



Charlottesville- Albemarle Rescue Squad

What You Have to Do to... Manual

Version 1.1
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What You Have to Do to....

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Join CARS

Prerequisites:

- Minimum Va. EMT Certification (valid EMT-Basic)
- Minimum 18 years of age
- Minimum 2 year commitment
- Run 12 hours per week, year round, including summers and holidays

Procedure:

- Complete application including 3 references (non-CARS members).
- Attend Membership Committee Meeting at 5:30 p.m. the Sunday preceding the first Tuesday of each month, unless those dates fall on a holiday; if so the date will change.
- Attend an orientation session for new applicants following the membership meeting (lasts about 1 hour)
- minimum 60 day observation (as non-member); if performance evaluations are satisfactory:
- 6 month probationary period; if performance evaluations are satisfactory:
- Membership applications may be obtained from the squad house at 828 McIntire Road (behind the tennis courts).

Drive:

Probationary members are allowed to drive the units in non-emergency situations with the exceptions of squads 133, 134, 135. A probationary member must not operate a vehicle under emergency conditions unless the AIC determines a life-threatening emergency exists requiring the driver to provide patient care. The probationary member may then operate the vehicle only if he/she has successfully completed an Emergency Vehicle Operators Course (EVOC). It is recommended that all probationary members obtain EVOC during their probationary period. Classes are posted on the bulletin board in the meeting room.

Probationary members may begin to familiarize themselves with the operation of ambulances by operating the ambulance on errands and return trips from hospitals, etc., when no patient is being transported and when under the direct supervision of, and accompanied by, a released driver.

Procedure:

Upon approval of full membership, members who have successfully completed EVOC or an approved defensive driving course may begin the process to become a released driver. First, one must complete the map training and take the quiz. Then, one may proceed with the Emergency Driver Release Form which must be completed in the following order:

- Orientation to vehicles by Fleet Operations
- Preliminary Crew Captain approval accompanied by a copy of EVOC certification.
- Preliminary Line Officer approval.
- Drive acceptably on ten (10) incidents with an approved driver.
- Final Crew Captain approval.

- Final Line Officer approval.
- One should then submit the Emergency Driver Release Form along with a copy of one's EVOC card to the Director. Upon final approval by the Director, one shall be considered a released driver.

During snow and ice conditions, only senior drivers should operate the vehicles. Senior drivers are generally those who have been driving emergency vehicles greater than one year and who are experienced in operating four-wheel drive vehicles in snow and ice. The Duty Officer or Chief can make exceptions.

Become an AIC Preceptor:

Prerequisites:

- A member of the Charlottesville-Albemarle Rescue Squad in good standing
- Maintain a current Virginia EMT certification
- Maintain a current CPR certification.
- Maintain a current vehicle operator's license and EVOC certification
- Have a minimum of one years' experience as a released attendant-in-charge
- Be familiar with all agency policies, procedures and guidelines.
- Be adept at the use of agency equipment to include: map books, radios, medical equipment and supplies.
- Demonstrate a willingness to adapt to a leadership role consistent with a focus on continuous quality improvement.
- Be flexible; demonstrate the capability to accept responsibilities, give directions and lead by example.
- Be able to maintain a positive attitude under a variety of conditions, and relate appropriately to a variety of individuals.
- Have effective written and verbal communication skills
- Be able to identify problems and create or implement a plan to solve them.

Procedure:

- Contact the Clinical Review and Training committee with your wish to become an AIC preceptor.
- Attend the AIC Preceptor training program.

Become a Life Member:

Prerequisites:

- Active member with eight (8) years of service.
- Honorary Life may be bestowed by Board of Director's action only.

Procedure:

- Contact the Squad Secretary and let them know you think you are eligible. They will check the records and advise the Board of Directors. Life Membership is not automatic and can only be bestowed by BOD action.

Join the Technical Rescue Team (TRT):

Prerequisites:

- Must have at least 2 years of emergency service experience.
- Must have current EMT-B certification.
- Must have obtained certification in at least 3 HTR modules.
- Pass a background check and be accepted into CARS membership by the CARS Board of Directors.

Procedure:

- Communicate your desire to the TRT Sergeant.
- Complete the checklist.
- Read all the information presented on the web page.
- Must complete the following certifications within one year:
 - VA EMT-B certification. 110 hrs.
 - Rope Rescue I certification. 16 hrs.
 - Rope Rescue II certification. 32 hrs.
 - Rope Rescue III certification. 24 hrs.
 - Trench Collapse Rescue certification. 16 hrs.
 - Confined Space Rescue certification. 16 hrs.
 - Building Collapse Rescue certification. 24 hrs.
 - Fire-fighter I or Basic/Light Rescue certification. 60 hrs.
 - Self-contained Breathing Apparatus (SCBA) and 8 hrs.
 - Supplied Air Breathing Apparatus training.
 - Integrated Incident Command training. 16 hrs.
 - Hazardous Materials Awareness certification 8 hrs.
 - Any 1 other Heavy/Tactical Rescue (HTR) certification,
 - (i.e., vehicle extrication, cave rescue, swift water rescue,
 - farm vehicle extrication, heavy rescue, etc.)

Total Number of Certification Hours = 346 hrs.

In addition to the above required certifications, team members must attend 2 of 4 yearly field training exercises (FTX's), attend team meetings which are held the second Sunday of every even month, and maintain a minimum of 36 hours of continuing education hours, (or required training hours), per fiscal year.

Become a Senior Rescue Technician:

The Senior Rescue Technician is highly experienced and operates on the scene of rescues as a supervisor. SRT's also act as preceptors and instructors and are regarded as being trustworthy, knowledgeable, level-headed and able to make sound decisions under difficult and stressful situations.

Prerequisites:

- must have completed the Squad Operator II program
- must have 10 documented vehicle rescues
- must maintain all required certifications

- must demonstrate proficiency in teaching classroom and practical classes
- must be approved by the STOP Committee
- must have completed the Squad Operator II program

Become a Master Rescue Technician:

Master Rescue Technicians (MRT's) are members of the CARS Technical Rescue Team (TRT) that maintain the following certifications. MRT's typically respond to rescue calls that are unusual and difficult in nature such as building/trench collapse, high-angle rescue and confined space rescue. Technical rescue calls are also the most dangerous type of rescues, usually requiring a high level of expertise and state-of-the-art equipment.

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| • VA EMT-B certification. | 110 hrs. |
| • Rope Rescue I certification. | 16 hrs. |
| • Rope Rescue II certification. | 32 hrs. |
| • Rope Rescue III certification. | 24 hrs. |
| • Trench Collapse Rescue certification. | 16 hrs. |
| • Confined Space Rescue certification. | 16 hrs. |
| • Building Collapse Rescue certification. | 24 hrs. |
| • Fire-fighter I or Basic/Light Rescue certification. | 60 hrs. |
| • Self-contained Breathing Apparatus (SCBA) and | 8 hrs. |
| • Supplied Air Breathing Apparatus training. | |
| • Integrated Incident Command training. | 16 hrs. |
| • Hazardous Materials Awareness certification | 8 hrs. |
| • Any 1 other Heavy/Tactical Rescue (HTR) certification, (i.e., vehicle extrication, cave rescue, swift water rescue, farm vehicle extrication, heavy rescue, etc.) | 16 hrs. |

Total Number of Certification Hours = 346 hrs.

Join the Water Rescue Team (WRT):

To join the team one needs to be a full member in good standing with an interest in water rescue. We take associate (support) members if they are already trained in basic SCUBA (open water 1). Any CARS member is welcomed to join but they need to make 4 trainings a year and they need to take the introduction to swift water class. If they want to dive they need to pay for the open water 1 class and CARS will pay for Advanced open water class and rescue diver.

Join the Vehicle Rescue Team (VRT):

The Vehicle Rescue Team has different levels:

- Squad Technician
- Squad Operator - I
- Squad Operator - II
- Senior Rescue Technician

The Squad Technician is the entry level for the STOP. This program is designed to take an individual who has the minimum certifications and make them a proficient and productive member of the vehicle rescue team.

Prerequisites:

- must be 21 years old
- member of CARS
- be a released AIC
- be a released ambulance driver
- have completed the VEHEXT program
- certified in haz mat awareness
- have approval from Crew Sgt and Rescue Lt

Procedure:

- based on vehicle rescue operations
- 1st step is to contact Rescue Lieutenant & obtain copy of STOP manual
- preceptor assigned by Rescue Lt.
- complete checklists in STOP manual
- pass written exam for ST (based on rescue equipment)
- pass timed practical evolution

Required:

- must complete everything from 2 to 6 months
- if > 6 months, must wait 1 year before re-entry
- if vehicle rescue certification lapses, must turn in all gear and cannot operate any rescue vehicles
- certification is good for 5 years
- turnout gear to be issued upon completion

Squad Operator I

The Squad Operator I is someone who has met all the requirements to drive and operate Squad 134 and is allowed to perform basic light vehicle extrication with a minimum of supervision.

Prerequisites:

- must be a released squad technician

Procedure:

- SO-I training checklist
- SO-I skills checklist
- SO-I written and practical exams
- orientation to vehicle
- 8 hours of driving time
- street written & practical exam
- final road test
- obtain EVOC class III within 6 months

Required:

- must have completed the squad technician program
- must obtain EVOC class II within 6 months after entry into the program
- must complete the program with 6 months
- upon completion of all requirements, new turnout gear will be ordered

Squad Operator II

Squad Operator II is a person who is able to drive and operate Squad 133, and is allowed to perform heavy and unusual vehicle rescues, fire suppression and Haz Mat incident response & support with a minimum of supervision.

Prerequisites:

- Must be a released Squad Operator I

Required:

- complete Squad Operator II checklist
- 8 hours of driving time on Squad 133
- pass written and practical exam on squad 133
- pass heavy rescue practical exam
- pass final practical road test

Required:

- must have completed the Squad Operator I program
- must complete the program with 6 months
- must complete heavy rescue and fire/haz mat support training

Senior Rescue Technician

The Senior Rescue Technician is highly experienced and operates on the scene of rescues as a supervisor. SRT's also act as preceptors and instructors and are regarded as being trustworthy, knowledgeable, level-headed and able to make sound decisions under difficult and stressful situations.

Prerequisites:

- must have completed the Squad Operator II program
- must have 10 documented vehicle rescues
- must maintain all required certifications
- must demonstrate proficiency in teaching classroom and practical classes
- must be approved by the STOP Committee
- must have completed the Squad Operator II program

Be Released as Attendant-in-Charge (AIC):

The entire process must be completed no earlier than 2 months and no later than 6 months from the date of promotion to Probationary Member.

You will be assigned a primary and secondary preceptor by your crew captain. E-mail the membership committee chair at membership@rescue1.org and let them know who your

preceptors are. Collect and turn in the following types of calls (expected to be the best you have run as AIC):

5 als calls
5 backboard
10 bls
5 evals by preceptor & crew sgt

complete the map training and radio operations programs
receive a letter of recommendation from your preceptor
gather everything and turn in to the committee

Be Released as a Full Member:

Must have performance evaluations done at the end of the 2nd, 4th and 6th months of probationary membership

After serving your pre-probationary status time, you move up to active. The first 6 months of active membership is considered probationary. Once you become an active member, you are expected to become proficient in providing patient care, participate in 8 hours of stand-by duty per year and attend monthly training meetings. Active members are allowed to vote in annual elections for officers. Active members are given a uniform and pager (if available), can request training funds and receive a free city/county decal for their vehicle.

Take a Class and Have the Squad Pay For It:

If you fit the following criteria, you may apply for money to pay for related training classes.

Basic Life Support Personnel:

- after you become a full member (after your probation) up to 21 months of full membership and you are in good standing with the membership bylaws (attend required training meetings and stand-by hours) you may apply for up to \$100.00 to be spent in an approved medical training activity. Recommended classes are VEHEXT and Critical Response.
- from 21 months to retirement and in good standing with membership bylaws you may apply for up to \$360.00 per year to be spent in an approved medical training activity. Recommended classes are Critical Response and the VA EMS Symposium.

Basic to Advanced Life Support Personnel (full membership only)

- while in good membership standing a basic life support member attempting to advance to advanced life support member will receive training funds for all texts that are required by the instructor for shock-trauma, cardiac, intermediate or

paramedic classroom instruction. If the member fails to pass the state requirements for advanced life support member, that member must return all funds allotted by the Board of Directors.

Advanced Life Support (full membership only):

- while in good standing may have allotted funds totaling:
 - \$360.00 per year for approved medical training activities, recommended classes are Critical Response and VA EMS Symposium.
 - Class funds for ACLS, PALS, BTLIS & PHTLS every other year.

Associate Members:

- may apply for ½ of the amount a full member may receive.

Receive Your Hepatitis B Vaccine:

Hepatitis B vaccine is provided free of charge to all CARS members who want one. Contact Farrell Long via e-mail at farrell@groupunderwriters.com supply him with the following information:

- Name
- E-mail address
- Phone Number
- Crew

He will then send you the required paperwork either through your crew sergeant or your CARS mailbox. If you need assistance with filling out the paperwork, see the Duty Officer. You will receive your vaccination at Martha Jefferson Hospital. Make sure you record your vaccinations in our log book at MJH and not the one for Albemarle County Fire & Rescue.

If You Want to Ride Along:

CARS welcomes outsiders to ride-along with us to experience pre-hospital rescue & care. As a ride along, you will have the ability to *observe* the patient care techniques of our EMT's in action and see for yourself, what makes this profession fast-paced and challenging. Since we run over 10,000 calls annually, you are sure to see some action on any shift. In order to ride-along, you must adhere to the following policy:

- You must be at least 18 years of age.
- If you do not belong to an allied emergency services agency, you are allowed to ride-along on one shift every 6 months only.
- If you belong to an allied emergency services agency, you may ride-along as often as you like, (within reason of course).
- You must have the permission of the on-duty crew sergeant as well as the duty officer.
- You must sign a liability waiver.

- You must adhere to our dress code per SOP 2.6 (Dress Code):
 - A. All observers shall wear navy blue pants and a white oxford-style shirt unless otherwise stated herein. No jeans or sweat pants will be permitted.
 - B. Members of other fire and rescue organizations are permitted to wear their uniforms so long as the uniform does not include jeans or sweat pants.
 - C. Medical student and nurse observers may be permitted to wear "scrubs" if they do not have the dress required in "A" above.
 - D. During cold weather, ride-alongs must wear the CARS observer jacket.
 - E. Only CARS probationary, active, associate and retired members may display the CARS logo on their apparel.

Obtain a CARS/UVA ID Card:

Prerequisite:

- Once you have become a Full or Associate-Medical member you may obtain a CARS/UVA Id card. This card will allow you access to the UVA ER and squad room.

Procedure:

- Submit a letter to the Squad president asking for an ID card. Include your name, EMT level and social security number.
- The President will the contact UVA with the information. He/she will then contact you to have an ID made.
- Go to the UVA ID office anytime M-F, 09:00 to 16:00. The office is located in the old hospital complex. Go through the front door, take a left and it is the 3rd office on the left.
- As soon as you receive your ID, check it by trying to open the doors at the UVA ER.
- If you have any problems, contact the President. Do not contact UVA.

Become a Released Boat Operator:

A boat operator is a person who can handle the boat in most any reasonable situation that may arise while on this team, in a safe and efficient manner. Boat operators should keep their skills up to date and be familiar with CARS boat equipment. To be released as a boat operator the member must accomplish the following:

Procedure:

- Go through the boat orientation class.
- Perform at least 2 hours of training on flat water. Once the member is finished with the flat water training he should be knowledgeable and proficient in the following:
 - water rescue techniques
 - working with divers
 - safety skills with others in the water
 - knowledge of local boat and water regulations

- Perform at least 1 hour of training on river water. Once the member is finished with the river water training he should be knowledgeable and proficient in the following:
 - rescue techniques specialized to swift water
 - working with divers
- become knowledgeable and familiar with problems and situations related to swift water and rivers
- Prove to be safe and knowledgeable while operating the boat under the guidance of an approved boat operator during a mock situation.

Become a Senior Diver:

A senior diver is a diver who has been trained to dive in most any reasonable situation that may arise while on this team. This person should be comfortable and confident in the most basic SCUBA skills and has proven that he has an understanding of water rescue and its special problems. Members who are senior divers should be able and prepared to dive in most any rescue or recovery situation. Members who are not senior divers will still be utilized, but only in the areas where they have been trained.

Procedure:

To be released as a senior diver you must obtain a total of 40 continuing education points must be spread out into the following categories:

- 20 logged dives (20 points)
- Advanced Open Water (or equivalent) (3 points)
- Rescue Diver (or equivalent) (3 points)
- Dry suit training (3 points)
- Training, calls, and classes (8 points)
- up to 3 points can be from outside sources with approval from the Scuba Sergeant

Quit:

Procedure:

- Notify the Chief and your Crew Captain of your intention.
- Write a letter to the President of the organization describing your desire to quit. No reason need be given.
- Hand the letter to a Board of Director member to be presented at the next Board meeting.

Apply for Associate Status:

Full members who are in good standing may find it difficult to run a full schedule for a given time period (one semester of school for example) and may apply for Associate status. This allows you to stay with the organization, but run only ½ or the regular required duties. EMT's who belong to another fire/rescue organization and wish to run ½ time with CARS may also apply for Associate status.

Procedure:

- Write a letter to the Clinical Review & Training Committee stating your intention.
- Attend the next Committee meeting.
- Associate status is not automatic and is only allowed with BOD approval.

Become Released as an EMT-I/P:

The “ALS Preceptor Evaluation Form” is the guideline for awarding points. Preceptors should write comments as applicable. Junior Cardiac technicians must run a minimum of 20 ALS calls and a minimum of 4 months as a Junior CT.

You must accumulate a total of 200 points on your evaluation forms. Descriptions of this can be found on the form. All forms should be turned in to one of the Prehospital Coordinators and you should be present whenever your preceptor fills out a form. Make sure you keep a copy of every form turned in.

Become Released as an EMT-E:

The “ALS Preceptor Evaluation Form” is the guideline for awarding points. You should be present whenever your preceptor fills out a form and the form should be turned in to one of the Prehospital Coordinators. Make sure you keep a copy of each form turned in.

You must accumulate a total of 89 points on your evaluation forms. The Manpower & Training Committee releases ALS personnel to run at CARS.

Book the Meeting Room:

You must contact the Vice-President to reserve the meeting room. Policy is first-come, first-serve.

Borrow Chairs and Tables:

Borrowing of chairs and tables is not allowed.

Handle a Needlestick:

If it is a member of the public, there is a procedure at UVA called the “Good Samaritan Procedure” that the on-duty administrator should know about. UVA will handle and will obtain follow-up with the Health Department.

If it is a CARS member, notify the Duty Officer immediately.

Give Out Phone Numbers:

Do NOT give out a member’s phone number to anyone you do not personally know.

Handle a Complaint:

Do not make statements or provide information. Take the person's name and phone number and pass it on to the Duty Officer.

Handle a Request for a Call Sheet:

Patient request - On-duty personnel do not have access and are not authorize to release copies. The patient must fill out a written request form; leave for the Director.

Lawyer request – they must have a written release signed by the patient; mail request attention to the Director.

Police request – the law does not authorize release to police without a subpoena; any request pass on to the Director.

Medical Examiner request – you may fax information to him/her and any member may talk to him/her about the call.

Handle a Donation Problem:

If the check hasn't cleared yet or Memory Donation problem, take name and number and pass this information on to Laura Johnson lbjohnson22@hotmail.com.