

**MODULE 1a ADMINISTRATION & INTRODUCTION**

**TERMINAL OBJECTIVE**

**At the conclusion of this portion the Student shall have received all information regarding course administration and operational requirements for successful completion**

**ENABLING OBJECTIVES**

- Students shall receive an introduction to all Instructors and support staff
- Students shall receive instructions on starting times and attendance requirements for successful completion of the course
- Students shall receive information and the necessary paperwork to complete all administrative processes required for successful completion including
  1. Reimbursement paperwork if applicable
  2. Access to course critiques
  3. Testing procedures
  4. Paperwork and process for injuries
- Students shall receive a review of the information they were sent to pre-study prior to arrival at the course
- Students shall receive an overview of the criteria for successful completion of the course
- Students shall receive an overview of the Student manual and its contents
- Students shall be broken into six person squads for operational periods. Multiple squads shall be assigned to a division for rotation periods
- Students shall have the opportunity to introduce themselves if applicable
- Students shall receive a schedule of events and rotation times, course agenda and locations of specific events.

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**WELCOME AND INTRODUCTION**

**Administrative matters**

- A. Welcome and introduction of Instructors
- B. Starting times, attendance requirements
- C. Rotations and squad/division assignments
- D. Contact numbers for emergencies
- E. Site rules (sponsor)
- F. Reimbursement and paperwork requirements
- G. Transportation issues
- H. Social activities

**Course Overview and Requirements**

- A. Each Student has been selected for attendance based on their position within the rescue component of the task force
- B. This course is designed to provide you with the information and skills you need to successfully complete the knowledge, skills and abilities for certification as a Structural Collapse Technician.
- C. There are specific requirements that must be met by each Student in order to obtain a certificate of completion and the course curriculum:
  - 1. Show up on time, work as a team member, and remain safe.
  - 2. Successfully complete all practical station rotations
  - 3. Successfully demonstrate all skills as outlined on the practical skills check lists
  - 4. Obtain a passing score of 80% on the comprehensive written exam

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- D. Each Student is continually evaluated during classroom and didactic sessions. Instructor observations coupled with specific passing criteria are all taken into account in evaluating a Student's success.
  
- E. There are certain pre-requisites that each Student must have met prior to entry into the course. These skills are necessary to complete many of the scenarios you will undertake. Each Student will be expected to perform skills, which are pre-requisites. Pre-requisites are outlined in NFPA 1670 Training and Operations for Technical Rescue. Students shall have successfully completed
  - 1. Confined space awareness, operations and technician
  - 2. Trench rescue awareness, operations and technician
  - 3. Structural collapse awareness and operations
  - 4. Vehicle and machinery awareness, operations and technician
  - 5. Rope rescue awareness, operations and technician
  - 6. Water rescue awareness
  - 7. Hazmat operations
  
- F. Each Student should have already received prior to the course information to study before arrival. These include:
  - 1. Task Force Rescue Operations
  - 2. Task Force Safety
  - 3. Search Capabilities
  - 4. Base of Operations set up
  - 5. Tool lab list

**STUDENT MANUAL**

- A. Each manual has been set up to provide you with the information you need to successfully complete this course
  
- B. Review sections of the manual
  - 1. Admin and Introduction
  - 2. Safety
  - 3. Structural engineering systems
  - 4. Tool lecture and tool labs
  - 5. Shoring module

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6. Breaching, Breaking, Burning and Cutting
7. Lifting and rigging
8. Field exercise
9. Instructor evaluation forms
10. Appendix

C. Student critiques

1. Each Student shall be evaluated on practical and didactic skills
2. All evaluations are based on Knowledge, Skills and Abilities required to successfully function as a FEMA Rescue Specialist

**SAFETY ISSUES**

- A. Safety is the responsibility of the individual, the team and the lead Instructor. Practice safety at all times

*IF AT ANYTIME A STUDENT, INSTRUCTOR OR SAFETY OFFICER SEES AN IMMINENT SAFETY HAZARD WHICH MAY RESULT IN INJURY THE COMMAND SHALL BE STOP!*

- B. Safety officers will be on site and have the authority to shut down any operations.
- C. Any injury, no matter how minor shall be reported to the lead Instructor for the module.
- D. Students and Instructors will wear all necessary personal protective gear during all evolutions, including but not limited to
1. Helmet
  2. Wrap around eye protection
  3. Long pants and long sleeves
  4. Steel toed boots
  5. Leather work gloves
  6. Hearing protection (when applicable)
  7. Respiratory protection (where applicable)
  8. Knee and elbow protection (where applicable)
  9. Dust masks (at least 10) or half face APR
  10. Web gear, canteens, high energy snacks
  11. Knife
  12. Flashlight

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- 13. Foul weather gear
  - 14. Dry change of clothes
  - 15. Hat
  - 16. Field Operations Guide (FOG)
  - 17. Carpenters apron, speed square, framing hammer (20-24 Oz.), tape measure (16' – 24'), pencil, lumber crayon, utility knife
- E. Students should not eat or drink on site without assuring proper hygiene is addressed. Handy wipes or other hand washing must occur prior to eating.
- F. No smoking on site, smoking areas to be designated
- G. Students and Team Leaders should assure everyone stays hydrated.
- H. Students should always be aware of their surroundings including the following:
- 1. The potential for tool movement and reaction
  - 2. The potential for concrete or steel movement
  - 3. Keeping hands and feet from pinch points
  - 4. Communicating with squad personnel to assure operations are understood
  - 5. Shifting or moving overhead loads
  - 6. Flammable materials and products
  - 7. Vehicular and heavy equipment movement on site
  - 8. Electrical safety
  - 9. Personal and team members fatigue

**CONCLUSION**

- A. Questions?
- B. If you find yourself with any questions or concerns please address them with your Lead Instructor.