



**MONTGOMERY COUNTY
FIRE AND RESCUE SERVICES
River Rescue & Tactical Services**



TITLE

Training Policy

12/29/2014

V 14-01

5.0 Procedure

5.1 Lesson Plans

5.1.1 All lesson plans will follow a standard lesson plan format, (see attachment 6.0).

5.1.2 Changes to existing lesson plans: Any team member may suggest a change to a current lesson plan. These suggestions will be submitted to the Training Manager for review.

- a. In the absence of any conflicts in procedure or content a final version of the lesson plan will be drafted.
- b. If a conflict is found in procedure or content, the Training Manager will contact the author and member suggesting the change to resolve the issue.
- c. If the matter cannot be resolved it will be brought before the RRAT's Team Leadership for resolution. Once completed the Training Manager will issue a final draft and notify all members of the updated lesson plan.

5.1.3 Team members may also develop new lesson plans. Copies of the lesson plan format form can be found on the RRATS Team web site. The draft of the lesson plan will be forwarded to the Training Manager. Any new lesson plan developed should include the reason why it is being developed.

5.1.4 The Training Manager will review all lesson plan submissions. In the absence of any conflicts in procedure or content a final version of the lesson plan will be drafted.

5.2 Training Days

5.2.1 Each shift will have one (1) dedicated training day every month. There will also be one (1) Saturday per month for volunteer training. Saturday training should include as many RRAT's members as possible, not just volunteer members. Training days will be assigned by the Special Operations



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Chief (SOC). All consolidated and non-consolidated RRATS Team Members will be included in monthly training days.

5.2.2 The DFRS Duty Operations Chief (DOC), Special Operations Chief (SOC), or the RRATS Team Leadership may at any time alter or suspend the training at their discretion.

5.2.3 The Training Manager will publish, via the RRATS Team email distribution list, the schedule of dates and topics for upcoming training days for each month. This email will be sent by the 1st day of each month. Any associated training info (or links to info) should be sent in the email allowing personnel to review information prior to training.

5.3 Training Topics

5.3.1 The topics for training sessions will be determined by the Training Manager and the Special Operations Chief and be set forth in a schedule for the entire calendar year. The training schedule will be finalized and published by January 1 of each year.

5.3.2 The REQUIRED monthly training topics are the top priority. Other training topics MAY be conducted once the REQUIRED monthly topics are COMPLETED.

5.3.3 There may be unforeseen circumstances which would prohibit the assigned drills from being conducted. In this event the senior Swiftwater Team member for that day will choose an alternate topic to conduct that day. Factors shall be based on team personnel training needs, weather conditions, water level, and equipment status. Approval needs to come from one of the following for this to happen-RRAT's leadership, Special Ops Chief or the Training Manager

5.4 Training Preparation

5.4.1 Once training topics are posted on the first of the month, the shift officers will assign an instructor for the topics. This will



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allow the instructor time to study the lesson plan and prepare any needed items.

5.4.2 All lesson plans can be found in their most up to date form on the team website

5.4.3 In order to facilitate training, the Duty Operations Chief (DOC) will have the final say on which units can be placed on a detail for training. The daily activity and call volume will dictate the number and type of apparatus to be on a detail. Personnel SHALL monitor 7A at all times for potential changes.

5.5 **Training Attire**

5.5.1 Team members who have been issued personal protective gear will wear that gear for on the water training. Team members will have the proper gear assigned to them available for use during training evolutions. Members who have not had gear assigned to them should make arrangements prior to the training day to borrow gear that will fit properly.

5.5.2 **Dry suits are REQUIRED any time the combined air and water temperature drops below 130 Degrees.**

5.5.3 Team members who have been issued dry suits may utilize them at any time if the member feels more comfortable.

5.5.4 Any Personal protective gear supplied by the RRAT's team that is damaged should be identified and turned into the team logistics manager as soon as possible after filling out a damage report on the RRAT's website.

5.6 **Conducting Training**

5.6.1 The Special Operations Chief, in cooperation with the Duty Operations Chief, will assign the time frame for training days.



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Personnel are expected to check Telestaff for details to accommodate the least amount of impact on service needs.

5.7 Safety During Training

- 5.7.1 Safety will be a priority during all training evolutions.
- 5.7.2 Consideration should be given to appointing more than one Technical Safety Officer for large or complicated training evolutions.
- 5.7.3 In order to monitor training activities the Technical Safety Officer SHALL not be involved in the training.
- 5.7.4 The Technical Safety Officer will have the authority to stop or correct any activities that they deem to be unsafe or which pose an undue risk to personnel.
- 5.7.5 The Technical Safety Officer shall complete the IAP safety analysis and safety message plan found attached to this SOG.
- 5.7.6 Before a drill begins the Technical Safety Officer SHALL provide a briefing to all involved to ensure any potential risks are brought to the attention of all attendees.
- 5.7.7 Once completed the IAP and safety message plan will be submitted to the Training manager for documentation purposes.

5.8 Recording Training

- 5.8.1 Once training sessions have been completed the drill attendance report shall be completed by the instructor or their designee via the RRATS team website within 14 calendar days.
- 5.8.2 Personnel who did not participate in the drills will not be recorded on the attendance sheets. Attendance does not mean physically present.



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5.8.3 The Instructor will be listed on the Drill Attendance Sheet as both the Instructor and as a Participant.

5.9 Students seeking certification

5.9.1 The student will notify the instructor that they are seeking a drill sign off or testing for the drill topic.

5.9.2 If the student has completed the drill and is testing, the instructor will test the student on each item on the Test Sheet. If the student demonstrates proficiency to the instructor's satisfaction they will initial for each specific skill/task.

5.9.3 The instructor may also then write in any comments which they feel pertinent to the skill/task. If there is not enough room the instructor will attach a separate sheet and list the items referencing the drill date, skill/task, and instructor's name.

5.9.4 The student will initial to indicate they are comfortable performing the given skill/task.

5.9.5 The instructor will sign the students Skills Test Sheet if the student has demonstrated proficiency with the learned skill/task.

5.10 Disposition of Training packets and Team status update

5.10.1 Once the student has completed the task book for a certification level they will make copies of the task book and the Skill Check Sheet and then submit the originals to the Training Manager.

5.10.2 The RRATS Training Manager will then review all documentation to ensure all training requirements have been met and are signed off before the member's advancement to the requested position.



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5.10.3 RRATS Training Manager will notify the Special Operations Chief (SOC) and RRATS Administration Assistant Team Leader of the change in member's team status.

5.10.4 The RRATS Training Manager will forward the member's packet to the RRATS Administration Assistant Team Leader for inclusion in the members file.

5.10.5 The Training Manager will ensure that the member's status on the team website and their team alerting profile are updated.

5.11 Maintenance of active team status.

5.11.1 Every year on July 1 there will be a review of the training records of all personnel.

5.11.2 Team members with any annual skills/tasks not completed within 1 year will receive notification that they have 3 months to complete the relevant skills. If the member does not complete the relevant skills they will have their active team status removed and be placed back into a training status.

5.11.3 Team personnel will also be required to complete all semi-annual recertification of skills/tasks for their present certification within two years. This review will not be bound to a fixed calendar cycle.

5.11.4 Team members with any semi-annual skills/tasks for their present position not completed within two years will receive notification that they have 6 months to complete the relevant skills. If the member does not complete the relevant skills, they will have their active team status removed and be placed back into a training status.

5.11.5 Reinstatement of active status will be accomplished by completing the lapsed skills/tasks in the same manner as the initial task book.



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5.11.6 RRAT's trainees will have two years to complete the SWBC task book for initial certification. If the trainee fails to complete the task book in the allotted time frame the Special Operations Chief may remove the member from the team.

5.12 Instruction Evaluations

5.12.1 In order to provide quality training, Instruction Training Evaluation forms will be completed by team members after each drill day (see attachment 6.1).

5.12.2 Completed evaluation forms will be sent to the Training Manager for review. Members need not sign the forms.

5.12.3 Evaluation forms will be used to determine effectiveness of training methods, sites, instructors and topics.

6.0 Attachments

- 6.1 Lesson Plan Format
- 6.2 Training Evaluation Form
- 6.3 ICS 208
- 6.4 ICS 215A