

ANNUAL STATISTICS & SITE SURVEY SUBMISSION

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- Purpose:** To maintain complete and adequate records on site surveys, technical high angle rope responses and rescue training in each participating department.
- Scope:** All fire departments involved in the Technical High Angle Rope Rescue Program are required to submit: annual statistics indicating ongoing training and responses to technical rescue emergencies; submit copies of site surveys where a request for reimbursement is made; and verify that in-house training by THARRP funded instructors meet current NFPA Standards; technician level.
- Guidelines:**
- Annual Statistical Report Requirements**
An annual statistical report on rope rescue program activities must be filled out by each fire department enrolled in the program. These statistics are important in demonstrating the program's continued value to the employer groups who are funding the program as well as to the local community. The statistical report package, which includes a cover letter (attached), **Technical High Angle Rope Rescue Statistical Report** form (attached), and application for annual stipend and reimbursement for tower crane site surveys (attached) shall be forwarded by the THARRP Representative, to all eligible fire departments on or before **November 1st** each calendar year. A participating fire department is eligible to apply for an annual stipend according to the *Instructor and Stipend Schedule* (See FIN 4).
- Completion of the Technical High Angle Rope Rescue Statistical Report**
Instructions for completing the Technical High Angle Rope Rescue Statistical Report are included on the reverse side of the form. Upon completion, the form must be submitted to the THARRP Representative, at the address, email or fax number specified on the form. **Completed forms must be submitted on or before December 1st of each calendar year.**
- Information recorded in the statistical report pertains to both training and rescue activities. Initial training and course time for the Rope Rescue Instructors does not count as internal training for the purposes of the Technical High Angle Rope Rescue Statistical Report.
- Failure to accurately complete and submit the THARRP Statistical Report by the required date may cause the fire department to become ineligible to receive the annual stipend. The THARRP Steering Committee reserves the right to request additional details of any industrial rescue performed by a participating fire department.
- Application for Reimbursement for Tower Crane Site Surveys**
The department is also eligible to apply for reimbursement for tower crane site surveys. A reimbursement allowance of \$400.00 is provided for each of the following situations:
- one site survey per tower crane, per site (where a site has

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multiple cranes, a reimbursement allowance of \$400.00 per crane surveyed is provided);

- If a tower crane is moved to a new location on a construction site and a new inspection is requested by the construction company;
- if the construction project is longer than one year and a request is made by the construction company to have the tower crane site re-surveyed.

Copies of signed *Technical High Angle Rope Rescue Service Application(s) for Technical High Angle Rope Rescue Service* (See ADM2 page 6 of 6) must be submitted with the department's APPLICATION FOR ANNUAL STIPEND, REIMBURSEMENT FOR TOWER CRANE SITE SURVEYS & SKILLS MAINTENANCE TRAINING. No other paperwork should be submitted with these forms (e.g. site diagrams, internal fire department forms.)

To assist fire departments in completing a site survey, they may use TRG2 *Training Agency Site Survey For Tower Cranes* form. Fire departments using this form are **not** required to submit it with the *Technical High Angle Rope Rescue Service Application(s) for Tower Crane Technical High Angle Rescue Service* in order to qualify for the site survey reimbursement(s).

Skills Maintenance Allowance

Fire Departments are eligible for an annual skills maintenance allowance of \$650.00 per funded instructor. The allowance will be paid at the time of the annual stipend and reimbursement for tower crane site surveys.

Verification of Services and Training to NFPA Standards

The **APPLICATION FOR ANNUAL STIPEND, REIMBURSEMENT FOR TOWER CRANE SITE SURVEYS & SKILLS MAINTENANCE TRAINING** includes a statement of acknowledgement by the Fire Chief that training by THARRP funded instructors is conducted to current NFPA Standards; technician level.

Forms

- **Cover letter for the Statistical Report**
- **APPLICATION FOR ANNUAL STIPEND, REIMBURSEMENT FOR TOWER CRANE SITE SURVEYS & SKILLS MAINTENANCE TRAINING**
- **Technical High Angle Rope Rescue Statistical Report**

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**APPLICATION FOR ANNUAL STIPEND, REIMBURSEMENT FOR TOWER
CRANE SITE SURVEYS & SKILLS MAINTENANCE TRAINING**

Date

Fire Department

Attention:

Address

City, B.C. Postal Code

Dear (as above):

**RE: ANNUAL ROPE RESCUE STIPEND, REIMBURSEMENT FOR TOWER CRANE
SITE SURVEYS & SKILLS MAINTENANCE ALLOWANCE**

One component of the Technical High Angle Rope Rescue Program is the opportunity for all participating fire departments to apply for the annual rope rescue stipend, reimbursement for tower crane site surveys and skills maintenance allowance. To be eligible, a Technical High Angle Rope Rescue Statistical Report form must be completed and forwarded to the Technical High Angle Rope Rescue Program Representative, BC Construction Safety Alliance on or before December 1st, (year). An application for *Annual Stipend Reimbursement for Tower Crane Site Surveys & Skills Maintenance Allowance Report Form* are included for your convenience. ***Please note, if these forms are not completed accurately and in full, the fire department will be ineligible for the stipend and site survey fees if applicable.***

As many participating fire departments may not have had the opportunity to perform rope rescues, the section of the form requiring information on your internal rope rescue training activities becomes very important. The industries that fund this program wish to know they are receiving value for their money. If your fire department did not engage in any internal rope rescue activity or training during the calendar year 20____, you may not be eligible for the annual stipend. Please note that the initial training course time for the Rope Rescue Instructors does not count as internal training as your equipment was not used, hence does not need replacement.

Furthermore, In order to be eligible for reimbursements, department Chiefs must verify that training conducted by THARRP funded instructors is conducted to current NFPA Standards; technician level.

If you have any questions regarding the completion of this form, please do not hesitate to contact the THARRP Representative at 1.877.860.3675.

Thank you for your continued participation in this program.

Sincerely,

Technical High Angle Rope Rescue Program Representative
/attachments (2)

**TECHNICAL HIGH ANGLE ROPE RESCUE PROGRAM APPLICATION FOR ANNUAL
STIPEND, REIMBURSEMENT FOR TOWER CRANE SITE SURVEYS & SKILLS
MAINTENANCE TRAINING**

Request for Calendar Year 2018

Fire Department: «Organization Name»

Fire Chief or designate: «Title» «First Name» «Last Name»

ANNUAL STIPEND

On behalf of our fire department, I am making application for the annual stipend in the amount of \$«M_2018» (covering the recently completed calendar year) as allowed for by our participation in the Technical High Angle Rope Rescue Program.

I have included the required statistical report for rope rescue services and training within our jurisdiction.

TOWER CRANE SITE SURVEYS

I am also making application for reimbursement of (____) tower crane site surveys at \$400.00 per survey for a total of \$____. I have enclosed copies of signed *Technical High Angle Rope Rescue Program Fire Service Application For Technical High Angle Rope Rescue Service* as evidence of these site surveys.

VERIFICATION OF SERVICE & TRAINING

This will also verify that this fire department intends to continue providing THARRP service in the coming year and that THARRP funded instructors will conduct in-house training to current applicable NFPA Standards; technician level as per the THARRP Standard Operating Procedures.

Our records show that funded instructors for your department are as follows:

Based on the active THARRP funded instructors noted above, the department is requesting \$650 skills maintenance funding for ____ instructors for a total of _____

If your records do not agree with this listing, please contact the THARRP Representative at 1.877.860.3675.

Please make cheque payable to:

Dated: _____ Signed: _____

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TECHNICAL HIGH ANGLE ROPE RESCUE STATISTICAL REPORT - INSTRUCTIONS

1. Print name of the City/Town/Municipality for which the statistics apply in the box titled **FIRE DEPARTMENT**.
2. Print the name of the person recording this information in the box titled **RECORDED BY**.
3. In the matrix titled **TRAINING CONDUCTED**, enter the **Total Rope Rescue Training Hours**. Do not include initial Instructor Course training time in this report. To calculate the **Total Rope Rescue Training Hours**:
 - take the number of hours for each training session
 - multiply this by the number of trainees participating in each session
 - this total is the **Total Rope Rescue Training Hours**
 - repeat this for each training session
 - determine the Monthly Total by adding up the **Total Rope Rescue Training Hours** for each training session that occurred in the month
 - if no training hours have been completed leave the field blank

For example:

If in January you had three (3) training sessions. The first session lasted two (2) hours, and had 25 participants, the second session lasted eight (8) hours, and had ten (10) participants, and the third session lasted four (4) hours, and has 12 participants.

Session One: 2 hours X 25 trainees = 50 person hours

Session Two: 8 hours X 10 trainees = 80 person hours

Session Three: 4 hours X 12 trainees = 48 person hours

January **Total Rope Rescue Training Hours** = 178

4. In the matrix titled **WORK SITE RESCUES**, enter the number of rescues performed on a work site (do not include wilderness rescues for example).
5. In the matrix titled **SITE SURVEYS COMPLETED**, enter the number of tower crane site surveys conducted. This number should correspond with what is recorded on the **TECHNICAL HIGH ANGLE ROPE RESCUE PROGRAM APPLICATION FOR ANNUAL STIPEND & REIMBURSEMENT FOR TOWER CRANE SITE INSPECTIONS form**. Record the site surveys by month.
6. Submit the completed form, via mail, email or fax on or before December 15th, to:

Technical High Angle Rope Rescue Program
BC Construction Safety Alliance
400, 625 Agnes Street
New Westminster, BC V3M 5Y4
Phone: 1.877.860.3675 Email: tharrp@bccsa.ca Fax: 604.636.3676

All Standard Operating Procedures have been reviewed and approved by the Technical High Angle Rope Rescue Steering Committee.