

Trench Rescue Technician

Senior Instructor Task Book July 2014



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

Trench Rescue Technician

Senior 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)

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TRENCH RESCUE TECHNICIAN

Senior Instructor Trainee Task Book

PURPOSE

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

RESPONSIBILITIES

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

1. Complete all Job Performance Requirements
2. Accurately record and maintain the TRT Senior 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 Senior Instructor Trainee Task Book.

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

1. Review and understand the trainee's task book requirements and responsibilities
2. Sign, initial and date all appropriate sections in the senior instructor trainee task book with an original wet-ink signature to record demonstrated performance of skills
3. Review and verify the trainee obtained the appropriate signatures for each job performance requirement
4. Complete the trainee's task book by signing the appropriate paragraph under the Senior Instructor Review section

COMPLETION PROCESS

When you receive your Senior Instructor Trainee Task Book:

1. Thoroughly review the Job Performance Requirements to make sure that you understand each of them.
2. Complete each requirement in the Job Performance Requirements segment and ensure that a senior instructor evaluator signs and dates each one to verify completion.
3. Make a copy of the completed Senior Instructor Task Book to retain with your personal records prior to submittal.



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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 **6.8.21: Trench Rescue Technician – Senior Instructor**) for more information on the Trench Rescue Technician Instructor Registration requirements.

COMPLETION REQUIREMENTS

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



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JOB PERFORMANCE REQUIREMENTS

ORIENTATION MODULE	Evaluating Instructor # and Initials	Date	Time	Chap Ref
Introduction To Trench Rescue				
Introduction to Technical Trench Rescue			:15	Pre
OSHA Trench and Excavation Regulations			:30	1
Understanding Soil			:30	2
Trench Configurations			:15	3
Trench Hazards			:20	4
Rescue Team Preparation			:30	5
Incident Response			:30	6
Initial On Scene Operations			:30	7
Pre-Entry Operations			:30	8
Protective Systems			:30	9
Shoring Systems and Components			:30	10
Installation of Shoring Systems			:30	11
Victim Rescue and Recovery			:15	12
Incident Termination			:15	13

ORIENTATION COMMENTS



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COURSE PREPARATION MODULE	Evaluating Instructor # and Initials	Date
Class Preparation		
Demonstrate knowledge of OSHA Trenching and Excavation Regulation		
Confirm/Review Adequate Props		
Confirm Availability of Excavator for initial dig and for collapse scenarios		
Contact Underground Service Alert		
Confirm/Review Adequate Facilities		
Develop/Submit Site Approval Application in accordance with SFT P & P		
Complete/Submit Course Scheduling Request		
Order Student Text Books		
Confirm Equipment Based on Number of Squads		
Order Lumber and other Supplies		
Complete Instructor Assignments		
Complete Pre-class Instructor Meeting		
Develop/Complete Training Incident Action Plan (ICS 201)		
Develop/Complete Training Medical Plan (ICS 202)		
Understand Trench Rescue Technician Training Safety Plan (Appendix H)		
Prop and Scenario Organization		
Organize Scenarios from Simple to Complex		
Provide Appropriate Equipment for Given Scenarios		
Consider Timing of Simultaneous Scenarios		
Excavator to Collapse Trenches for Scenarios		
Place Manikins in Trenches for Scenarios		
Trench Conditions		
Completion of Daily Inspection Worksheet (one for each day of class)		
Are Trenches Safe to Enter		
Trench Competent Person		



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COURSE PREPARATION MODULE	Evaluating Instructor # and Initials	Date
Completion of Trench Competent Person training (certificate)		
Class Paperwork/Documentation		
Completion of Scantrons		
Completion of Class Rosters		
Completion of Written Exam (Optional)		
Completion and Filing of Rope Logs		
Completion of Course Evaluations		
Completion and Submission of State Fire Training Paperwork		
Class Logistics		
Provide/Confirm Student Facilities for Off-Site Instruction		
Confirm Travel to Off-Site Facility		
Secure Trench Site at End of Class		
Knowledge of Other Related Standards and Regulations		
OSHA (Fall Protection, Respiratory, Lock-Out/Tag-Out, Confined Space, Hazardous Communication, Permit Requirements for Excavations, IIPP)		
ASTM		
ANSI		
NIOSH		
NFPA (1670, 1006, 1951, 1500)		

COURSE PREPARATION COMMENTS



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SCENARIO MODULE	Evaluating Instructor # and Initials	Date	Time	
STRAIGHT TRENCH SCENARIO				
Proctor Waler System in Straight Trench			8:00 Hr.	
“L” TRENCH SCENARIO				
Proctor Waler System in “L” Trench				
“T” TRENCH SCENARIO				
Proctor Waler System in “T” Trench				
END TRENCH SYSTEM SCENARIO				
Proctor Waler/Strut System at Trench End				
Written Exam				
Successful Completion Of Written Exam(s) – Optional			N/A	

SCENARIO COMMENTS

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:	



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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 (#1)

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

COMMENTS



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SENIOR INSTRUCTOR REVIEW (#2)

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

COMMENTS

ADDITIONAL EVALUATORS

Name: _____

Name: _____

Job Title: _____

Job Title: _____

Organization: _____

Organization: _____

Signature: _____

Signature: _____

*List additional evaluators on a separate page.

ADDITIONAL COMMENTS
