

01

COURSE INTRODUCTION

Lecture :- 01 Period



LESSON OBJECTIVES

Upon completion of this lesson,
you will become familiar with:

1. Names and background information of the course coordinator, instructors, assistants, support staff and the other participants.
2. The following aspects of the course will be covered in this lesson:
 - Expectations
 - Purpose
 - Objectives
 - Methodology
 - Testing
 - Materials
 - Logistics and agenda
 - Course overview and its relation to the OFDA First Responder Program.

1

**Getting
to Know
Each Other**

The Course Coordinator, instructors, assistant, and support personnel should introduce themselves to the group.

Notes

The Course Coordinator will conduct an exercise so that you may become familiar with the other participants and become familiar with some of the tools, equipment, and accessories you will be using throughout the course.

► **Allotted time:**
20 minutes

2

Participants' Expectations The purpose of this short exercise is to find out what your expectations of the Collapsed Structure Search and Rescue Course are – knowledge you hope to gain, skills you hope to acquire, etc.

Course Purpose

To train the participant in the techniques and methods necessary for searching, locating, stabilising, and extricating victims trapped in collapsed structures, using the safest and most appropriate procedures for the rescuer as well as the victim.

Notes**3.1 Performance Objectives**

Upon completing the CSSR Course, you, as part of a team of 12 members, will be able to:

3.1.1 Complete the correct and necessary actions upon arriving at the scene and before initiating a search.

3.1.2 Apply the learned search techniques to a simulated victim.

3.1.3 Gain access to a selected void space to locate two simulated victims, using four basic techniques (rubble removal, shoring, penetration and lifting).

3.1.4 Correctly assess, stabilise and extricate a simulated patient.

To accomplish the above objectives, each group will work through three consecutive simulated scenarios in the Final Practical Examination. Each group will be assigned a full complement of tools and equipment for a CSSR team. All groups must complete all three scenarios within 9 hours or less, using the techniques and procedures taught in this course.

3.2 Instructional Objectives

Upon completing the CSSR Course, you will be able to:

3.2.1 Describe how to organize and start a CSSR operation.

3.2.2 Describe the procedure to classify a collapsed structure and the building marking system.

3.3.3 List the safety precautions that must be followed in a CSSR operation.

3.3.4 Describe the methods for locating void spaces and the steps for locating possible victims.

3.3.5 Name and describe the use and maintenance of the tools, equipment and accessories used in a CSSR operation.

3.3.6 List and describe the basic techniques for penetrating a collapsed structure and gaining access to the patient.

3.3.7 Describe pre-hospital treatment for one or more trapped patients in a collapsed structure.

Notes

Each lesson will introduce its own corresponding training objectives.

- The Participant Workbook is your own personal property and you need to keep it safe. Write your name in magic marker on the cover sheet in the box.
- We have ample space for you to take notes in order to reinforce the material you are learning. All the material you will be tested on will be drawn directly from the workbook, including some of the spaces you fill in.
- Check your workbook to make sure it is complete and that no pages are missing.

4.2 Reference Material (RM)

- Generally, each lesson has its own reference material, which you should study in order to complement the lecture.
- You will also receive a glossary and bibliographic references as part of the reference material.

4.3 Pre-Work

- The Pre-Work, which you should have received and completed before coming to this course, serves to establish a common level of knowledge among all participants. It is intended to make you familiar with all the basic concepts, tools and materials that will be used throughout the course.

4.4 Handouts

- You will be receiving handouts occasionally from your instructors for exercises, assignments, etc.

5**Participant Equipment**

You should have brought with you to the course a set of personal protective equipment and other work equipment and materials, as indicated:

Notes**Required Equipment**

- Hardhat (industrial or fire-fighter)
- Eye protection/safety goggles
- Ear protection
- Dust mask/Gas mask
- Safety steel-toe boots
- Safety whistle
- Work gloves, leather
- Work clothes (Long sleeve shirt)
- Canteen or water bottle, minimum 1-litre capacity
- Waterproof flashlight (mounted or hand-held with spare batteries)

Optional

- Overalls or jump suit
- Sunscreen lotion
- Insect repellent
- Raincoat or poncho
- Knee pads
- Cap or hat
- Gas mask

Other Required Materials

- Two passport-sized pictures (for the Class Directory)
- Work uniform or formal clothes for the opening and closing ceremonies

6**Course****Methodology**

The course methodology is highly participatory and allows constant interaction and feedback between the instructors and participants. You will be required to gain some background knowledge as well as acquire manual skills. Objectives are clearly stated at the beginning of each lesson.

Evaluation Method

You will be evaluated in this course using three methods:

Notes

7.1 Lesson Post-Tests: You will take a written post-test (self-test) every evening on the lesson(s) that you took that day. Questions may be in the form of short answer, multiple choice, true/false, fill-in-the-blank or matching. You may also be asked to draw or complete a graphic or sign. These post-tests will be reviewed the next morning.

7.2 Practical Evaluations, which will be given in lessons with a performance component. Duration will depend on complexity and number of tasks. A final practical evaluation will be given after lesson 12.

7.3 Final Written Evaluation, which will be given before your final practical exercise, covering all lessons.

Scoring System

- **Lesson Post-Tests:** All lessons except 1, 12 and 13 will have a post-test. All post-tests must be passed with a score of 70 percent in order to complete the course.

- **Final Written Evaluation.** There will be a final written evaluation covering all lessons, except 1, 12 and 13, with a minimum passing score of 70 percent in order to complete the course. This will weigh 50 percent of the overall written evaluations (post-tests).

7

Evaluation Method
 (Cont.)

- **Practical Evaluations:** Lessons with a performance component will have a practical evaluation afterwards. Practical evaluations are scored as Pass or No-Pass, based on your performance of tasks and attention to safety. If you receive a No-Pass score on a Practical Evaluation, you will be allowed to take one make-up per Practical Evaluation. *See the CSSR Evaluation Chart*

Notes**CSSR EVALUATION CHART**

Lesson Number	Lesson Post-Tests These will be scored. Minimum 70 percent.	Practical Evaluations. All must receive passing score to complete course.
1	Course Introduction	
2	Organising and Starting a CSSR Operation	
3	Structures, Materials and Damage Types	
4	Structural Triage and the INSARAG Building Marking System	
5	Operational Safety	
6	Search and Location Techniques	Search and Location Techniques – Two Stations
7	Tools, Equipment and Accessories	Using Tools, Equipment and Accessories – Four Stations
8	Rescue Techniques	Breaking and Breaching Materials – Four Stations
9	Shoring Techniques	Building Shores – Four Stations
10	Lifting and Stabilising Loads	Cribbing, Using the Come-Along and Hydraulic Jack – Four Stations
11	Pre-Hospital Treatment	Patient Assessment, Packaging and Extricating Victims
12	Course Review and Final Written Evaluation	
13		FINAL PRACTICAL EXERCISE

Evaluation Method (Cont.)

- **Non-Passing Scores:** If you are unable to obtain a passing score on a Post-Test, you will be allowed one make up test the following day; whereas if you are unable to obtain a passing grade for a Practical Evaluation, you will not be eligible to participate in the Final Practical Evaluation. In such case, you may continue to participate in the remainder of the course at your choosing. Should you choose to continue participating, you will receive a **Letter of Attendance** for the course, after completing all lessons.

Notes

The **FINAL PRACTICAL EVALUATION** consists of a simulated CSSR incident. This is a pass or fail evaluation **only**. There will be no make-up for the Final Practical. It is divided into three phases for a total duration of nine (9) hours. You can find a more complete description in Lesson 13.

After successfully completing all course requirements, you will receive a **Certificate of Completion**. This Certificate will state that you have successfully achieved all lesson objectives and completed all tests, practices and evaluation criteria.

8

**Course
Schedule
and
Attendance**

The rules for attendance and participation are as follows:

- Participation in all classes and course activities is mandatory.
- Punctuality – promotes mutual respect and responsibility among participants.

Notes

Absences and tardiness: Tardiness and missing classes is not acceptable. Only under very special circumstances will an exception be made for one late arrival, to a maximum of 15 minutes. Missing a class or arriving late for no special reason will disqualify you from passing the course.

**Participant in all course activities
(lectures, practical exercises, and evaluations)
is MANDATORY.**

Only in the case of **real emergencies** will interruptions to the course be permitted. Telephone calls will be handled by administrative personnel, who will take messages for all course participants.

9

**Participant
Feedback**

Daily feedback for individual lessons: At the end of each day's classes, there will also be a short, verbal feedback session to capture the strengths of the course and those aspects needing improvement. We will also ask you to fill out the **Lesson Evaluation Form** at the end of each lesson.

Overall course feedback. Once you have completed all lessons and the Final Practical Evaluation, we will ask you to please complete the overall course feedback. We highly value your comments, as they will greatly assist us in improving the course for the future.

10

**Required
Forms**

If you have not already done so, please make sure you have completed and turned in the following CSSR Course registration form, which contain the health, dietary and liability release.

Classroom Etiquette

- Smoking is prohibited inside any building; participants will be able to smoke outside during breaks.

Meal

Housing and Expenses

- Covered expenses

- Uncovered expenses

Travel

- Reservations, confirmations, itineraries, changes, should be directed to administrative staff.

Safety

- Take note of emergency procedures, classroom evacuation, emergency exits:

11**Facilities
and
Ground
Rules**
(Cont.)

- Location of safety areas in the facilities, meeting points, etc:

- Location of the first aid kit and its contents:

- Emergency phone numbers, other:

12**The “File”**

We will post a blank flipchart labelled “File” on one of the walls. We will use it to record questions and issues that will need to be clarified in later lessons or in the general review at the end of the course. You can also write down your questions here for future reference:

Notes

COLLAPSED STRUCTURE SEARCH AND RESCUE (CSSR)

PARTICIPANT COURSE EVALUATION

Location: _____ Dates: _____

Dear Participant: This course evaluation is a vital part of monitoring the First Responder Training Program. Your comments are valuable and will help us to refine and improve the CSSR Course. Please answer this anonymous and confidential questionnaire as carefully as possible. Use an extra sheet if necessary.

Please fill in this form at the end of the course.

Fill in the rating column using a scale from 1 to 5, as follows:

1 VERY POOR	2 POOR	3 AVERAGE	4 GOOD	5 EXCELLENT
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OVERALL COURSE EVALUATION

Course Component	Rating (1-5)	Comments	
		Positive	Needs Improvement
Quality of classroom facilities			
Pre-Work			
Participant's Workbook			
Lesson sequence			

OVERALL COURSE EVALUATION

Course Component	Rating (1-5)	Comments	
		Positive	Needs Improvement
Group activities			
Course method			
Visual aids			
Reaching lesson objectives			
Instructors as a team			
Applicability of Final Presentation			
Relevance of Course to your work			

OVERALL COURSE EVALUATION

GENERAL QUESTIONS

1. What is your overall opinion of the difficulty level of the CSSR Course?

Too advanced Appropriate Too basic

Please tell us why: _____

2. What is your opinion of the course duration?

Too short Appropriate Too long

Please tell us why: _____

3. Did the CSSR Course meet your personal expectations?

Yes No

Please tell us why: _____

4. From an overall point of view, how would you rate the CSSR Course? (Circle one, please.)

1 VERY POOR	2 POOR	3 AVERAGE	4 GOOD	5 EXCELLENT
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Additional comments or suggestions regarding the CSSR Course you would like to add:

COLLAPSED STRUCTURE SEARCH AND RESCUE (CSSR)

REGISTRATION, HEALTH AND LIABILITY RELEASE FORM

Course Location		<i>Paste Photo Here</i>
Course Dates Start: _____ End: _____		
PARTICIPANT'S Full Name		
Date of Birth MONTH / DAY / YEAR	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	
PARTICIPANT'S passport number or other government-issued identification number number: _____ issuing country: _____		
Home Address	Work Address	
Home Telephone:	Work Telephone:	
Home Fax:	Work Fax:	
Personal E-mail Address:	Work E-mail Address:	
Present Position (JOB/TITLE/RANK)		
Schooling Completed <input type="checkbox"/> Primary <input type="checkbox"/> Secondary <input type="checkbox"/> University	Teaching Experience <input type="checkbox"/> No <input type="checkbox"/> Yes How long? _____	

Experience in emergency services

<input type="checkbox"/> First Aid	<input type="checkbox"/> General Services
<input type="checkbox"/> Fire Fighting	<input type="checkbox"/> Vehicle Rescue
<input type="checkbox"/> Transportation	<input type="checkbox"/> Confined Space Rescue
<input type="checkbox"/> Equipment Maintenance	<input type="checkbox"/> Administration
<input type="checkbox"/> Emergency Medical Services	<input type="checkbox"/> Command

Print **YOUR NAME BELOW** as you would like it to appear on the certificate of completion.

Are you vegetarian or do you have any other dietary restrictions?

YES NO

IF YES, PLEASE specify:

Do you have any food allergies?

YES NO

IF YES, PLEASE EXPLAIN:

Are you under any medical treatment, using medications or have any physical disabilities?

YES NO

IF YES, PLEASE EXPLAIN:

LIABILITY RELEASE

I HEREBY ACKNOWLEDGE THAT I AM FULLY AWARE OF THE RISKS TO WHICH I MAY BE EXPOSED DURING THE CSSR COURSE, WITH POTENTIAL MINOR AND MAJOR ACCIDENTS THAT MAY CAUSE ME OR OTHER PERSON'S BODILY HARM AND/OR ILLNESS. I FULLY UNDERSTAND AND ACCEPT THAT THE U.S. OFFICE OF FOREIGN DISASTER ASSISTANCE (USAID/OFDA), SAFETY SOLUTIONS INCORPORATED (SSI), NATIONAL SOCIETY FOR EARTHQUAKE TECHNOLOGY (NSET) AS WELL AS THE COURSE COORDINATOR, INSTRUCTORS AND ASSISTANT PERSONNEL, HAVE TAKEN EVERY PRECAUTION POSSIBLE TO PREVENT ACCIDENTS, INJURIES AND ILLNESS DURING THE COURSE.

I AGREE TO COMPLY STRICTLY WITH EACH AND EVERY SAFETY STANDARD OF THE CSSR COURSE. I FURTHERMORE PLEDGE TO ENSURE MY OWN SAFETY AND THE SAFETY OF ALL OTHER COURSE PARTICIPANTS TO THE BEST OF MY ABILITY.

ON THE BASIS OF THE ABOVE, IN THE EVENT OF ANY ACCIDENT THAT MAY CAUSE ME BODILY INJURY OR ILLNESS DURING OR AFTER THE CSSR COURSE, I HEREBY RELEASE USAID/OFDA, SSI, NSET THE COURSE COORDINATOR, INSTRUCTORS AND ASSISTANT PERSONNEL FROM ALL LEGAL LIABILITY THEREOF.

PLEASE SIGN AND DATE THIS FORM**SIGNATURE:****DATE:**

