



Bosque School  
Emergency Response Team

# Task Book

Task Book assigned to: \_\_\_\_\_

Date: \_\_\_\_\_

**For the position of:  
Bosque School Emergency Response Team/Medical Reserve Corps  
RECRUIT MEMBER**

I verify that all requirements for Recruit Membership listed in this Task Book in sections 1, 2, 3, 4, and 5 have been performed and completed as well as meeting all other criteria for membership as outlined in Operations & Protocol Manual are also met:

\_\_\_\_\_ Recruit's signature Date: \_\_\_\_\_

\_\_\_\_\_ Evaluator's signature Date: \_\_\_\_\_

\_\_\_\_\_ Service Administrator Date: \_\_\_\_\_

**For the position of:  
Bosque School Emergency Response Team/Medical Reserve Corps  
RESPONDING MEMBER**

I I verify that all requirements for both Recruit and Responding Membership listed in this Task Book in sections 1 through 6 have been performed and completed as well as meeting all other criteria for membership as outlined in Operations & Protocol Manual are also met:

\_\_\_\_\_ Recruit's signature Date: \_\_\_\_\_

\_\_\_\_\_ Evaluator's signature Date: \_\_\_\_\_

\_\_\_\_\_ Service Administrator Date: \_\_\_\_\_

*I understand that my participation in the Bosque School MRC/ERT program is limited to what is permissible within the scope of my training, certifications, and licensure and is furthermore restricted by the terms of my contract with the Bosque School MRC and outlined in the Bosque School Operations and Protocol Manual.*

*At no time should I participate in any activity that I do not have the proper licensure, training, protective equipment, and physical ability to do. If I lack those prerequisites then I will summon assistance from someone who does.*

*Upon Completing the “Recruit Member” training sessions outlined in sections 1 through 5 and signed off on this task book a Recruit Member may:*

- Be present during a Bosque School emergency event and assist a Responding Member with a medical care situation, but **not be** a primary provider of emergency medical services and patient care unless there is an immediate life threat and the Recruit Member is trained and certified to take action in that type of situation.

*Upon Completing the “Responding Member” training sessions outlined in sections 1 through 5 and then adding section 6 signed off on this task book a Responding Member may:*

- Be present during a Bosque School event and be a primary provider of emergency medical services and patient care.
- With prior approval be authorized by the Bosque School MRC/ERT Service Administrator or Service Director to respond/participate in an off-campus MRC event
- Apply for sponsorship from Bosque School MRC/ERT Service Administrator to participate in another local EMS program such as an ambulance or fire service.

*From the Bosque School Operations and Protocol Manual:*

## **2.1 Membership**

The Bosque School ERT/MRC is open to any member of the Bosque School, Upper School who is in good academic and behavioral standing and applies for membership and is approved by the school’s Director of Community Service.

Additionally, Bosque School faculty and staff may also be members of the organization.

All membership is contingent upon continuous and rigorous adherence to the Bosque School ERT/MRC protocols and Standard Operating Procedures, including safety guidelines, working within one’s scope of practice, and protecting patient confidentiality issues consistent with the federal Health Insurance Portability and Accountability Act (HIPAA).

Membership maintenance requirements include regular participation in Bosque School ERT/MRC meetings, trainings, and activities.

I have read and understand

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

Name of Recruit Applicant: \_\_\_\_\_

	<b>TASK – Recruit Member</b>	<b>Homework Due By</b>	<b>Recruit’s certification of task completion</b>	<b>Evaluator certification of task completion</b>
<b>1</b>	<b>ABOUT THE ORGANIZATION</b>			
1a	Complete an orientation to Bosque School ERT/MRC history, core values, and recruit class program			
1b	Read, understand, and agree to follow Bosque School MRC/ERT Operations and Protocols Manual			
1c	Complete the Bosque School MRC/ERT self study guide “The Written Word” covering Bosque School MRC/ERT’s structure and procedures			
1d	Complete harassment and diversity training			
<b>2</b>	<b>SCENE COMMAND, SAFETY AND RESPONDER WELLNESS</b>			
2a	Complete the IS Incident Command System (ICS) I-100 self study course*			
2b	Complete the IS Incident Command System (ICS) I-200 self study course*			
2c	Complete the Bosque School MRC/ERT specific ICS & personnel accountability classroom course			
2d	Complete scene size up and local hazard awareness course			
2e	Complete the helicopter ground safety classroom course			
2f	Complete the Bosque School MRC/ERT specific & OSHA compliant Blood Borne Pathogen & Infectious Disease classroom course			
2g	Complete the Hazardous Materials Awareness course			
<b>3</b>	<b>EMERGENCY SCENE OPERATIONS</b>			
3a	Complete a certified “CPR for the Medical Provider” course			
3b	Complete a “Supporting Medical Scenes” Course			
3c	Complete a Bosque School MRC/ERT, HIPAA compliant report writing classroom course with NM EMSTARS on line reporting			
3d	Complete radio operations course			
3e	Participate in a Bosque School MRC/ERT mock scene scenario			

Name of Recruit Applicant: \_\_\_\_\_

	<b>TASK - Recruit Member</b>	<b>Homework Due By</b>	<b>Recruit's certification of task completion</b>	<b>Evaluator certification of task completion</b>
<b>4</b>	<b>WORKING WITHIN AN EMERGENCY RESPONSE SYSTEM</b>			
4a	Complete an "Interfacing With Other Emergency Response Agencies" course			
4b	Complete the IS "National Incident Management (NIMS) 700" course *			
<b>5</b>	<b>MEMBERSHIP CONTRACT</b>			
5a	Complete and sign a BOSQUE SCHOOL MRC/ERT Membership Contract			

\* To complete the Independent Study (IS) courses ICS 100, ICS 200, NIMS 700, and NRP 800 go to the Federal Emergency Management Agency (FEMA) web site: <http://www.training.fema.gov/> and click on "Online Training NETC Virtual Campus," create a user profile, sign in, enroll in each of the required courses, and take and submit the online tests. Provide BOSQUE SCHOOL MRC/ERT with course completion documentation for each of those courses.

- Bosque School MRC/ERT web site: <http://teacherweb.com/NM/BosqueSchool/DanShaw/photo3.aspx>

- Bosque School's Medical Director's web site with medical protocols: <http://www.emsmdc.com/>

	<b>TASK - Responding Member</b>	<b>Homework Due By</b>	<b>Recruit's certification of task completion</b>	<b>Evaluator certification of task completion</b>
<b>6</b>	<b>COMPLETE MEDICAL TRAINING</b>			
6a	Complete Wilderness First Aid course and certification process			
	<b>And/Or</b>			
6b	Complete Medical First Responder course and New Mexico licensure process			
	<b>And/Or</b>			
6c	Complete Medical Emergency Medical Technician (EMT) course & New Mexico licensure process			