



Agency Training Planning Checklist

A Complete Guide to Hosting Technical Rescue Training for Your Department

Prepared by **Wasatch Technical Rescue LLC**

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Introduction

Hosting a technical rescue training course at your agency is one of the most effective ways to build team competency while minimizing costs. This planning checklist will guide you through the budgeting, scheduling, and preparation process to ensure a successful training experience for your department.

Whether you're planning rope rescue, swiftwater rescue, ice rescue, or confined space training, this guide covers the essential steps from initial planning through course completion.

Phase 1: Initial Planning (8-12 Weeks Before Training)

Assess Your Training Needs

Before requesting a quote, take time to evaluate your agency's specific requirements:

Team Assessment Questions:

- How many personnel need training?
- What is the current skill level of your team? (Awareness, Operations, Technician)
- Are you seeking initial certification or recertification?
- What specific rescue scenarios are most relevant to your jurisdiction?

Operational Considerations:

- What rescue disciplines does your agency respond to most frequently?
- Are there specific local hazards that should be incorporated into training?
- Do you have existing SOPs that training should align with?
- What equipment does your agency currently own?

Determine Your Budget

Agency training costs typically include several components. Use this breakdown to build your budget proposal:

Budget Category	Typical Range	Notes
Instructor Fees	\$1,500 - \$4,000/day	Varies by discipline and instructor count
Travel & Lodging	\$500 - \$2,000	Depends on location and course length
Equipment Rental	\$0 - \$1,500	If agency doesn't own required gear
Consumables	\$200 - \$500	Rope, webbing, carabiners, etc.

Meals/Refreshments	\$15 - \$25/person/day	Optional but recommended
Facility Rental	\$0 - \$500	If using external training site

Cost-Saving Tips:

- Train larger groups (8-16 students) to reduce per-person costs
- Combine with neighboring agencies to share expenses
- Schedule during instructor travel routes to reduce travel fees
- Use agency-owned equipment when possible

Select Your Training Dates

Consider these factors when choosing dates:

- **Seasonal Appropriateness:** Swiftwater training is best in spring/summer; ice rescue requires winter conditions
- **Shift Coverage:** Ensure adequate personnel remain available for emergency response
- **Weather Backup:** Build in contingency days for weather-dependent disciplines
- **Instructor Availability:** Popular dates book 3-6 months in advance

Phase 2: Logistics Planning (4-8 Weeks Before Training)

Secure Training Locations

Identify and secure access to appropriate training sites:

Rope Rescue Sites:

- Vertical structures (towers, bridges, buildings)
- Natural rock faces or cliffs
- Industrial facilities with permit access

Swiftwater Sites:

- Rivers or streams with appropriate flow
- Boat ramps for equipment staging
- Downstream recovery areas

Confined Space Sites:

- Utility vaults or manholes
- Storage tanks (properly ventilated)
- Culverts or tunnels

Site Checklist:

- Written permission from property owner/manager
- Liability coverage confirmed
- Parking for all participants
- Restroom facilities available
- Staging area for equipment
- Emergency vehicle access

Coordinate Equipment

Agency-Provided Equipment:

- Personal protective equipment (helmets, gloves, footwear)
- Agency rescue equipment for familiarization
- Radios and communication equipment
- First aid supplies

Instructor-Provided Equipment:

- Specialized training equipment
- Demonstration gear

- Student practice equipment
- Safety/backup systems

Prepare Participants

Distribute the following to all students at least 2 weeks before training:

- Course schedule and daily start times
- Required PPE list
- Physical requirements and fitness expectations
- Pre-course reading materials (if applicable)
- Directions to training location(s)
- Emergency contact information
- Waiver and medical forms

Phase 3: Final Preparation (1-2 Weeks Before Training)

Confirm All Details

Instructor Coordination:

- Confirm arrival date and time
- Provide lodging details (if applicable)
- Share site access information
- Exchange emergency contact numbers
- Confirm final student roster

Site Preparation:

- Conduct final site inspection
- Mark parking areas
- Set up staging/classroom area
- Test any fixed anchors or structures
- Coordinate with facility managers

Administrative Tasks:

- Collect all signed waivers
- Confirm payment arrangements
- Prepare attendance roster
- Arrange for course photography (optional)
- Schedule post-course debrief

Student Readiness

Ensure all participants:

- Have required PPE in serviceable condition
- Understand physical requirements
- Have completed any prerequisite training
- Know the daily schedule and locations
- Have transportation arranged

Phase 4: During Training

Daily Operations Checklist

Each Morning:

- Conduct safety briefing
- Review daily objectives
- Confirm all students present
- Check weather conditions
- Verify equipment readiness

Throughout the Day:

- Monitor student fatigue and hydration
- Document any injuries or incidents
- Maintain communication with dispatch
- Take photos for agency records

End of Day:

- Secure all equipment
- Debrief with instructors
- Address any student concerns
- Confirm next day's schedule

Emergency Procedures

Establish clear protocols for:

- Medical emergencies during training
- Weather-related course modifications
- Equipment failure procedures
- Communication with agency dispatch

Phase 5: Post-Training

Immediate Follow-Up (Within 1 Week)

- Collect student feedback forms
- Obtain certificates of completion
- Process any continuing education credits
- Submit training records to personnel files
- Complete payment to training provider

Long-Term Integration

- Schedule follow-up skills practice sessions
- Update agency SOPs based on training
- Inventory and maintain new equipment
- Plan recertification timeline
- Document lessons learned for future training

Budget Worksheet

Use this worksheet to estimate your total training investment:

Item	Estimated Cost	Actual Cost
Instructor fees (____ days × \$____)	\$	\$
Travel reimbursement	\$	\$
Lodging (____ nights × \$____)	\$	\$
Equipment rental	\$	\$
Consumable supplies	\$	\$
Meals (____ people × ____ days × \$____)	\$	\$
Facility rental	\$	\$
Overtime coverage	\$	\$
Miscellaneous	\$	\$
TOTAL	\$	\$

Sample Training Request Template

Use this template when submitting your training request to Wasatch Technical Rescue:

Agency Name: _____

Primary Contact: _____

Email: _____

Phone: _____

Training Discipline: _____

Certification Level Sought: ☐ Awareness ☐ Operations ☐ Technician

Number of Students: _____

Preferred Dates: _____

Alternate Dates: _____

Training Location: ☐ Our facility ☐ Need site recommendations

Equipment Status: ☐ We have required equipment ☐ Need equipment provided

Budget Range: _____

Special Considerations or Requests:



Ready to Schedule Your Training?

We're here to help you build a custom program that meets your team's specific needs. Contact us today to discuss your training requirements and receive a personalized quote.

Contact Wasatch Technical Rescue LLC

■ Email: info@wasatchtechnicalrescue.com

■ Phone: (801) 473-2108

■ Web: wasatchtechnicalrescue.com

■ Location: Springville, Utah

This planning guide is provided by Wasatch Technical Rescue LLC to assist agencies in preparing for hosted training courses. For the most current information and pricing, please contact us directly.

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