

Tactical Operational Medical Support Course

Student Handbook

This manual will serve the student by providing them a written set of guidelines detailing the Cypress Creek EMS educational program and the procedure established to ensure they receive a quality educational product.

“When Seconds Count.....Count On Us”™

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Student Handbook

This handbook is designed to acquaint you with this CCEMS course and provide you with information about learning conditions and some of the policies affecting your class and participation. You should read, understand, and comply with all provisions of the handbook. It describes many of your responsibilities as a student and outlines the expectations of CCEMS.

No handbook can anticipate every circumstance or question about policy. As CCEMS and its educational program continues to grow, the need may arise and CCEMS reserves the right to revise, supplement, or rescind any policies or portion of the handbook from time to time as it deems appropriate, in its sole and absolute discretion. Students will be notified of such changes to the handbook as they occur.

1.0 Application Process

All submitted materials must be originals with original signatures where applicable, except that photocopies of EMT (or your medical certification) cards are permitted if they are requested. Specific application requirements are:

1. Completion of the "Student Registration".
2. Certification at the EMT-Basic level (or higher)
3. An accepted form of payment (Purchase Order, Credit Card, or Check**).
4. Student must complete and sign "Consent Form".
5. Proof of employment, as described above, if requested

1.1 Prerequisites

Each student must possess a current certification as a medical provider at the EMT-Basic level equivalent or higher.

1.2 Registration

All registration materials must be completed and received to enroll a student in a class. The student's position in the class is only guaranteed once the deposit is received or payment in full has been made according to policy.

1.3 Deposit

Position in the course will be confirmed once a deposit has been paid in an accepted form of payment. Acceptable forms of payment are credit card (Visa, Master Card, and American Express), money order, department check, or department issued purchase order.

1.4 Refund

The deposit is fully refundable provided a written cancellation notice is received greater than 30 days prior to the start of class. If Cypress Creek EMS cancels the class, the deposit is fully refundable. The student can request to be transferred into the next available course to retain their full deposit, if it is with 30 days' notice. If less than 30 days' notice, the student

can opt to retain 50% of their deposit by enrolling in the next available class.

All refunds are issued in the form of a company check within 30 days of approved cancellation.

1.5 Liability Release

This training requires strenuous physical activity, especially during the field training exercises. Students are exposed to a variety of conditions, including but not limited to:

- CS and other riot control agents
- Blank firing weapons
- Pyrotechnics (smoke & distraction devices)
- Darkness with austere field conditions
- Field training under rigorous and demanding psychological stress
- Simulated tactical operations
- Operating in tactical gear during extreme weather conditions including heat, cold and precipitation

1.6 Physical Assessment Release Questionnaire – PAR-Q

Applicants who are not in excellent physical condition and who do not participate in a regular physical conditioning program should seek the approval of their physician before participating (see attached PAR Q form).

1.7 Cancellations

ALL cancellations MUST be made in writing, greater than 30 days from the start of the class.

2.0 Photography and Video Release

In an effort to promote the value and importance of tactical medic training, CCEMS may choose to display pictures and video taken during the program. Students will sign a “model release” relinquishing their right to the duplicated likeness. These images can be displayed in printed publications and digital formats commonly found online. The original images and the rights to these images will remain property of CCEMS.

3.0 Code of Conduct

Instructors will conduct themselves in a professional manner at all times. Instructors will not demean or demoralize students at any time. Instructors understand the purpose of the program is to provide the students with a positive learning experience.

Students will conduct themselves in a courteous and professional manner at all times. Due to the nature of Tactical Operational Medical Support and its support of SWAT Teams, which are based on a paramilitary structure will utilize the “Chain of Command” when addressing any problems that may arise

- Must obey the laws of the State of Texas

- Must follow the established chain of command for the course
- Respect the rights, opinions, and privileges of others

3.1 Grievance and Appeals

Any student who feels they were treated unfairly has the right to appeal the decision to the Program Director. The Program Director will investigate and make the final ruling on the issue. The Program Director has the ability to convene a three-member panel of the Instructor Cadre, not involved in the situation, to evaluate and determine the outcome. This is at his/her sole discretion.

It is the intent of the Instructor Cadre to impart their knowledge, life experiences, and the course learning objectives to each student. Each member of the Cadre is dedicated to furthering the knowledge and number of quality trained tactical medics.

3.2 Disruptive Conduct

Any type of disruptive conduct, i.e., talking during a lecture/presentation, rude or inappropriate language/gestures during classroom activities, are not tolerated.

3.3 Personal Appearance and Hygiene:

Dress, grooming, and personal cleanliness standards affect the business image of CCEMS and the cooperative agencies involved in the educational process as well as the learning environment. During class hours, you are expected to present a clean, neat, and tasteful appearance. Consideration and an exception are given for poor appearance as a direct result of a class activity. You should dress and groom yourself according to the requirements of your course assignment and accepted social standards within the public safety sector.

Without unduly restricting individual tastes, the following personal appearance guidelines:

- Shoes must provide safe, secure footing, and offer protection against hazards.
- Tank tops, tube or halter-tops, or shorts may not be worn if they provide a safety concern or distraction. Shorts are considered acceptable physical training gear when authorized by the instructor.
- Mustaches and beards must be clean, well-trimmed, and neat.
- Hairstyles are expected to be in good taste.
- Unnaturally, colored hair and extreme hairstyles do not present an appropriate professional appearance.
- Long hairstyles are to be worn with hair pulled back off the face and neck to avoid interfering with job performance and safety.
- Excessive makeup is prohibited.
- Offensive body odor and poor personal hygiene is not professionally acceptable.
- Perfume, cologne, and aftershave lotion should be used moderately or avoided altogether, as some individuals may be sensitive to strong fragrances.
- Jewelry should not be functionally restrictive, dangerous to job performance, or excessive.
- Facial jewelry, such as eyebrow rings, nose rings, lip rings, and tongue studs, is not professionally appropriate and are prohibited while in the class.
- Multiple ear piercings (more than one ring in each ear) are not professionally appropriate and must not be worn while on clinical duty or anytime in uniform.

- Torso body piercings with visible jewelry or jewelry that visible through or under clothing must not be worn while on clinical duty or anytime in uniform.
- Visible offensive tattoos and similar body art must be covered while on duty or anytime in uniform.

3.4 Sexual Harassment and Other Unlawful Behavior

CCEMS is committed to providing a learning environment that is free from all forms of discrimination and conduct that is considered harassing, coercive, or disruptive, including sexual harassment. Actions, words, jokes, or comments based on an individual's sex, race, color, national origin, age, religion, disability, or any other legally protected characteristics will not be tolerated.

Sexual harassment is defined as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harassed. The following is a partial list of sexual harassment example:

- Unwanted sexual advances
- Offering educational or participation advantages in exchange for sexual favors
- Making or threatening reprisals after a negative response to sexual advances
- Visual conduct that includes leering, making sexual gestures, or the display of sexually suggestive objects or pictures, cartoons or posters.
- Verbal conduct that includes making or using derogatory comments, epithets, slurs or jokes
- Verbal sexual advances or propositions
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations.
- Physical conduct that includes touching, assaulting, impeding or blocking movements.

Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made, either explicitly or implicitly, a term or condition of course involvement; (2) submission or rejection of the conduct is used as a basis for making course related decisions; (3) the conduct has the purpose or effect of interfering with class performance or creating an intimidating, hostile or offensive course environment.

If you experience or witness sexual or other unlawful harassment, report it immediately to the Program Director or any other member of the Instructor Cadre. You can raise concerns and make reports without fear of reprisal or retaliation.

All allegations of sexual harassment will be discreetly investigated in a professional manner. To the extent possible, your confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, you will be informed of the outcome of the investigation.

Any student or instructor who becomes aware of possible sexual or other unlawful harassment must immediately advise the Program Director or any other member of the Instructor Cadre so it can be investigated in a timely and confidential manner. Anyone

engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including dismissal from the program.

- Program Director Bobby Sellers 281-378-0828 bsellers@ccems.com
- Human Resources Jim Van Hooser 281-378-0833 jvanhooser@ccems.com
- Assist Exec Director Wren Nealy 281-378-0826 wnealy@ccems.com
- Executive Director Brad England 281-378-0823 bengland@ccems.com

4.0 Testing and Evaluation Process

Successful completion of the course requires the student to pass a written examination with a minimum score of 80% in addition to obtaining a "Pass" on all skills station/scenarios. Any non-passing evaluations will be provided with the grading criteria and remedial training prior to any retest.

4.1 Grading Criteria and Requirements

Quizzes – Mandatory

Skills Verification – Mandatory

Field Training Exercise – Mandatory

Written Test (Pre and Post) - Mandatory

A = 90 – 100

B = 89 – 80

C = 75 – 79

D = 70 – 74

F = 69 - 0

4.2 Re-examination

Each student who fails to pass an examination or successfully complete a practical skill will be given one opportunity to retest. A different instructor than the instructor who administered the first examination will administer this retest.

4.3 Attendance and Absences

Attendance exceptions will be granted up to a maximum of 5% of the course. An absence is defined as not being present and/or participating in the course.

Injury/illness exceptions will be granted on an individual basis and only with a signed release from a physician.

5.0 Injury/Illness and Emergencies

The majority of injuries occurring in tactical operations occur during training. CCEMS uses a comprehensive safety plan to minimize the number of injuries/illnesses that occur. There is ALWAYS a dedicated Paramedic and MICU ambulance on site.

CCEMS provides "On Call" Tactical Paramedic 24 hours a day throughout the duration of the course. This Paramedic stays onsite with the students at the host hotel facility in case of a medical need after hours. Contact information for the "On Call" Paramedic is provided

at student check-in.

5.1 Physician Release Required

Any student injured or taken ill during the class must obtain a physician release before returning to the class to participate in any practical exercises. At the discretion of CCEMS, the student may be allowed to continue through the program administratively.

5.2 Medical Providers

CCEMS recognizes that at any time there is a wide range of emergency medical providers in every class. In the event of an injury or illness, the only approved Emergency Medical Provider is a CCEMS medic or a Texas licensed physician willing to accept all responsibility for the patient's care. The lead CCEMS medic will make all patient care decisions, involving the patient when possible, in the best interest of the patient. If the CCEMS medic deems it necessary to request a medic unit for further evaluation and/or transport to a local emergency facility, it will be at his/her discretion based on CCEMS protocols and procedures.

6.0 Supplied Equipment

Students are encouraged to bring their own tactical equipment (body armor, helmet, eye protection, etc.). CCEMS will provide stocked medical kits for use during the course. The kits will be issued on the first day and it will be the student's responsibility to maintain and secure them until completion of the course. This will provide ample time for the student to become familiar with the kits content and inventory.

CCEMS understands that a majority of TOMSC students are not currently assigned to provide tactical medic services and therefore, will not have any of the tactical equipment. This is OK! CCEMS will provide the necessary equipment, as available to assist these students. There will be time available to display and discuss the pros and cons of the different types of equipment available to tactical medics.

6.1 Minimum recommended Equipment (Bring all of your gear)

- Tactical Body Armor
- Helmet
- Eye protection (clear and tinted)
- Hydration system
- Flashlight
- Gloves
- Protective mask

6.2 Damage and Destruction of Property

CCEMS and/or a sponsoring agency will provide specific equipment, training weapons, PPE, and gear to the student. The student will be held liable for any damage outside of normal wear and tear. The student will secure and maintain the equipment in the condition it was provided to them. Equipment left in the care and control of the student during the course is the responsibility of the student.

Any government property that is deemed to have been damaged through intentional means can result in criminal action taken against the student and immediate dismissal from the program. Any lost or damaged equipment will be charged to the student and must be paid for before a certificate of completion is issued.

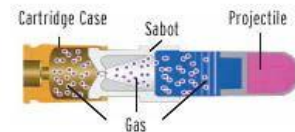
6.3 Simunition FX Marking Rounds

CCEMS understands the dynamic involved in providing realistic public safety training. In an effort to provide the most realistic training environment possible, CCEMS employs the use of Simunition FX marking rounds in their Force on Force scenarios. Only weapons dedicated to work with Simunition FX marking rounds are utilized and these are provided by a sponsoring law enforcement agency.

The **FX® Marking Cartridges**, which come in six colors, are at the core of the FX® Training System known as "the world's most realistic close-range combat training system".



- Most realistic close-range training system
- Non-lethal and non-toxic projectile
- Force-on-force and man-to-man live fire scenario training without the associated danger
- Functions in Simunition® converted service weapons
- Convenient training (any place, any time)
- Total training system with cartridges, kits, protective equipment



This patented, reduced-energy, non-lethal cartridges leave a detergent-based, water-soluble color-marking compound. The visible impacts allow accurate assessment of simulated injuries and lethality. The cartridges are available in .38 cal. In addition, 9 mm caliber and feature tactical accuracy up to 25 feet. The 5.56 mm caliber is tactically accurate with ball cartridges to 100 feet. No special ballistic facilities are required. They meet the need for a force-on-force and man-to-man training system that is realistic, effective, inexpensive, adaptable and fully portable.

6.4 Personal Protective Equipment

CCEMS believes in the saying, "Train as you fight, fight as you train" and therefore encourages the student to bring any appropriate Personal Protective Equipment for use in the course. Any equipment supplied by the student will be inspected by a Level I Instructor and approved for use in the course. The student is responsible for obtaining this approval

prior to the start of the block of instruction or skill station where the equipment is needed. The Range Master has final say in all PPE issues occurring at his/her facility.

FX® Protective Equipment



The "impact awareness" delivered by its ammunition contributes to the realism of FX® interactive training. To ensure safe and realistic training, yet still allow the impact to be felt, Simunition® developed a full line of protective equipment for both men and women, including head protector, throat protector and groin protector as well as pants, gloves, a vest and sleeves. These components are for use exclusively with FX® Marking Cartridges. They are comfortable and lightweight and allow the user to move as freely and naturally as possible. Simunition® policy requires users to only wear Approved Simunition® FX® 9000 Series Masks, Throat and Groin Protectors when training with FX® Marking Cartridges.

CCEMS and its sponsoring agencies will not be responsible for any damage to equipment provided by the student.

7.0 Force on Force Exercises

In an effort to create a realistic training environment for the student, Force on Force Exercises is necessary. It is important the student functions under the same type of stress as if it were a real situation. The only way to achieve this realism is through Force on Force. The student will be exposed to role players acting out the part of suspects and patients during the training scenario. This forces the student to interact with a real human being as a patient and/or aggressor. All possible safety precautions will be taken to minimize any potential for injuries. Each Force on Force scenario will have a designated Safety Officer who will monitor the scenario from start to finish.

8.0 Uniforms

Each student is required to wear the tactical uniform of his or her department. Standard work uniforms do not usually provide adequate protection for the field environment. If your department does not have a tactical uniform, military style BDU's, "combat" style boots, and rain gear are acceptable.

9.0 Weapons

Tactical medic training is law enforcement training and involves scenarios and role-play. In order to ensure a safe training environment, there is an absolute prohibition on weapons possession during the course. **The possession by tactical medic students of any personal (or department) weapons of any kind is strictly forbidden.** We provide all firearms and training edged weapons when necessary.

9.1 HR 218 and S.253

In July 22, 2004 HR 218 and S 253 was signed into law authorizing police officers to conceal carry anywhere in the United States. If you are a police officer CCEMS will NOT

prohibit you from carry your weapon, outside of the class. It will be your responsibility to secure your weapon in a safe manner during training.

10.0 Physical Training

Due to the extreme physical and psychological nature of the tactical environment, physical training will be conducted throughout the course to help minimize potential injury, promote team concept and motivation. It is our goal to give each student a baseline assessment of their overall physical condition to operate in the tactical environment and introduce them to the core values of a tactical law enforcement physical training program.

This is NOT a SWAT school or military boot camp. Physical training is used to foster team cohesion in a minimal amount of time and focus the student's attention to details. Since the addition of physical training to the program, we have noticed a drastic improvement in how quickly the individuals come together to work towards a common goal.

11.0 Certificate of Completion

Upon successful completion of the program as evaluated by a combination of written and practical assessments, each student will receive a certificate of completion. Currently, there is not an established national curriculum for Tactical Operational Medical Support that is recognized by a particular governing body. CCEMS urges the student to maintain the original certificate to verify course completion and the number of training hours attended.

12.0 Continuing Education Credit

Continuing Education Credit is awarded through Cypress Creek EMS and the Texas Department of State Health Services. Credit is not necessarily awarded on an hour per hour basis.

12.1 CCEMS Review

An Advisory Panel comprised of CCEMS Instructor Cadre members and advisors on an annual basis reviews the educational curriculum. This ensures the content is up to date, accurate and follows the science

12.2 CCEMS Reviewers

CCEMS approval means that the continuing education (CE) provider has submitted the activity for review to a three-member review panel. Three reviewers assess applications—one physician with substantial EMS experience, one present or past member of the CCEMS Cadre, and one EMT with significant field experience and/or significant experience in EMS education.

Reviewers use a checklist to rate the activity on the elements of sound educational design and on the infrastructure in place to deliver the activity, respond to the user's questions, and maintain appropriate records. With distributed learning and other types of CE, the activity number and approval statement means that the CE provider has made an effort to ensure that the product meets the criteria for quality educational design and for effective delivery.

12.2 Law Enforcement Continuing Education Hours

TCOLE/POST credit is available at an hour per hour rate for any TCOLE licensed officer. The reporting of said training hours is the responsibility of the individual student, through their departments training officer.

12.2.1 Texas Commission on Law Enforcement (TCOLE)

CCEMS reports TCOLE training through a partnership with a TCOLE Academy Agency (HCCO4). A minimum of 5 CCEMS Instructors are licensed TCOLE Instructors and practicing Texas Peace Officers. This is to ensure that the educational requirements of the Commission are adhered to and reported correctly.

In the instance where a sponsoring law enforcement agency has a training academy number, that agency may choose to report the hours for the student. In either case, it is ultimately the student's responsibility to ensure the hours have been reported.

12.2.2 Police Officer Standards of Training (POST)

Police officers from other states may be eligible to receive POST credit for the program. CCEMS will provide the learning goals and objectives to the state agency as necessary. All material is protected by copyright and will remain property of CCEMS and not subject for use by any other individual, department, or state agency.

13.0 Lodging and Accommodations

Lodging arrangements have been provided by CCEMS at the designated host hotel. All students are encouraged to stay at the host hotel to minimize any delays in the training starting on time. The host hotel has been carefully chosen to provide the best lodging experience and rate possible for the student.

13.1 Facility Regulations

Everyone will obey the host facility regulations. CCEMS has made special arrangements to conduct the training on site and the host facility has made specific exceptions to their regulation for the specific training period only.

13.2 Weapons and Personal Property Security

It is the responsibility of the individual to secure their personal property. Any licensed police officer who needs to secure their weapons **MUST** do so in a manner in which it is **NOT** in plain sight. The housekeeping staff has been instructed to not enter and/or clean a room where a weapon is visible. They were advised to report all incidents to the Program Director immediately.

13.3 Meals

All meals are provided by CCEMS through the designated facility or sponsoring local establishment. Every effort will be made to accommodate known food allergies or customs by providing an alternative meal. This can only be accomplished with advance notice,

which is the responsibility of the student to report to the Program Director fourteen (14) days in advance.

13.4 Laundry

Laundry facilities are available at the host hotel for the student's convenience. Any fee incurred by the student for the use of these facilities is at the student's expense. CCEMS also has laundry facilities available at the training venue as an alternate if requested.

14.0 Travel

Travel to Houston is the sole responsibility of the student and or his/her department. CCEMS request that the student adheres to the suggested arrival and departure times to lessen the interference with the course completion.

14.1 Shuttle Transportation

CCEMS will provide a FREE shuttle service from BUSH IAH Airport (only). The student is free to choose his or her own means of transportation.

14.2 Transportation to Course Activities

Transportation to and from all official course activities will be provided by CCEMS. This specifically includes the off-site training and meal locations.

14.3 Private Auto Transportation

Students may elect to provide their own means of transportation (Private Auto, or Department Vehicle) to and from the training site. In this case, the student is responsible for arriving on time to all training sessions. Any damage or injury sustained by the individual travel arrangements of the student is their responsibility and CCEMS, sponsoring agencies, and its training partners cannot be held liable.

15.0 Instructor Cadre

CCEMS believes in providing Subject Matter Experts (SME) to perform the duties of Lead Instructor for a given block of instruction. Whenever these SME's are available, they are utilized to provide the best possible educational product to the student.

Special consideration is given to their availability, given that all SME's are still practicing operational members in their respective field of expertise. In the event they are unavailable due to their operational status, CCEMS will provide a skilled and knowledgeable replacement.

15.1 Instructor Categories

In an effort to maintain an adequate instructor/student ratio, instructors are designated in two categories, Tier 1, 2, and 3.

Tier 1 Instructor – Lead (Primary) instructor for the given block of instruction or skill station/scenario.

Tier 2 Instructor – Secondary instructor, usually not serving as a presenter

Tier 3 Instructor – Any Guest instructor from a vendor or outside agency/department that is not currently a member of the Instructor Cadre, but is a SME in their field.

15.2 Adjunct Instructor Status

An SME can be eligible for Adjunct Instructor status and offered a regular position within the Instructor Cadre. To qualify the SME must instruct at a minimum of three (3) courses and serve as a Lead Instructor in two (2) blocks of instruction and (2) skill station/scenarios. Two members of the Instructor Cadre will evaluate the SME's performance. The written evaluation will be presented to the Adjunct Faculty member and Program Director for approval.

15.3 NAEMT Adjunct Faculty Status

CCEMS maintains a minimum of one NAEMT Adjunct Faculty member on staff to oversee the NAEMT course offerings and monitor the performance of the Instructor Cadre.

15.4 Faculty Status

CCEMS will grant Faculty status to any physician, physician assistant, or nurse practitioner who serves as a Subject Matter Expert and member of the Instructor Cadre.