

Trench Rescue Technician

Primary Instructor Task Book July 2014



California Department of Forestry and Fire Protection
Office of the State Fire Marshal
State Fire Training

Trench Rescue Technician

Primary Instructor Task Book July 2014

Trainee: _____

SFT ID Number: _____

Fire Agency: _____

Issued By: _____

Issue Date: _____

On July 18, 2014 the Trench Rescue Technician task book was adopted by the California State Fire Marshal based on approval by the Statewide Training and Education Advisory Committee (STEAC) and the State Board of Fire Services (SBFS)

Published by:
State Fire Training, 1131 S Street, Sacramento, CA 95811
(916) 445-8200

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TRENCH RESCUE TECHNICIAN

Primary Instructor Trainee Task Book

PURPOSE

The Primary Instructor trainee is the entry level for becoming a Trench Rescue Technician (TRT) primary instructor. The TRT Primary Instructor Trainee Task Book identifies the minimum requirements necessary to perform the duties of a State Fire Training (SFT) registered TRT primary instructor. The TRT Primary Instructor Trainee Task Book also allows the evaluator to record a trainee's performance for both technical and manipulative skills. Successful completion of this task book verifies that the trainee has met the job performance requirements necessary to become a registered TRT primary instructor.

RESPONSIBILITIES

(A) The **Primary Instructor Trainee** shall:

1. Complete all Job Performance Requirements
2. Accurately record and maintain the TRT Primary Instructor Trainee Task Book
3. Sign and date the Trainee Review verification statement under the Trainee Review section with an original wet-ink signature.
4. Retain a copy of the completed TRT Primary Instructor Trainee Task Book.

(B) The **Evaluating Instructors** shall:

1. Review and understand the trainee's task book requirements and responsibilities
2. Verify the trainee's successful completion of one or more job performance requirements through observation or review
3. Sign, initial and date all appropriate sections in the primary instructor trainee task book with an original wet-ink signature to record demonstrated performance of skills

(C) The **Evaluating Senior Instructor** shall:

1. Review the trainee's task book requirements and responsibilities
2. Verify the trainee has obtained the appropriate signatures to verify successful completion of each job performance requirement
3. Complete the trainee's task book by signing the appropriate paragraph under the Evaluation section

COMPLETION PROCESS

When you receive your Primary Instructor Trainee Task Book:

1. Thoroughly review the Job Performance Requirements to make sure that you understand each of them.



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2. Complete each requirement in the Job Performance Requirements segment and ensure that an evaluator signs and dates each one to verify completion.
3. Make a copy of the completed primary instructor task book to retain with your personal records prior to submittal.

A completed task book should be compiled into the instructor application package and submitted to SFT only when the application package is complete. Refer to the SFT Procedures Manual (See **6.8.20: Trench Rescue Technician – Primary Instructor**) for more information on the Trench Rescue Technician Instructor Registration requirements.

COMPLETION REQUIREMENTS

- (A) A TRT primary instructor trainee has two years after starting his/her TRT Primary Instructor Trainee Task Book to complete the task book requirements.
- (B) A TRT primary instructor trainee must satisfy all instructor requirements and become a registered TRT primary instructor within one year of completing his/her task book.
- (C) Requires a minimum of one TRT senior instructor evaluator.



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JOB PERFORMANCE REQUIREMENTS

SKILLS MODULE	Evaluating Instructor # and Initials	Date	Time	Chap Ref
Trench Approach / Site Safety				
How to Perform a Trench Approach/Size-Up			:10	7 & 8
How to Clear Spoil			:10	
How to Place Edge Protection			:10	
How to Determine Ladder Placement			:10	
How to Safely Work Around the Trench Scene			:10	
Panel Insertion / Management				
How to Construct /Insert Build in Place Panels			:20	10 & 11
How to Construct/Insert Pre-built Panels			:20	
How to Construct /Insert Suspended Panels			:15	
How to Construct/Insert Supplemental Sheeting			:15	
Bridges				
How to Place and Secure Bridges			:10	10 & 11
Ladders				
How to Place a Ladders			:05	10 & 11
How to Secure/Lash the Ladders			:10	
How to Determine Rescuer Location on Ladder			:05	
How to Use Ladders as Uprights and Walers			:10	10
Trench Data Worksheets				
Ability to Explain Trench Data Worksheets			:15	11
Safety Lines				
How To Construct and Operate a Safety Line for a Rescuer			:10	10 & 11
How to Use Ladder Rungs to Develop Friction			:10	
Rescuer Harness and Attachments				
How to Select Appropriate Harness			:05	5
How to Don Appropriate Harness			:10	
How to Attach Safety Line to Appropriate Harness			:05	



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SKILLS MODULE	Evaluating Instructor # and Initials	Date	Time	Chap Ref
Timber Struts / Cross braces				
How to Construct a Timber Shore Using Wedges			:45	10 & 11
How to Construct a Timber Shore Using Cut to Fit			:35	
How to Construct a Timber Shore Using Ellis Screw Jacks			:35	
How to Construct a Timber Shore with a Hogshead			:10	11
Mechanical Struts / Cross braces				
How to Construct a Mechanical Shore Using Pipe Screw Jacks			:20	10 & 11
How to Construct a Mechanical Shore Using a Pneumatic Strut			:30	
How to Construct a Mechanical Shore Using a Hydraulic Shore			:35	
Walers				
How to Construct a Single Sided Waler in a Straight Trench			:35	10 & 11
How to Construct Double Walers in a Straight Trench			:35	
How to Construct a Single Sided Waler in a "L" Trench			:35	
How to Construct Double Walers in a "L" Trench			:35	
How to Construct a Single Sided Waler in a "T" Trench			:35	
How to Construct Double Walers in a "T" Trench			:35	
How to Construct a Backing (Exterior) Waler			:10	
Positive Connections				
How to Construct Positive Connection Using Straight Nails			:05	10 & 11
How to Construct Positive Connection Using Toe-Nails			:05	
How to Construct Positive Connections on a Timber Strut			:05	
How to Construct Positive Connections on Screw Jacks			:05	
How to Construct Positive Connections on Pneumatic Shores			:05	
How to Insert Backfill using Wedges, Cribbing, Sandbags, Shoring, Salvage Covers with Soil			:10	10 & 11
Waler/Strut				



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SKILLS MODULE	Evaluating Instructor # and Initials	Date	Time	Chap Ref
How to Construct a End Shore System			1:30	10 & 11
Removal of Protective Systems				
How to Determine the Sequence for Removing Protective Systems			:15	13
How to Remotely Remove Protective Systems			:15	
Victim Considerations				
How to Develop Victim Protection			:10	7
How to Mark Victim Location			:10	7
How to Safely Remove Soil			:15	12
How to Determine and Develop Victim Packaging Systems			:15	12
How to Perform Victim Extrication			:10	12
Scenarios				
Participate in a Straight Trench Scenario			2:00	
Participate in a "L" Trench Scenario			2:00	
Participate in a "T" and End Trench Scenario			3:00	
Written Exam				
Successful Completion of Written Exam(s) Optional				

Total Hours: 24:00

CLASS DETAILS

List the class approval codes and class dates for all classes where job performance requirements were completed.

SFT Class Code	Class Dates
1:	
2:	
3:	
4:	
5:	



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TRAINEE REVIEW

Trainee Name: _____

I hereby certify under penalty of perjury under the laws of the State of California, that completion of all job performance requirements made herein are true in every respect. I understand that misstatements, omissions of material facts, or falsification of information or documents may be cause for rejection or revocation.

Trainee's Signature

Date

SENIOR INSTRUCTOR REVIEW

Name: _____ **Instructor ID#** _____

Job Title: _____

Organization: _____

I the undersigned, am the person authorize to verify the trainee's experience, qualifications, and job performance requirements. I hereby certify under penalty of perjury under the laws of the State of California, that completion of all experience, qualifications, and job performance requirements made herein are true in every respect. I understand that misstatements, omissions of material facts, or falsification of information or documents may be cause for rejection.

Senior Instructor Signature

Date

EVALUATORS

Name: _____	Name: _____
Job Title: _____	Job Title: _____
Organization: _____	Organization: _____
Signature: _____	Signature: _____
Name: _____	Name: _____
Job Title: _____	Job Title: _____
Organization: _____	Organization: _____
Signature: _____	Signature: _____

*List additional evaluators on a separate page.

