

## ANNEX E

## INSTRUCTIONAL MANAGEMENT PLAN

## Course Management Data

1. Staff Requirements

Based on planned student input of 400 per year, Rescue Swimmer School (RSS) requires 29 military personnel. Billets must be structured with one division officer, one assistant division officer, one leading chief, one student control chief, 20 instructors experienced in fleet Rescue Swimmer duties, two fleet experienced corpsmen, two parachute riggers, and one yeoman.

<u>Billet</u>	SEC <u>NEC</u>	<u>Grade</u>	<u>Branch</u>	PRI <u>NEC</u>	<u>Requirements</u>
Division Officer	NA	O-4	USN	NA	1
Pool Deck Training Officer	NA	O-3	USN	NA	1
Leading Chief	7815/ 8215	E-8	USN	9502	1
Training Chief	7815/ 8215	E-7	USN	9502	1
Instructor	7815/ 8215	E-6	USN	9502	2
Instructor	7815/ 8215	E-5	USN	9502	18
Corpsman/ Instructor	8401	E-6	USN	9502	1
Corpsman/ Instructor	8401	E-5	USN	9502	1
Parachute Rigger	NA	E-6	USN	NA	2
Yeoman/Civilian (Typing)	NA	E-4/ GS	USN	NA	1

NOTE: Instructors will not be shared with another course.

Staffing Requirements Matrix for Training Evolutions

<u>Evolution</u>	<u>Staff</u>	<u>Qty</u>
<u>Classroom:</u>	Primary Instructor	1
ARC CPR Professional Rescuer	American Red Cross Instructor Additional Instructor (One per six students for lab)	1
<u>Lab Evolutions:</u>		
Physical Training	Primary Instructor Additional Instructor (One per ten students) Safety Observer EMT (Note D)	1  1 1 1
Swimming Proficiency and Conditioning (Practice and Evaluation)	Primary Instructor Additional Instructor (One per fifteen students, Note A) Training Safety Monitor (Note H) Safety Observer (Note H) EMT (Note D)	1  1 1 1
Mask, Fins & Snorkel; Releases & Escapes; Approaches & Carries (Practice and Evaluation)	Primary Instructor Additional Instructor (One per eight students, Note B) Training Safety Monitor (Note H) Safety Observer (Note H) EMT (Note D)	1  1 1 1
Rescue Devices; Disentanglement; SAR Tactics (Practice and Evaluation)	Primary Instructor Additional Instructor (One per eight students for practice, Note C) Training Safety Monitor (Note H) Safety Observer (Note H) EMT (Note D)	1  1 1 1
Water Entry; Parachute Canopy Escape; Direct Deployment; Combative Survivor	Primary Instructor Additional Instructor (One per ten students, Note B) Training Safety Monitor (Note H) Safety Observer (Note H) EMT (Note D)	1  1 1 1
Overland SAR/Mouflage	Primary Instructor Additional Instructor (One per ten students) Safety Observer (Note F) EMT (Note D)	1  1 1

Helicopter Operations (Overland Hoisting and Jumps)	Primary Instructor	1
	Additional Instructor (One per two students, Note C)	
	Training Safety Monitor	1
	Safety Observer (Note F)	1
Open Water Lab	EMT (Note D)	1
	Primary Instructor	1
	Additional Instructor (One per eight students, Note C)	
	Training Safety Monitor	1
	Comm Watch (Note F)	1
Extra Instruction Remediation	Safety Swimmer (Note G)	1
	EMT (Note D)	1
	Primary Instructor	1
	Additional Instructor (Note E)	
	Training Safety Monitor (Note H)	1
	Safety Observer (Note H)	1
	EMT (Note D)	1

NOTE: A. Additional instructor shall be fully qualified instructor or lifeguard on pool deck ready to administer assistance.

B. One fully qualified instructor in the pool-wearing mask, fins, snorkel and either a wet suit or an TRI-SAR harness over PT attire acting as a safety swimmer and instructor for each group, one instructor for each student being evaluated.

C. One fully qualified instructor in the water-wearing mask, fins, snorkel and either a wet suit or an TRI-SAR harness over PT attire acting as a safety swimmer and instructor for each group During open-water lab an additional safety swimmer (qualified rescue swimmer) shall be in the safety boat.

D. Minimum of one Hospital Corpsman (HM), State or Nationally certified Emergency Medical Technician (EMT), or Individual Certified as American Red Cross Emergency Responder (ER) must be present in the RSS training facility during all pool training sessions and be available during outdoor evolutions. This individual may also act as safety observer, if qualified per Rescue Swimmer School Training Program (RSSTP) Job Qualification Requirements (JQR). During OWL, they shall remain in training area throughout the lab evolution.

E. Additional instructors required as per guidelines in staffing matrix for evolution being performed.

F. During OWL, a communication watch will remain in the facility next to the main radio and act as a communication relay incase of a mishap.

G. During OWL, an additional safety swimmer (qualified rescue swimmer) shall be in the safety boat. Additionally, this individual shall perform the duties as OWL safety observer.

H. Training Safety Monitors and Safety Observers may monitor more than one training evolution as long as both training evolutions are being conducted in the same training tank.

I. The wave generator should be used during the first Approaches and Carries Lab, the Day/Night Water Entry Labs and all non-timed Swimming, Proficiency, and Conditioning events beginning in week two of training. At no time will the wave generator be used during timed or testable events.

Instructors may demonstrate skills as a rescuer while using a student as a survivor. Because of their superior aquatic skills, instructors shall not NORMALLY assume the role of survivor. However, instructors may act as survivors for extra instruction only after all other means of instructions have failed and only with the permission of the Training Safety Monitor.

#### Staff Responsibilities during Training Evolutions

Primary Instructor (PI): Responsible for trainee instruction and safety. Conduct laboratory/classroom evolution.

Additional Instructor (AI): Positioned in accordance with staff requirements matrix. Use of a rescue device is mandatory. Provide water safety and life saving aid as necessary. Provide individual instruction and lesson plan reinforcement in support of PI.

Training Safety Monitor (TSM): Responsible for the expedient and safe conduct of the entire evolution. Responsible for safety of all participants. Responsible for execution of Emergency Action Plan (EAP). During EAP, responsible to delegate all tasks required to maintain direct control of situation. During OWL, maintains radio communications with Safety Boat and shore. TSM shall remain in training area during all in-water evolutions.

Safety Observer (SO): Observe training evolution; bring all safety related concerns to the attention of the PI and TSM. Assist TSM with execution of EAP, ensure all required life saving equipment is brought to the scene of the emergency.

2. Facilities Requirements. The classrooms shall meet the following requirements:

- a. Proper temperature control, ventilation, and lighting.
- b. Training Aids (Audiovisual equipment and Visual displays) as required in lesson plan and Annex's for ARSS curricula.
- c. Sufficient quantities of "Ready for Training" aviation life support equipment and lifesaving equipment to properly conduct the training required by the curriculum.

## d. Physical Training:

(1) Should be conducted on soft level surfaces when possible. If conducted on a hard surface (i.e., concrete) closed cell foam rubber mats shall be issued to students.

(2) Running courses shall be wide enough to accommodate running formations (two abreast) free from hazards, obstructions, irregular surfaces, sharp turns and at pace/distance in accordance with lesson plan.

(3) Running courses should be on smooth, firm (sand, beach, chip trail, grass, dirt) surfaces. Hard surfaces (concrete, assault, etc) should be avoided as much as possible.

(4) Running formations shall not be in close proximity to heavy traffic where the speed limit is 36 miles per hour or greater.

(5) Running formations shall not utilize roadways, as a running course, where the speed limit is 20 miles per hour or greater.

3. Training Pool Requirements

## a. Markings:

(1) One foot variations in pool depth shall be marked on the pool deck. Indoor pool markings may also be placed on adjacent walls. Outdoor pool depths may be mounted on perimeter fences at the pool deck edge.

(2) Swim lanes should be marked on the pool bottom.

b. The main drain should be clearly marked with colored tile, or the grating should be painted a conspicuous color.

c. Provide clean, adequately sized dressing and rest room facilities to include a designated area to lock up valuables. Floors shall be disinfected daily with an approved (e.g., 50 ppm chlorine) solution.

d. Provide hot water showers (not exceeding 100°F) with soap dispensers.

e. Pool water should be maintained in accordance with Chapter four of NAVMED P-5010.

(1) Temperature - 78° to 84°F (recommended).

(2) Water shall be free of suspended matter. A four-inch diameter black on white disk on the pool bottom in the deep end shall be clearly visible from the pool deck. Training shall be suspended until water clarity meets minimum standards. The main drain should always be visible.

f. A fixed or portable audible alarm to signal pool evacuation. A whistle or air horn is sufficient. Students shall be briefed on the signal and what action to take.

g. Two Portable Emergency Medical Oxygen Resuscitation Systems. Oxygen cylinder size no smaller than size "D".

h. The following equipment shall be pool side, ready for immediate use and shall be inspected prior to each training session:

(1) U.S. Coast Guard approved ring buoys with manila or polypropylene retrieving lines. Retrieving lines shall be 1/4" diameter and approximately 50 feet in length.

(2) Safety swimmer shall use American Red Cross approved rescue tubes (Torpedo buoys may be substituted).

(3) Two fully equipped backboards (full head restraint with two straps to secure victim's head to board and cervical collar, at a minimum, four straps required to secure victim's body to board).

(4) Two first aid kits, at a minimum, a Level "A" or equivalent.

i. A telephone shall be immediately accessible with emergency numbers posted nearby.

j. Ear wash (to prevent ear infection) shall be available. An acceptable solution is 2% acetic acid, 3% distilled water and 95% isopropyl alcohol.

k. A portable emergency lighting system shall be present during all night training (i.e., battle lanterns, flashlights, etc.).

l. A ventilated drying space, support equipment, and tools shall be available for maintaining training gear. Maintenance equipment should include:

(1) Sewing machine.

(2) Vacuum system (to deflate life rafts, LPU's).

(3) Hand tools.

(4) Spare parts.

4. Required Equipment for Pool Evolutions (ALL GEAR WILL BE READY FOR TRAINING) Flight and Rescue Swimmers equipment used in RSS training will be maintained per CNET Instruction 3710.1 and labeled "For Training Use Only".

- a. Wetsuit.
- b. Booties and fins.
- c. Tri-SAR Harness.
- d. Face mask and snorkel.
- e. Student PT shirt and shorts.

**NOTE**

With the exception of items d and e, required equipment shall be worn to maximum extent practical in support of terminal and enabling objectives. Items d and e shall be worn during all pool evolutions.

5. Alternate Training Plan. Students must complete all course objectives in order to graduate. Students must receive all lesson plan presentations. If a laboratory application must be cancelled (due to inclement weather, equipment malfunctions, etc.), students must complete the Alternate Training Plan as specified in the lesson plan. The Commanding Officer may waive certain events if factors (e.g. weather, medical) preclude the students from participating and the course objectives have been accomplished.

6. Safety

a. The primary instructor is responsible for ensuring that all necessary precautions are taken before High Risk and PT evolutions commence. All participating staff shall be briefed on the conduct of the evolution, roles to be filled, and responsibilities in the event of a mishap. Prior to pool evolutions, the primary instructor shall ensure that lifesaving equipment is available and operable, and that supplemental oxygen is provided.

b. Ensure heat index does not preclude physical activity per command guidelines. Ensure physical training area, running courses and pool meet standards of this document. A corpsman (or EMT/ER) with medical kit shall be in the immediate vicinity of laboratory evolutions; an ambulance shall be on call.

c. Student Mishap/injury. Anytime a student has a mishap or is injured, instructors shall remove student from training, complete a Personal Accident Injury Notification form and notify the Chain of Command.

d. A designated instructor shall be in close enough proximity to see and hear the students at all times during the course of instruction of a High-Risk training evolution.

e. Drop on Request (DOR)/Training Time Out (TTO) policies and procedures shall be conducted IAW with CNET Instruction 1500.20 series.

f. Hyperventilation prior to underwater swimming evolutions.

(1) Students participating in underwater evolutions shall be instructed that hyperventilation (repetitive deep breathing) to achieve underwater swimming endurance can result in shallow water blackout and drowning. Competitive breath holding skills/drills and intentional hyperventilation is prohibited.

(2) All underwater swimming evolutions shall be limited to a maximum distance of 25 meters while wearing mask and fins.

(3) Instructors, safety swimmers/divers shall be alert for and rescue students who they consider are not making satisfactory progress or appear to be under water longer than is safe.

g. Professional conduct. All students and instructors will conduct themselves in a highly professional manner. Hazing through the use of improper or degrading rituals is strictly prohibited.

7. Mishap Plan. A local Mishap Plan shall be developed and implemented per CNET Instruction 1500.20 series.

8. Emergency Drills shall be conducted per CNET Instruction 1500.20 series.

9. Safety Standdown Policy. Safety Standdown procedures are as follows:

a. Annual Safety Standdowns shall be conducted per CNET Instruction 1500.20 series.

b. Site Commanding Officers are encouraged to conduct additional standdowns and course reviews, particularly when courses have been revised, or when a "near miss" incident has occurred.

10. Safety Management for High Risk Courses shall be per CNET Instruction 1500.20 series.

a. Student Flow Management Data

11. Graduation - students are graduated upon successful completion of course curriculum requirements.

a. Check-in day is completed on Thursday prior to class convening date.

b. All students who report to RSS for training must successfully pass the in-test prior to entering the course.

c. Academic Progress. Written exams require a minimum score of 80% to pass. Students who fail an exam will be:

(1) Debriefed by the Instructor.

(2) Given academic counseling.

(3) Assigned additional study.

(4) Retested as soon as possible. Students who fail a re-test shall be referred to an Academic Review Board (ARB).

d. Pool Progress. Students failing to meet minimum swim performance in the training tank shall be referred to the Training Chief Petty Officer for a review of the problem. The Training Chief Petty Officer can:

(1) Assign remedial swim instruction or

(2) Recommend the student be referred to an ARB.

e. PT Progress. Students who do not successfully complete any of the physical training enabling or terminal objectives shall be referred to the Training Chief Petty Officer for a review of the problem. The Training Chief Petty Officer can:

(1) Assign remedial PT instruction or

(2) Recommend the student be referred to an ARB.

12. Remediation. Remedial training, up to two hours additional instruction daily, may be assigned; however, a minimum of 10 hours shall elapse between the additional instruction and the next scheduled event. Students failing to meet minimum levels of performance shall:

a. First occurrence - be assigned individual additional instruction as determined and documented by the Training Chief Petty Officer.

b. Second or subsequent occurrences - appear before an ARB to determine if further training is warranted.

**Note**

For remedial swim additional instruction, all safety precautions shall be observed per this instruction.

13. Roll Back to Another Class - If the Academic Review Board (ARB) determines further training is warranted, student shall be rolled back to the next available class, after completion of any remedial training mandated by the ARB.

14. Dropped from Training for Academic or Suitability Reasons. If ARB determines no further training is warranted, student will be removed from training and immediately be made available for orders.

15. Instructor Certification Program - Instructor Certification Program shall be per the NAVEDTRA 135 and the Core Unique Instructor Training Plan (CUITP) and related Job Qualification Requirements (JQR).

16. Basic High Risk Instructor Guidelines.

a. All High Risk Instructors shall be screened IAW OPNAV Instruction 1500.75 and CNETINST 1500.20 series.

b. Shall meet the requirements found in the RSSTP JQR.

c. Individuals must be robust, confident, mature and stable.

17. Training Safety Monitor shall meet the requirements found in the RSSTP JQR.

18. Safety Observer shall meet the requirements found in the RSSTP JQR.

19. Hospital Corpsmen (HM) shall meet the requirements found in the RSSTP JQR.

20. Record Keeping

a. Class rosters, showing training received, grade achieved, shall be retained for a period of four years.

b. Medical Record Screening DOR/TTO Statement forms shall be maintained for 72 hours after completion of training.

c. Injury logs, reports and records shall be attached to a copy of the class roster and retained for five years at the site.

d. Student Critiques shall be routed through the immediate chain of command and retained from site evaluation to site evaluation.

21. Quarterly Reports

a. Submission Requirements - Submit within 10 working days of end of quarter to:

Commanding Officer  
Attn: CODE N3D3, Model Manager Division  
NAVAVSCOLSCOM  
181 CHAMBERS AVE SUITE C  
PENSACOLA, FL 32508-5221

b. Reports contents:

(1) Breakdown of students trained in each curriculum by site for the fiscal year quarter just completed.

(a) Total students reported.

(b) Prerequisite attrition.

(c) Total students enrolled.

(d) In course attrition:

(1) DOR

(2) Medical

(3) Other (ARB, Disciplinary)

(e) Total graduates.

(f) Currently in training.

(g) Mishaps/Injuries.

(2) Listing of all instructor billets followed by the name of the instructor filling each billet and his/her projected rotation date (PRD).

(3) List the status of all outstanding discrepancies from the last RSS evaluation. The report shall consist of four columns: Discrepancy, Status, Estimated Completion Date, and Remarks (to include actions taken to correct discrepancies).

(4) A brief narrative of each training related injury, giving date, course, Lesson Plan, the nature and extent of the injury, any contributing factors, and lessons learned from mishap investigation and analysis. Injuries requiring documentation on RSS Quarterly Reports and reports to the functional commander are those where emergency care, lost work time or medical officer follow-up is required. Negative reports are required.

(5) Enter the following student breakdown for the fiscal year:

(a) Total students reported.

(b) Prerequisite Attrition.

(c) Total students enrolled.

(d) In-course attritions.

(e) Total Graduates.

(f) Currently in training.

(g) Mishap/Injuries.

## 22. Prerequisite Screens

a. All prospective students must be screened for all course prerequisites (as listed in the Student Data Page of this document and in the CANTRAC). A prospective student may not be enrolled in an RSS course without meeting all prerequisites or receiving a waiver from governing authority. Prospective students on Permanent Change of Station (PCS) orders failing prerequisites shall be referred to their detailer for

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disposition. Prospective students on Temporary Assigned Duties (TAD) orders failing prerequisites shall be returned to their parent command and a message stating which prerequisites were failed shall be generated (copy to RSS Model Manager). Details of the medical and physical fitness prerequisite screens follow.

b. Medical Screening shall be administered by a Training Facility corpsman prior to administering the PT in-test. Questionable cases shall be referred to a medical officer. The following screening procedures shall be followed:

(1) Review last physical.

(a) Ensure a full physical, per article 15-71 of the Manual of Medical Department, NAVMED P-117, signed by a Medical Officer, performed within one year of enrollment.

(b) Ensure no disqualifying or questionable conditions documented.

(2) Interview Student

(a) Question student per the Risk Factor Questionnaire, OPNAVINST 6110.1 series.

(b) Ask student if he/she is aware of any physical conditions that would preclude safe participation in an RSS course.

(3) Document Screen

(a) In student's training jacket, document "Medical screen complete, student fit for training", sign and date.

c. Physical Fitness Prerequisite Screen. This test is designed to protect the schoolhouse and the student. Primarily, it ensures that a student is "fit to train" - he/she is physically able to safely complete a High Risk Course. Furthermore, it ensures that every student enrolled has the physical skills to successfully complete the training.

(1) Conduct of Test In order to best meet the objectives of the Physical Fitness In-test, the following order shall be followed and time between exercises minimized.

Warm-up/flexibility routine.

Instructor demonstrates correct form for pull-ups, curl-ups, and push-ups per OPNAVINST 6110.1 and OPNAVINST 3130.6 series.

1st Group 1 perform pull-ups exhibiting correct form.

(Second group perform pull-ups.)

Minimum of 2 pull-ups in 2 minutes

1st Group - perform curl-ups exhibiting correct form

(Second group perform curl-ups.)

Minimum of 50 curl-ups in 2 minutes

1st group - perform Push-ups exhibiting correct form

(Second group perform push-ups.)

Minimum 35 push-ups in 2 minutes maximum

All student candidates complete 1.5 mile timed run in less than 12 minutes.

All student candidates complete 400-meter in-gear timed swim in less than 11 minutes. (Candidates must perform this swim wearing Mask, Fins, and Snorkel. Students must be briefed on proper use of the mask, fins and snorkel prior to commencement.)

(2) The screening will be completed as rapidly as possible, with a ten-minute maximum period, to change clothing and hydrate, between the run and swim.

(3) Staffing. Qualified Rescue Swimmer Instructor shall administer the test. There must be sufficient instructors monitoring the push-ups and curl-ups to ensure all student candidates perform them correctly. All training evolutions shall be conducted in accordance with Staff Requirement Matrix.