Rescue Training

Goal

Make sure all Rescue trainings and competencies are completed and properly documented in an accurate and timely manner.

Guidelines

Each shifts' Battalion Chief will be responsible for the execution of the SOG.

Each shift will follow the districts guidelines for rescue training. Rescue training and rescue competencies will follow curriculum set by training committee.

Trainings and documentation will be completed by the lieutenants.

    Station 404 - audit training material from Sta. 3 Lt – oversee trainings from January – March

    Station 401 - audit training material from Sta. 2 Lt – oversee trainings from April – June

    Station 402 - audit training material from Sta. 3 Lt – oversee trainings from July – September

    Station 403 - audit training material from Sta. 1 Lt – oversee trainings from October – December

If any deficiency is found once the audit is complete, the Lieutenant conducting the audit shall notify the Battalion Chief that the audit is complete and explain in detail what deficiencies were found.

The Battalion Chief will work with the Lieutenant responsible for the deficiencies to make the necessary corrections. Once the audit is completed and all documentation is in order, the Battalion Chief will send an email to the Fire Chief and Assistant Chief with a completion date and, if applicable, list deficiencies in detail and how they were corrected.

It is the responsibility of the Instructor to input and maintain training records.

To input training
- ✓ Open Firehouse
- ✓ Select Training from the menu bar
- ✓ Select Category that best describes your training
- ✓ Window will appear asking if you want to "create a new record" choose "YES"
- ✓ Complete form with as much detail as possible
- ✓ Select "Save"
- ✓ Select 'File"
- ✓ Select "Exit"

Instructors must complete a Program Objectives, Lesson Plan and Evaluation Summary forms. All forms are located on the shared drive. The file path is Shared/Training/Instructor Packet.
- ✓ Open desired form and complete the form with all information highlighted.
- ✓ All forms are located on the shared drive. The file path is Shared/Training/Instructor Packet
- ✓ Select File in the menu bar
- ✓ Select "Save As"

- ✓ For 2013/2016 Office – Select 'Browse' a separate window will appear
- ✓ For 2010 Office – the separate window will appear
- ✓ Highlight the Shared drive located on the left side of the window
- ✓ In the main window, select the proper file path
- ✓ If a new folder must be created, select "New Folder" located in the menu bar, name folder and enter
- ✓ Select folder and rename the document
- ✓ Click "Save"

It is the responsibility of each individual employee to track their own hours and confirm they meet the requirements for recertification of their medic card. All trainings will be documented in the Firehouse software program to assist in tracking.

To Track Hours:
- ✓ *Open Firehouse*
- ✓ *Select Reports from the menu bar*
- ✓ *Select Staff, Activity, and Training Reports*
- ✓ *Select Training Class Report*
- ✓ *Scroll and select "Training Attendance by Staff for Recertification" (under the Attendance Sheet in blue)*
- ✓ *Select the desired option - Screen or Printer*
- ✓ *Complete the desired time frame (using the column with the "?")*
- ✓ *Complete the Staff ID section - (using the column with the "?") – locate your name/ID*
- ✓ *Select the Run Query at the bottom of that window*
- ✓ *Print your request*