

## **PART I: Inspections, standards & checks.**

Prerequisites to be completed before attempting the practical test day

## **PART II: Practical Test Day.**

Demonstration of required knowledge and skills on the OTC

## **PART III: Foundation Knowledge.**

To be completed at any time before, during or after the OTC Test day (and some on equivalency)

## **PART IV: Uniform & Kit Check.**

Required minimum uniform standard and minimum kit list before being operational.

# **1: INSPECTIONS, STANDARDS & CHECKS**

## **USUAL PREREQUISITES AND INITIAL QUALIFICATIONS TO ENTRY**

**Prior to attending the OTC or formal training the following is checked.**

- Provided all proof of ID (Passport / Driving License)
- Provide supporting documents (i.e., Relevant Certificates)
- Produce proof of recognized First Aid and CPR training or equal to ~
- Downloaded Member Log Matrix or has FOG Aide Memoire Book
- Responsiveness: Actively responds to TeamApp, e-mail, text etc. last 3
- Doesn't sign up last minute or fail to show or cancel last minute. Last 3
- Possesses an ERT SAR Uniform Coat with Country Flag on right shoulder
- Candidate can recognize a definition of SAR and the 2 main types (Disaster & GSAR)
- Candidate knows Intl. symbol for Civil Defense and functions & roles

## **BASICS BEFORE DUTY: COMMUNICATIONS AND ADMIN**

- Candidate produces a notebook with starting duty completed
- Candidate understands why numbered pages are required
- Candidate understands the concept of *contemporaneous notes* (Notes made at the time)
- Candidate can complete an Operational notebook entry for duty
- Demonstration of the ability to perform a radio check and use a radio (inc Welfare Check)
- Knows all the International Phonetic Alphabet (A to Z)
- Knows the ABC of Radio Use & example of a "10-30"
- Knows [1] single (Attention!) & [2] repeated whistle blow (Emergency / Evac), meaning ERT SAR

## **DRESS, DEPARTMENT & UNIFORM PARADE & UNIFORM STANDARDS**

Has read and attests to the importance of standards in a professional group

- Read the \$15 (No drinking, no drugs, no discrimination etc)**
- Read Candidate's code of conduct (Responsiveness, Proaction etc)**
- In uniform *Candidate can Stand at Ease*
- In uniform *Candidate can Stand to Attention and*
- Salute (ERTSAR is Naval style usually with Cover (Hat/Helmet) on)\*\*
- Knows when to use 'hand on heart' instead of Salute

\*\* NOTE: Salutes are not usually given with no cover (no hat or helmet on)

## **CARRIED KIT: POSSESSES, THE FOLLOWING ITEMS ON PERSON**

*Candidate should have a kit list and be working to achieve it. (Check mark)*

### **Usually on person**

- Watch (Waterproof) \*
- Notebook \*
- 2 Black Pens \*
- Permanent Marker \*
- Whistle \*
- Compass \*
- Phone / smartphone \*
- Mini-First Aid \*
- Personal meds / analgesics \*
- Cutting Instrument (Knife)
- Paracord / Cordage (Min 10-12 ft) \*
- Torch / Flashlight \*
- Small Phone Charger & Cable
- Money / Bank Card \*
- Reflective Hi-Viz (PT) Yellow Bands (Coat)
- ID Card (worn right waist level) &
- PAS (Personal Accountability)
- ERTSAR Dog tags (only if issued).

### **Usually to hand eg Belt kit also cf. grab bag**

- 1 Day Food (Nonperishable e.g. MRE)
- Snacks and refreshments
- Drinking Water (Minimum 2–6 Ltr / day)
- Sunglasses / Safety glasses
- Mini-Fire kit (Fire starters)
- Windproof lighter
- Flagging Tape
- Duct tape
- Superglue
- Few Cable Ties
- Bin bags / Rubbish bag
- Eating Utensil
- Multi-tool
- Head-torch
- Glowsticks (min. Red / White / Green)
- Few Pairs of Nitrile Gloves \*
- Paramedic / EMS Sheers / Scissors
- Ear Plugs (Noise Pollution)

Items with an asterisk are mandatory and must be possessed by the OTC in order to pass this inspection. The other items not mentioned like Firestarter / Lighter etc. & may be elsewhere such as belt kit or grab bag.

**A FULL Candidate Kit List is listed in the SOP Manual and the FOG Aide Memoire.**

### **CONCEPTS OF SEARCH AND RESCUE (SAR) & SURVIVAL CLOTHING**

- Will be able to explain what is "PPE" with some examples
- Can explain why, in general, cotton is an inappropriate fabric for SAR
- Will bring and possess "layers" in uniform operations
- Will be able to recite the 3 W's of clothing + 1 (Weather check)
- Can explain pros & cons of down filled versus synthetic (polyester)
- Can state benefits of *wicking layers* (even long sleeve) in hot countries

## **2: 1 DAY OTC PRACTICAL PERFORMANCE**

This is usually evaluated on a one-day team activity. Occasionally it may be offered in two half days.

**Candidate's Uniform and kit and clothing is checked right at the beginning of day one**

### **RESCUE ROPE BASICS**

- Can recite the 4 types of rope and examples of when used.
- Can dress a knot & finish the phrase: "A neat knot is ... "
- Can explain the difference between a standard knot, bend and hitch.
- Can tie a Bowline
- Can tie a Figure 8 on a bight (and a rethread Fig 8.)
- Can tie an Alpine Butterfly
- Can tie a Double Fisherman (stopper or connector / bend)
- Can tie a round turn and two half hitches
- Can tie a Tensionless Hitch
- Can recognize a Mooring Hitch (and ideally proper OXOI Cleat Hitch)
- Can recite 3 ERT SAR Rope Rules / SOPs.
- Can explain why we don't "arm coil" a rope
- Can simple figure 8 coil a rope
- Knows what the purpose of "under over" (electricians' coil) of rope
- Can demonstrate 'hanking' paracord / cordage.
- Can demonstrate daisy chaining coiling on a bight
  - *Other knots will be learned like Munter Hitch, Mooring Hitch etc.*

### **WATER SAFETY & RESCUE**

- Can explain the orientation of the River left and right
- Can explain why searches on one bank also view the other
- Can state the three main types of river water travel and movement
- Can recite the difference between a "Life Vest" and a "Rescuer PFD"
- Knows the distance to wear a PFD on a bank with fast moving water
- Can explain the sequence of SS-ReTHRoG & why "G" isn't first
- Can throw a 20m throw bag accurately once to a casualty (on land)
- Can throw a coiled rope to a person 10 m or more away
- Can recognize ERT SAR helmet colours & hand signals on land & water

## CASUALTY RESPONSE, HANDLING & MANAGEMENT

- Has seen a Mass Casualty Triage Algorithm
- Can explain 3 challenges / pitfalls of (mass casualty) Triage
- Can perform a rapid casualty Response using DRws (C)ABCDE/SS
- Is able to apply an Arm Tourniquet in a Catastrophic Haemorrhage
- Is able to apply a Leg Tourniquet in a Catastrophic Haemorrhage
- Understands how to perform wound packing technique on *Cat Hem*
- Can articulate the manual handling lifting in words and directions
- Shows good kinetic lifting & manual handling technique
- Opens a folding stretcher and lifts and packages a casualty onto it
- Can lift & move litter / stretcher as a team on flat ground
- Can lift & move litter / stretcher as a team on hilly / undulating ground
- Completes 3 team casualty carries (can be completed after fitness)
- Can use rigid and soft (sheet) stretchers and drag harnesses
- Can complete a medical patient report form (usually the PRF – Lite)

## TEAM FITNESS (BFT Plus) & NAV EXERCISE (This is not tested at OTC1 but should be working toward)

- Pass **BMI standard of 28** or less RESULT: WT\_\_\_\_\_ HT\_\_\_\_\_ BMI \_\_\_\_\_ \*
- RESULT:** PASS | FAIL | ADVISORY\_\_\_\_\_
- Time completed the enhanced Fitness Test (not Basic): \_\_\_\_\_
- Push ups, sit ups and standing / sit is completed right at the time.
- Can Farmer Carry half their own weight over 100 feet in 2 minutes
- Maintains a regimen of physical activity. e.g. \_\_\_\_\_
- Performed Team Navigation exercise 5 miles in 90 to 120 minutes.
- Successfully completes NAVEX as a functioning Member of a team
- Can calculate relative time zone / hours based on lat / long
- Knows the Cardinal Points of a Compass and at which degree
- Can calculate a back bearing from a forward bearing
- Knows the three different “Norths” and their relevance
- Knows where the Prime Meridian is located & where is *Intl Date Line*

*\*Unless heavily muscled. This matches the Officer standard in the Royal Marines.*

## TEAM GROUP EXERCISE/S

- Carries fire making item/s and can start a survival Fire (May not test)
- Demonstration of the “(Foo) Dirty Mapping” method
- Completes a Ground Search Exercise without being distracted
- Is not “Swarming” (walking in crowded group) chatting during search.

# 3: FOUNDATION KNOWLEDGE

## SAFETY AND SECURITY INTRODUCTION

- Knows “The Number One Rule of Rescue” & why? (**Safety of the rescuer or become another rescue!**)
- Can recite the “Firefighters” / “Rescuers” Creed. (**No risk for property. Measured Risk for Life**)
- Self-Rescue and Buddy Rescue Concepts (**Prepare & plan for rescue like having spare tyre.**)
- The importance of Communication and working in Pairs (**We do not deploy singularly**)

**The Emergency Response Team Search and Rescue is a United Nations  
recognized national & international disaster response SAR (Search and Rescue) team**

- Why freelancing is usually discouraged & PAS is important
- What is a RIT / RIC Function and why we do it in training?
- Candidate understands why they should be 'security aware'
- Understands what is "Situational Awareness" (SA)
- Knows the *Coopers Colour Codes*
- Understanding threat and risk profiles
- Using layers for protection
- Performing Size-Ups and Risk Assessments

### **DISASTER RESPONSE BASICS**

- Candidate can list the three (3) Main types of Disaster
- Understands the concepts of the Disaster Management Cycle
- Can explain how ERT SAR aids in Surge Capacity
- Has watched the ERT SAR video: "Aerial Disaster Assessments"
- Can recall 3 things needed to perform this, from video.
- Knows what is the "(Foo) Dirty Mapping" method

### **SAR (SEARCH AND RESCUE) ACRONYMS & SURVIVAL MNEMONICS**

- Can recite the L.A.S.T. acronym and what it means in SAR
- Understand the 3 types of *Active Search* with example
- Understand the 3 types of *Passive Search* with example
- Can recite the Three main "Survival Law / Rule of Threes"
- Can articulate the meaning of the S.T.O.P.-P.
- Can articulate the meaning of P.L.A.N.-M. in survival
- Can list at least 6 types of SAR or Technical Rescue disciplines

### **ONLINE LEARNING COURSES (Not mandatory but suggested the new member starts this.)**

#### **It is recommended the applicant/Candidate completes supporting training**

- Completed ERT SAR Uniform Module [bit.ly/ERTUNIFORM](http://bit.ly/ERTUNIFORM)
- Completed ERT SAR Kit and Equipment Module [bit.ly/ERTKIT1](http://bit.ly/ERTKIT1)
- Completes *Ground Search & Rescue* Course (online) [bit.ly/ERTGSAR1](http://bit.ly/ERTGSAR1)
- Completes *Helicopter Safety & Formations* Course online/face to face

### **FINAL ATTENDANCE CHECKS & SEEN DOCUMENTS (Check & date when shown)**

- Has reviewed *GSMEAC Briefing* Document Example & can recite
- Has reviewed (Foo) "*Flow cycle aide memoire*" for GSAR / Operations
- Has reviewed "*Pre-event check list*", (& has link to online version)
- Has reviewed a "*Triage algorithm*" or done the course: [bit.ly/ERTTriage](http://bit.ly/ERTTriage)
- Has reviewed the 3 types of medical "*PRF*" (*Patient Report Form.*)
- Has reviewed the *Flood Response Summary Sheet*
- Knows of Convoy Driving & Motorcycle / Motor Vehicle S12
- Completed the min. number of sessions (10 or 5, if fast tracked.)  
(Fast Tracked candidates are unusual but usually medical doctors or with extensive complementary background or returning full members)
- Candidate has attendance in all 4 areas including Training, eLearning (Online), Event and Exercise or Call Out. (Meeting not required)
- Candidate has done at least one or more "Events" in past 12 Months

Candidate should be awarded MEMBER Status and can access following items

- ✓ Certificate of successful completion showing join and completion date
- ✓ Wallet Certification Card showing join and completion date
- ✓ ERT SAR Operational Member Polo Shirt
- ✓ ERT SAR Member ID Card
- ✓ ERT SAR Line 2 "Operator" Challenge Coin
- ✓ Entered on *NEW* ERTSAR Register of SAR Operators and Humanitarians

**WHAT'S NEXT** (Read this to Candidate. Initial any already done. Tick ones wanted)

Candidate informed they can attend next Foundation Course. Which one/s?

- Marine Unit Proficiency Levels 1 to 3 (or equivalency)
- Marine Unit Membership after MUP
- STC: Phase 3 – Specialist Training Course
- ITC: Phase 4 – International Training Course
- LTC: Phase 5 – Leadership Training Course

## 4: FINAL UNIFORM & KIT CHECK

**UNIFORM INSPECTION:** Pass 3 Uniform Inspections (on 3 different days)

- Polished full black boots. No coloured stitching. Laces not hanging
- A *BONUS MARK* for bulled or highly polished cap of boots
- Clean and pressed navy-blue trousers with cargo pockets
- Black Belt and silver or plain buckle (not Rescuers riggers belt unless ~)
- Blue Round Neck ERT SAR GUARDIAN Shirt / Polo Shirt w/ Badges on
- Black long or short sleeved round neck wicking shirt underneath
- Men shaved or neatly groomed beard. Ladies long hair tied back.
- Candidate is clean, smart and neatly groomed.
- Flags on uniform & knows which side respective collar dogs go on shirt

NOTES: Simple summary below. Detailed inspection summary in Matrix & SOP Manual

**GRAB BAG** (Grab bag has name on & country flag) **& upon inspection has**

**Does not require Condor 3 Day Tactical Rucksack. Just a black bag / rucksack**

- Food and snacks \***
- Water** (2 to 4 litres) \*
- Small Personal **First Aid / Medical kit \***
- Some PPE** (like ear plugs, eye protection, face mask & nitrile gloves)
- Own a pair of Riggers / Rescue style **Gloves**
- Owns a Candidate **Coat** / Softshell jacket (& brings to every session) \* **(If owned)**
- Small bag / pack for **Uniform Jacket** to fold into **(If owned. Should buy ASAP)**
- Has a few extra kit supplies as per, **Mission Profile**
- Some components of a **G1098 Kit**
- Wet weather rucksack cover: black or yellow. (Contractor Garbage bag OK)
- Has read a copy of the equipment and kit packing standards / SOPs

**NOTES:** The items with an asterisk are mandatory and must be possessed by the Candidate in order to pass this inspection. Inverse Pyramid Packing & 10 rules for rules read from ERTSAR SOP manual.