

North Carolina Helicopter & Aquatic Rescue Team
Air Crew Member Task Book

NORTH CAROLINA QUALIFICATIONS RECORD FOR

AIR CREW MEMBER



Task Book for the position of

Helicopter Rescue Technician

TASK BOOK ASSIGNED TO:

TASK BOOK INITIATED BY:

DATE:

The material contained in this book accurately defines the performance expected of the position for which it was developed. This task book is approved for use as a position qualification document in accordance with the instructions contained herein.

NORTH CAROLINA

SEARCH AND RESCUE

VERIFICATION/CERTIFICATION OF COMPLETED TASK BOOK

FOR THE POSITION OF

HELICOPTER RESCUE TECHNICIAN

FINAL EVALUATOR'S VERIFICATION

I verify that all tasks have been performed and are complete with signatures. I also verify that

has performed as a trainee and should therefore be considered for certification in this position.

Evaluator's signature and date

Evaluator's printed name, title, and duty assignment

North Carolina Certification

I certify that all requirements for qualification in this portion have been met and that such qualification has been issued.

Certifying Official's signature and date

Certifying Official's printed name, title, and duty assignment

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AIR CREW MEMBER TRAINEE TASK BOOK

The Position Task Book (PTB) lists the performance requirements (tasks) for the specific position in a format that allows a trainee to be evaluated against written guidelines. Successful performance of all tasks, as observed and recorded by an evaluator, will result in a recommendation to the agency that the trainee be certified in that position.

Evaluation and confirmation of the individual's performance of all the tasks may involve more than one evaluator and will occur in classroom and field simulation. Designated PTB's require position performance during which the majority of required tasks are demonstrated in a structured classroom and/ or field scenario setting. Performance of these tasks on other types of incidents are NOT qualifying. It is important that performance be critically evaluated and accurately recorded by each evaluator. All tasks must be evaluated. All bullet statements within a task which require an action (contain an action verb) must be demonstrated before that task can be signed off.

AGENCIES RESPONSIBILITIES:

NCARNG and NCEM will be responsible for:

- Selecting trainees based on the needs of the NCEM Branch and/or the geographic area.
- Ensuring that the trainee meets the training and experience requirements included in the pre-requisites and maintenance listed below.
- Issuing PTBs to document task performance.
- Explaining to the trainee the purpose and processes of the PTB as well as the trainee's responsibilities.
- Providing opportunities for evaluation.
- Providing an evaluator.
- Tracking progress of the trainee.
- Confirming PTB completion.
- Determining certification per policy.
- Issuing proof of certification.

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HELICOPTER RESCUER TRAINEE

The Helicopter Rescuer Task Book lists every requirement that will be evaluated. Each trainee's performance will be observed and recorded by an evaluating instructor. The evaluating instructor will determine if the trainee has successfully met the performance standards for the modules and should be recommended for primary Rescuer status.

(A) **Pre-Requisites:**

To qualify as a Helicopter Rescuer Trainee, the applicant shall satisfy the following criteria:

- A minimum of SRT 1, SRT- A, or equivalent, and an NFPA1006 Surface Water Technician.
- A minimum of NFPA 1006 Rope Technician.
- A minimum of EMT-B
- Haz-Mat Operations with decon training.
- Belong to a North Carolina accredited USAR or Swiftwater Rescue team.
- Recommendation from the sponsoring agency
- Successfully passed their agency's physical fitness requirements during the past year.
- Able to swim 300m. unaided in 8 minutes.
- Must be able to tread water for 20 min.
- Approval from the NCARNG and NCEM

Applicant Responsibilities:

- (1) Documentation of prior rescue experience shall be submitted with contact information for the lead instructor, or agency coordinator, for verification purposes.
- (2) Review and understand materials in the Helicopter Standard Operating Procedures (SOP) and/or Standard Operating Guidelines (SOG), student manual, site requirements, and equipment standards.
- (3) Satisfactorily complete all Rescuer maintenance requirements.
- (4) Ensure that information in the Helicopter Rescuer Trainee Task Book is accurately recorded and maintained.
- (5) Notify NCEM when the PTB is completed and provide a copy for review.

Maintain and file the Helicopter Rescuer Trainee Task Book with their other personal or career records.

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HELICOPTER RESCUE EVALUATING INSTRUCTOR

(A) Responsibilities:

- (1) Must be qualified to complete PTB entries based on the approval of the NCARNG and NCEM.
- (2) Explain to the trainees the purpose of, and process for completing, the Helicopter Rescuer Trainee Task Book.
- (3) Explain to the Rescuer trainees their responsibilities.
- (4) Accurately evaluate and record in the Helicopter Rescuer Trainee Task Book all course requirements completed by the Rescuer Trainees. Satisfactory performance shall be documented by dating and initialing completion of the task. Unsatisfactory performance shall be documented in the Evaluation Record.
- (5) Signing the verification statement inside the front cover of the PTB when all tasks have been initialed.

MAINTAINING THE HELICOPTER RESCUER POSITION

To maintain the position of a Helicopter Rescuer, the member shall satisfy the following criteria:

- (a) Helicopter Rescue Training
Successfully complete NCARNG and NCEM Helicopter Rescuer Indoctrination Training Program.
- (b) Completion of annual performance review to include:
 - A fit for duty physical.
 - Dunker and HEED
 - Water deployment
 - Rappel
 - Short-haul and Hoist
 - Litter rigging
 - Short-haul device rigging
 - Night operations and emergency procedures
- (c) Obtain certification from NCOEMS as at least an EMT-B.
- (d) Approval: Must receive approval from the NCARNG and NCEM.
- (e) Complete PTB.

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INSTRUCTIONS FOR COMPLETING THE TASK BOOK

The Air Crew Member Trainee Task Book allows the evaluating instructor to record a trainee's performance for both daylight and night time job tasks. These evaluations are made by observing the trainee's participation in the classroom and their manipulative performance techniques at each skill station.

Example Evaluation Sheet

INSTRUCTOR TRAINEE:		Evaluating Inst. Initials	Evaluating Instructor Comments	Date
ROPE OPERATIONS				
Introduction				
	Course Objectives & Overview	KL	Good style and intro. .	10/12/2004
Rescue Rope & Related Equipment				
	Rope and Rope Construction	jug	Completed	10/12/2004
	Rescue Equipment	jug	Good explanations of use	10/12/2004
Skill	<ul style="list-style-type: none"> Properly Inspect Rope for use. 	KL	Completed Watch for confusing	10/12/2004
Skill	<ul style="list-style-type: none"> Identify advantages and disadvantages of all NCARNG helicopter rescue equipment. 	KL	terminology - rescuercender vs-progress capture device	10/12/2004
Knots				
	Rescue Knots			10/12/2004
Skill	<ul style="list-style-type: none"> Demonstrate how to tie, safety (if required), and dress all Knots and Hitches. In addition, describe the proper use, strengths, advantages and disadvantages of each knot and/or hitch. 	jug	Well done. Clear explanations and demo.	10/12/2004

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HELICOPTER RESCUE TECHNICIAN APPLICANT CHECK-OFF SHEET

HELO. RESCUER TRAINEE:		DATE:
NCARNG/NCEM PROGRAM MANAGERS:	NCEM SEARCH AND RESCUE COORDINATOR:	
		Date Completed
Member of _____		
Letter of recommendation		
Pre-Requisites		
Completed Resume		
Documentation received and approved as required		

Name: _____

Assignment: _____

The above named applicant has successfully completed the Helicopter Rescuer Trainee Application process; as a result, I certify that the Rescuer applicant:

P = successfully performed all tasks and should be considered for Rescuer trainee status.

O = was not able to complete certain tasks (comments below) and additional guidance is required.

Date Evaluator's Signature

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RESCUER TRAINEE:				
Transition Module		Evaluating Inst. Initials	Evaluating Instructor Comments	Date
Introduction				
Lect.	<i>Course Objectives & Overview</i>			
Lect.	Flight Crew Roles & Responsibilities			
Lect.	Cockpit Resource Management & Aeronautical Decision making			
Aviation Survival				
Lect.	Post Crash Survival			
	<i>Water Survival Skills</i>			
Skill	<ul style="list-style-type: none"> Complete Dunker exercise w/ flight gear 			
Skill	<ul style="list-style-type: none"> Complete Dunker exercise w/ swimmer ppe 			
Skill	<ul style="list-style-type: none"> Complete HEEDS / HABD orientation 			
Skill	<ul style="list-style-type: none"> Demonstrate survival float / tread water for 10 min. 			
	<i>Land Survival Skills</i>			
Skill	<ul style="list-style-type: none"> Explain use of signaling materials in the a/c survival kit 			
Skill	<ul style="list-style-type: none"> Demonstrate the safe use of pyrotechnic signals included in the a/c survival kit 			
Skill	<ul style="list-style-type: none"> Demonstrate basic direction finding (Daylight and Night) 			
Knots				
	<i>Rescue Knots</i>			
Skill	<ul style="list-style-type: none"> Demonstrate how to tie, safety (if required), and dress all required Knots and Hitches. In addition, describe the proper use, strengths, advantages and disadvantages of each knot and/or hitch. 			
Anchors				
Lect.	Anchors			
Skill	<ul style="list-style-type: none"> Explain the importance of angles and forces applied to multi-point anchors. 			
Skill	<ul style="list-style-type: none"> Tie a Tensionless anchor 			
Skill	<ul style="list-style-type: none"> Tie a Single-point anchor using anchor strap 			
Skill	<ul style="list-style-type: none"> Tie a Single-point anchor using Wrap-3, Pull-2 			
Skill	<ul style="list-style-type: none"> Tie a Single-point anchor using Figure-eight follow through 			
Skill	<ul style="list-style-type: none"> Tie a 2 – point anchor system (explain the angles) 			
Skill	<ul style="list-style-type: none"> Tie a 3 – point anchor system (explain the angles) 			
Belays				
Lect.	Belays			
Skill	<ul style="list-style-type: none"> Apply and utilize a münter hitch belay w/ prussik 			
Skill	<ul style="list-style-type: none"> Construct and use a load-release hitch 			
Rappelling				
Lect.	Helicopter Rappelling			
	<i>Rappelling Skills Station</i>			
Skill	<ul style="list-style-type: none"> Conduct a pre-rappel safety inspection 			
Skill	<ul style="list-style-type: none"> Demonstrate rappel deployment hand signals 			
Skill	<ul style="list-style-type: none"> Explain rappel deployment sequence of events 			
Skill	<ul style="list-style-type: none"> Demonstrate safe helicopter rappel deployment with a medical pack 			
Skill	<ul style="list-style-type: none"> Demonstrate fouled rappel emergency procedures. 			

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RESCUER TRAINEE:				
Transition Module		Evaluating Inst. Initials	Evaluating Instructor Comments	Date
Patient Packaging- Rescue Litters				
	<i>Land</i>			
Skill	<ul style="list-style-type: none"> Demonstrate packaging a patient for short-haul using a Bauman bag 			
Skill	<ul style="list-style-type: none"> Demonstrate proper rescuer attachment and positioning for short-haul 			
Skill	<ul style="list-style-type: none"> Demonstrate appropriate hand signals during short-haul extraction 			
	<i>Water</i>			
Skill	<ul style="list-style-type: none"> Demonstrate packaging a patient for short-haul using a LSC water litter (5 min max time) 			
Skill	<ul style="list-style-type: none"> Demonstrate proper rescuer attachment and positioning for short-haul 			
Skill	<ul style="list-style-type: none"> Demonstrate appropriate hand signals during short-haul extraction 			
	<i>Trees</i>			
Skill	<ul style="list-style-type: none"> Demonstrate safe access procedures for survivors located in trees 			
Skill	<ul style="list-style-type: none"> Demonstrate securing survivor using Cinch Collar 			
Skill	<ul style="list-style-type: none"> Demonstrate securing survivor using STROP 			
Skill	<ul style="list-style-type: none"> Demonstrate securing survivor using Hanson Harness 			
Short-Hauls				
Lect.	Short-Haul Operations			
	Short-Haul Skills Station			
Skill	<ul style="list-style-type: none"> Assist Crew Chief with aircraft rescue rigging 			
Skill	<ul style="list-style-type: none"> Demonstrate use of communication system to short-haul rescuer (includes comm check) 			
Skill	<ul style="list-style-type: none"> Communicates with CC with appropriate size up and an access/egress update. 			
Skill	<ul style="list-style-type: none"> Maintains situational awareness & conducts 360 degree hazard scan. 			
Skill	<ul style="list-style-type: none"> Demonstrate safe extraction of survivor with Cinch Collar / STROP 			
Skill	<ul style="list-style-type: none"> Demonstrate safe extraction of survivor with LSC water litter 			
Skill	<ul style="list-style-type: none"> Demonstrate safe extraction of survivor with Bauman Bag 			
Skill	<ul style="list-style-type: none"> Demonstrate safe extraction of survivor from trees 			
Skill	<ul style="list-style-type: none"> Demonstrate fouled short-haul emergency procedures 			

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Transition Module		Evaluating Inst. Initials	Evaluating Instructor Comments	Date
Rescue Swimmer Deployment				
Lect.	Low & Slow Swimmer Deployment (Free Delivery)			
	<i>Swimmer Deployment</i>			
Skill	<ul style="list-style-type: none"> Conduct a pre-jump safety inspection 			
Skill	<ul style="list-style-type: none"> Explain swimmer deployment sequence of events / hand signals 			
Skill	<ul style="list-style-type: none"> Demonstrate safe deployment as rescue swimmer 			
	<i>Swimmer Skills</i>			
Skill	<ul style="list-style-type: none"> Demonstrate in-water contact rescue techniques with non-compliant victim 			
Skill	<ul style="list-style-type: none"> Demonstrate in-water spinal immobilization techniques 			
Skill	<ul style="list-style-type: none"> Demonstrate surface swimmer search techniques using mask & snorkel 			
Skill	<ul style="list-style-type: none"> Demonstrate the ability to safely enter and exit a variety of still water boats (ski, pontoon, etc) 			
Skill	<ul style="list-style-type: none"> Demonstrate a towed victim swim with mask / fins / snorkel for at least 30 meters 			

Additional / Make-up Assignments:

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RESCUER TRAINEE:	LEAD INSTRUCTOR:	SITE / CLASS:
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NCEM EVALUATOR

Name: _____

Position: _____

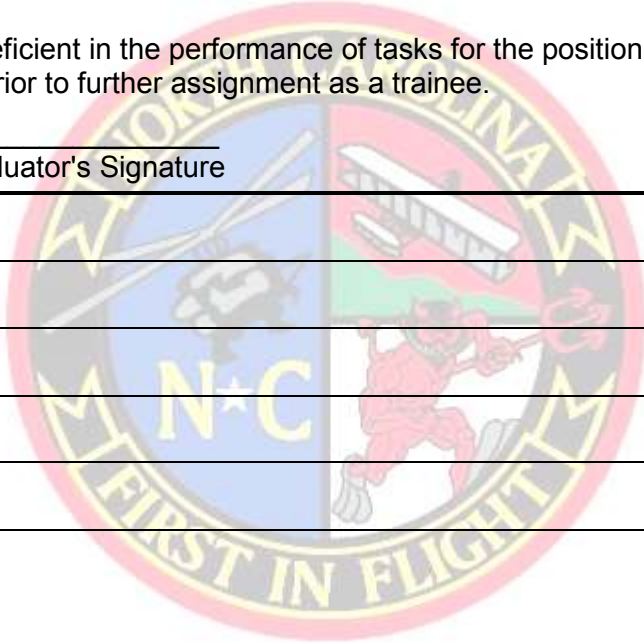
Phone: _____

The above named Helicopter Rescue trainee performed the Operations Module tasks initialed and dated by me under my supervision. As a result, I propose that the Helicopter Rescue trainee:

- Successfully performed all tasks and should be considered for Helicopter Rescuer qualification.
- Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation.
- The individual is severely deficient in the performance of tasks for the position and must complete additional training as referenced below prior to further assignment as a trainee.

Date
Evaluator's Signature

COMMENTS:



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HELICOPTER RESCUE TECHNICIAN LOG SHEET

RESCUER:	DATE OF INITIAL QUALIFICATION:
ASSIGNMENT:	

DATE	SUBJECT	Con Ed HOURS	INITIAL HOURS