

# Welcome to Community Safety Consultants!

My name is Mark Moskaluk, director of the EMT training program. On behalf of the CSC staff, I would like to welcome you and thank you for choosing Community Safety Consultants for your EMT training needs. We have been educating people in pre-hospital life support since 1982.

We have gathered the best instructors and equipment to bring you the most challenging and rewarding experiences during your training.

Our EMT Instructor staff consists of dedicated Emergency Medical Technicians, Nurses, and Paramedics ready to pass on their knowledge and experiences to you. Our goal is to put you at ease and make your learning experience very enjoyable. Office hours are usually Monday through Friday, 0900 to 1500, along with some Saturdays.

The new, state of the art, EMS Lab is now open with many stations, featuring life-like manikins and equipment where you will be able to practice your skills. Our ambulance AND ambulance simulator provide a realistic EMS environment to better prepare our students for the true challenges they will face in the field.

*At the CSC Metuchen site*- for your convenience we offer the following:

- A rest room is located just off the hallway
- Two (2) more bathrooms are downstairs behind the kitchen area
- Both classrooms have microwaves in them for heating food
- A snack/beverage machine is located in the hallway on the first floor (CHANGE AVIALABLE IN OFFICE)
- Smoking is permitted *outside* the front door area. Standing ashtrays are present for your use. Garbage should be placed in the garbage cans in this area, *not* the ash trays

Community Safety Consultants provides Cardiopulmonary Resuscitation, First-Aid, and Defensive Driving courses every month – tell your friends! Calendars of all classes, for the year, are in a wall rack in the hallway and outside the building near the CSC display board.

You have opened the door to a new chapter of your life, and hopefully you will find it as rewarding as I have over the last 30 years.

We sincerely hope you enjoy and excel in our EMT program!

Sincerely,

Mark Moskaluk

Mark Moskaluk, EMT-P  
Director, EMT Program



## Important Phone Numbers and Web Sites

### Phone Numbers

|  |   |
|--|---|
| Community Safety Consultants.....                          | Office: 732-548-4269, FAX: 732-205-9872 |
| Julie Froat (e-mail).....                                  | rozes12980@gmail.com                    |
| New Jersey Department of Health.....                       | Office: 609-633-7777, FAX: 609-633-7954 |
| Department of Homeland Security.....                       | 202-282-8000                            |
| Poison Control.....  | 800-222-1222                            |
| Federal Emergency Management Agency.....                   | 606-882-2000                            |
| New Jersey Office of Emergency Management.....             | 866-472-3365                            |
| New Jersey Emergency Operations Center (State Police)..... | 609-963-6900                            |
| JFK Medical Center.....                                    | 732-321-7000                            |
| Raritan Bay Medical Center.....                            | 732-442-3794                            |
| Hunterdon Medical Center.....                              | 908-788-6100                            |

### Web Sites

| <u>LOCATION NAME</u>                                   | <u>URL</u>  |
|--|---|
| Community Safety Consultants                           | <a href="http://www.CommunitySafetyConsultants.com">www.CommunitySafetyConsultants.com</a>                              |
| Department of Homeland Security                        | <a href="http://www.dhs.gov/index.shtm">http://www.dhs.gov/index.shtm</a>   |
| Federal Emergency Management Agency                    | <a href="http://www.fema.gov/index.shtm">http://www.fema.gov/index.shtm</a>   |
| FEMA NIMS Alert  | <a href="http://www.fema.gov/emergency/nims/nims_alert">http://www.fema.gov/emergency/nims/nims_alert</a>               |
| FEMA Resource Management                               | <a href="http://www.fema.gov/emergency/nims/mutual_aid.shtm">http://www.fema.gov/emergency/nims/mutual_aid.shtm</a>     |
| FEMA Sea, Lake, Overland, Surge from Hurricanes        | <a href="http://www.fema.gov/plan/prevent/nhp/slosh_link.shtm">http://www.fema.gov/plan/prevent/nhp/slosh_link.shtm</a> |
| New Jersey Homeland Security                           | <a href="http://www.njhomelandsecurity.gov/">http://www.njhomelandsecurity.gov/</a>                                     |
| New Jersey Office of Emergency Management              | <a href="http://www.state.nj.us/njoem/">http://www.state.nj.us/njoem/</a>   |
| New Jersey Office of Emergency Medical Services        | <a href="http://www.state.nj.us/health/ems/">http://www.state.nj.us/health/ems/</a>                                     |
| American Heart Association                             | <a href="http://www.americanheart.org/">http://www.americanheart.org/</a>   |
| American Safety and Health Institute                   | <a href="http://www.ashinstitute.com/">http://www.ashinstitute.com/</a>   |
| New Jersey Department of Health CEU log-in site        | <a href="http://www.njoemscert.com">http://www.njoemscert.com</a>   |
| New Jersey Department of Health Initial & Renewal Site | <a href="http://www.njems.us">http://www.njems.us</a>   |



## Standard Operating Guidelines for Students

### ***General Information***

Daytime classes begin *promptly* at 0800 and will run until 1700. For evening classes, see course syllabus. This does not include remediation and retesting time, which is done outside of schedule class time.

Injuries or serious illness must be reported to an instructor immediately and an accident report filled out.

**Parking for the CSC Site ONLY:** Free parking is available on site. NO PARKING IN THE YAMAHA PARKING LOT NEXT DOOR EXCEPT ON SUNDAYS.

At the CSC Metuchen location, there are hand-outs in the hall listing local places to eat.

In case of inclement weather that results in either cancellation or delayed opening of a class, an emergency call list will be set-up with student group captains calling students in their respective groups

The staff will be notified by the coordinator or lead instructor

In the event of delayed opening, EMT class will begin ninety (90) minutes after the scheduled starting time (e.g., if the normal opening is 0830, delayed class will begin at 1000)

**Notebooks, an analog watch with a second hand or a digital watch, a personal stethoscope and a box of gloves are REQUIRED!**

You MUST be sixteen (16) years of age NOW. Students 16 or 17 years old MUST have Course Permission Form signed by a parent/guardian

Students are required to assist in clean-up after each class, such as taking out the garbage, restocking toilet paper and paper towels (these items can be found in the cabinets above the sink).

**Individual EMT tutoring is available at \$25.00/hour for extra practice sessions**

### ***Refunds***

There are NO refunds for this course once the first class begins.

A full refund will be issued, if notice is given at least ten (10) business days prior to the start of the program and MUST be in writing, less a \$10.00 administrative fee

50% refund will be issued if notice is received less than five (5) business days and MUST be in writing.

### ***Attendance***

Students MUST be on time for class or they will NOT receive credit. Students may be denied participation in class based on the decision of the administrator on duty due to lateness. This applies to the start of class, breaks, and lunch.

Students are responsible to sign in at the beginning of each session to receive credit. If a student neglects to sign in, he or she will NOT receive credit for the class



At no time should a student sign-in for another student. Forgery will result in disciplinary action as well as dismissal from the EMT program

Students **MUST** complete all lectures and attend skill lessons in order to complete the program

Students will make up missed lessons, as per the New Jersey State Guidelines Attendance 8:40A-5.3 policy. (See attached). The student **MUST** make up missed lessons at Community Safety Consultants sponsored EMT Training Sites.

Absences **MUST** be made up within 5 days of the missed session or the student **MUST** repeat the ENTIRE EMT class. EMT students will be charged \$30 per hour tutoring fee for any make-up sessions.

Students missing more than 2 lessons will schedule a meeting with the coordinator to review their performance in the program, and to determine their eligibility to continue with the class. It should be noted that one (1) day of EMT training at CSC constitutes two (2) lessons.

Students must complete ten (10) hours of EMS clinical by the end of the course.

## ***Conduct***

Smoking is **PROHIBITED** in any part of the building and is only allowed in designated areas outside. PLEASE use the supplied ash trays.

Students **MUST** be courteous, disciplined, professional, and consistent with the high standards of and EMT.

Name tags **MUST** be worn at all times.

The following are prohibited during this class:

Eating or drinking in classrooms where prohibited except in designated areas

Horseplay or disruptions during any portion of class

Use of, or the possession of, alcohol or illegal substances

Destruction of Community Safety Consultant equipment, apparatus or property

Use of profanity, disrespectful behavior towards a fellow student, CSC employee, or faculty

***ALL PAGERS, RADIOS, CELL PHONES, CAMERAS, ETC., SHALL BE PUT ON SILENT VIBRATE DURING CLASS AND SKILL LABS. TAKING CALLS AND TEXTING DURING CLASS OR SKILL LABS IS FORBIDDEN!***

## ***Course Requirements***

### ***Aptitudes***

Students must have visual acuity sufficient to (1) distinguish visual color discrimination when examining patients, and (2) determine by appearance diagnostic signs that require immediate detection and proper action. Students must have hearing acuity sufficient to receive verbal and directional instructions and to distinguish diagnostic signs (lung sounds, B/P, etc.). Students must have the ability to read and write the English language sufficiently to read items such as prescription bottles and to write English sufficiently to complete patient care reports. This is a college level program and all students are expected to be able to read to a tenth grade reading level.



All students must have the aptitudes as listed above when taking the practical skill examinations for the program and state certifications the student is enrolled in. Medical problems must be resolved prior to taking practical examinations.

## ***Dress Code***

Students in the EMT program should expect to be outdoors during some practical training sessions. Students should dress appropriately for the weather during that session (i.e., bring a raincoat if it is supposed to rain). During both indoor and outdoor practical sessions, students will be expected to carry equipment, lie down on blankets and floors, have assessments performed upon them and be secured within equipment.

Please adhere to the following dress code for your safety and comfort:

All clothes to be correctly sized.

Pants – ***Black or blue pants – NO JEANS, NO HOLES. If pants have belt loops, belts must be worn.***

Shirts – ***Polo shirts, or “business casual” plain white shirts, no low cut tops.***

Shoes – ***No flip-flops, open toe, moccasins, slippers. MUST BE dark colored shoes or sneakers***

An analog watch with a second hand or a digital watch, and a personal stethoscope are REQUIRED!

***FOR FEMALES*** – Avoid skirts, dresses, low-cut tops and “hip-hugger” pants.

***NOTE: FAILURE TO COMPLY WITH THE ABOVE DRESS CODE WILL RESULT IN THE STUDENT BEING SENT HOME TO CHANGE CLOTHES. THIS WILL RESULT IN AN ABSENCE FROM THAT DAY’S CLASS!***

Name tags will be supplied

## ***Student Testing***

Students ***MUST*** be present on the dates of an exam or make arrangements in advance with the course coordinator.

Students ***MUST*** obtain a test score of equal to, or greater than, 70 on ***ALL*** written exams and quizzes. Students obtaining less than 70 will be given an additional opportunity to obtain a 70 or better. A substitute test or quiz will be given.

The student will be remediated prior to taking the second test. If the student does NOT successfully obtain a test score of equal to, or greater than, 70, on his or her second attempt at the written test, he or she will be made test ineligible.

Students with a documented learning disability must submit a letter from a physician, or other qualified professional pursuant to NJAC 8:40A-6.4, prior to testing in order to receive additional time to take a written exam

***ALL*** tests will be given in ***WRITTEN FORMAT***

Students ***MUST*** satisfactorily complete ***ALL*** practical skills in order to proceed to the next section. Students unable to do so after two (2) attempts will meet with the course coordinator to determine the student eligibility to remain in the class. The student will be remediated and given ***ONE*** attempt at a retest. If the student does NOT successfully complete the skill, he or she will be made test ineligible.

***NO*** student, at any time, may borrow or remove any tests or test materials from the test site, area or room where the test is being held.



Any student found, or reported, to have removed a test from the test facility will be immediately investigated. When found to be guilty of taking an exam, or exam materials (answer sheets, scratch paper, etc.) from the test site, the student will be immediately removed from the class and reported to the State Department of Health Investigation Division.

All students will be evaluated affectively at least twice during the program. If the students fails to be declared competent by the end of the program, the student will not be considered eligible to test.

**Changing answers post-test is criteria for expulsion!**

In order to sit for the certification exam, students **MUST**:

- Maintain a grade of equal to, or greater than, 70 on all test and quizzes
- Perform **ALL** skills satisfactorily
- Complete a minimum ten (10) hours of hospital, Mobile Intensive Care Unit (MICU), or squad clinical time
- Complete **ALL** lectures, homework and workbook assignments
- Must have attended all lessons or make-up sessions

## **Final Practical Exams**

At the completion of the EMT course, **ALL** students are required to demonstrate their skills at the skill station established by the New Jersey State Department of Health. At each skill station, a qualified instructor will monitor the EMT student as they demonstrate their ability to **correctly** perform the designated skills. The instructor will be guided by the published skill sheets, which are in the student's 3-ring binder. The skill stations are in a scenario format. The instructor will **NOT** prompt the EMT student in any way, nor will the instructor inform the EMT student of a pass or fail condition. Results will be announced at the end of **ALL** testing.

If an EMT student fails a skill station, the student will be informed of the reason, or reasons, why he or she failed and will be given an opportunity to be remediated. After the EMT student has been remediated, he or she will be allowed to retest that station.

***THE EMT STUDENT WHO FAILS THE SKILL STATION A SECOND TIME IS CONSIDERED TO HAVE FAILED THE ENTIRE COURSE. THE STUDENT IS NOT ELIGIBLE TO TAKE THE NEW JERSEY STATE CERTIFICATION EXAM. THERE IS NO EXCEPTIONS TO THIS POLICY!***

## **Certification**

In order to be certified, students must score equal to, or greater than, 70% on the certification exam. Students may retake the exam two (2) additional times

Students who fail to obtain a score equal to or greater than, 70% after three attempts on the exam **MUST** attend a full Refresher program. The student is then eligible to sit for the exam three (3) additional times. The Refresher coordinator will make them eligible

Students who fail to obtain a score equal to, or greater than, 70% on the certification exam after six (6) attempts **MUST** repeat the entire EMT course.



## New Jersey Department of Health § 8:40A-5.3 Attendance

Each student shall attend all required program sessions. Attendance shall be recorded on an official session roster. Official session roster forms are available from OEMS upon request. All session rosters shall be delivered to OEMS at least ten (10) calendar days prior to the North Atlantic Certification Examination. No student shall be credited with attendance at a session who:

Fails to attend the entire session;

Arrives more than fifteen (15) minutes late for the session;

Has been expelled from the session for disruptive behavior;

Leaves prior to the completion of the session;

Attends the session, but is unwilling to participate in the required activities and instruction for that session;

or

Fails to sign the attendance sheet.

Subject to the provisions of (c) below, any student missing a session shall make the session up within 120 days of the course completion date prior to becoming eligible to test for the North Atlantic Certification Examination. The program coordinator shall be responsible for assisting the student with locating a suitable make-up session. The options available to a student are:

Attendance at the same session in another CSC EMT training program;

Any student missing two (2) consecutive sessions may be expelled from the EMT training program and may be required to apply for, and participate in, an entirely new EMT training program.





## Grievance Policy

Community Safety Consultants, Inc., holds that a well-trained and satisfied customer is our core business value.

If a student has a concern with the service that has been provided by Community Safety Consultants, they have the right to file a grievance to address that concern. Concerns may include, but are not limited to:

Equipment

Instructors

Testing procedures- written, practical

Facilities

The actions of fellow students and/or instructors

The grievance process is designed to address issues at the lowest operational level, and as quickly as possible. Therefore, the steps in the grievance process are as follows:

*Level One:* If a student verbally presents a concern or perceived discrepancy in our services to the instructor, in the interest of resolving the concern at the lowest level, the instructor should make every reasonable effort to accommodate the student or rectify the problem, within the guidelines of the certifying agency and Community Safety Consultants business practices.

*Level Two:* If the concern could not be resolved to the student's satisfaction, the student may present their concerns verbally or in writing to the Program Coordinator at the Metuchen office, who will respond to the grievance within one week. A grievance form is attached for this purpose.

*Level Three:* Should the situation not be resolved at Level Two to the student's satisfaction, the student has the right to request a review of the Coordinator's response by the Program Director. The Program Director will investigate the matter and file a written response to the student within one week.

*Level Four:* Should the issue still not be resolved at Level Three, the student has a right to file a written letter of appeal with the New Jersey State Department of Health and Senior Services, Office of Emergency Medical Services, Post Office Box 360, Trenton, NJ 08625-0360





## New Jersey State Law Prohibiting Underage Smoking

ASSEMBLY COMMITTEE SUBSTITUTE FOR  
ASSEMBLY, Nos. 2177 and 1870  
**STATE OF NEW JERSEY**  
213th LEGISLATURE  
ADOPTED MARCH 3, 2008

**Sponsored by:**

Assemblyman **FREDERICK SCALERA**, District 36 (Bergen, Essex and Passaic), Assemblyman **HERB CONAWAY, JR.**, District 7 (Burlington and Camden), Assemblyman **GARY S. SCHAER**, District 36 (Bergen, Essex and Passaic), Assemblyman **JERRY GREEN**, District 22 (Middlesex, Somerset and Union)

**Co-Sponsored by:**

Assemblymen **Caputo, Cryan**, Assemblywomen **Greenstein and Wagner**

**SYNOPSIS**

Prohibits persons under age 19 from smoking or carrying a lighted tobacco product in an outdoor public place.

**CURRENT VERSION OF TEXT**

Substitute as adopted by the Assembly Health and Senior Services Committee of cigarettes and other tobacco products have stated their belief that minors should not smoke or have access to cigarettes;

The State of New Jersey statutorily prohibits the sale or distribution of tobacco in any form to persons under 19 years of age and the smoking of tobacco in indoor public places and workplaces, and municipalities throughout this State are authorized by law to adopt ordinances that restrict smoking in public places. It must be the public policy of this State to deter children and adolescents from smoking tobacco and thereby seek to protect them from the scourge of tobacco-related disease, disability, and death.

- a) It shall be unlawful for a person under 19 years of age to smoke or carry a lighted cigarette, or other tobacco product that can be smoked, in an outdoor public place. As used in this act, "outdoor public place" means an outdoor place to which the public has access, including a public street, road, thoroughfare, sidewalk, bridge, alley, plaza, park, recreation or shopping area, parking lot, or any other outdoor public structure or area.
- b) A person who violates the provisions of subsection a. of this section shall be liable to the following:
  - (1) **for a first offense:** issuance of a written warning by a law enforcement officer, to be recorded with the municipal court having jurisdiction, which may include parental notification of the violation by the law enforcement officer;
  - (2) **for a second offense:** to be sentenced, by the municipal court having jurisdiction, to perform community service for a maximum of 25 hours; and participation in an educational program
    - i. on the dangers of smoking tobacco, as designated by the court; and
  - (3) **for a third and each subsequent offense:** to be sentenced, by the municipal court having jurisdiction, to perform community service for a maximum of 50 hours; and a civil penalty of \$75, to be collected pursuant to the "Penalty Enforcement Law of 1999," P.L.1999, c.274 (C.2A:58-10 et seq.), in a summary proceeding before the court.
- c) A law enforcement officer having enforcement authority in that municipality may issue a summons for a violation of the provisions of this act, and may serve and execute all process with respect to the enforcement of this act consistent with the Rules of Court. A penalty recovered under the provisions of this act shall be recovered by and in the name of the State by the local health agency and shall be paid into the treasury of the municipality in which the violation occurred for the general uses of the municipality.

This act shall take effect on the 60th day after enactment.