instructor's agencies are reimbursed the host agency will receive 20% of the left over funds to reimburse cost associated with the class.
- The remainder of the funds will be given to the Austin Fire Department and will be earmarked for RESET. The RCC will work with the Austin Fire Department to determine the best use of these funds.

- The RESET GRSC Budget worksheet should be used to track funds and reimbursements. The use of this worksheet will ensure that Ken Bell consistently receive our budgets in the same format.
- Funds received and paid out will be handled by Ken Bell with the San Marcos Fire Marshals Office. 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.

Challenge Day

Lead Instructors should administer challenge days consistently below is the format that should be used to conduct a skills challenge:

- As candidates arrive their GR Skills Challenge Form Letter and supporting Certificate will be collected and verified. Candidate should sign in on the standard ICS 211 as used in the General Rescuer Class.
- Task Books should be provided to the Candidates as they sign in.
- The written Exam will be given first. The current General Rescuer Written Exam will be used. One attempt will be allowed. Results should be documented in the candidates Task Book.
 - If a candidate fails the written exam they should be sent home. Notification of the failure should be made in writing the RCC Chair.
- A copy of the Skills Challenge IAP will be distributed to everyone.
- Next the Skills Test will be evaluated. Six attempts will be offered for the five skills test. This means that there will only be one retest offered for all five skills combine. If a candidate fails one of their first attempts a retest should be offered immediately. If he/she fails their one and only second attempt, they subsequently fail the Skills Challenge. The results should be documented in the Task Book.
 - If a candidate fails a skills test they should be sent home. Notification of the failure should be made in writing to the RCC Chair.

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

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.