



An Roinn Tithíochta, Pleanála agus Rialtais Áitiúil
Department of Housing, Planning and Local Government



An Stúirthóireacht Náisiúnta um Bainistíocht Dóiteáin agus Éigeandála
National Directorate for Fire and Emergency Management



Fire Service Central Training Programme
Course: Road Traffic Collision
Nenagh Fire Station (14th to the 25th of May, 2018)

9th March, 2018

To Each Director of Services (Fire) and Each Chief Fire Officer

The Road Traffic Collision Course will be held in Nenagh Fire Station from the 14th to the 25th of May, 2018, as part of the Fire Service Central Training Programme.

Further information on the course is provided in the Course Details which accompany this notification.

Fire authorities who wish to nominate candidates for this course should forward nomination(s) to arrive with the Management Support Unit of the National Directorate for Fire and Emergency Management **not later than Friday the 30th of March, 2018**. Nominations will not be considered unless a completed nomination form and relevant documentation (see Section 5.2 of the Course Details) has been received in the Management Support Unit by the closing date.

Fire authorities may wish to provide notice of nominations to the by Telephone (01 – 888 2460 or 2334), in the first instance, and follow up by post or e-mail with the completed nomination form and relevant documentation in time for the closing date.

The appropriate e-mail address is: **fire-service-training@housing.gov.ie**

The appropriate postal address is: **Management Support Unit, National Directorate for Fire and Emergency Management, Room G59, Custom House, Dublin 1.**

If the fire authority does not propose to nominate personnel for the course, it would be appreciated if the Management Support Unit could be notified immediately.

Yours sincerely,

Linda Cullen
Management Support Unit
National Directorate for Fire and Emergency Management



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1. Course Aim

The aim of the course is to assist fire authorities in developing and updating their ability to respond to road traffic accidents, and other incident types, through the provision of a course for **instructors who are actively involved in training provided locally to brigades.**

2. Course Objectives

All attendees will have participated in a number of practical exercises and practiced the skills involved in response to incidents requiring rescue, extrication and the use of associated extrication equipment, appropriate to the training activities on the course. AT the end of the course successful attendees and will be able to:

- (a) Describe and demonstrate the effective use of the equipment necessary for dealing with road traffic collisions (RTC);
- (b) Demonstrate their knowledge of the methods and procedures for dealing with road traffic collisions and other incidents involving rescue and extrication, including command and control at the scene;
- (c) List and describe the essential elements of casualty care and handling at accident scenes;
- (d) Demonstrate the effective planning and staging of a RTC exercise; and
- (e) Undertake a presentation appropriate to the course content.

3. Course Dates / Venue / Capacity

- 3.1 The course will be held at Nenagh Fire Station, Co. Tipperary.
- 3.2 The 10-day course is scheduled to run from the 14th to the 25th of May, 2018.
- 3.3 There are 16 places on the course.

4. Eligibility

- 4.1 The course is open to all fire service officers who are experienced instructors and are actively involved in their authority's operations and training.
- 4.2 Nominees for the course should have received training in manual handling techniques appropriate to fire service operations and each participant will be required to confirm this in writing as per the nominee confirmation form on page 4.
- 4.3 It would be an advantage for nominees to have a suitable qualification in First Aid.
- 4.4 RTC Equipment: It is a condition for participation in the course that officers should have full knowledge of the purpose, capability and practical use of RTA equipment normally used in fire service operational work. The nominating fire authority will be required to confirm this on the nomination form.



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4.5 Nominees for the course should be in good physical condition, as the course programme contains a substantial number of practical exercises. Nominees will be required to confirm in writing that they are not aware of any reason that would prevent them from taking part in practical and physical work of the nature expected of a fire service trainee, as per the nominee confirmation form on page 4.

4.6 In addition, for the nominees allocated a place on the course, the fire authorities should satisfy themselves that they are medically fit to attend the course and the medical fitness certification should be submitted as outlined in section 5.3.

5. Nominations

5.1 The nomination form is attached and a separate form should be completed in respect of each nominee. Completed nomination forms should be sent to arrive with the Management Support Unit **not later than Friday the 30th of March, 2018.** Nominations will not be considered unless the fully completed nomination and nominee confirmation forms are received by the closing date.

5.2 **Checklist:** A nomination for each nominee for the course must include:

- Completed nomination form;
- Completed nominee confirmation form with the manual handling training and physical fitness confirmations signed by the nominee.

5.3 Medical fitness certification *for nominees allocated a place* on the course are to be received in the Management Support Unit by Wednesday the **2nd of May, 2018.** The certification should be provided in either of two formats: -

- (a) Where medical fitness certification is effected using the Occupational Health Scheme for Members of the Retained Fire Service, a copy of the final page of the examination documentation should be provided, showing the local authority name, the nominee's name and rank and the doctor's medical decision – expressed in the range (*a) to (*e), confirmed by the doctor's signature and date of examination, or
- (b) A medical certificate, bearing a current date, provided by a doctor and confirming that the nominee is medically fit to participate in the specific training course.

6. Participation

6.1 The personnel who are allocated a place on the course will be notified through their fire authorities and joining instructions (along with further details on the required pre-course preparation and requirements) will also issue at that time.

7. Assessments

7.1 The Road Traffic Collision Course is designed to train and qualify participants to undertake specific tasks for which there are clearly defined levels of skills and knowledge.

7.2 Participants will be subject to continuous assessment by their instructors during the course and, for successful completion of the course, will be required to demonstrate appropriate skill and knowledge through participation in practical exercises and a written assessment. An assessment of participant performance, including grades awarded for specific skills and knowledge, will be provided to the course participants and their employing fire authority.



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8. Freedom of Information Act

- 8.1 The Freedom of Information Act contains obligations to disclose certain information if it is requested. Any decision to release information will be in compliance with the Act and will have due regard to the sensitivity of the information.

9. Insurance

- 9.1 The Department of Housing, Planning and Local Government and the fire authorities at whose training centres courses are being provided, hereby notify that they will not be responsible in the event of injuries or accident to participants during the course. Fire authorities whose nominations are accepted will, accordingly, be required to make whatever arrangements they consider appropriate against such an eventuality, and inter alia, extend their public liability and employers' liability insurance policies to indemnify the Department and Tipperary County Council (at whose centre the course is being held) against claims in the event of injuries or accidents on this course involving the participating personnel of the authority.

10. Content – Road Traffic Collision Course

- Course Philosophy – the Team Approach
- Command & Control and Operational Procedures at RTC Incidents
- Use of Extrication Equipment
- Casualty Care
- Rescue / Extrication Techniques
- Exercise Preparation
- Practical Exercises
- Written Assessment

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NOMINEE CONFIRMATION FORM

This form should be completed by each nominee and returned to the National Directorate Management Support Unit with the completed nomination form.

Name of Nominee : _____
(BLOCK CAPITALS PLEASE)

Manual Handling Training Confirmation

I confirm that I have received training in manual handling of loads appropriate to fire service operations.

Signed : _____

Date : _____

Physical Fitness Confirmation

I am not aware of any reason that would prevent me from taking part in practical and physical work of the nature expected of a fire service trainee.

Signed : _____

Date : _____

**Course: Road Traffic Collision**Nenagh Fire Station (14th to the 25th of May, 2018)**NOMINATION FORM**

1. Fire Authority : _____

2. Name of Nominee : _____ 3. Fire Station : _____

4. Rank : _____ Date Appointed to Present Rank : / /

5. Date of Birth : / /19 _____ Date of Entry to the Fire Service : / /

6. Confirmation of Manual Handling Training appropriate to fire service operations.

Manual Handling Training	Course	Dates	Training Location
	Most Recent Refresher Course		

7. Is the Nominee qualified as a First Responder? Yes No

First Responder Training	Course	Dates	Training Location
	Initial Training Course		
	Most Recent Refresher Course		

8. Is the nominee qualified to drive a fire appliance? Yes No Licence Class _____

9. Brief Outline Statement in Support of the Nomination (Include details of Instructional/Operational Experience):

10. Home Address : _____

(for issue of assessment)

- BLOCK CAPITALS
PLEASE

Contact Telephone Number / E-Mail Address: _____

11. The above-named officer is nominated to attend the course. I confirm that she/he satisfies the eligibility conditions for the course, that she/he has full knowledge of the purpose, capability and practical use of RTC equipment normally used in fire service operational work, and that the information supplied above in respect of the nominee is correct.

12. Signed : _____
(On behalf of Fire Authority)

Rank : _____

Date: _____