

ANNEX E

INSTRUCTIONAL MANAGEMENT PLAN

Course Management Data

1. Staff Requirements

(Cat II) Based on planned student input of sixty per year, Cat II Rescue Swimmer School (RSS) requires 10 military personnel. Billets must be structured with one division officer, one leading chief, one student control petty officer, four instructors experienced in fleet rescue swimmer duties, one fleet experienced Corpsman, one Parachute Rigger and one Yeoman.

<u>Billet</u>	<u>SEC NEC</u>	<u>Grade</u>	<u>Branch</u>	<u>PRI NEC</u>	<u>CAT II</u>
Division Officer	NA	O-4	USN	NA	1
Leading Chief	78158 215	E-8	USN	9502	1
Student Control CPO	78158 215	E-7	USN	9502	1
Instructor	78158 21501 70	E-6	USN	9502	2
Instructor	78158 21501 70	E-5	USN	9502	2
Corpsman/Inst	8401	E-5	USN	9502	1
Parachute Rigger	NA	E-6	USN	NA	1
Yeoman (Typing)	NA	E-4	USN	NA	1

NOTE: These billets will not support other training.

Staffing Requirements Matrix for Training Evolutions

<u>Evolution</u>	<u>Staff</u>	<u>Qty</u>
Classroom	Primary Instructor	1
Physical Training	Primary Instructor	1
	Additional Instructor	1
American Red Cross CPR	American Red Cross Instructor (One per six students.)	1

Pool Training:

Pool Conditioning	Primary Instructor	1
	Additional Instructor (Note A)	1
	Training Safety Monitor	1
	Safety Observer	1
	HM or EMT (Note E)	1
Life Saving Drills	Primary Instructor	1
	Additional Instructor (Note B)	1
	Training Safety Monitor	1
	Safety Observer	1
	HM or EMT (Note E)	1

Survivor/Disentanglement	Primary Instructor	1
Practice and Night	Additional Instructor (Note C)	
Parachute Disentanglement	Training Safety Monitor	1
	Safety Observer	1
	HM or EMT (Note E)	1
Additional Instruction	Primary Instructor	1
	Instructor (Note D)	
	Training Safety Monitor	1
	Safety Observer	1
	HM or EMT (Note E)	1

NOTE: These billets will not support other training.

NOTE:

A. One fully qualified instructor or lifeguard on pool deck ready to administer assistance.

B. During evaluation of releases/holds, one fully qualified instructor in the pool wearing mask, fins, snorkel, and either a wet suit or a LPU-28 for each student being evaluated.

C. One fully qualified instructor in the pool wearing mask, fins, snorkel, and either a wet suit or a LPU-28 acting as a safety swimmer and instructor for each student being evaluated.

D. Additional instruction in the pool (period of time set aside to provide instruction to a minimum number of students who are deficient in a particular skill) - minimum of four staff personnel required.

NOTE:

Instructors may demonstrate skills as a rescuer while using a student as a survivor. 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.

E. Minimum of one Hospital Corpsman (HM) or State or Nationally certified Emergency Medical Technician (EMT) must be present in the SRS training facility during all pool training sessions and be available during outdoor evolutions. This individual may fill any position with the exception of Training Safety Monitor (TSM), if qualified per Core Unique Instructor Training Plan (CUITP) and Job Qualification Requirements (JQR).

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

- a. A properly heated, ventilated, and lighted classroom.
- b. Visual displays and training aids as required in the lesson topic guides for each RSS curricula.
- c. Audiovisual equipment (video cassette player and monitor) required to support the curricula.
- d. Sufficient quantities of "Ready for Training" aviation

life support equipment, and lifesaving equipment to properly conduct the training required by the curriculum.

e. Physical training should be conducted on a grassy surface when possible. If conducted on a hard surface (i.e., concrete) closed cell foam rubber mats will be issued to students. Running courses should be free of steep inclines/declines, surface irregularities and sharp turns. The course should not be in close proximity to heavy traffic or on roads where the speed limit is 35 miles per hour or greater (whenever possible).

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; 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 as follows:

(1) Temperature - 78° to 84°F.

(2) Chlorine - .7 to 1.0 ppm free available chlorine (FAC). FAC levels above 1.5 must be lowered to an acceptable level with leaching chemicals.

(3) PH - 7.2 to 7.8.

e. 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. Minimum Oxygen system inventory as per local protocol,

or as per the NWP 3-50.1 (series), except cylinder size may vary to be no smaller than size "D". (Auto-vent is not required.)

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) American Red Cross approved rescue tubes, for safety swimmer use. (Torpedo buoys may be substituted).

(3) A fully equipped backboard (with full head restraint and cervical collar, a minimum of five straps required to secure victim to board).

(4) Minimum- level "A" medical kit inventory as per the NWP 3-50.1 (series) with or without the case, or as per local protocol.

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.

3. 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, the course objectives have been met, there is no Alternate Training Plan, and every effort has been made to complete the

evolution. Missed training elements shall be annotated as incomplete in individual training jackets.

4. 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. Student illness/injury. Anytime a student becomes ill or injured, instructors shall stop the training, and notify the school department head. Instructors shall complete a Personal Injury Notification form.

c. 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.

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

e. 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 yards while wearing mask and fins and 15 yards maximum without mask and fins.

(3) Instructors, Safety swimmers and All Staff Personnel 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.

f. 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. Staff or student personnel involved in such activities shall be disciplined under the articles of the UCMJ.

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

Emergency Drills shall be conducted per CNET Instruction 1500.20.

Safety Standdown policy. Safety Standdown procedures are as follows:

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

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.

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

a. Training Safety Officer shall be qualified in accordance with CNET Instruction 1500.20 series.

Student Flow Management Data

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

a. Check-in day is completed on the first class convening date.

b. Academic Progress. Students who fail an exam will be:

(1) Debriefed by the instructor.

(2) Given academic counseling.

(3) Assigned additional study.

(4) Re-tested as soon as possible. A student who fails a retest shall be referred to an Academic Review Board (ARB).

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

(1) Assign remedial additional instruction or

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

c. Students who do not successfully complete any of the physical training enabling or terminal objectives shall be placed on remedial physical instruction until such time as they are able to pass.

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

(1) First occurrence - be assigned individual additional instruction as determined and documented by the Division Officer.

(2) Second or subsequent occurrences - appear before a PRB to determine if further training is warranted.

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

7. Setback to Another Class - If an ARB determines further training is warranted, student may be setback to the next available class, after completion of any remedial training mandated by the ARB.

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

Instructor Certification Program

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

Training Safety Monitor (TSM) shall meet the requirements found in the CUITP and JQR.

Safety Observer (SO) shall meet the requirements found in the CUITP and JQR.

Hospital Corpsman (HM)

a. Must be a graduate of Group Paced Instructor Course and hold an NEC of 9502.

b. Shall have an NEC 8401 Search and Rescue Technician. HM's with 84XX/85XX series NEC should be certified as an Emergency Medical Technician.

c. Must be a current American Red Cross CPR for the Professional Rescuer Instructor.

Flight and Rescue Swimmers Equipment - All flight equipment and Rescue swimmer's equipment used in RSS training will be maintained IAW with CNET Instruction 3710.1.

Record Keeping

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

Quarterly Reports

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

Commanding Officer
Attn: CODE 084, RSS 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 attrition.
- e. Total Graduates.
- f. Currently in training.
- g. Mishap/Injuries.

9. Pre-Requisite Screens

a. All prospective students must be screened for all course Pre-requisites (as listed in the student Data Page of this document and in the CANTRAC). A prospective student may not be enrolled in an RSSTP course without meeting all the pre-requisites or receiving a waiver from the RSS Model Manager. Prospective students on PCS orders failing pre-requisites shall be referred to their detailers for disposition. Prospective students on TAD orders failing pre-requisites shall be returned to their parent command and a message stating which pre-requisites were failed shall be generated (copy to RSS model Manager). Details of the medical and physical fitness pre-requisites 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, signed by a Medical Officer, performed within one year of enrollment.

(b) Ensure no disqualifying or questionable condition documented.

(2) Interview Student

(a) Question the student per the Risk Factor Questionnaire.

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

(3) Document Screen

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

c. Physical Fitness Pre-Requisite Screen. This test is designed to protect the schoolhouse and the student. Primarily, it ensures that a student is "fit to train" and he or 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

Shall be conducted in accordance with OPNAVINST 3130 series and the Swimmer's Fitness Test, for both Aviation and Surface Swimmers.

(2) Safety Precautions

Ensure heat-index does not preclude physical activity (refer to command guidelines for specific restriction). Ensure PT area includes mats and is clear of hazards - ideally a smooth, firm (not hard) surface. Ensure pool meets standards of this Annex. A corpsman (or EMT) with medical kit must be in the immediate vicinity of testing; an ambulance must be on call.

(3) STAFFING

The test shall be administered by qualified Rescue Swimmer Instructors. There must be sufficient instructors monitoring the curl-ups and push-ups to ensure student candidates perform them correctly. There must be sufficient instructors monitoring the run to ensure the safety of the students. There must be two qualified Rescue Swimmer Instructors for the first 10 prospective

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students in the pool plus one qualified Rescue Swimmer Instructor or Lifeguard for every 10 additional prospective students.