



*Our Mission Is Lifesaving!*

## PROGRAM CATALOG

Issued July 1, 2011

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## SECTION 1

### ORGANIZATIONAL INFORMATION

#### Main Office:

Emergency Response Technologies, Inc.  
4625 W. Territorial Road  
Rives Junction, MI 49277

Phone: (517) 589-9801

Websites: [www.ERTzone.com](http://www.ERTzone.com)  
[www.workplaceresponder.com](http://www.workplaceresponder.com)

Mark W. Schooley, President and Program Administrator

Email: [ERTMark1@aol.com](mailto:ERTMark1@aol.com)

Judith Gunnett, Manager of Operations

Email: [Judith@ERTzone.com](mailto:Judith@ERTzone.com)

#### Instructional Faculty:

All Programs:

Mark Schooley, EMT-P IC

Mike Booher, EMT-P IC BSN

William Engelter, EMT-P IC FF

Ward Meldrum, EMT-P IC FF

Julia Chamberlain, EMT-P IC RN

Brad Clemens, EMT-P IC FF

CPR/AED/First Aid only:

Judith Gunnett, BLS Instructor

### **EMS Programs Approved by:**

Michigan Department of Community Health  
EMS & Trauma Systems Section  
Capitol View Building, 6th Floor  
201 Townsend Street  
Lansing, Michigan 48913

Robin Shivley, Manager

Phone: (517) 241-3024

Email: [rmshivl@michigan.gov](mailto:rmshivl@michigan.gov)

### **Proprietary School Licensure:**

Michigan Dept of Energy, Labor & Economic Growth  
Office of Postsecondary Services  
Proprietary School Unit Staff  
201 N. Washington Square  
Lansing, MI 48913

Phone: (517) 373-6551

Fax: (517) 373-2759

### **Program Scheduling Information:**

Emergency response courses are held on a periodic basis. ERT, Inc. does not follow the traditional college schedule of semesters. Therefore, each program will advertise separately and have an independent schedule.

Contact the ERT, Inc. main office for information regarding schedules of upcoming programs.

Students will be notified at the first class session as to the schedule of their program.

Schedules can be obtained in advance by contacting the ERT, Inc. main office during registration.

All programs will be closed on all official state and federal holidays.

## SECTION 2

### **POLICIES AND PROCEDURES**

#### **Admission Criteria:**

1. Students must be at least 18 years of age
2. Students are selected by the Host Site Organization (Industry, Business or Community Organization)
3. Open Programs:

Denial of admission to a program would be based on the student's ability to attend the program schedule and their ability to make financial arrangements for program expenses. Students must also conform to the other admission criteria contained in this handbook.

#### **Industrial Programs:**

Denial of admission to a program would be based on rules or guidelines established by the Host Site and not by the training organization.

#### **Medical First Responder Programs:**

The Medical First Responder Course is available to Michigan workplaces and their employees only.

4. Students who have disabilities which may make it difficult to continue the program will be afforded all reasonable opportunities of accommodation. This will include, but not be limited to reasonable changes in classroom design or location, accessibility to the building and other related changes, while working in cooperation with the Host Site.

**Note:** *Students with disabilities that wish to be state licensed (MFR only) must consider their ability to attempt the state examination process.*

### **Course Expenses:**

1. Industrial/Business/Community Organization - Tuition and fees for programs are paid on a contract basis by the Host Site Organization.
2. Open Enrollment – Programs available for Open Enrollment will have a per student fee specific to each course. The enrollment fee may or may not include applicable text and material costs.

ERT, Inc. does not require an application fee.

ERT provides all essential equipment and supplies.

### **Refund Policy:**

All tuition and fees paid by the applicant shall be refunded if the school rejects the applicant before enrollment or if the program is cancelled due to lack of enrollment.

All tuition and fees paid by the applicant shall be refunded if requested within three business days after signing a contract with the school.

All refunds will be returned within 30 days.

Tuition, fees and expenses (including texts and supplies) will not be refunded for any reason after the first full session or after 4 classroom hours (whichever is less) for any program or class.

### **Program Facilities:**

Programs will be held at Host Locations. Typical Host Locations will be Fire Departments, Industrial/Business Facilities or Community Organizations.

Host Locations will be provided upon inquiry.

The Host Location will provide an area large enough to accommodate the size and activities of the class with adequate seating with tables, adequate lighting, electrical outlets sufficient for media equipment, restrooms and

accessibility for students with disabilities as reasonably necessary.

No smoking or use of alcohol or other controlled substances will be allowed on the premises of any site.

### **Dress Code:**

Appropriate dress for all courses is “business casual” with consideration for modesty, safety and ease of movement during practical exercises. Students must follow additional dress codes specified by the Host Location or as described in each individual course syllabus.

As example: Safety glasses, steel-toed shoes, hearing protection may be required at some industrial locations.

This policy is not meant to be comprehensive of all possible dress and safety rules. Please contact a supervisor or course coordinator with any questions.

### **Prerequisite Requirements:**

Students must meet all admission criteria.  
There are no additional requirements for admission.

### **Graduation and Certification:**

Students that successfully complete a course will be issued a dated Certificate of Completion.

### **Placement Assistance:**

No placement assistance is available.

### **Credit for Previous Training:**

There is no credit for previous training.

### **Classroom Conflicts:**

Students are expected to initiate a conference with their instructors if they have a problem related to a course.

### **Conflict Resolution Policy:**

The following steps are for the purpose of resolving conflicts and/or addressing concerns between faculty and students.

1. Students are encouraged to meet with the instructor to discuss the conflict and establish a clear understanding of the concern. A third party may be requested by either party to participate in this informal meeting in order to resolve the conflict.
2. If the conflict is not resolved in this first step, the student then meets with the Program Coordinator and a third party may be requested by either party to attend this meeting.
3. If the conflict is still not resolved in the previous steps, the student then meets with the Director to be given a final resolution to the matter.
4. Students will always have the right to make reports or complaints to the governing agencies listed in Section 1.

To file a grievance with the State of Michigan, go to:

[www.michiganps.net](http://www.michiganps.net)

### **Participants Rights:**

It is the policy of this organization not to discriminate on the basis of race, color, sex, national origin, disability, sexual orientation, religion, or age in its educational program, activities, admission procedures or employment practices as required by Title VI of the Higher Education Amendments, Title IX of the Civil Rights Act, Section 501 of the Rehabilitation Act and the Americans with Disabilities Act of 1990.

Reasonable accommodation will be made for those students that have disabilities. The program coordinator and the host site supervisor should be notified if you believe that you have a disability which might need assistance during the course of this program.

### **Violations of Civil Rights:**

If any person believes that this organization has inadequately applied the principles and/or regulations of:

*Title VII of the Civil Rights Act of 1964*  
*Title IX of the Education Amendment Act of 1972*  
*Section 501 of the Rehabilitation Act of 1973*

That individual may bring forward a complaint to:

Mark W. Schooley, Director  
Emergency Response Technologies, Inc.  
4625 W. Territorial Road  
Rives Junction, MI 49277  
(517) 589-9801

### **Conduct:**

It is the policy of this program to not tolerate any form of harassment or abuse (physical, verbal, mental, or sexual) of another individual or group.

The use of alcohol, improper use of a controlled substance, and illegal drugs is strictly prohibited during any portion of this program.

Please notify the Program Coordinator of any conditions or medications which may affect you or others safety during the program.

### **Student Privacy Act:**

The release of student records will require a signed written request from the student. Employers who sponsor a student will be notified only of successful or unsuccessful completion of the program, not the specific details of the student's progress.

Attendance in the program will be provided to the employer.

### **Sexual Harassment:**

Sexual Harassment is unwelcome and unwanted sexual advances, requests for sexual favors, and other verbal comments or conduct of a sexual nature when; submission to or rejection of such conduct is used as the basis for academic decisions affecting that student, or such conduct has the purpose or effect of unreasonably interfering with a student's academic performance by creating an intimidating, hostile, or offensive academic environment.

**SEXUAL HARASSMENT IS A VIOLATION OF FEDERAL LAW AND A VIOLATION OF THE POLICIES OF THIS ORGANIZATION AND WILL NOT BE TOLERATED**

### **Academic Guidance:**

It is the goal of ERT, Inc. to assure the successful knowledge and skill outcome of all participants at every level of training. If at any time a student feels that they need additional help, they may request support tutoring from the instructor.

If the instructor believes that a student needs additional and/or remedial help, that student will be given as much assistance as possible within the time constraints of each course to assure a successful outcome.

### **Leave of Absence:**

Students will not be granted a leave of absence for any reason during the course of a program. Students should consider carefully their schedule and commitments prior to engaging in a program.

Illness and injury do not constitute a leave of absence. However, if a student provides a medical excuse written by a physician, the instructor of the program will allow special consideration for the student to make-up work when possible within the scope of the course. The student will be held to all usual academic standards provided by the instructor and the program.

### **Suspension/Probation/Dismissal:**

ERT, Inc. does not provide suspension or probation for violation of policy. In the event a student violates a policy of the program the following will occur:

**Minor Violation:** (attendance or tardiness, non-offensive conduct, etc.)

1. The Instructor will notify student of the problem.
2. Student will be given measures to be taken for corrective action as necessary.
3. Repeat offense- Student will be given counseling.
4. Repeat offense-Student will be dismissed from the program.

**Major Violation:** (offensive conduct, excessive absence, controlled substance use, etc.)

1. Student will be notified of the problem and counseling will be initiated.
2. Student will be held back from clinical rotation (if necessary) until the student successfully demonstrates remediation of the problem.
3. Repeat offense-Student will be dismissed from the program.

Dismissal from any program will not include refund of any tuition or fees and student will not be allowed to repeat the program without written permission from the program administrator.

See conflict resolution policy for appeal of these decisions.

***Note: It is ultimately the responsibility of the employer to assure training and/or operational compliance with any local, state, or federal regulatory agency. Although our training programs are designed to assist employers with compliance of content and frequency regulations, we cannot guarantee that each course or program will be in compliance due to unique safety & health issues that are individual to each workplace.***

## SECTION 3

### WORKPLACE RESPONDER CERTIFICATE PROGRAM

*This program is designed for workplace responders that are sponsored by their employer to attend the following courses.*

*The individual classes (aka courses) and the Workplace Responder Certificate Program as a whole is not intended as a career objective, but as a tool to prepare workers and help employers to prevent and respond to emergencies in the workplace.*

*This program requires on-going education and training to maintain certification.*

Application to the program is free when an employer sends at least 1 student to a course or program conducted by ERT, Inc. The student must fully complete the attached application at the start of their first course. Students will be provided the recertification procedure and form at the first course.

#### **INITIAL CERTIFICATION REQUIREMENTS:**

All initial certification courses must be completed within 3 years and be conducted by ERT, Inc. Additional training is required to maintain certification and involves required and elective topic criteria over a 3-year period, as mentioned in the continuing certification section.

A minimum of 96 clock hours is required from the following categories:

*(estimated program cost ranges from \$1025-\$6860 per student with 1- 15 students per program)*

#### **Required courses:**

**One** of the following:

Workplace First Aid/CPR/AED-Basic  
Workplace First Aid/CPR/AED-Intermediate  
Workplace First Aid/CPR/AED-Advanced  
Pediatric First Aid/CPR/AED  
Wilderness First Aid-Basic  
Wilderness First Aid-Advanced  
Medical First Responder

**AND**

**One** of the following-

Industrial Hazardous Materials First Responder  
○ Level 1  
○ Level 2  
○ Level 3  
  
Industrial Confined Space Responder  
○ Non-Entry  
○ Entry  
  
Fire Extinguisher  
Fire Brigade  
High Angle Rescue  
Industrial Incident Management  
NIMS

#### **Elective courses:**

Utilize the elective courses found in **Section 6 – Certificate Seminars** of this Program Catalog to complete the 96-clock hour requirement.

## **CONTINUING CERTIFICATION REQUIREMENTS:**

For Continuing Certification, applicant must complete the requirements of the following four categories (detailed below) over a period of 3 years. Only courses approved and/or provided by ERT, Inc will be considered for continuing certification.

- 7 hours required EMS CEU topics
- 8 hours elective EMS CEU topics
- Mandatory Annual Training
- Maintenance of CPR certification

### **1. Required EMS CEU topics: 7 hours (one hour each)**

Repeated categories will be credited towards elective requirements, up to 2 each.

- Airway/Oxygen
- Cardiovascular
- Shock
- Respiratory
- Spinal Immobilization
- Patient Assessment
- Pediatrics (MFR only)

### **2. Elective EMS CEU topics: 8 hours minimum (maximum of 2 hours per category)**

Select additional EMS CEU classes (*that do not repeat the required EMS CEU classes from #1 above*) from Section 6 of the Program Catalog.

### **3. Mandatory Annual Training**

- Bloodborne Pathogen review - 1 hour
- HazMat Awareness review - 1 hour or more as necessary for site compliance

### **4. Maintenance of current CPR/AED Certification:**

- Layperson - Adult CPR/AED (AFA)
- Professional Rescuer CPR/AED (MFR)

## **Application Process for Continued Certification:**

1. Complete procedures as above and transfer information to the form provided by ERT, Inc.
2. Provide written evidence of compliance by attaching certificates, cards, or letters to the application.
3. Submit application within 30 days of expiration of initial certificate.
4. Late certificates can be renewed with a fee of \$25 if within 90 days of expiration. Applications beyond 90 days will be denied and will require student to fully complete an initial program.
5. Applications that are incomplete or inaccurate will be rejected and subject to the same deadlines and late fees.
6. Replacement for lost certificate or card fee is \$5 per copy.

\* \* \*

## **OPTIONAL ADVANCED FIRST AID RECERTIFICATION:**

For students who wish to maintain continuing certification of Advanced First Aid only, the same criteria and procedures outlined above must be completed. (The required Pediatrics CEU credit may be replaced by an additional Elective CEU topic.)

## SECTION 4

### MEDICAL FIRST RESPONDER COURSE SYLLABUS

*The Medical First Responder course within this program is available to Michigan workplaces and their employees only.*

Program Instructor/Coordinator:  
Mark W. Schooley, EMT-P IC  
(517) 589-9801

Lecture/Lab Instructor/Coordinator: TBD

When calling any instructor, please clearly leave a detailed message, a phone number and an available time that you can be reached.

#### **Course Goal**

To train and qualify individuals for the National Registry Examination Process for Medical First Responder (MFR) as established by the State of Michigan.

#### **Course Description:**

This course is a Michigan Department of Community Health EMS & Trauma Systems Section approved program leading to certification as a Medical First Responder.

Michigan Department of Community Health EMS & Trauma Systems Section course approval number: M-09-0070

Sponsor number: 0070

Go to [www.michigan.gov/ems](http://www.michigan.gov/ems) for more information pertaining to course outlines, units of instruction, skills to be learned, approximate clock hours of instruction in each course and process for examination with National Registry. This website is operated by the State of Michigan EMS Division.

#### **Eligibility for Michigan State Licensure:**

The student will be eligible for state licensure upon successful completion of the course. The program will provide an application for testing with the National Registry and licensure to be submitted to the State of Michigan.

Students with criminal records including misdemeanors and felony convictions may not be able to become licensed by the State of Michigan. Careful consideration of this matter should be given prior to starting the program.

#### **Course Expenses:**

1. Industrial/Business - Tuition and fees for this program are paid on a contract basis by the Host Site Organization.
2. Open Enrollment-MFR Tuition \$600-\$1200  
Text/Workbook/Pocket mask/classroom supplies \$105

#### **Required Texts & Materials:**

First Responder, Your First Response in Emergency Care 4<sup>th</sup> Edition - Text & Workbook  
MFR State Objectives CD Rom  
Pocket Mask  
Note Taking Supplies

#### **Recommended Materials & Equipment:**

Blood Pressure Cuff and Stethoscope  
(Sprague type or better)

Items are available for purchase at a local medical supply store or at [www.ERTzone.com](http://www.ERTzone.com) )

#### **Prerequisite Requirements:**

Students must meet the admission criteria.

There are no additional requirements for admission.

### **Cancellation Policy:**

In the event that a scheduled MFR program is cancelled, students will be contacted by the lead instructor or course coordinator. The refund policy as described in Section 2 above will apply.

If a session within the MFR course is postponed or cancelled, (due to weather, building mechanical problems, etc.) the lead instructor will be responsible to contact students and/or organizations as soon as the decision is made.

### **Graduation and Certification:**

Students that are successful with a course will be issued a dated Certificate of Completion containing the appropriate program approval numbers for licensure application to the State of Michigan and examination with the National Registry (when applicable). Instructions and forms are provided to the students upon program completion and certification.

### **Dress Code/Hygiene Policy:**

Safety glasses with side shields are required when entering any restricted area of the plant. Some areas may require steel-toed boots or shoes and hearing protection. Most facilities require full-length trousers and shirts such as tank tops may not be acceptable. This policy is not meant to be comprehensive of all possible dress and safety rules. Please contact a supervisor or course coordinator with any questions.

Additionally, students are expected to be clean and well groomed for all class sessions. Consideration of freshly washed clothing, cleaned and groomed hair, clean body and good oral hygiene are important factors associated with classroom hygiene in a course such as Medical First Responder, where students work closely together.

Some organizations will not allow the display of body piercing and/or the wearing of jewelry. Please inquire about these policies on the first day of the program.

### **Participants Rights:**

It is the policy of this program not to discriminate on the basis of sex, age, race, religion, or ethnic background.

Reasonable accommodation will be made for those students that have disabilities. The program coordinator and the host site supervisor should be notified if you believe that you have a disability which might need assistance during the course of this program.

### **Attendance:**

Attendance in the MFR Program is a critical factor. Students must prepare in advance for the Lecture & Lab components of the course. Any student that misses more than 8 hours of the course will be dropped from the program.

### **Tardiness:**

Tardiness will be taken into consideration as absence time. Excessive absence may require the student to be dropped from the program.

### **Make-up Work:**

Students that have an absence, which requires the make-up of work, will be afforded one additional day to complete the work. This make-up will include homework and tests of all types. Additional assignments may be given to the student based on the instructor's discretion due to the nature of the information which was missed. This policy does not apply if the student misses excessive amounts of hours or violates the attendance policy.

### **Academic Guidance:**

Students will be given a grade sheet at the beginning of each course to help them keep track of their progress. If at any time a student feels that they need additional help they may request support tutoring from the lead instructor or program instructor coordinator. This will be arranged for the student at no additional cost.

If the lead instructor or program coordinator believes that a student needs additional help they will be counseled about the situation and given advice as to how to remedy the situation. In addition, when necessary the student will be given support tutoring.

The lead instructor will perform an affective evaluation on each student at the midpoint of the program. This evaluation will help the instructor and student to identify potential problem areas in the student's progress concerning behavior, actions, and academic achievement.

**Grading Scale:**

- 93-100% = 4.0
- 89-92% = 3.5
- 86-88% = 3.0 \*
- 80-85% = 2.5
- 75-79% = 2.0
- 70-74% = 1.5
- 65-69% = 1.0
- 0-64% = 0.0

\* A 3.0 grade or higher is required for students to successfully complete this program. This grade is determined by adding all points that are available from lecture and lab and by averaging them for a percent grade.

The EMS Program will utilize the Michigan Department of Community Health, EMS & Trauma Systems Section objectives, task analysis, and state exam guidelines in MFR Program.

**Rounding Off:**

Numerical grades will be consistently recorded to the tenth place and at no time will be rounded off. For example, 79.7% will not be rounded up to 80%.

**Program Outline:**

The following grid provides a detailed outline of topics covered, both in lecture and skill experience, and which accumulate to a total of 64 total program hours.

**PROGRAM TOPIC OUTLINE**

Topic	Hours
Intro to EMS	1
Medical/Legal	2
Well-Being of MFR	2
The Human Body	2
Lifting/Moving	1
CPR (Healthcare Provider)	8
AED	4
Cardiovascular	3
Patient Assessment	2
Communications	1
Special Situations (Geriatrics)	1
Airway/Oxygen/Ventilation	3
Respiratory	2
Poison/Overdose/Allergic	1
Injuries to the Head/Spine	2
Diabetic	.5
Abdominal Illness	.5
CNS Illness	1
Environmental	2
Behavioral	1
Bleeding/Shock	3
Infant/Child CPR	4
Pediatrics	4
Childbirth	1
Soft Tissue Injury	2
Musculoskeletal	2
Injuries to Head/Spine	1
Rescue/Extrication	1
Triage	1
Disaster Management	1
HazMat	4

## SECTION 5

### Emergency Response Certificate Courses

Medical First Responder  
64 Clock Hours  
Estimated tuition based on enrollment  
(up to 15 students)  
\$600-\$9000

## SECTION 6

### Emergency Response Certificate Seminars

Course Name	Clock Hours	Currently offered (yes/no)	Estimated Tuition based on enrollment (up to 15 students) *
Workplace First Aid-Basic	8	yes	\$80-\$1200
Workplace First Aid-Basic, Spanish	8	yes	\$80-\$1200
Workplace First Aid-Intermediate	24	yes	\$216-\$3240
Workplace First Aid – Intermediate Spanish	24	Yes	\$216-\$3240
Workplace First Aid-Intermediate Recertification	8	yes	\$80-\$1200
Workplace First Aid-Advanced	48	yes	\$432-\$6480
Workplace First Aid-Advanced, Spanish	48	yes	\$432-\$6480
Wilderness First Aid-Basic	16	no	\$144-\$2160
Wilderness First Aid-Advanced	32	no	\$288-\$4320
Health Care Provider CPR	6-8	yes	\$80-\$1200
Health Care Provider CPR Recertification	3-4	yes	\$40-\$600
Professional Rescuer CPR	6-8	yes	\$80-\$1200
Professional Rescuer CPR Recertification	3-4	yes	\$40-\$600

Community CPR-Adult, Child, Infant	3-4	yes	\$40-\$600
First Aid/CPR/AED Instructor	16	yes	\$216-\$3400
Pediatric First Aid/CPR/AED	8	yes	\$80-\$1200
BLAST-Baby Sitter Lessons and Safety Training	8	no	\$80-\$1200
Oxygen Administration	3-4	yes	\$40-\$600
Bloodborne Pathogens	2/4	yes	\$20-\$300 \$40-\$600
Preventing Infectious Diseases	4	yes	\$40-\$600
BLS Skills Review	8/16	yes	\$80-\$1200 \$160-\$2400
Hazard Communication	1-2	yes	\$25-\$250
HazMat Awareness	4	yes	\$65-\$850
Industrial HazMat Responder-Level 1	8	yes	\$135-\$2000
Industrial HazMat Responder-Level 2	16	yes	\$270-\$4000
Industrial HazMat Responder-Level 3	24	yes	\$450-\$6500
Fire Extinguisher /Safety	1-2	yes	\$60-\$500
Fire Brigade	16/32/64	no	\$400-\$6000 \$800-\$12,000 \$1200-\$18,000
Confined Space Awareness for Industry	4	yes	\$100-\$1500

Industrial Confined Space Responder	8/32	yes	\$200-\$3000 \$800-\$12,000
High Angle/Rope Rescue	4/8/16	no	\$100-\$1500 \$200-\$3000 \$400-\$6000
Water Safety/Rescue	1/4/8	no	\$30-\$300 \$100-\$1500 \$200-\$3000
Industrial Incident Management	8/16	no	\$200-\$3000 \$400-\$6000
Incident Management (NIMS)	4/8/16	yes	\$100-\$1500 \$200-\$3000 \$400-\$6000
CBRNE-MCI	4/8	yes	\$100-\$1500 \$200-\$3000

\* Travel cost is not included.

Class sizes over 15 students will have added cost.

## SECTION 7

### EMS CEU Seminars

As approved by the  
Michigan Department of Community Health  
EMS & Trauma Systems Section  
Approval Number CE-09-5065

CEU Topic	Clock Hours	Estimated Tuition-based upon enrollment *
Airway/Oxygen-Basic	1	\$25-\$135 per class hour
Airway/Oxygen-Advanced	1	\$25-\$135 per class hour
Cardiovascular-Basic	1	\$25-\$135 per class hour
Cardiovascular-Advanced	1	\$25-\$135 per class hour
Shock	1	\$25-\$135 per class hour
Respiratory	1	\$25-\$135 per class hour
Spinal Immobilization	1	\$25-\$135 per class hour
Patient Assessment	1	\$25-\$135 per class hour
Triage/MCI	1	\$25-\$135 per class hour
Pediatrics	1	\$25-\$135 per class hour
Abdominal Illness/Injury	1	\$25-\$135 per class hour

Anatomy & Physiology	1	\$25-\$135 per class hour
Behavioral Emergencies	1	\$25-\$135 per class hour
Chest Injury	1	\$25-\$135 per class hour
CNS Illness/Injury	1	\$25-\$135 per class hour
Communications	1	\$25-\$135 per class hour
Documentation	1	\$25-\$135 per class hour
Disaster Planning	1	\$25-\$135 per class hour
EMS Systems Operations	1	\$25-\$135 per class hour
Environmental	1	\$25-\$135 per class hour
Geriatrics	1	\$25-\$135 per class hour
Medical Legal Issues	1	\$25-\$135 per class hour
OB/GYN	1	\$25-\$135 per class hour
Poisoning	1	\$25-\$135 per class hour
Substance Abuse	1	\$25-\$135 per class hour
Hazardous Materials	1	\$25-\$135 per class hour

Rescue/Extrication	1	\$25-\$135 per class hour
Stress Management	1	\$25-\$135 per class hour
Patient Handling	1	\$25-\$135 per class hour
Bleeding/Soft Tissue Injury	1	\$25-\$135 per class hour
Burns	1	\$25-\$135 per class hour
Diabetic Emergencies	1	\$25-\$135 per class hour
Musculoskeletal Injuries	1	\$25-\$135 per class hour
Communicable Diseases	1	\$25-\$135 per class hour
Vehicle Operations	1	\$25-\$135 per class hour
Incident Command	1	\$25-\$135 per class hour
Education Administration	1	\$50-270 per class hour
Measurement & Evaluation	1	\$50-270 per class hour
Instructional Techniques	1	\$50-270 per class hour
Misc.	1	\$25-\$135 per class hour

## SECTION 8 Form(s)

The following forms are attached as **Addendum A**:

- Medical First Responder (MFR) Registration
- Advanced First Aid (AFA) Registration
- Intermediate First Aid Registration
- Basic First Aid Registration
- Confined Space Registration
- Industrial HazMat Responder Registration
- Workplace Responder Recertification Record
- Request for duplicate copy of certificate or transcript

## SECTION 9 Certificate Course Descriptions & Outlines

\* Travel cost is not included.

Class sizes over 15 students will have added cost.



# Basic First Aid/CPR/AED Registration

(Please print clearly and exactly as you want your name to appear on your certificate)

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone # \_\_\_\_\_ Alt Phone # \_\_\_\_\_

Email Address \_\_\_\_\_

Company Name \_\_\_\_\_ Job Title \_\_\_\_\_

### VERIFICATION OF SKILLS:

- \_\_\_\_\_ Use of PPE
- \_\_\_\_\_ Use of Pocket Mask
- \_\_\_\_\_ Adult/Child & Infant CPR and FBAO
- \_\_\_\_\_ Use of AED
- \_\_\_\_\_ Bandaging
- \_\_\_\_\_ Splinting
- \_\_\_\_\_ Securing C-Spine
- \_\_\_\_\_ Patient Assessment & History Taking
- \_\_\_\_\_ Lifting & Moving Patients

*I verify that this student has attended and participated in 8 hours of training, has demonstrated skill proficiency in the listed areas and has successfully completed the written assessment.*

Student Signature \_\_\_\_\_

Instructor Signature \_\_\_\_\_ Date \_\_\_\_\_

Students must read the [ERT Program Catalog](#) prior to the start of the program.

Refund Policy: All tuition and fees paid by the applicant shall be refunded if the school rejects the applicant before enrollment or if the program is cancelled due to lack of enrollment. All tuition and fees paid by the applicant shall be refunded if requested within three business days after signing a contract with the school. All refunds shall be returned within 30 days. ERT, Inc. does not require an application fee. Tuition, expenses and fees (including texts and supplies expenses) will not be refunded for any reason after the first session (or 4 classroom hours, whichever is less) for any program or class.

This program does not count toward any state licensure, is for workplace certification only and requires medical director oversight.



# Intermediate First Aid/CPR/AED Registration

(Please print clearly and exactly as you want your name to appear on your certificate)

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone # \_\_\_\_\_ Alt Phone # \_\_\_\_\_

Email Address \_\_\_\_\_

Company Name \_\_\_\_\_ Job Title \_\_\_\_\_

*I have received an emergency kit as part of this course and understand that the use of oxygen and AED's is contingent upon state/local guidelines and physician oversight as necessary.*

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**Verification of Skills:**

**Written Assessment:**

- \_\_\_\_\_ Pocket Mask & PPE Use
- \_\_\_\_\_ Adult/Child/Infant CPR with AED
- \_\_\_\_\_ Adult/Child/Infant FBAO
- \_\_\_\_\_ Bandaging/Splinting/Patient Handling
- \_\_\_\_\_ Patient Assessment/History Taking
- \_\_\_\_\_ Oxygen Tank Operation & Delivery Device Use

\_\_\_\_\_ Program Review

Attendance: Day 1 \_\_\_\_\_ Day 2 \_\_\_\_\_ Day 3 \_\_\_\_\_

*I verify that this student has attended and participated in 24 hours of training, has demonstrated skill proficiency in the listed areas and has successfully completed the written assessment.*

Instructor Signature \_\_\_\_\_ Date \_\_\_\_\_

Refund Policy: All tuition and fees paid by the applicant shall be refunded if the school rejects the applicant before enrollment or if the program is cancelled due to lack of enrollment. All tuition and fees paid by the applicant shall be refunded if requested within three business days after signing a contract with the school. All refunds shall be returned within 30 days. ERT, Inc. does not require an application fee. Tuition, expenses and fees (including texts and supplies expenses) will not be refunded for any reason after the first session (or 4 classroom hours, whichever is less) for any program or class.  
This program does not count toward any state licensure, is for workplace certification only and requires medical director oversight.



# Intermediate First Aid/CPR/AED Registration

(Please print clearly and exactly as you want your name to appear on your certificate)

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone # \_\_\_\_\_ Alt Phone # \_\_\_\_\_

Email Address \_\_\_\_\_

Company Name \_\_\_\_\_ Job Title \_\_\_\_\_

**Verification of Skills:**

- \_\_\_\_\_ Pocket Mask & PPE Use
- \_\_\_\_\_ Adult/Child/Infant CPR with AED
- \_\_\_\_\_ Adult/Child/Infant FBAO
- \_\_\_\_\_ Bandaging/Splinting/Patient Handling
- \_\_\_\_\_ Patient Assessment/History Taking
- \_\_\_\_\_ Oxygen Tank Operation & Delivery Device Use

**Written Assessment:**

- \_\_\_\_\_ Program Review

Attendance: Day 1 \_\_\_\_\_ Day 2 \_\_\_\_\_ Day 3 \_\_\_\_\_

*I verify that this student has attended and participated in 24 hours of training, has demonstrated skill proficiency in the listed areas and has successfully completed the written assessment.*

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Instructor Signature \_\_\_\_\_ Date \_\_\_\_\_

Refund Policy: All tuition and fees paid by the applicant shall be refunded if the school rejects the applicant before enrollment or if the program is cancelled due to lack of enrollment. All tuition and fees paid by the applicant shall be refunded if requested within three business days after signing a contract with the school. All refunds shall be returned within 30 days. ERT, Inc. does not require an application fee. Tuition, expenses and fees (including texts and supplies expenses) will not be refunded for any reason after the first session (or 4 classroom hours, whichever is less) for any program or class. This program does not count toward any state licensure, is for workplace certification only and requires medical director oversight.



# Advanced First Aid Registration and Grade Sheet

(Please print clearly and exactly as you want your name to appear on your certificate)

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone # \_\_\_\_\_ Alt Phone # \_\_\_\_\_

Email Address \_\_\_\_\_

Company Name \_\_\_\_\_ Job Title \_\_\_\_\_

Attendance: Day 1 \_\_\_\_\_ Day 2 \_\_\_\_\_ Day 3 \_\_\_\_\_

Day 4 \_\_\_\_\_ Day 5 \_\_\_\_\_ Day 6 \_\_\_\_\_

<u>Written Tests</u>		<u>Practical Skills</u>	
Intro & Precautions	_____ (50)	Adult CPR/AED	_____ (50)
Adult CPR/AED	_____ (25)	Airway/O <sub>2</sub>	_____ (50)
Airway/O <sub>2</sub>	_____ (50)	Patient Assessment	_____ (50)
Medical	_____ (25)	Bandage/Splinting	_____ (25)
Trauma	_____ (25)	Spinal	_____ (50)

Total Points \_\_\_\_\_ (400 possible – divide by 4 to obtain final score)

Final Score \_\_\_\_\_ % (85% required for successful completion of course)

Student Signature \_\_\_\_\_

Instructor Signature \_\_\_\_\_

Date \_\_\_\_\_

Students must read the ERT Program Catalog prior to the start of the program.  
Refund Policy: All tuition and fees paid by the applicant shall be refunded if the school rejects the applicant before enrollment or if the program is cancelled due to lack of enrollment. All tuition and fees paid by the applicant shall be refunded if requested within three business days after signing a contract with the school. All refunds shall be returned within 30 days. ERT, Inc. does not require an application fee. Tuition, expenses and fees (including texts and supplies expenses) will not be refunded for any reason after the first session (or 4 classroom hours, whichever is less) for any program or class.  
This program does not count toward any state licensure, is for workplace certification only and requires medical director oversight.



# Medical First Responder Registration and Grade Sheet

(Please print clearly and exactly as you want your name to appear on your certificate)

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone # \_\_\_\_\_ Alt Phone # \_\_\_\_\_ S.S.# \_\_\_\_\_

Email Address \_\_\_\_\_ DOB \_\_\_\_\_

Company Name \_\_\_\_\_ Job Title \_\_\_\_\_

Attendance: Day 1 \_\_\_\_\_ Day 2 \_\_\_\_\_ Day 3 \_\_\_\_\_ Day 4 \_\_\_\_\_  
Day 5 \_\_\_\_\_ Day 6 \_\_\_\_\_ Day 7 \_\_\_\_\_ Day 8 \_\_\_\_\_

<u>Written Tests</u>		<u>Practical Skill Assessment</u>	
Intro & Precautions	_____ (50)	CPR/AED	_____ (50)
CPR/AED	_____ (25)	Airway/O <sub>2</sub>	_____ (50)
Airway/O <sub>2</sub>	_____ (50)	Medical Assessment	_____ (50)
Medical	_____ (25)	Trauma Assessment	_____ (50)
Pediatrics	_____ (25)	Bandaging	_____ (25)
Trauma	_____ (50)	Splinting	_____ (25)
Final Exam	_____ (100)	Tourniquet	_____ (25)
		Traction Splinting	_____ (50)
Workbook completion	_____ (100)	Spinal Immobilization	_____ (50)
		KED	_____ (50)
		Vitals Log (10 sets)	_____ <small>Required - zero points</small>
 <u>Final Practical Exams</u>			
Airway/O <sub>2</sub>	_____ (50)		
Patient Assessment	_____ (50)		
Trauma Mgmt	_____ (50)		

Total Points \_\_\_\_\_ (1,000 possible – divide by 10 to obtain final score)

Final Score \_\_\_\_\_ % (85% required for successful completion of course)

Student Signature \_\_\_\_\_

Instructor Signature \_\_\_\_\_

Date \_\_\_\_\_

Students must read the ERT Program Catalog prior to the start of the program.  
Refund Policy: All tuition and fees paid by the applicant shall be refunded if the school rejects the applicant before enrollment or if the program is cancelled due to lack of enrollment. All tuition and fees paid by the applicant shall be refunded if requested within three business days after signing a contract with the school. All refunds shall be returned within 30 days. ERT, Inc. does not require an application fee. Tuition, expenses and fees (including texts and supplies expenses) will not be refunded for any reason after the first session (or 4 classroom hours, whichever is less) for any program or class.  
This program does not count toward any state licensure, is for workplace certification only and requires medical director oversight.



# Workplace Responder Recertification Record Form

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone # \_\_\_\_\_ Alt Phone # \_\_\_\_\_

Email Address \_\_\_\_\_

Company Name \_\_\_\_\_ Job Title \_\_\_\_\_

Date of Original Certification \_\_\_\_/\_\_\_\_/\_\_\_\_

.....  
For complete Continuing Certification Requirements, please refer to the Program Catalog.  
Record your progress in the forms below. When complete, submit this form to ERT, Inc. All  
recertification requirements must be completed within 3 years of the original date of certification.  
.....

**Level of current CPR/AED Certification:**      Layperson or Professional Rescuer  
(circle appropriate level)

Date of initial certification: \_\_\_\_\_

Date of 2<sup>nd</sup> certification: \_\_\_\_\_

Date of 3<sup>rd</sup> certification: \_\_\_\_\_

REQUIRED EMS CEU TOPICS (1 hour each topic is required)	DATE	LOCATION	CONTACT HOURS
Airway/Oxygen			
Cardiovascular			
Shock			
Respiratory			
Spinal Immobilization			
Patient Assessment			
Pediatrics			

<b>ELECTIVE EMS CEU TOPICS</b> (8 hours is required with a maximum of 2 hours per category)	<b>DATE</b>	<b>LOCATION</b>	<b>CONTACT HOURS</b>

<b>MANDATORY ANNUAL TRAINING</b>	<b>DATE</b>	<b>LOCATION</b>	<b>CONTACT HOURS</b>
<b>Bloodborne Pathogen Review</b> (1 hour minimum)			
<b>HazMat Awareness Review</b> (1 hour minimum or more per site compliance)			

**Per the information contained in page 1 and 2 of this record sheet verifying my continuing education, I truthfully state that I have completed the requirements for recertification as a Workplace Responder as detailed in the ERT, Inc Program Catalog. By submission of this form, I request recertification.**

**Signature** \_\_\_\_\_

**Request Date** \_\_\_\_\_

**Approved by** \_\_\_\_\_

**Recertification Date** \_\_\_\_\_

**Mark Schooley, Program Director**



# Confined Space Responder Non Entry Rescue Registration

(Please print clearly and exactly as you want your name to appear on your certificate)

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone # \_\_\_\_\_ Alt Phone # \_\_\_\_\_

Email Address \_\_\_\_\_

Company Name \_\_\_\_\_ Job Title \_\_\_\_\_

## VERIFICATION OF SKILLS:

\_\_\_\_\_ Ropes & Rigging                      \_\_\_\_\_ Tripod, Harnesses & Wristlets  
\_\_\_\_\_ Air Monitoring                      \_\_\_\_\_ Ventilation  
\_\_\_\_\_ Lock Out  
\_\_\_\_\_ Rescue Scenario Basic                      \_\_\_\_\_ Rescue Scenario Final

*\* Instructor must initial each skill assessment*

## TEST SCORE:

\_\_\_\_\_/20

*I verify that this student has attended and participated in  
8 hours of training, has demonstrated skill proficiency in the areas  
listed above and has successfully completed the written assessment.*

Student Signature \_\_\_\_\_

Instructor Signature \_\_\_\_\_ Date \_\_\_\_\_

Refund Policy: All tuition and fees paid by the applicant shall be refunded if the school rejects the applicant before enrollment or if the program is cancelled due to lack of enrollment. All tuition and fees paid by the applicant shall be refunded if requested within three business days after signing a contract with the school. All refunds shall be returned within 30 days. ERT, Inc. does not require an application fee. Tuition, expenses and fees (including texts and supplies expenses) will not be refunded for any reason after the first session (or 4 classroom hours, whichever is less) for any program or class.



# Industrial HazMat Responder Registration

(Please print clearly and exactly as you want your name to appear on your certificate)

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone # \_\_\_\_\_ Alt Phone # \_\_\_\_\_

Email Address \_\_\_\_\_

Company Name \_\_\_\_\_ Job Title \_\_\_\_\_

## VERIFICATION OF SKILLS:

### 8 hour Program

\_\_\_\_\_ Group Project #1 (Information Sources/Placards/Labels)

\_\_\_\_\_ Group Project #2 (8 hour PPE)

\_\_\_\_\_ Group Project #3 (Spill Simulation Station)

### 16 hour program

\_\_\_\_\_ Decon Station (according to organization procedure)

\_\_\_\_\_ PPE Station (according to organization inventory/supplies)

### 24 hour program

\_\_\_\_\_ Table Top Scenario

\_\_\_\_\_ Air Monitoring (according to organization available monitors)

\_\_\_\_\_ SCBA (according to organization available SCBA)

## TEST SCORE:

\_\_\_\_\_/ 25 (8 or 16 hour class)      \_\_\_\_\_/ 50 (24 hour class)

*I verify that this student has attended and participated in  
8 / 16 / 24 hours of training (circle appropriate level), has demonstrated skill  
proficiency in the areas listed above and has successfully completed the  
written assessment.*

Student Signature \_\_\_\_\_

Instructor Signature \_\_\_\_\_

Date \_\_\_\_\_

Refund Policy: All tuition and fees paid by the applicant shall be refunded if the school rejects the applicant before enrollment or if the program is cancelled due to lack of enrollment. All tuition and fees paid by the applicant shall be refunded if requested within three business days after signing a contract with the school. All refunds shall be returned within 30 days. ERT, Inc. does not require an application fee. Tuition, expenses and fees (including texts and supplies expenses) will not be refunded for any reason after the first session (or 4 classroom hours, whichever is less) for any program or class.



# Request Form for Duplicate Certificates and Student Transcript Records

Please complete fully, noting any aliases or previous names under which you would have been trained. Submit this original form with complete payment to:

**Emergency Response Technologies, Inc**  
4625 W. Territorial Rd  
Rives Junction, MI 49277

You will receive the requested documents within 21 days unless notified of a delay.

**Your Name** (as listed on original record): \_\_\_\_\_

**Sponsoring Company/Organization Name** \_\_\_\_\_

I am requesting a duplicate/replacement certificate for the following training:

<u>Title of Course</u>	<u>Date of original certificate:</u>
<input type="checkbox"/> Basic First Aid/CPR/AED (8 hour)	_____
<input type="checkbox"/> CPR/AED only (4 hour)	_____
<input type="checkbox"/> Basic First Aid only (4 hour)	_____
<input type="checkbox"/> Intermediate First Aid/CPR/AED	_____
<input type="checkbox"/> Advanced First Aid	_____
<input type="checkbox"/> Workplace Responder Certificate	_____
<input type="checkbox"/> Medical First Responder	_____
<input type="checkbox"/> Pediatric First Aid/CPR (8 hour)	_____
<input type="checkbox"/> HazMat Operations	_____
<input type="checkbox"/> Continuing Education (specify topics covered)	_____
<input type="checkbox"/> _____ Other Training not listed above	_____
<input type="checkbox"/> Overview Transcript for the specified time period	_____ to _____

Enclosed is payment for the requested records (\$5.00 per record)

Please mail them to:

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

In case of question, I may be reached at the following:

**Phone #** \_\_\_\_\_ **Email** \_\_\_\_\_

By my signature below, I certify that I am the above named requestor.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

## **SECTION 9**

# **CERTIFICATE SEMINAR DESCRIPTIONS AND** **COURSE OUTLINES**

### **WORKPLACE FIRST AID – BASIC**

A *basic overview* of First Aid principles and practices, with primary emphasis placed on CPR/AED skills as well as initial identification of the nature of injury or illness and the level of need for First Aid response. Approximately 60% lecture and 40% practical experience.  
Additional review of text content as time allows.

Contact Hours: 8 – both cognitive and skill based  
Text used:

#### **First Aid/CPR/AED Standard, Fifth Edition,**

Authored/Edited by American Academy of Orthopaedic Surgeons (AAOS)

Published by Jones & Bartlett ©2006

- Chapter 1: Background Information
- Chapter 2: Action at an Emergency
- Chapter 3: Finding Out What's Wrong
- Chapter 4: CPR
- Chapter 5: Automated External Defibrillation
- Chapter 6: Bleeding and Wounds
- Chapter 7: Shock
- Chapter 8: Burns
- Chapter 9: Head and Spinal Injuries
- Chapter 10: Chest, Abdominal, and Pelvic Injuries
- Chapter 11: Bone, Joint, and Muscle Injuries
- Chapter 12: Sudden Illnesses
- Chapter 13: Poisoning
- Chapter 14: Bites and Stings
- Chapter 15: Heat- and Cold-Related Emergencies
- Chapter 16: Rescuing and Moving Victims

Prerequisite: None

### **WORKPLACE FIRST AID – BASIC (SPANISH VERSION)**

All the same content of the Workplace First Aid – Basic course, with Spanish text provided and taught by bilingual instructors.

Text used:

#### **Primeros auxilios, RCP y DAE Estandar, Primera edicion**

Authored/Edited by American Academy of Orthopaedic Surgeons (AAOS)

Published by Jones & Bartlett © 2007

## **WORKPLACE FIRST AID – INTERMEDIATE**

Building on the same foundation as the Basic Level First Aid course, three full 8 hour days are devoted to more *thorough review* of each topic with more *extensive scenario based skill practice*. Additional modules focus on Oxygen Therapy, Bloodborne Pathogens and Incident Response with discussion of how to form an effective response team.

Approximately 50% lecture and 50% practical experience, including appropriate identification and response to various types of incidents.

Contact Hours: 24 – both cognitive and skill based

Text used:

### **First Aid/CPR/AED Standard, Fifth Edition**

Authored/Edited by American Academy of Orthopaedic Surgeons (AAOS)

Published by Jones & Bartlett ©2006

Chapter 1: Background Information

Chapter 2: Action at an Emergency

Chapter 3: Finding Out What's Wrong

Chapter 4: CPR

Chapter 5: Automated External Defibrillation

Chapter 6: Bleeding and Wounds

Chapter 7: Shock

Chapter 8: Burns

Chapter 9: Head and Spinal Injuries

Chapter 10: Chest, Abdominal, and Pelvic Injuries

Chapter 11: Bone, Joint, and Muscle Injuries

Chapter 12: Sudden Illnesses

Chapter 13: Poisoning

Chapter 14: Bites and Stings

Chapter 15: Heat- and Cold-Related Emergencies

Chapter 16: Rescuing and Moving Victims

Prerequisite: None

## **WORKPLACE FIRST AID – INTERMEDIATE (SPANISH VERSION)**

All the same content of the Workplace First Aid – Intermediate course, with Spanish text provided and taught by bilingual instructors.

Text used:

### **Primeros auxilios, RCP y DAE Estandar, Primera edicion**

Authored/Edited by American Academy of Orthopaedic Surgeons (AAOS)

Published by Jones & Bartlett © 2007

## **WORKPLACE FIRST AID – INTERMEDIATE RECERTIFICATION**

Continuous training and skill practice is essential for successful maintenance of each student's skills. The Recertification Course will contain a *review of first aid topics* (medical emergencies, trauma management, safety compliance, CPR/AED and oxygen therapy) incorporating both lecture and practical (skill based) instruction.

Contact Hours: 8

Text used:

### **First Aid/CPR/AED Standard, Fifth Edition**

Authored/Edited by American Academy of Orthopaedic Surgeons (AAOS)

Published by Jones & Bartlett ©2006

Prerequisite: This course must be taken at an interval not less than 12 months and not greater than 24 months following successful completion of Workplace First Aid - Intermediate.

## **WORKPLACE FIRST AID – ADVANCED (aka ADVANCED FIRST AID)**

This 48-hour program is an advanced level course designed for the development of true, ERT level teams. The instruction goes far beyond what is typically considered "first aid", expanding into both trauma and medical management, incident command, hazardous material awareness, multiple casualty incidents and much more. Extensive time is spent on practical learning with not only repetitive practice, but realistic scenario analysis and response, designed to assure each student's confidence and skill proficiency.

Contact Hours: 48

Text used:

### **First Responder: Your First Response in Emergency Care, Fourth Edition,**

Authored/Edited by American Academy of Orthopaedic Surgeons (AAOS)

Published by Jones & Bartlett ©2007

- Chapter 1. Introduction to the EMS System
- Chapter 2. The Well-Being of the First Responder
- Chapter 3. Medical, Legal, and Ethical Issues
- Chapter 4. The Human Body
- Chapter 5. Lifting and Moving Patients
- Chapter 6. Airway Management
- Chapter 7. Patient Assessment
- Chapter 8. Communications and Documentation
- Chapter 9. Professional Rescuer CPR
- Chapter 10. Medical Emergencies
- Chapter 11. Poisoning and Substance Abuse
- Chapter 12. Behavioral Emergencies
- Chapter 13. Bleeding, Shock, and Soft-Tissue Injuries
- Chapter 14. Injuries to Muscles and Bones
- Chapter 15. Childbirth
- Chapter 16. Pediatric Emergencies
- Chapter 17. Geriatric Emergencies
- Chapter 18. EMS Operations
- Chapter 19. Terrorism Awareness

Chapter 20. Special Rescue  
Chapter 21. Supplemental Skills

Prerequisite: None

### **WORKPLACE FIRST AID – ADVANCED (SPANISH VERSION)**

All the same content of the Workplace First Aid – Advanced course, with Spanish text provided and taught by bilingual instructors.

Text used: Pending

### **WILDERNESS FIRST AID – BASIC AND ADVANCED**

#### **NOT CURRENTLY AVAILABLE**

How to handle common injuries and illnesses when medical care is an hour away or more. Designed for those who work or travel in remote locations, this will teach you what to look for and what to do in the event of an emergency, and direct you to the most appropriate type of care.

Contact Hours: 16 and 36

Text used:

#### **Wilderness First Aid: Emergency Care for Remote Locations, Third Edition**

Authored/Edited by American Academy of Orthopaedic Surgeons (AAOS) and the Wilderness Medical Society (WMS)

Published by Jones & Bartlett ©2008

- Chapter 1: Introduction to Wilderness First Aid
- Chapter 2: Action at an Emergency
- Chapter 3: Victim Assessment and Urgent Care
- Chapter 4: Care of Bleeding, Wounds, and Burns
- Chapter 5: Dressings and Bandages
- Chapter 6: Head and Facial Injuries
- Chapter 7: Bone, Joint, and Muscle Injuries
- Chapter 8: Specific Bone and Joint Injuries
- Chapter 9: Circulatory Emergencies
- Chapter 10: Respiratory Emergencies
- Chapter 11: Neurological Emergencies
- Chapter 12: Abdominal Emergencies
- Chapter 13: Diabetic Emergencies and Allergies
- Chapter 14: Genitourinary Problems
- Chapter 15: Physical and Environmental Hazards
- Chapter 16: Poisons, Toxins, and Poisonous Plants
- Chapter 17: Animal Bites, Human Bites, and Snakebites
- Chapter 18: Insect and Arthropod Bites and Stings
- Chapter 19: Water Emergencies
- Appendix A: CPR Basics
- Appendix B: First Aid Equipment and Supplies
- Appendix C: Field Water Disinfection
- Appendix D: Fluid and Electrolyte Replacement

Prerequisite: None

## **HEALTH CARE PROVIDER CPR**

This program, specifically designed for health care professionals such as allied health workers, nurses, and physicians, teaches the knowledge and skills necessary to recognize and treat life-threatening respiratory and cardiac emergencies. Essential skills include:

- Two-rescuer CPR and techniques for special rescue situations
- Using resuscitation masks and bag mask devices
- Endotracheal intubation and use of exhaled carbon dioxide detectors

Contact Hours: 6 – 8

Text used:

### **Health Care Provider CPR,**

Authored/Edited by American Academy of Orthopaedic Surgeons (AAOS) and the  
Published by Jones & Bartlett ©2008

*Incorporates the most current CPR and ECC Guidelines.*

- Chapter 1: Emergency Cardiac Care and the Health Care Professional
- Chapter 2: Understanding the Human Body
- Chapter 3: Patient Assessment
- Chapter 4: Basic Life Support for Adults and Children
- Chapter 5: Basic Life Support for Infants
- Chapter 6: Resuscitation Adjuncts
- Chapter 7: Special Rescue Situations

Prerequisite: None

## **HEALTH CARE PROVIDER CPR – RECERTIFICATION**

This Recertification Course provides extensive review of the most current guidelines and scientific research combined with significant skill practice to assure the highest proficiency level.

Contact Hours: 3 - 4

Text used:

### **Health Care Provider CPR,**

Authored/Edited by American Academy of Orthopaedic Surgeons (AAOS)  
Published by Jones & Bartlett ©2008

*Incorporates the most current CPR and ECC Guidelines.*

- Chapter 1: Emergency Cardiac Care and the Health Care Professional
- Chapter 2: Understanding the Human Body
- Chapter 3: Patient Assessment
- Chapter 4: Basic Life Support for Adults and Children
- Chapter 5: Basic Life Support for Infants
- Chapter 6: Resuscitation Adjuncts
- Chapter 7: Special Rescue Situations

Prerequisite: Current Healthcare Provider or Professional Rescuer certification by a nationally recognized training agency

## **PROFESSIONAL RESCUER CPR**

Designed for individuals who have a job-related duty to respond to and provide care in respiratory and cardiac emergencies. These skills include:

- Performing two-rescuer CPR and techniques for special rescue situations.
- Using resuscitation masks and bag-valve masks for ventilating victims.
- Proper use of an Automated External Defibrillator (AED).

Contact Hours: 6 – 8

Text used:

### **Professional Rescuer CPR, Third Edition**

Authored/Edited by American Academy of Orthopaedic Surgeons (AAOS) and the American College of Emergency Physicians (ACEP)

Published by Jones & Bartlett ©2007

*Incorporates the most current CPR and ECC Guidelines.*

Chapter 1: Emergency Cardiac Care and the Professional Rescuer

Chapter 2: Understanding the Human Body

Chapter 3: Patient Assessment

Chapter 4: Basic Life Support for Adults and Children

Chapter 5: Basic Life Support for Infants

Chapter 6: Resuscitation Adjuncts

Chapter 7: Special Rescue Situations

Prerequisite: None

## **PROFESSIONAL RESCUER CPR - RECERTIFICATION**

This Recertification Course provides extensive review of the most current guidelines and scientific research combined with significant skill practice to assure the highest proficiency level.

Contact Hours: 3 – 4

Text used:

### **Professional Rescuer CPR, Third Edition**

Authored/Edited by American Academy of Orthopaedic Surgeons (AAOS) and the American College of Emergency Physicians (ACEP)

Published by Jones & Bartlett ©2007

*Incorporates the most current CPR and ECC Guidelines.*

Chapter 1: Emergency Cardiac Care and the Professional Rescuer

Chapter 2: Understanding the Human Body

Chapter 3: Patient Assessment

Chapter 4: Basic Life Support for Adults and Children

Chapter 5: Basic Life Support for Infants

Chapter 6: Resuscitation Adjuncts

Chapter 7: Special Rescue Situations

Prerequisite: Current Healthcare Provider or Professional Rescuer certification by a nationally recognized training agency.

## **COMMUNITY CPR – ALL AGES (aka LAYPERSON CPR)**

Designed for any person with no prior or current medical or emergency response training and highly recommended for any person who works with the public (adults or children) on a regular or semi-regular basis, such as teachers, day care workers, church or school helpers and volunteers. This program teaches basic life support, specifically emphasizing breathing and cardiac emergencies in caring for adults versus infants and children. It also provides a thorough understanding of the public availability and use of automated external defibrillators (AEDs), incorporating familiarity and practice with the most available brands and models.

Contact Hours: 3 - 4

Text used:

### **CPR and AED, Fifth Edition**

Authored/Edited by American Academy of Orthopaedic Surgeons (AAOS)

Published by Jones & Bartlett ©2006

Prerequisite: None

## **FIRST AID/CPR/AED INSTRUCTOR**

This course trains the person already proficient in First Aid and CPR, to effectively convey his or her knowledge and skills to students of all levels of experience and walks of life and to assure a successful training outcome.

Topics covered in addition to the essentials of all levels of First Aid and CPR are:

- Organizational and instructional procedures
- Understanding adult learning styles and use of effective teaching methods
- Lesson planning, preparation and use of audio visual aids
- Extensive practice teaching sessions
- How to effectively assess skill proficiency

Contact Hours: 16 hours, plus observation time

All necessary instructor materials provided, plus the following student texts:

### **First Aid/CPR/AED Teaching Package**

Authored/Edited by American Academy of Orthopaedic Surgeons (AAOS)

Published by Jones & Bartlett ©

### **ESCI Instructor Candidate Manual**

Authored/Edited by American Academy of Orthopaedic Surgeons (AAOS)

Prerequisites:

Current Healthcare Provider or Professional Rescuer CPR certification AND First Aid or higher certification by a nationally recognized training agency.

## **PEDIATRIC FIRST AID/CPR/AED**

Designed to give caregivers and teachers the education and confidence that they need to identify and care effectively for sick or injured children. Addressing the current, most common, childhood issues, each topic focuses on the three aspects of

What You Should Know

What You Should Look For

What You Should Do

Contact Hours: 8

Text Used:

### **Pediatric First Aid for Caregivers and Teachers (PedFACTS), Revised First Edition,**

Authored/Edited by American Academy of Pediatrics (AAP)

Published by Jones & Bartlett ©2007

Topic One: What is Pediatric First Aid?

Topic Two: Finding Out What's Wrong

Topic Three: Difficulty Breathing

Topic Four: Controlling Infection, Bleeding, and Swelling

Topic Five: Bone, Joint, and Muscle Injuries

Topic Six: Loss of Consciousness, Fainting, and Head Injuries

Topic Seven: Convulsions and Seizures

Topic Eight: Allergic Reactions

Topic Nine: Bites and Stings

Topic Ten: Poisoning

Topic Eleven: Burns

Topic Twelve: Heat- and Cold-Related Injuries

Topic Thirteen: Eye Injuries

Topic Fourteen: Oral Injuries

Topic Fifteen: Prevention

Appendix A: Common Childhood Illnesses

Appendix B: American Academy of Pediatrics 3-in-1 First Aid, Choking, CPR Chart

Prerequisite: None

## **BLAST – BABY SITTER LESSONS AND SAFETY TRAINING**

### **NOT CURRENTLY AVAILABLE**

An important training program for potential babysitters and parents considering hiring a babysitter. The **BLAST!** program is exciting and interactive, providing extensive training in pediatric first aid, household safety, and the fundamentals of childcare.

Features include:

- Most current practices for safety and injury prevention while babysitting
- First Aid basics for emergency response
- Quick references tools for babysitters
- Fun, easy to follow booklet

Contact Hours: 8

Text Used:

**BLAST! (Babysitter Lessons and Safety Training), Second Edition.**

Authored/Edited by American Academy of Pediatrics (AAP)

Published by Jones & Bartlett ©2007

Prerequisite: None

## **OXYGEN ADMINISTRATION**

Designed to provide an understanding of how to safely handle and administer oxygen in various settings. Key topics include:

- The components that make up a supplemental oxygen system.
- The various types of supplemental oxygen devices.
- Important safety, storage, service, and maintenance steps regarding the use of supplemental oxygen systems.
- The importance of supplemental oxygen in the care of victims of sudden illness or injury.
- Using supplemental oxygen equipment when providing care for a breathing or non-breathing victim.

This course is appropriate for individuals working towards SCUBA certification, who need to supplement first aid or CPR training with the ability to safely administer oxygen, or anybody else who will be using portable oxygen in industrial or medical settings.

Contact hours: 3-4

Text used:

**Oxygen Administration**

Authored/Edited by American Academy of Orthopaedic Surgeons (AAOS) and the American College of Emergency Physicians (ACEP)

Published by Jones & Bartlett ©2009

Prerequisite: None

## **BLOODBORNE PATHOGENS**

Excellent awareness training for all employees with a potential for occupational exposure to blood or other potentially infectious materials. Meets current OSHA training requirements with additional information on airborne pathogens such as tuberculosis.

Contact Hours: 2 - 4

Text used:

**Bloodborne Pathogens, Fifth Edition**

Authored/Edited by American Academy of Orthopaedic Surgeons (AAOS)

Published by Jones & Bartlett ©2009

and/or current literature provided by the Center for Disease Control (CDC)

Prerequisite: None

## **PREVENTING INFECTIOUS DISEASES**

Designed to meet the current OSHA training requirements for workers in health care related fields who are at risk to exposure to bloodborne pathogens, such as the HIV virus and hepatitis B virus. Students will learn how to prepare for potential occupational exposure to blood or other potentially infectious materials, including information on airborne pathogens such as tuberculosis.

Contact Hours: 4

Text used:

### **Preventing Infectious Diseases, Fifth Edition**

Authored/Edited by American Academy of Orthopaedic Surgeons (AAOS)

Published by Jones & Bartlett ©2008

Chapter 1: Introduction

Chapter 2: Bloodborne Pathogens

Chapter 3: Prevention

Chapter 4: Exposure Control Plan

Chapter 5: Common and Unusual Infectious Diseases

Appendix A: OSHA Bloodborne Pathogens Standard

Appendix B: Hepatitis B Vaccine Declination Form

Appendix C: Sample Exposure Control Plan

Appendix D: Tuberculosis (TB)

Appendix E: OSHA Directory

Prerequisite: None

## **BLS SKILLS REVIEW**

Detailed step-by-step instruction for every psychomotor skill presented in the EMT-Basic National Standard Curriculum. Reinforces a student's ability to perform each skill correctly and offers helpful information, tips, and pointers designed to facilitate progression through practical examinations or real-life emergencies.

- Performance objectives, indications, contraindications, complications, and an equipment list
- Written step-by-step instructions to properly perform the skill with photos to demonstrate critical steps
- Helpful tips including Safety, Special Populations, and In the Field
- Extensive Hands-On, Scenario-based Skill Practice

Covers the following basic categories with expanded content:

- Airway Management
- Cardiovascular Emergencies
- Patient Assessment and Management
- Medical Administration
- Trauma Management
- Obstetrical Management
- Operational Skills
- Advanced Airway Management

Contact Hours: 8 – 16

Text used:

**BLS Skills Review**

Authored/Edited by American Academy of Orthopaedic Surgeons (AAOS) and  
Jeff McDonald, NREMT-P

Published by Jones & Bartlett ©2008

**Section 1 Airway Management**

1. Jaw-Thrust Maneuver
2. Tongue-Jaw Lift Maneuver
3. Head Tilt-Chin Lift Maneuver
4. Oxygen Administration
5. Mouth-to-Mask Ventilation
6. Bag-Valve-Mask Ventilation
7. Oropharyngeal Airway
8. Oral Suctioning
9. Nasopharyngeal Airway

**Section 2 Cardiovascular Emergencies**

10. Adult One-Rescuer CPR
11. Adult Team CPR
12. Adult Foreign Body Airway Obstruction
13. Child CPR
14. Child Foreign Body Airway Obstruction
15. Infant CPR
16. Infant Foreign Body Airway Obstruction
17. Neonatal Resuscitation
18. Cardiac Arrest Management with an AED

**Section 3 Patient Assessment and Management**

19. Patient Assessment and Management
20. Vital Signs
21. Communication
22. Documentation

**Section 4 Medication Administration**

23. Bronchodilator - Handheld Metered-Dose Inhaler
24. Bronchodilator - Small-Volume Nebulizer
25. Epinephrine Auto-Injectors
26. Oral Medication Administration

**Section 5 Trauma Management**

27. General Bandaging Techniques
28. Bleeding Control and Shock Management
29. Bandaging Techniques for Specific Injuries
30. Joint Injury

31. Long Bone Injury
32. Suggested Procedures for Immobilization
33. Spinal Motion Restriction - Seated
34. Spinal Motion Restriction - Supine
35. Traction Splinting - Ratchet Device
36. Traction Splinting - Sager-Type Device
37. Pneumatic Antishock Garment

#### **Section 6 Obstetrical Management**

38. Childbirth
39. Breech Delivery
40. Prolapsed Cord

#### **Section 7 Operational Skills**

41. Cot Operation
42. Patient Lifting Techniques
43. Infection Control Techniques
44. Crime Scene Operations
45. Managing a Violent Patient

#### **Section 8 Advanced Airway Management**

46. Dual-Lumen Airway Devices
47. Adult Endotracheal Intubation
48. Pediatric Endotracheal Intubation
49. Tracheal Suctioning

Prerequisite: This course is available only to members of current, established ERT teams, and having successfully completed the minimum level of Workplace First Aid – Intermediate or higher.

### **HAZARD COMMUNICATION**

Designed to meet the current OSHA training requirements for workers who are at risk for exposure to chemicals and other hazardous substances in the workplace. A basic overview of chemical workplace hazards includes right-to-know information in compliance with the OSHA hazard communication standard. Course content may be customized for specific needs and concerns of each individual workplace.

Contact Hours: 1-2

Prerequisite: None

### **HAZMAT AWARENESS FOR INDUSTRY**

Essential training for employees of business and industry who may be present or summoned to an incident involving the release of hazardous materials. This course emphasizes the primary importance of safety, awareness of various types of hazardous materials in the work environment, and appropriate actions to be taken. The student will learn to identify unknown hazardous materials when encountered and will understand who to call and when and how to obtain expert help.

Topics include:

- Identification of hazardous materials and their associated risks
- HazMat terminology, concepts and legal issues
- Communications and documentation
- Chemical properties and hazards
- HMIS/NFPA and Hazard Classification System
- U.S. Department of Transportation placard and labeling system
- Use of resources such as:
  - ✓ Emergency Response Guidebook (ERG)
  - ✓ NIOSH Pocket Guide to Chemical Hazards
  - ✓ Material Safety Data Sheets (MSDS) and shipping documents
- Awareness of potential terrorist/criminal use of hazardous materials
- Hazardous materials scene operations

Contact Hours: 4

Prerequisite: None

## **INDUSTRIAL HAZMAT RESPONDERS**

These courses, which incorporate the content of HazMat Awareness for Industry, are designed for responders of organizations which may anticipate a range of risks involving or associated with chemical release incidents. See specific Level descriptions below for further content detail.

\*It is the responsibility of the student and sponsoring organization to select the appropriate level course which would qualify the individual for first response to a hazardous substance release in the workplace. Additional site specific training and orientation may be necessary to comply with state and federal regulations and/or organizational protocols.

### **Level 1**

For organizations which may anticipate low to moderate risk

Topics and activities include:

- Understanding Control Activities (i.e., containment and confinement of the release)
- Practical application of basic equipment and supplies for Control Activities
- Use of Personal Protective Equipment (PPE), not including respiratory protection \*\*
- Medical surveillance
- Overview of air monitoring devices
- Decontamination procedures \*\*
- HazMat scene zones
- Incident management\*\*
- Written assessment

\*\* *Incorporates practice stations*

Contact Hours: 8

Prerequisite: None

## Level 2

For organizations which may anticipate moderate risk

Topics and activities (in addition to Level 1) include:

- Incident command system
- Decontamination station setup and practice\*\*
- Bloodborne pathogens awareness
- Site specific chemical information (when available)
- Incident management \*\*

*\*\* Incorporates practice stations*

Contact Hours: 16

Prerequisite: Total hours incorporate Level 1 also

## Level 3

For organizations which may anticipate moderate to high risk

Topics and activities (in addition to Level 1 & 2) include:

- Control activities
- Level B PPE, including SCBA\*\*
- Air monitoring equipment – based on equipment available at site\*\*
- Table top scenario
- Major incident scenario involving PPE, Incident Command and Decontamination
- Written Assessment

*\*\* Incorporates practice stations*

Contact Hours: 24

Prerequisite: Total hours incorporate Level 1 and 2 also

## FIRE EXTINGUISHER - SAFETY

This training is designed for the general worker, one not considered a member of an Emergency Response Team, but who may be used for purposes of extinguishing small fires and assisting in the evacuation of themselves and others.

Topic include:

- Activation of the emergency response system – site specific when possible
- Properties and types of fire
- Common types of fire extinguishers and their use
- P.A.S.S. method of fire fighting, including hands on use of each site's extinguishers
- Safety precautions
- Maintenance and inspection of extinguishers

Contact Hours: 1 - 2

Prerequisite: None

## **FIRE BRIGADE**

### **NOT CURRENTLY AVAILABLE**

Training that meets and exceeds the NFPA 1081 standard and provides essential guidance for compliance with OSHA Regulations 29 CFR § 1910.156, as well as NFPA 600, will provide students with the knowledge necessary to handle fire prevention and protection within workplace environments.

Includes coverage of the four different levels of an industrial fire brigade member. These levels include:

- Incipient Industrial Fire Brigade Member (INCIP)
- Advanced Exterior Industrial Fire Brigade Member (EXT)
- Interior Structural Industrial Fire Brigade Member (INT)
- Industrial Fire Brigade Leader (FBL)

Contact Hours: 16/32/64

Text used:

### **Industrial Fire Brigade: Principles and Practice**

Authored/Edited by International Association of Fire Chiefs (IAFC), and the National Fire Protection Association (NFPA)

Published by Jones & Bartlett ©2008

- Chapter 1: Fire Fighter Qualifications and Safety
- Chapter 2: Standard Operating Procedures and Guidelines
- Chapter 3: Fire Service Communications
- Chapter 4: Incident management System
- Chapter 5: Fire Behavior
- Chapter 6: Building Construction
- Chapter 7: Portable Fire Extinguishers
- Chapter 8: Fire Fighter Tools & Equipment
- Chapter 9: Ropes and Knots
- Chapter 10: Response and Size Up
- Chapter 11: Forcible Entry
- Chapter 12: Ladders
- Chapter 13: Search and Rescue
- Chapter 14: Ventilation
- Chapter 15: Water Supply
- Chapter 16: Fire Hose, Nozzles, Streams
- Chapter 17: Foam
- Chapter 18: Fire Fighter Survival
- Chapter 19: Salvage and Overhaul
- Chapter 20: Fire Fighter Rehabilitation
- Chapter 21: Fire Suppression
- Chapter 22: Preincident Planning
- Chapter 23: Assisting Special Rescue Teams
- Chapter 24: Terrorism Awareness
- Chapter 25: Fire Detection, Protection & Suppression Systems
- Chapter 26: Fire Cause Determination
- Chapter 27: Fire Brigade Leader

## **CONFINED SPACE AWARENESS FOR INDUSTRY**

Essential training for employees of business and industry who may be present or summoned to an incident involving a confined space emergency. This course emphasizes the primary importance of safety, awareness of various types of hazards in a confined space environment and appropriate actions to be taken. The student will learn to identify unknown hazardous materials when encountered and will understand who to call and when and how to obtain expert help.

Topics include:

- Definitions/Terminology/Levels of training
- Standards and Guidelines
- Permit vs. Non-permit confined spaces
- Hazards of confined spaces
- Basics of air monitoring, lock out procedures and other safety protocols
- Personal protective equipment
- Site specific hazards and confined space recognition
- Roles and responsibilities
- Communications and documentation
- Command and control

Contact Hours: 4

Prerequisite: None

## **INDUSTRIAL CONFINED SPACE RESPONDER**

These courses, which incorporate the content of Confined Space Awareness for Industry, are designed for responders of organizations which may anticipate a range of risks involving or associated with Confined Space Permit and Non-Permit required entry. See specific Level descriptions below for further content detail.

*It is the responsibility of the student and sponsoring organization to select the appropriate level course which would qualify the individual for first response to a confined space emergency in the workplace. Additional site specific training and orientation may be necessary to comply with state and federal regulations and/or organizational protocols.*

### **Non-Entry Rescue**

For organizations which may anticipate low to moderate risk and would not need to enter into a confined space with low risk conditions to retrieve personnel in the event of an emergency.

Topics include:

- Site specific examples
- Hazards of confined spaces
- Air monitoring basics
- Ventilation basics
- Lock out basics
- Personal protective equipment
- Roles and responsibilities
- Operations

- Command and control
- Rescue procedures
- Ropes, tripods, anchoring and related use
- Equipment use
- Practical rotations
- Scenario practical
- Written testing

Contact Hours: 8  
Prerequisite: None

## **Entry Rescue**

For organizations which may anticipate moderate to high risk and possibly need to have significant entry into a confined space with moderate to high risk conditions present to retrieve personnel in the event of an emergency.

Contact Hours: 12-16  
Prerequisite: Non-Entry Rescue

## **HIGH ANGLE/ROPE RESCUE**

**NOT CURRENTLY AVAILABLE**

Contact Hours: 4/8/16  
Prerequisite: None

## **WATER SAFETY/RESCUE**

**NOT CURRENTLY AVAILABLE**

Contact Hours: 1/4/8  
Prerequisite: None

## **INDUSTRIAL INCIDENT MANAGEMENT**

**NOT CURRENTLY AVAILABLE**

Contact Hours: 8 - 16  
Prerequisite: None

## **NATIONAL INCIDENT MANAGEMENT (NIMS)**

This course provides ERT responders with a step-by-step process to understanding and implementing NIMS. Participants will gain valuable insight on how to effectively incorporate NIMS into their own workplaces or public and private jurisdictions, including development of Standard Operating Procedures complementary to the nation's homeland security strategies.

Key Features:

- Up-to-date information on the development of NIMS and its integration into the Incident Command System (ICS).
- Designed for all emergency response departments including fire, law enforcement, EMS, hospitals, public works, and private-sector response organizations.
- Utilization of both rural and urban case studies.
- Teamwork and communications tips, terminology tips, and individual chapter activities.
- Covers all sections of the National Incident Management System, including command, operations, planning, logistics, finance, administration, and information and intelligence, as well as a chapter on the newly created National Response Plan (NRP).
- Checklists to help response managers implement NIMS within their departments.

Contact Hours: 4/8/16

Text used:

**National Incident Management System: Principles and Practice**

Authored/Edited by Donald W. Walsh, Hank T. Christen, Geoffrey T. Miller, Christian E. Callsen, Frank J. Cilluffo, and Paul M. Maniscalco

Published by Jones & Bartlett ©2005

**Section One: Understanding the National Incident Management System**

Chapter One: Introduction to the National Incident Management System

Chapter Two: Integration of the Incident Command System

Chapter Three: Command

Chapter Four: Operations

Chapter Five: Planning

Chapter Six: Logistics

Chapter Seven: Finance/Administration

Chapter Eight: Information and intelligence Function

Chapter Nine: Multi-agency Coordination Systems

Chapter Ten: Public Information

Chapter Eleven: Preparedness

Chapter Twelve: Resource Management

Chapter Thirteen: Communications and Information Management

Chapter Fourteen: Supporting Technologies

**Section Two: Utilizing the National Incident Management System**

Chapter Fifteen: The National Response Plan

Chapter Sixteen: Putting the NIMS All Together

Chapter Seventeen: Implementation of the NIMS

**Supplemental Material:**

Appendix A: Homeland Security Presidential Directives

Appendix B: Letter from the Department of Homeland Security

Appendix C: Homeland Security Terror Alert Chart

Appendix D: Incident Command System (ICS) Forms

Appendix E: Participating in the National Incident Management System: A Checklist for NIMS Implementation

Appendix F: Planning Responsibilities Checklist

Appendix G: Answers to Wrap-up Case Studies

## **CBRNE-MCI**

Major and catastrophic incidents are a potential in any community. With a great variety of natural and man-made disasters that face us every day, something major can happen almost anywhere. Whether it is a natural disaster or terrorist incident, there can be a significant impact on the community. This course is designed to equip emergency medical personnel to better respond to an incident of this nature.

### **CBRNE** - Chemical Biological Radiological Nuclear Explosive incidents

- Identify indicators that may cause the EMS provider to suspect a chemical, biological, radiological/nuclear and explosive incidents
- Identify signs, symptoms and management of common chemical, biological and radiological/nuclear agents
- Ensure adequate protection for EMS providers in a chemical, biological, radiological/nuclear and explosive incidents

### **MCI** – Multiple Casualty Incidents

- Preplanning
- Familiarization with target hazards
- Resource procurement
- Preparation
- Command scene organization
- Decontamination
- Triage
- Patient treatment
- Response considerations and scene management
- Critical incident stress management

Contact Hours: 4/8

Text used:

#### **C.B.R.N.E. – MCI AWARENESS HANDBOOK**

EMS & Trauma Systems Section  
Office of Public Health Preparedness  
State of Michigan