



# Virginia Task Force 2

1.05 US&R Courses

## Urban Search and Rescue

March 2019

### Administrative Manual

## Guidelines for Component, Non-Sanctioned and Sanctioned National US&R Courses

### **ISSUE STATEMENT**

To provide guidelines and procedures for scheduling component training at the Virginia Beach Fire and EMS Training Center. To provide guidelines and procedures for attending training that is outside the scope of the statement of work and is not National US&R specialist, Sanctioned or component level training. To provide a procedure for attending National US&R Specialist and FEMA sanctioned training courses.

### **REQUIRED ACTIONS**

- All component training will be planned prior to the beginning of the year to assist in the development of the annual VATF 2 training calendar. The component leader will forward their respective training dates to the VATF 2 training coordinator.
- Components will conduct training on a quarterly basis with the exception of the canine component which conducts monthly training sessions.
- All requests for use of the Virginia Beach Fire and EMS Training Center will be scheduled through the VATF 2 Training Coordinator. The training coordinator will check the availability of classrooms, buildings and the US&R site and schedule the training event. Advanced planning is required due to the number of agencies that use the facility.
- Training requests from outside agencies requiring the use of the Virginia Beach Fire and EMS training center will be forwarded to the VATF 2 Training Coordinator. The training coordinator will check on site availability and schedule the training through the training center staff. Fees for site use and staff will be negotiated through the VB FTC Battalion Chief.
- Upon completion of the scheduled training session, the component leader will complete the VATF 2 training role call sheet and forward to the VATF 2 Training Coordinator as soon as possible.
- Training that is not classified as National US&R; Sanctioned or Component specific events will not be authorized unless prior approval is obtained through the VATF 2 Program Manager.



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- Requests to attend training outside the scope of the statement of work will be made through the VATF 2 Training Coordinator to the Program Manager. Training that requires travel and the use of cooperative agreement funds will not be authorized or reimbursed unless prior approval is obtained through the US&R Program Office. Examples of such training would be Hazardous Materials Conference and Canine training with other Task Forces. Requests to attend such training should be submitted 60 days prior to the event and include:
  - Dates of the training event and location
  - Purpose of the training including goals and objectives of the training event.
  - Associated cost of travel, lodging and meals.
  - The benefit that VATF 2 personnel will obtain by attending the training.

The Program Manager will submit the training request through the US&R Grants Office for approval. Once approved, written authorization will be forwarded to the component leader.

- National US&R Training and Sanctioned Courses are scheduled through the Program Office on the US&R Annual Training Calendar. The courses are conducted to assist Task Force personnel in meeting the position description requirements.
- National US&R and Sanctioned Course announcements will be forwarded to the component leaders through the VATF 2 Training Coordinator.
- The component leaders will choose the members to attend the training course and insure the applications are completed and submitted to the proper training agency prior to the close out date. The component leaders will also provide direction to the members for travel and lodging, insuring that the members follow VATF 2 Program Administrative M 1.03 Travel Reimbursement policy.
- The courses are normally limited to 2 members per task force. In the event additional opening come available, the VATF 2 training coordinator will notify the component leader of the additional opening and insure that the application is submitted for the additional member. Travel and lodging arrangements will be completed by the member attending the course with direction from the component leader.
- The component leader will notify the VATF 2 training coordinator of members attending the course and insure that upon completion of the training, a copy of the members' certificate is sent to the VATF 2 training coordinator for inclusion in their training file.