



FIRST RESPONDER Student Policy Manual

Colorado Firecamp, Inc. (Firecamp) offers training to prepare students for certification as a First Responder. The program is open to students 16 years of age or older, who possess the physical ability necessary to fulfill the responsibility of a first responder. Students selected shall be persons who by nature of employment, activity or geographic location are likely to be first on the scene of a medical emergency and who are willing to cooperate with existing emergency medical technician or paramedic units to assure a smooth continuation of medical care.

Firecamp is an equal opportunity organization, and all instructors and staff are hired and maintained on a non-discriminatory basis. Qualified applicants are accepted, instructed and tested on a non-discriminatory basis without regard to race, color, religion, creed, national origin, gender, age, marital status, military status, disability or sexual orientation. Students are expected to be part of a team that respects diversity and act in no any way that is discriminatory.

I. First Responder Functional Position Statement

A first responder is a person who by virtue of occupation, activity or geographic location may be the first on the scene of a medical emergency requiring immediate response. As a first responder, that person is part of an emergency response team who acts within the scope of training to provide initial care until the victim(s) care can be transferred to an emergency medical technician (EMT) or Paramedic Unit for a smooth continuation of medical care.

II. Steps to Certification as an First Responder

To become certified by the State of Colorado a student must complete the State mandated training from a First Responder training center recognized by the Division of Fire Safety of the State of Colorado (Division). Colorado Firecamp is a State recognized training center.

Student training is in the form of lecture, demonstration, student participation and other methods for a minimum of 36 hours. Class attendance is mandatory.

Curriculum standards are mandated by the State of Colorado. The practical skills of each student will be evaluated by the training center. The evaluation is a practical skills test required by the Division. Each student must demonstrate competency in the skills required of a First Responder. Colorado has adopted the evaluation prescribed by the National Registry of Emergency Medical Technicians. See Appendix B for test details.

The curriculum consists of courses detailed in Appendix A. During each course the students will be evaluated by observation of the instructor(s) and will be given tests to determine the student's comprehension of the subject matter. Evaluations and tests are not assigned grades. When it appears that a student is having problems with the subject matter, that student will be offered counseling.

Students who successfully complete the training course and pass the practical skills test will receive a certificate evidencing the completion of training.

To complete the certification process, the student must submit an application for certification to the Colorado Division of Fire Safety with the required fees. The Division requires that the applicant then successfully passes a written, proctored test. Students who fail the first attempt may take a second test. Application to the Division and testing must be completed within 6 months following the date stated on the training center's certificate of completion of training.

While not required, the application procedure should be completed a minimum of 45 days prior to the first day of training. The state examination must be requested from the Division at least 30 days prior to test date. If not requested 30 days prior to the completion of training, the student will not be permitted to take the examination at the training center immediately following training and will be responsible for making other arrangements for testing.

Certification is valid for a period of three years. It may be renewed upon completion of continuing education as prescribed by the Division.

III. Application, Enrollment and Fees

To enroll as a student, an applicant must file a completed application with fees as outlined on the application form. Applications may be downloaded from the Firecamp website www.coloradofirecamp.com, or requested by telephone at 719-539-9329, or by e-mail learn@coloradofirecamp.com.

Applications may be submitted electronically, by fax 719-530-0316 or by mail addressed to Colorado Firecamp, 9008 County Road 240, Salida, Colorado 81201. Applications are not complete until the form and required fees are received by Firecamp. Applicants will be notified of their status as soon as practicable.

Course materials will be mailed or delivered to students upon completion of the application process. This will put the student manual, syllabus and textbook into the student's hands with time to review the training material prior to the beginning of training. Having a basic understanding of the material prior to the class room session will enrich the student's learning and will make the testing process much easier.

If a student withdraws after acceptance by Firecamp and prior to the scheduled date for the commencement of training, the applicant will receive a refund of tuition and fees minus 25% of the tuition and fees required for the training. To receive a refund, notice of withdrawal must be in writing and received by Firecamp prior to the commencement of training. Notice may be hand delivered, mailed or transmitted electronically. If a student withdraws after commencement of training, all tuition and fees are forfeit, regardless of the reason or circumstance responsible for withdrawal.

IV. Learning Resources

Upon acceptance of the applicant, Firecamp will provide a handbook covering all the material to be presented in the First Responder training course. This handbook is substantial in length and depth of the subject matter. It is important that the student be familiar with the material prior to the commencement of training. The handbook is a study aide and should be retained as a reference by the student after certification

Class room theory is presented by lecture assisted with video presentation. Instructors are available for answering questions after class and video may be replayed by the student(s) if a need for review is experienced. Experiential training is presented with equipment necessary for the exercise presented.

V. Discipline, Counseling And Dismissal

Firecamp first responder training is undertaken with a team approach designed to produce first responders who are competent, confident and will undertake their responsibilities as part of the emergency medical care team. Disruption in the

training experience or failure to participate as a team member will be deleterious to all the students making up that team. If a student becomes disruptive, fails to participate as a team member or is chronically late or absent from class, a member of the instructor team will counsel the student and suggest remedial action. A record of the reason for the counseling and the remedy suggested shall become part of the student's file.

Should a student continue a pattern of behavior deleterious to the team's success, continues tardiness or absenteeism, the student may be dismissed. A record of the reason for dismissal shall be maintained in the student's file.

VI. Grievance Policy

Any student who has a grievance may submit a statement in writing to the Training Director. The Training Director will then review the grievance and promptly take steps necessary to address the stated grievance. Such steps will include a conference with the person filing the grievance, a record of the grievance and action taken to be maintained as part of the student's file.

VII. Records and Student Files

Firecamp will maintain a file on each student which will contain:

- Students' application and the action taken
- Course schedule to include dates and course instructor(s)
- Course roster
- Results of all testing both written and practical
- Attendance records
- Record of any grievance and resolution thereof
- Record of any disciplinary, counseling or dismissal action

All files will be retained for a minimum of 3 years or such other time as required by the Division.

All information in each student's file is available to the Division upon request. A student's file is available to a student or former student at the principal office of Firecamp during normal business hours. A fee of fifty cents per page may be charged for copies of all or part of a student's file.

No other person or entity will have access to any information in a student's file except as may be required by law, provided however, that upon inquiry Firecamp may disclose that a student has or has not successfully completed the training course and the practical examination.

Physical files are secured in the office of Firecamp. An electronic record of each student's name and information needed to retrieve the physical file will be kept electronically. No other personal information will be stored electronically.

VIII. Human Dignity Statement

Colorado Firecamp endorses Human Dignity Statement of the U.S. Fire Administration's National Fire Academy. As cultural diversity increases among the American people, that change is being reflected in the composition of our Nation's fire and emergency services personnel. We recognize the uniqueness of each individual and support human dignity by:

- Ensuring equal opportunity to all students, employees, and contractors;
- Prohibiting all discrimination and harassment;
- Supporting affirmative employment policies and practices on behalf of minorities, women, and persons with disabilities;
- Committing to resolve all human dignity issues;
- Encouraging students, staff, and contractors to communicate and behave in a manner which is sensitive to, and acknowledges the viewpoints of, others;
- Regarding diversity of a resource that enriches the learning environment through the hearing of differing perspectives, experiences, and ideas;
- Removing barriers to teamwork through collaboration, problem solving, and the constructive resolution of conflicts; and
- Continuing to identify and eliminate barriers to training, employment, and advancement of minorities, women, and persons with disabilities.

APPENDIX A Curriculum and Syllabus

Friday, November 20, 2009

| | |
|-----------|--|
| 1230 | <i>lunch</i> |
| 1300-1330 | Course Introduction |
| 1330-1430 | chapter 1, Introduction to the EMS System |
| 1445-1545 | chapter 2, Well-Being of the Responder |
| 1600-1700 | chapter 3, Legal and Ethical Issues |
| 1730 | <i>dinner</i> |
| 1800-1930 | chapter 4, The Human Body |

Saturday, November 21, 2009

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| 0730 | <i>breakfast</i> |
| 0800-0830 | Review |
| 0830-0915 | chapter 4, The Human Body |
| 0930-1045 | chapter 5, Lifting and Moving Patients with practical |
| 1100-1200 | chapter 6, Breathing and Ventilation |
| 1200 | <i>lunch</i> |
| 1300-1330 | <i>continued</i> chapter 6, Breathing and Ventilation |
| 1345-1545 | chapter 7, Airway Care and Maintenance with airway practicals |
| 1600-1700 | chapter , Circulation |
| 1730 | <i>dinner</i> |

Sunday, November 22, 2009

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| 0730 | <i>breakfast</i> |
| 0800-0830 | Review |
| 0830-0915 | chapter 9, Automated External Defibrillation |
| 0930-1030 | chapter 10, Scene Size-up |
| 1045-1200 | chapter 11, Introduction to Patient Assessment and Vital Signs vital signs practice |
| 1200 | <i>lunch</i> |
| 1230-1500 | chapter 12, Patient Assessment with practice |
| 1500-1500 | chapter 13, Communication and Documentation |
| 1545-1645 | chapter 14, Cardiac and Respiratory Emergencies |
| 1645-1700 | Homework Distribution |

Friday, December 4, 2009

| | |
|-----------|-------------------------|
| 1230 | <i>lunch</i> |
| 1300-1330 | Review/Collect Homework |

1330-1500 chapter 15, **Medical Emergencies**
1515-1615 chapter 16, **Environmental Emergencies**
1630-1700 chapter 17, **Psychological Emergencies and Crisis Intervention**
1730 dinner
1800-1900 chapter 18, **Bleeding and Shock**

Saturday, December 5, 2009

0730 breakfast
0800-0830 Review
0830-0915 chapter 19, **Soft Tissue Injuries**
0930-1015 chapter 20, **Injuries to the Chest, Abdomen and Genitalia**
1030-1100 chapter 21, **Burn Emergencies**
1100-1200 chapter 23, **Injuries to the Head, Face and Neck**
1200 lunch
1245-1330 chapter 24, **Injuries to the Spine**
1330-1430 chapter 25, **Musculoskeletal Injuries**
1445-1645 practicals:
Splinting
Backboarding
Bleeding Control
Patient Assessment
1645-1700 START Triage and MCI's
1730 dinner

Sunday, December 6, 2009

0730 breakfast
0800-0830 Review
0830-0915 chapter 26, **Childbirth**
0930-1030 chapter 27, **Infants and Children**
1030-1100 chapter 28, **Geriatric Patients**
1100-1200 practice testing stations
1200 lunch
1300-1500 practice testing stations
1500-1700 Practical Testing

APPENDIX B

Practical Skills Examination

Details of the practical skills examination are available in the United States Department of Transportation National Highway Traffic Safety Administration's First Responder: National Standard Curriculum, commencing at page 336.

Students are required to complete all course requirements prior to attempting a practical skills examination administered by Firecamp. Testing methods and evaluation are established by the Division. One point is awarded for each task properly completed. Tasks not completed or improperly completed are assigned "0" points. Some tasks are important enough that failure to demonstrate or improperly demonstrated require mandatory failure. Each student will be allowed no more than two attempts to successfully complete the State Practical Skills Examination.

A. Bleeding Control and Shock Management

This test is designed to test the ability to control hemorrhage. The student is given signs and symptoms appropriate to the patient's condition. The student then proceeds to care for the patient from initial approach to determining need for emergency transportation.

B. Patient Assessment/Management Trauma

This test station is designed to test the ability to integrate patient assessment and intervention skills on a patient with multiple-systems trauma. It involves a simulated trauma victim with an airway, breathing or circulatory problem and one associated injury or wound.

C. Upper Airways Adjuncts and Suction

This station is comprised of three separate skills: measure, insert and remove an oropharyngeal and nasopharyngeal airway and to suction the patient's upper airway.

D. Mouth to Mask

This station measures the ability to ventilate a patient using a mouth-to-mask technique using a mannequin.

Acknowledgement of Receipt of Student Policy Manual

By my signature below, I acknowledge that I have received a copy of the Colorado Firecamp First Responder Student Policy Manual

typed or printed name of person acknowledging receipt

Signature of person acknowledging receipt

date

Acknowledgement of First Responder Functional Position Description

By my signature below, I acknowledge that I have received a copy of the First Responder Functional Position Description as herein restates:

“A first responder is a person who by virtue of occupation, activity or geographic location may be the first on the scene of a medical emergency requiring immediate response. As a first responder, that person is part of an emergency response team who acts within the scope of training to provide initial care until the victim(s) care can be transferred to an Emergency Medical Technician (EMT) or Paramedic Unit for a smooth continuation of medical care.”

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date