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Preamble to Policy


Welcome to Bensalem Rescue Squad’s Training Division. This preamble is intended to provide you with a brief history of Bensalem Rescue Squad highlighting some landmarks, describing aspects of our training division, and introducing you to the purpose and intent of our policies regarding your training journey. This section of the policies is specific to our Pennsylvania Department of Health Bureau of Emergency Medical Services (PABEMS) approved Basic Life Support (BLS) training institute training programs.

Training programs under BLS Training Institute are intended to prepare students to obtain PA DOH certifications in Emergency Medical Responder (EMR) or Emergency Medical Technician (EMT) after successfully completing National Registry Testing. Passing our training programs does not grant or guarantee certification.

Bensalem Rescue Squad was established in 1980 to provide 911 ambulance service to the Township of Bensalem, Bucks County Pennsylvania. We have grown into one of the leading 911 ambulance services in Pennsylvania responding to approximately 9,000 emergencies each year. We have a combination of career and volunteer staff. Bensalem Rescue Squad also offers many non-traditional EMS services in our community including our Mobile Stroke Unit, Tactical EMS, Technical Rescue Responses, Hazardous Material Responses, and our Public Access Defibrillator program to name a few.

In 1999, Bensalem Rescue saw the need to bridge the gap between the time someone in our community falls victim of Sudden Cardiac Arrest (SCA) and the time our staff arrives at the emergency scene. That year Bensalem Rescue Squad established Project COPE (Community Outreach and Public Education) helping our community cope with emergencies. We became an American Heart Association (AHA) Training Center and have taught thousands of people CPR and First Aid. Over the years, our Training Center has grown to include Advanced Cardiac Life Support (ACLS) certification and issues about 10,000 AHA certifications each year. In 2023, Bensalem Rescue Squad merged with the National Institute of Emergency Care (NIEC) adding Pediatric Advanced Life Support (PALS) to the classes we offer. Bensalem projects our combined centers will allow us to issue nearly 20,000 AHA certifications per year.

In 2002, Bensalem Rescue Squad also began to use the name Rescue Medical Systems (Rescue Med) to conduct training in special subject matters outside of the geographical boundaries of Bensalem Township, Pennsylvania. Bensalem Rescue Squad has used this name for training subject matter such as Active Shooter Response. Bensalem Rescue Squad may from time to time use this name for any of the classes it offers. Rescue Medical Systems is a registered fictitious name under the Pennsylvania Corporation Bensalem Rescue Squad.


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COVID and the post pandemic years...

Before COVID placed the world on halt, EMS was experiencing a national shortage of personnel. Less people were entering the industry becoming certified responders. COVID exponentiated this problem. Many training institutes had to pause classes; some even permanently shuttered. Many emergency workers were driven from the industry during the pandemic for various reasons. The personnel shortage became a personnel crisis. Bensalem Rescue Squad was able to continue providing full service to our community through hiring certified people with little to no experience and mentoring them to become providers in a high functioning EMS service. However, we saw no improvement in the labor pool. Bensalem Rescue Squad decided the future of our organization is in recruiting and training personnel at the entry level. To provide students with the best experience, we decided to apply for approval as a BLS training institute through the PA DOH.

Bensalem Rescue Squad can provide instructors and guest lecturers with real life experience and a training environment that moves students from a remote classroom into a classroom where they can see 911 ambulances at work, get a peek into station life, and begin to be immersed in our industry. Bensalem EMS also feels it can provide training at a reasonable cost to students. We hope your experience in our programs will be gratifying and rewarding.

These policies are specifically for our BLS Training Institute programs such as Emergency Medical Responder and Emergency Medical Technician. We have made every effort to keep language consistent throughout this document. Please keep in mind some of these policies mirror policies for our staff, our AHA training center, and some of our other business ventures. If you should see references to words such as training institute, training center, etc. If they are in this document, they refer to classes under our PA DOH approved BLS training institute.

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Acronyms

AHA – American Heart Association

ALS – Advanced Life Support

BEMS – Bensalem Rescue Squad

BLS – Basic Life Support

EMR – Emergency Medical Responder

EMT – Emergency Medical Technician

PABEMS or PA BEMS – Pennsylvania Dept. of Health Bureau of Emergency Medical Services

PA DOH – Pennsylvania Department of Health



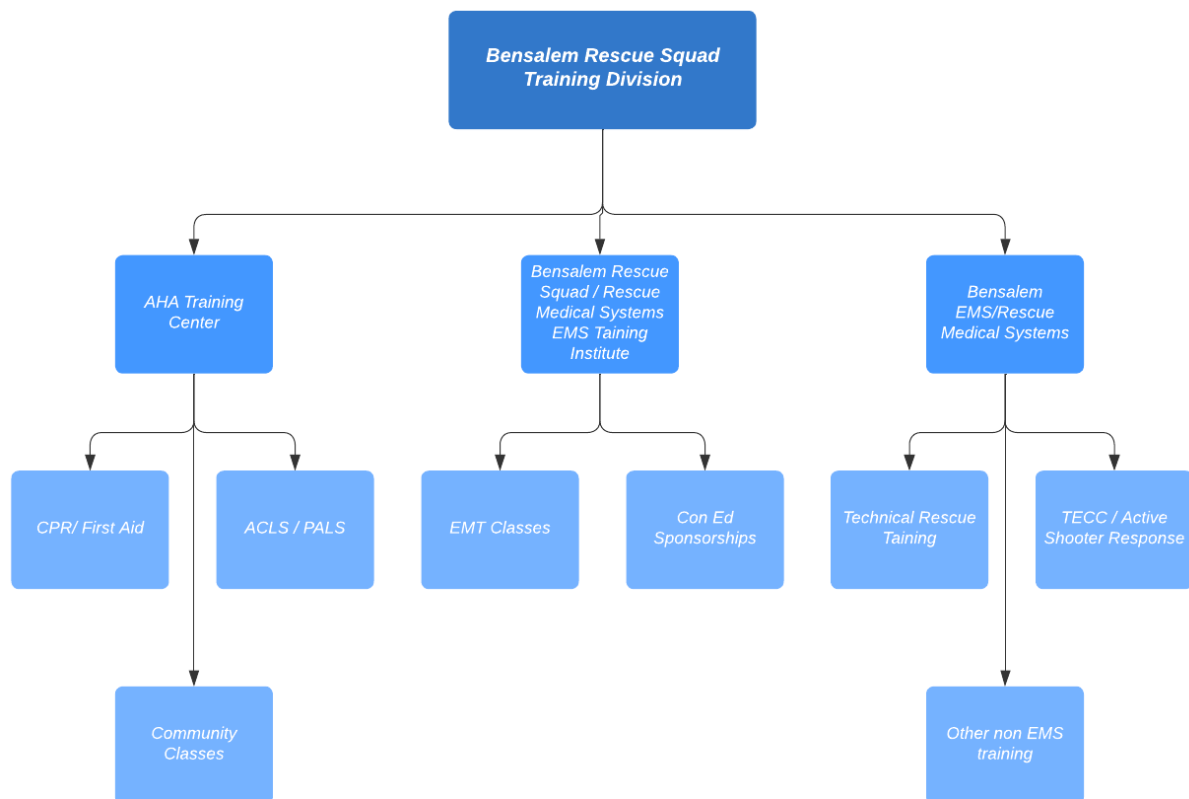
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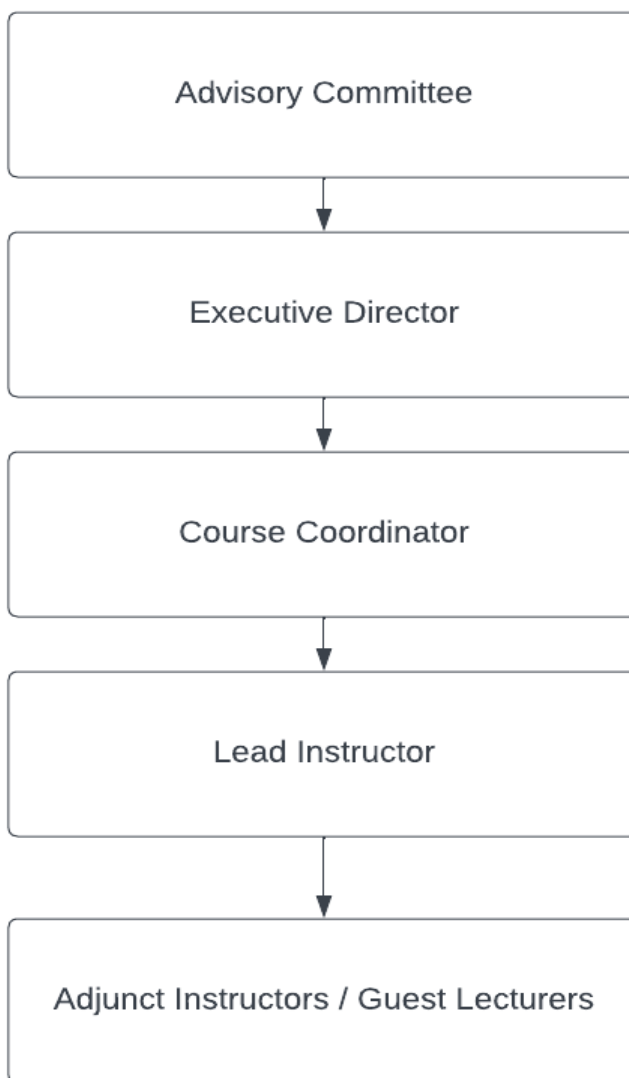
Bensalem Rescue Squad Training Division Concept Map


Thomas Topley | March 24, 2023



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Bensalem Rescue Squad
Training Institute Heirarchy



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Policy Changes and Contradictions


Bensalem Rescue Squad makes every effort to keep our policies current. There will be changes and updates from time to time. These changes will be posted at the time they take effect. For students currently enrolled in active courses policies will be issued and reviewed at the beginning of your course. Policies issued at the beginning of a course will remain in effect as issued throughout the remainder of the course unless otherwise specified.

There are several administrative agencies that govern EMS training. Bensalem Rescue Squad abides by standards and models best practices from the following documents:

- PA Title 25 – Health and Safety; Part VII Emergency Medical Services; Chapter 1025. Education, subchapter A. EMS Educational Institutes
- The National Emergency Medical Services Education Standards (2021 Edition)
- The Pennsylvania Department of Health PA EMS Education Policy and Procedures (2020)

Specific Items not covered in our policies will be governed by the above documents.

Should a contradiction be found between our policies and the above documents, the issue will be referred to our Advisory Committee and will be decided on a case-by-case basis.

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Mission

The mission of Bensalem Rescue Squad's Training Center is to provide high quality professional instruction to our staff and members of the public at large in areas of First Aid, CPR, and Emergency Medical Services. The training center's mission also includes providing related courses of information to enhance the squad's overall mission in our community. These courses may include disciplines outside of EMS such as technical rescue, hazardous materials, and leadership.

Advisory Committee

To accomplish the mission of our training center an advisory committee of at least 7 members will meet at least quarterly to provide guidance on the training center's work. The Advisory Committee will consist of 3 members of the Squad's management team.

Advisory Committee Members

Dr. Alvin Wang, DO Medical Director

Dr. Gerald Wydro, MD Member

Thomas Topley, BRS Executive Director

Erin Ruggiero, BRS Administrative Director

Robert Elliott, BRS Battalion Chief

Christopher McLarnon, BRS Battalion Chief/CQI Coordinator


Richard Bossert, BRS Training Coordinator

Michael Sicillia, Member

Statements of Compliance

Bensalem Rescue Squad is an accredited BLS Education Institute through the PA DOH, Bureau of EMS

Bensalem Training Center will abide and comply with all the rules and regulations regarding the National Education Standards and/or Pennsylvania Department of Health, Bureau of EMS approved courses.

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Bensalem Training Center will comply with the Pennsylvania Department of Health Accreditation, EMS Education Training and Certifications. All Instructors will be current providers and maintain current provider and instructor certifications.

Competency Base Success

Bensalem Training Center will monitor the successful competencies of didactic, clinical/field and psycho-motor skills. Bensalem Training Center will comply with all the objectives and competencies stated in the 2021 National Emergency Medical Services Educations Standards.

Admissions

Non-Discrimination

Bensalem Rescue Squad is committed to providing equal educational and employment opportunities to all persons without regard to race, color, national or ethnic origin, religion, gender, sexual orientation, age, disability, or veteran's status.

Admissions Requirements

Students entering the EMR / EMT programs must meet the following admissions requirements:

- Must be at least 18 years of age
- 16 by the first day of class with permission of parent / guardian and approval or course coordinator. **Students under 18 must submit the Student Release/Consent Form AND the Memorandum of Agreement/Assumption of Risk Form.** These forms are attached or Bensalem Rescue Squad can send you these forms via email.
- Must provide proof of medical insurance or be sponsored by an organization providing Worker's Compensation Insurance
- Must have tuition paid by dated noted on Course Announcement


Admission Process

Registration for admissions to the EMR / EMT program can be completed online or in person.

Online Registration - www.bensalemrescue.org

Follow links for Education Center.

In-Person Registration - 3830 Hulmeville Road, Bensalem, PA 19020. Please call for appointment with course coordinator (215) 245-4300

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Tuition and Fees

The following fee schedule shall apply for the 2023 - 2024 Academic Year. The academic year follows our calendar year defined as any course beginning on or after January 1st through December 31st of the following year.

Emergency Medical Technician Program:

Class Tuition

\$ 1,500

Tuition Includes Textbook(s), Initial NREMT cognitive exam attempt, and course adjuncts such as a stethoscope and Blood Pressure Cuff.

Refund Policy

Registration Fees:

1. Registration fees are non-refundable.
2. Active Military members who are returned to active duty prior to the start of the course who have made registration payment will receive a full refund of their registration fee.
3. Registration fees may not be refunded after the first day of the program.


Students dismissed from class for cause such as poor attendance, discipline, or academic reasons are not eligible for refunds.

Tuition may be refunded using the following schedule:

Refund schedule reflects percentage of total tuition due and maximum refund possible. Students on payment plans are not entitled to refunds except in the case of prepayment.

Emergency Medical Technician Program

1. 100% refund for withdrawal prior to the start of the course
2. 80% students disenrolling after the first week of class
3. 70% refund from the start of the 2nd week of class prior to the start of the 5th week
4. There are no refunds after the start of the 5th week of class

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Fees not paid to Bensalem Rescue Squad for required background checks, or other items are not the responsibility of Bensalem Rescue Squad, students are advised to check the refund policies of individual vendors.

Students wishing to withdraw from an EMS program must submit their request in writing or via email to the course coordinator. The effective date will be the date received by BLS training institute, course coordinator or their designee.

Re-entry Policy and Procedure

Students who are dismissed for academic reasons may reapply for readmission to a future program. Tuition, course fees, and policies in effect at the time of the future program will apply. Students who are dismissed from the program for reasons other than academic performance are not eligible for readmission. Students who withdraw from courses voluntarily will be evaluated for re-entry on a case-by-case basis.

EMR/EMT Program:


1. Students may reapply through the course coordinator for readmission into the EMT program.
2. The coordinator shall review goals and make recommendations for successful outcome for the student.
3. The registration fee may be waived for readmission to the next scheduled program.

Criminal History Reporting

Failure to supply the Bureau with complete and factual criminal history documentation and/or driving history record will result in a delay in evaluating and processing your documentation and therefore will delay your eligibility to participate in EMS certification examinations. This information will be supplied by you during the first week of class where you will be aided in applying for application as an EMR or EMT student in the Pennsylvania EMS Registry.


Course Completion Requirements

Students are required to successfully complete these criteria to qualify to take the Pennsylvania Department of Health through National Registry examinations. Please view certification requirements posted by the National Registry of EMT's at www.nremt.org. Grades and progress reports will be made available throughout the course or at the request of the student.

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Emergency Medical Technician Program

- Students must maintain a 75% or greater cumulative average throughout the course work. If a unit test grade of 75% is not achieved, a retest must be taken within three (3) days of the initial attempt. Students who fail to complete the course with a 5% cumulative average will be required to reenter the program following the Program Re-entry Policy.
- Students must demonstrate the ability to complete all psychomotor skills as set forth in the National Emergency Medical Services Education Standards (2021) and must satisfactorily complete a basic life support (BLS) skills evaluation.
- Students must not miss more than seven percent (7%) hours of instructional time. Some course work cannot be made up and is mandatory. These sessions will be noted in the schedule for your course.
- Students must successfully complete at least 10 patient contacts clinical experience with a satisfactory evaluation from a field preceptor. This may be in a hospital emergency department or with an emergency medical services organization. Clinical experience time will be coordinated by Bensalem Rescue Squad's training staff. Clinical requirements, deadlines for completion and scheduling will be explained for your individual class during the first week of class.
 - How patient contacts will be attained will vary from class to class. Clinical time may consist of visiting a local EMS agency and performing assessments and vital signs on staff members simulating patient contacts, attending an emergency room setting and obtaining vital signs under the supervision of hospital staff, or actually riding with an ambulance crew performing assessments and obtaining vital signs. Regardless of the method assigned to your class, the Assessment Tracker provided with your course materials will be filled out for each assessment and turned into you course lead instructor.
- Students must complete National Incident Management System (NIMS) Incident Command System (ICS) Course ICS100 and ICS700 by the date specified in the syllabus/course schedule for your individual class. The lead instructor will also give you dates by which these classes **MUST** be completed. These Courses are to be completed on the FEMA Learning Management System website.
- Successful completion of American Heart Association (AHA) BLS CPR course. This course is part of your training program. Students **MUST** attend this portion of your class.

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7. Completion of a DOH Approved Hazardous Materials Awareness program such as the FEMA Center for Domestic Preparedness (CDP) HMA dL AWR-358 dL program which provides you a national certification IFSAC certificate. The website for this program is <https://cdp.dhs.gov/training/course/AWR-358%20dL>

Course Objective

Emergency Medical Technicians provide out of hospital emergency medical care and transportation for critical and emergent patients who access the emergency medical services (EMS) system. EMTs have the basic knowledge and skills necessary to stabilize and safely transport patients ranging from non-emergency and routine medical transports to life threatening emergencies. Emergency Medical Technicians function as part of a comprehensive EMS response system, under medical oversight. Emergency Medical Technicians perform interventions with the basic equipment typically found on an ambulance. Emergency Medical Technicians are a critical link between the scene of an emergency and the health care system.

While course completion time is based upon competency, the National Association of State EMS Officials (NASEMSO) recommends the following minimum time frames:


- Emergency medical responder (EMR) = 48-52 hours
- Emergency medical technician (EMT) = 150-200 hours

Exact course length will be posted with the sample schedule for the individual class you are registering for.

Student Rights and Responsibilities

General:

1. Appearance - Students must exhibit good personal hygiene. Each student must be neat, clean, and wear clothing appropriate for the material being covered. See Dress and Grooming Section.
2. Behavior - Students must maintain a positive attitude, professional manner, and behavior appropriate to a classroom setting. In addition, students will adhere to all rules and

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regulations of the Bensalem Rescue Squad. Students are to be present, seated and prepared at the scheduled start time of class.


3. Drugs/Alcohol - Students displaying abusive behavior or other behavior normally associated with drug or alcohol usage shall be dismissed from the class and will count as an absence. Students displaying abusive or other behavior associated with drug or alcohol usage during clinical sessions will be dismissed from the clinical site and may be subject to termination from the course.
4. Confidentiality - Disclosure of patient or student confidential information to unauthorized people is forbidden. Students in classes that require clinical hours will be required to sign HIPAA agreements during the first week of class.
5. No firearms/weapons of any kind not being permitted on any campus/county class/building/property. Exceptions may be made for law enforcement officers who are on duty during class hours. Exceptions will be approved by the class lead instructor for each class. Please keep in mind for some classes it is not practical to allow any weapons. Vehicle rescue training and active shooter hands-on drills would be some examples of this.

Rights:

1. Student has the right to a safe learning environment free from violence and discrimination.
2. The student has a right to competent instruction, course counseling and adequate facilities.
3. The student has a right to protection from unreasonable and capricious actions by faculty and administration.

Responsibilities:

1. The student has the responsibility to devote him/herself to the serious pursuit of learning and to respect the rights and opinions of others, including faculty, administration, and fellow students.
2. The student has the responsibility to comply with any and all the rules governing students of training courses.
3. The student has the responsibility to support academic integrity.
4. The student has the responsibility to conduct him/herself in accordance with generally accepted standards of conduct as embodied in society's laws and regulations.

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5. The student has the responsibility to respect innovation and individual differences and to conduct him/herself so as not to violate the rights of other students and members of the administration and faculty.
6. The student has the responsibility to report any inappropriate behavior or actions that were witnessed or heard. "See something, say something."

National Registry and PA EMR/EMT Certification

To obtain your PA EMR or EMT certification, you will need to successfully pass the National Registry BLS psychomotor exam and the National Registry cognitive exam. When you successfully pass both exams, you will receive your National Registry certification. You will then automatically receive your PA EMT certification. More information is available at <https://www.nremt.org/>

ADA Compliance and Accommodations Policy


Bensalem Rescue Squad staff complies with the Americans with Disabilities Act (ADA) of 1990 P.L. 101-336. If you feel you need accommodation or have access problems please inform your course instructor. Bensalem Rescue will review requests/concerns on a case-by-case basis. Instructors may not discuss or inquire about a student's potential disability prior to admission at any course sponsored by the Bensalem Rescue Squad

Academic Advising

Academic advising will be provided through the Course Coordinator and/or Medical Director of the training or the training institute. The intent will be to provide short-term counseling to help students' address academic and vocational concerns and develop a plan to positively manage all related issues.

Academic Remediation

1. Advising for remediation shall be performed between the student and the course coordinator to identify student needs (cognitive knowledge, psychomotor skills, clinical skills, etc.), the time in which it shall be accomplished and with whom.
2. Remediation sessions may be one-on-one, or group sessions based on needs assessments as determined by the course coordinator and/or medical director.
3. Course coordinators shall develop an academic plan identifying the expected parameters for the remediation, signed by both the course coordinator and the student. Copies of this contract shall become part of the student file.

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4. Coordinators shall keep up-dates on the progress of the remediation.
5. Remediation shall be terminated when the student has met the stated goals or at the end of the academic plan, whichever occurs first.
6. All remediation must be completed by the scheduled end date of the program.

Grievances


Bensalem Rescue Squad welcomes discussion and interaction between faculty members, administrators, staff, and students. Communication is key in resolving concerns at the level in which the concerns have developed. If these concerns are unable to be resolved a student may initiate a formal complaint/grievance either to their lead instructor, the course coordinator, or the Executive Director of the rescue squad.

Step One:

- The student shall inform the lead instructor, course coordinator, or the Executive Director that he/she has a concern about the content of a written or practical examination, testing condition, instructor/evaluator conduct, or disciplinary action imposed upon the student within seven days of the occurrence.
- The staff member receiving the complaint shall review the student's complaint or elevate it to a higher level to begin an investigation.
- Once the investigation has been completed, the course coordinator will contact the student and review the results of the investigation.
- If the matter is not satisfactorily resolved at this step (or within 3 working days the student may proceed to Step Two.

Step Two:

- The complaint shall be given in writing by the student to the Course Coordinator. If the Course Coordinator is the subject of the complaint, this step will begin with the Executive Director
- The TC Coordinator, Executive Director will meet with the student to discuss and review the grievance and investigate, if necessary.
- The student will receive a written response within five (5) business days. If the matter is not satisfactorily resolved, the grievant may proceed to Step Three


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- All grievances involving expulsion shall begin at Step Two.

Step Three:

- The student shall, within five (5) days, submit a statement to the Executive Director or his/her designee explaining their dissatisfaction.
- An investigation will be conducted, and a hearing held regarding the grievance with the Training Institute's Advisory Committee.
- The Executive Director or his/her designee will then submit a written final decision to the student after the grievance hearing. The decision of the Advisory Committee is final in all cases.

Grievances pertaining to examinations administered by the Pennsylvania Department of Health or the National Registry of EMTs shall be grieved in accordance with their established policies and procedures.

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Harassment Policy

Harassment is the creation of a hostile environment in which verbal or physical conduct, because of its severity and/or persistence, is likely to interfere significantly with an individual's work or adversely affect an individual's working conditions.


Harassment of any kind, including but not limited to harassment based on race, religion, color, sex, age, national origin, handicap, veteran status, or sexual orientation, is not acceptable at the Squad. All employees and volunteers share responsibility for assuring that the workplace is free from harassment. Consequently, any employee who is aware of apparent harassment should promptly bring it to the attention of his or her supervisor or your supervisor so that it may be investigated and corrected. If the alleged harassment involves the conduct or actions of your supervisor, the employee shall promptly bring it to the attention of the Executive Director.

Sexual harassment is a form of harassment with specific distinguishing characteristics. It consists of unwelcomed sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct is used as a basis for employment decisions affecting an individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

The Squad's policy means that no administrator, department head, supervisor, employee, or volunteer shall threaten or suggest, directly or indirectly, that any employee's refusal to submit to sexual advances in any form will adversely affect that person's employment, performance ratings, wages or other compensation, opportunities for advancement, assigned duties or any other term or condition of employment. In addition, offering, promising, or granting favored treatment to any other employee or applicant for employment because of that person's engaging in or agreeing to engage in sexual conduct as well as seeking in any way to make the performance of a person's job more difficult because of that person's sex or the refusal of that person to submit to sexual advances, are strictly prohibited.

Employees must avoid any action or conduct with other employees, volunteers or applicants for employment with the Squad which could be viewed as sexual harassment, including but not limited to: physical assaults of a sexual nature; other sexually suggestive physical contact; unwelcome sexual advances; propositions or otherwise subjecting a person to unwanted sexual attention or conduct; direct or subtle pressure or requests to engage in sexual activity; verbal abuse of a sexual nature, including but not limited to inappropriate comments about an individual's body or sexual activities; the inappropriate use of sexually explicit or offensive language or jokes in discussions with or in the presence of any individual who has indicated that such conduct is unwelcome; and the display in the workplace of sexually suggestive objects, pictures, publications or other materials.

Any employee or volunteer who feels that he or she has been a victim of harassment in any form by any department head, manager, supervisor, co-worker, vendor, customer, client or other visitor to any Bensalem Rescue Squad Building or station, as well as any person who has witnessed the harassment of an applicant or fellow employee, should bring the problem to the immediate attention of their lead instructor, the Course Coordinator, or to the Executive Director. If the complaint involves someone in

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the employee's direct line of supervision, or if the employee is uncomfortable for any reason with discussing such matters with his or her supervisor and/or the Director of Operations, or if the employee is not satisfied after bringing the matter to the attention of either or all three of these individuals, that employee should report the matter promptly to the Chairman of the Board of Directors.

The Bensalem Rescue Squad takes very seriously all complaints of harassment and will promptly investigate all allegations or harassment in as confidential a manner as possible and will take appropriate corrective action when warranted. After such an investigation, any employee who is determined to have engaged in harassment of any kind in violation of this policy will be subject to appropriate disciplinary action, up to and including termination of employment.

The following behaviors are also prohibited by the Harassment Policy:


1. Reprisals

- (a) **Against the Complainant:** It is a violation of the Bensalem Rescue Squad's Harassment Policy to retaliate against a Complainant for filing a charge of harassment. A complaint of retaliation may be pursued using the steps followed for a complaint of harassment.
- (b) **Against the Respondent:** Lodging a complaint of harassment is not proof of prohibited conduct. A complaint shall not be considered during promotion, merit, or other evaluation or review until a final determination has been made that the Bensalem Rescue Squad's Harassment Policy has been violated.

2. Knowingly False or Malicious Complaints

Filing a knowingly false or malicious complaint of harassment or of retaliation is a violation of the Harassment Policy. Such conduct may be pursued using the steps followed for a complaint of harassment. A complaint under this provision shall not constitute prohibited retaliation.

Any questions regarding this policy should be addressed either to your supervisor or the Director of Operations.

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Attendance Policy

Emergency Medical Responders (EMR) / Emergency Medical Technician (EMT) Program

1. A student enrolled in the EMT education program may miss no more than seven percent (7%) of class time during the education program. Students who exceed this allotment shall be dismissed from the EMT program.
2. EMT students are responsible for signing the attendance roster at the beginning of every class. If a student does not sign this attendance roster, it is assumed that he or she was absent for that day. Students are forbidden from signing the attendance roster on behalf of another student. If a student is found to be involved signing the attendance roster on behalf of another student, he or she will be dismissed immediately from the course.
3. EMT students are responsible for making up all material that is missed. Arrangements shall be made with the Lead Instructor and are subject to approval by the Course Coordinator.
4. Consistent lateness will not be tolerated as it distracts other students. EMT students who are late more than three (3) times during an education program will be dismissed from the program. Lateness is defined as students that are not present at the designated start time for each class.

Withdrawal and Dismissal


1. Students wishing to withdraw from an education program should do so in writing by submitting a letter or e-mail to the course coordinator.
2. A student may be dismissed from a course for any of the following reasons:
 - a. Failure to comply with any student-related policy and procedure.
 - b. Failure to comply with the student rules of conduct.
 - c. Failure to meet the academic standards of the education program.
 - d. Failure to comply with any standards or policies issued by Pennsylvania Department of Health regarding EMR/EMT students.
 - e. Failure to comply with the attendance policy.
 - f. Academic dishonesty
5. The course coordinator shall notify the Executive Director when a disciplinary problem has been identified and when formal discipline is warranted.
6. The student has the right to contest their dismissal or disciplinary action in accordance with the Grievance Policy.

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7. If a student is dismissed from a class for conduct unbecoming of a student, re-application for a future program is prohibited.

Class Size

Class Size for the EMT Class will be a minimum of 10 students and a maximum of 25 students. If a course is cancelled for lack of enrollment students will be notified by the email provided on the course application, no less than 15 days prior to the scheduled start date of class.

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Rules of Conduct

Drugs / Alcohol / Tobacco

The unlawful manufacture, distribution, dispensation, possession, or use of alcohol, narcotics, or illicit drugs is prohibited at any Bensalem Rescue Squad locations. Any student or employee discovered to be violating these rules is subject to immediate suspension or dismissal. Such action will be taken independently of any criminal action that may arise from a violation of civil law governing these areas.

Our organization is concerned about the health of students, employees and visitors, Bensalem Rescue Squad prohibits smoking, use of tobacco products, or use of e-cigarettes during class time. Smoking and use of tobacco products or e-cigarettes should be done during breaks and outside of the classroom, in designated smoking areas only. Bensalem Rescue Squad's main building is in the center of many Bensalem Township properties. Bensalem Township has ordinances in place prohibiting smoking on much of their property. Smoking outside of the Squad's designated smoking areas may violate local ordinances and could result in fines or penalties. Many organizations do not allow smoking on their property or inside their facilities. These rules will take precedence over this policy, if more stringent.

Dress Code and Grooming


Students shall present a clean, neat, and professional appearance. hair and facial hair will be well kept and groomed as to not interfere with PPE. Jewelry should be limited to avoid loss, damage, and/or injury. Students should wear clothing that is appropriate for the course work they are attending. The following levels of dress have been established, along with recommended and unacceptable dress to provide direction to students.

Classroom Setting:

Students are recommended to wear long pants. Shorts and/or skirts may not be appropriate for hands-on or practical exercises during class. Shorts and skirts must cover their entire buttocks area if worn. Shirts will cover the entire midriff and shoulders of a student. Shoes must cover the entire foot.

Clinical Settings

It is recommended that students wear some type of station uniform. This would include a fire department T-shirt or uniform shirt with some sort of insignia on it, dark station pants, and black shoes or boots.

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Dress that is Not Acceptable:

If any of the below attire is on a student when they report for classes, they will be asked to correct their dress before the class begins. If they do not correct the situation they will not be allowed to participate in class for the day, and the instructor will advise the student to leave the facility. Any items with profanity, drug paraphernalia, or any type of discriminatory wording, phrases, or images printed on them.

- Shirts/blouses that have spaghetti straps.
- Muscle shirts.
- Shorts/Skirts that expose the buttocks or genitals in any manner.
- Pants that have large holes in them and have the potential of exposing students' buttocks or genital areas.
- Sandals / Open toed shoes of any kind.


Record Keeping

Unless more stringent standards are required by specific certifying organizations all course records will be kept for a period of five (5) years. Records will be kept in secure areas while active and stored in a double locked condition (locked cabinet in a locked room) while inactive. Only the Squad Executive Director, Administrative Director, and Course Coordinator will have access to stored records. In addition to the beforementioned, the course lead instructor will have access to active course records.

Course records that are kept shall be determined by the individual certifying agency i.e., AHA, National Safety Council, PA Department of Health, and National Registry, etc.

Records to be retained include but are not limited to:

- Student Files including student demographics, applications, courses taken, academic performance (grades), and discipline records.
- Faculty - demographics, certifications, applications, payroll records, discipline records.
- Courses - Instructor name(s), rosters, attendance records, test results (if applicable), and course evaluations.
- Written Agreements providing for clinical experience and field training including liability agreements, scope of practice for the students, evaluation criteria, level of supervision for the students, dispute resolution, and HIPPA agreements

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Quality Assurance Program

The purpose of our Quality Assurance Program is to efficiently manage and evaluate every educational program for regulatory compliance using healthcare professionals, and training specialists, and monitor the effectiveness, compliance, quality and passing ratio to evaluate the outcome of each program.

The program will use the following processes and techniques to ensure the best learning environment possible:


- Identify and manage risks that jeopardize adherence to regulations, compliance audits, and training standards.
- Monitor, benchmark, and report on student performance and areas for improvement.
- Create unique environments to accommodate the entire organization's training compliance and reporting needs.
- Allow student evaluations to ensure course objectives and training requirements have been achieved.

Quality Assurance will be performed by the Training Institute's Advisory Committee and Medical Director


Contact Information

Bensalem Rescue Squad
3830 Hulmeville Road
PO Box 911
Bensalem, PA 19020-0911
215-245-4300
EMStraining@Bensalemrescue.org

Bucks County EHS Office
911 Freedom Way
Ivyland, PA 18974
215-340-8735
mlremdeika@buckscounty.org

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Insurance Verification

		CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YYYY) 9/6/2022			
THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.							
IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).							
PRODUCER Arthur J. Gallagher Risk Management Services, Inc. 40 West Front Street Media PA 19063			CONTACT NAME: Beth Kellar PHONE (A/C, No, Ext): 610-548-5103 FAX (A/C, No): 610-566-0147 E-MAIL Address: beth.kellar@ajg.com				
INSURED Bensalem EMS 2400 Byberry Road Bensalem PA 19020			INSURER(S) AFFORDING COVERAGE INSURER A: Pennsylvania Manufacturers Assoc Ins Co INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:		NAIC # 12262		
COVERAGES CERTIFICATE NUMBER: 550256869 REVISION NUMBER:							
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.							
INSUR	TYPE OF INSURANCE	ADDL SUBR	INSUR	POLICY NUMBER	POLICY EFF	POLICY EXP	LIMITS
	<input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO <input type="checkbox"/> JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ OTHER:
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED <input type="checkbox"/> AUTOS ONLY <input type="checkbox"/> HIRED <input type="checkbox"/> AUTOS ONLY <input type="checkbox"/> SCHEDULED <input type="checkbox"/> NON-OWNED <input type="checkbox"/> AUTOS ONLY UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$ WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			152201 1093137	7/1/2022	7/1/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ EACH OCCURRENCE \$ AGGREGATE \$ PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) No physical damage coverage provided. The County of Bucks, its Board of Commissioners, employees, directors, officers, departments, and divisions are additional insured on the Automobile Liability policy on a primary and noncontributory basis, per the policy terms and conditions. A waiver of subrogation applies in favor of the additional insureds.							
CERTIFICATE HOLDER County of Bucks Board of Commissioners Attn: Office of the Controller 55 East Court Street Doylestown PA 18901				CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 			



**BENSALEM EMERGENCY MEDICAL SERVICES
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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
09/06/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER The McGee Group LLC 101 W. Elm St., Suite 540 Conshocken, PA 19428	CONTACT NAME: Frank McGee PHONE (A/C No. Ext.): (610) 291-7952 E-MAIL ADDRESS: fmcgee@mcgeegroupins.com FAX (A/C No.): (610) 884-7432 INSURER(S) AFFORDING COVERAGE INSURER A: UPMC Health Benefits INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	NAIC # 11018
INSURED Bensalem Rescue Squad, Inc. 3830 Hulmeville Road P.O. Box 911 Bensalem PA 19020-0911		

COVERAGES

CERTIFICATE NUMBER: Cert ID 48

REVISION NUMBER:

THIS IS TO NOTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:					EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY					PROPERTY DAMAGE (Per accident) \$ COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ PER STATUTE <input type="checkbox"/> OTHER <input type="checkbox"/>
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A	WC100-0006072-2022A	02/04/2022	02/04/2023	E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
						\$ \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Evidence of Insurance

CERTIFICATE HOLDER

County of Bucks Board of Commissioners
55 East Court Street
Doylestown, PA 18901

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Frank McGee



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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
9/1/2022

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PRODUCER
William B. Parry & Son, Ltd.
107 Corporate Drive East
Langhorne PA 19047

CONTACT NAME: William B.K. Parry, Jr.
PHONE (A/C, No, Ext): 215-579-7315 **FAX (A/C, No):** 215-579-7315
E-MAIL ADDRESS: Info@parry-insurance.com

INSURER(S) AFFORDING COVERAGE

NAIC #

INSURED
Bensalem Rescue Squad, Inc.
PO Box 911
Bensalem PA 19020

BENSAR1

INSURER A: National Union Fire Insurance

19445

INSURER B:

INSURER C:

INSURER D:

INSURER E:

INSURER F:

COVERAGES

CERTIFICATE NUMBER: 98435075

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY	Y		VFNU-TR-0010898	5/1/2022	5/1/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ Included MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPIOP AGG \$ 2,000,000 \$
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						
	<input checked="" type="checkbox"/> Profit+LossCareLiab						
	<input checked="" type="checkbox"/> Pollution Liab						
	GEN'L AGGREGATE LIMIT APPLIES PER:						
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC						
A	AUTOMOBILE LIABILITY			VFNU-CM-0010899	5/1/2022	5/1/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> ANY AUTO						
	<input type="checkbox"/> ALL OWNED AUTOS						
	<input checked="" type="checkbox"/> HIRED AUTOS						
	<input type="checkbox"/> SCHEDULED AUTOS						
	<input checked="" type="checkbox"/> NON-OWNED AUTOS						
A	UMBRELLA LIAB			VFNU-TR-0010898	5/1/2022	5/1/2023	EACH OCCURRENCE \$ 3,000,000 AGGREGATE \$ 6,000,000 \$
	<input checked="" type="checkbox"/> EXCESS LIAB						
	<input type="checkbox"/> CLAIMS-MADE						
	DED						
	RETENTION \$						
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N					
	If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				
A	PHCL *			VFNU-TR-0010898	5/1/2022	5/1/2023	each occurrence 1,000,000 aggregate 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

* PHCL stands for Professional Healthcare Liability.

Certificate holder is additional insured via form VGL101_0120; copy attached.

The County of Bucks, its Board of Commissioners, employees, directors, officers, departments, and divisions are included as additional insureds under general liability per form VGL 101; copy attached.

CERTIFICATE HOLDER

County of Bucks Board of Commissioners
Attn: Office of the Controller
55 East Court Street
Doylestown PA 18901


CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Wm. B.K. Parry Jr.

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So long as the above conditions are met, attorneys' fees incurred by us in the defense of that indemnitee, necessary litigation expenses incurred by us and necessary litigation expenses incurred by the indemnitee at our request will be paid as **SUPPLEMENTARY PAYMENTS**. Notwithstanding the provisions of paragraph 2.b.(2) of **COVERAGE A. BODILY INJURY AND PROPERTY DAMAGE LIABILITY**, such payments will not be deemed to be damages for "bodily injury" and "property damage" and will not reduce the limits of insurance.

Our obligation to defend an insured's indemnitee and to pay for attorneys' fees and necessary litigation expenses as **SUPPLEMENTARY PAYMENTS** ends when:

- a. We have used up the applicable limit of insurance in the payment of judgments or settlements; or
- b. The conditions set forth above, or the terms of the agreement described in paragraph f. above, are no longer met.

SECTION II. WHO IS AN INSURED

1. If you are:
 - a. An organization other than a partnership, joint venture or limited liability company, you are an insured.
 - b. A partnership or joint venture, you are an insured. Your members and your partners are also insureds, but only within the course and scope of your operations.
 - c. A limited liability company, you are an insured. Your members are also insureds, but only within the course and scope of your operations. Your managers are insureds, but only within the course and scope of your operations.
2. In addition to you, each of the following is an insured:
 - a. **Volunteers and Employees.** Your volunteers, "employees", elected or appointed officers, directors, commissioners or trustees, but only for acts within the course and scope of their employment by you, membership with you or authorized duties on your behalf.
 - b. **Medical Directors.** Physicians who are your medical directors, but only for acts within the course and scope of their medical director duties on your behalf.
 - c. **Good Samaritans.** Your volunteers, "employees", elected or appointed officers, directors, commissioners or trustees while acting as a Good Samaritan independently of his or her activities on your behalf, but only when he or she encounters the scene of an emergency requiring sudden action. In no event will such person who responds to the scene of an emergency with or for any other emergency service organization be an insured.
 - d. **Owners of Commandeered Equipment.** The owner of commandeered equipment other than an "auto" is an insured while the equipment is in your temporary care, custody or control and is being used as part of an "emergency operation".
 - e. **Real Estate Managers.** Any person or any organization while acting as your real estate manager.
 - f. **Blanket Additional Insureds.** Any person or organization required to be an additional insured under an "insured contract", if agreed to by you prior to the "bodily injury", "property damage", "personal and advertising injury", or "medical incident", but only with respect to liability arising out of your premises or operations.
3. **Mobile Equipment.** With respect to "mobile equipment" registered in your name under any motor vehicle registration law, any person is an insured while driving such equipment along a public highway with your permission. Any other person or organization responsible for the conduct of such person is also an insured, but only with respect to liability arising out of the operation of the equipment, and only if no other insurance of any kind is available to that person or organization for this liability. However, no person or organization is an insured with respect to "property damage" to property owned by, rented to, in the charge of or occupied by you or the employer of any person who is an insured under this provision.

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EMT Class Syllabus and Schedule (170 Total Hours)

TEXTBOOK: BRADY, Emergency Care, 14th Edition