



4640-1 (OIC HET)

6 Mar 2019

PEACE SUPPORT TRAINING CENTRE

HAZARDOUS ENVIRONMENT TRAINING
(HET) JOINING INSTRUCTIONS

GENERAL

1. Summary. PSTC provides Hazardous Environment Training (HET) for Global Affairs Canada (GAC) and Other Government Department's (OGD) personnel fulfilling the training requirement of the Policy on Personnel Safety & Security, complimenting the PSS course and mission specific training by Readiness Security Program Managers (RSPMs) or Military Police Security Services (MPSS). The aim of the HET is to assist GAC and OGD personnel in their preparation for international postings or visits to hazardous areas. The HET is also available to spouses and family members, 16 years or older, of civil servants posted or to be posted to hazardous environments. The content delivered on HET is based on the memorandum of understanding (MOU) between the Canadian Army and Doctrine Training Center (CADTC) and the Security and Emergency Management Bureau (CSD), mission visits, feedback from course participants, and direction from the Planning, Training and Exercises division (CSD). The standard training schedule is five consecutive days, beginning on a Monday and ending on a Friday. A compressed three day course is conducted on request with a reduced scope of training and practical training experience. Training is conducted primarily at the Peace Support Training Centre and practical portions being executed within Canadian Forces Base (CFB) Kingston. Topics covered on HET include: Protection and Avoidance (i.e. adapted from military Conduct After Capture training), Enhanced First Aid, Explosive Threat and Hazard Awareness and Recognition (ETHAR), a fire arms, barriers and Personal Protective Equipment (PPE) demonstration, Mob Violence, Active Shooter, Convoy Planning, Contingency planning, Stress and Improving Performance in Hazardous Environments, and other related basic skills (e.g. operating communications equipment).

2. Conduct. Training is primarily conducted at the PSTC building, 2 Cambrai Ave. Annex A to this joining instruction includes maps identifying pertinent locations. Training is scheduled to commence daily at 0730 and end at approximately at 1700. An example standard five day schedule and the compressed three day schedule is available at Annex B. Participation in all training is required to have the training considered completed. The delivered training is a mix of classroom and practical training.

DRESS AND EQUIPMENT

3. Dress and Equipment. Participant's dress during the course will be informal civilian attire, or 'field' uniform if applicable. A course photo will be taken on day 1 and the entire first day is in a classroom setting. Participants must bring clothing appropriate for the season and must be prepared to train outdoors. Weather appropriate clothing should still allow participants to move freely (eg. perform First Aid to a casualty on the ground). Regardless of whether it is a three or a five day HET, there is at least one complete day where practical training is mostly outdoors. Participants should also consider the need to wear PPE (Helmet, Vest, Protective Eyewear) in selecting their clothing and hair style for training, it can be difficult to fit a helmet over bulky headware or a hair bun. In extremis situations, PSTC may be able to provide cold weather outer wear (eg. Olive drab parka), however supplies are limited and



participants are highly encouraged to bring their own cold weather clothing. Kingston normally receives significant precipitation and in the winter it is advisable to wear layers in order to prepare for the cold temperatures from the wind. A back pack of subdued colour, is also recommended for carrying water bottles and other light equipment during practical exercises. One set of clothing may get very dirty during the final practical exercise. Participants are encouraged to wear long sleeve clothing and gloves when training in the CFB Kingston training area even in the summer. Ticks pose a risk of Lyme Disease and Wild Parsnip (aka Cow Parsnip or Hogweed) can cause severe burns through contact between sap and skin.

4. Additional Equipment. All additional equipment (i.e. PPE, radios, first aid eqpt, etc.) necessary for training will be provided by PSTC. Notebooks and writing materials will be provided but participants may bring their materials if desired.

RATIONS AND ACCOMMODATIONS

5. Accommodations. Unless otherwise authorized by their parent agency, all participants will be quartered at CFB Kingston. PSTC staff are responsible for booking the accommodations. The primary accommodations used for HET participants are transient quarters with single occupancy. Each room at the primary accommodations is similar to a standard hotel room but lacks certain amenities (i.e. no alarm clock, safe, telephone, hangars, or toiletries / towels are provided). The primary accommodations are close to both the meal hall (~200m) and PSTC (~600m). None of the accommodations have wi-fi. Alternate shared accommodations will only be used in extremis situations and participants will be notified in advance. The alternative accommodations may have up to four people to a room, shared bathrooms, showers, and the rooms have generous storage space for clothing and personal items, along with a lockable closet if you bring a lock. Participants who are authorized to stay in commercial accommodations are responsible for their transportation to/from the Base. Accommodations at the base can be extended by a day for participants who depart the day after course is completed by making arrangements through the Course 2IC on the first day of the course. If a participants find themselves locked out of their accommodations, call the CFB Kingston phone number (613-541-5010), press 0 to speak with the operator, ask to speak to “base accommodations”, explain your situation and a commissionaire will be dispatched to help you into your room, if an extra card has to be issued, be prepared to show identification to the commissionaire. If any extra room key card is issued and the original is not found, participant may have to pay a small fee as they clear out of accommodations.

6. Parking. Parking is available at the accommodation’s and access to the Base is uncontrolled (no pass required). Parking at PSTC for participants is not authorized, vehicles should be left by participant’s accommodations or by the Rutledge Meal Hall during the training day. Participants can expect to have to walk to and from PSTC daily. Transportation will be provided to PSTC on the last day of training to facilitate clearing out of rooms, and moving luggage.

7. Rations. Participants will eat at the Rutledge Hall Mess (see Annex A) for breakfast and supper daily. The Rutledge Hall meal hall is open from 0600-0900, 1100-1300, and 1630-1830. Jackets and backpacks are to be left in the coatroom by the entrance of the meal hall. The dress policy at the mess hall will be explained at the course introduction but in general clothing must be suitable for a meal hall, i.e. not scantily clad, clothing should not ripped / dirty, and open toe sandals are not acceptable within the mess hall. Participants just need to identify themselves as being on the “HET” to the cashier as they exit



the serving area, no cash payment is necessary. Rutledge Hall has a policy against taking food from the mess. No additional time will be allotted for the consumption of meals because a participant decides not to eat at the Mess. Lunches will be eaten according to the schedule with the majority of lunches being box (cold) lunches. PSTC staff will accommodate dietary restrictions (vegetarian or Halal) in the box lunches as received with the nominal roll from CSD.

ARRIVAL AND DEPARTURE

8. Three day or Five day HET with individual transport. Participants should arrive the night before training, check in and obtain a room key from B-37, CFB Kingston (B-37, see Annex A), located at the corner of Apprentice St and Craftsman Blvd before proceeding to the assigned accommodation's. To note, B-37 is commonly known as "Base Accommodations" to taxi drivers. It is important to note that base accommodation's, staffed 24/7 by Commissionaires, is only where participants will pick up their room key. The actual accommodations are in a different building (Annex A). If participants are arriving by taxi, they should wait before releasing the taxi as they will need transportation between B-37 and their actual accommodations. On the first day of training, participants will make their own way to the Routledge Mess hall for breakfast and onto the PSTC Het classroom, ready to start training at 0730. Participants will have to return their room keys to B-37 upon departure.

9. Three day HET with group transport. When participants arrive as a single group on a bus on the first day of training as seen in the compressed three day HET schedule, participants will arrive at PSTC at the designated time and HET staff will arrange for room keys, luggage storage, and transportation to the accommodations from PSTC at the end of the first day. On the last day of the training, participants with luggage will be picked up from their accommodations and brought to PSTC where luggage will be stored and room keys turned in to PSTC staff.

MISCELLANEOUS ADMINISTRATIVE POINTS

10. Transportation. Neither CFB Kingston nor PSTC provide pickup/drop off at local terminals. Taxis should be utilized for transportation from/to the local bus, rail and air terminals. It is recommended that participants arriving by air connect from Toronto (Pearson Intl) to Kingston (Norman Rogers Airport). Transportation will typically not be provided to get participants to and from their accommodations daily, unless the alternate accommodations on base are required.

11. Daily Routine. Training starts daily at PSTC at 0730 and training typically goes until at least 1630. Example training schedules are available in Annex B. It is recommended that students refrain from making firm plans for their evenings in advance as there may be study or preparations by the syndicates for the next day of training. Punctuality is expected from participants. To ensure that training is complete, trainees should not book travel arrangement before 1630 on the last training day.

12. Pre-training Requirements. Participants on HET require current Standard First Aid with CPR level C in order to participate in the enhanced first aid training.

13. Language. Training will be delivered in English. Bilingual presentations will be used in the classroom. Bilingual instructors will be used as available.



ADDITIONAL REQUIREMENTS

14. Nominal Role and Required Information. The information below is shared with PSTC from CSD through participant's organizations in order to facilitate administration and training. Participants are advised to ensure accurate information is provided to their organization.

- a. First and Last name.
- b. Gender.
- c. Branch / Department.
- d. Special Meal Requirements if required (Vegetarian and Halal options available).
- e. Deployment location.
- f. First language.
- g. Medical Restrictions.
- h. VIP or High ranking persons should also be identified.

15. Risk and Waiver Forms. As outlined in the MOU, civil servants and any family members participating in HET will have to read and sign an Acknowledgement of Risks Form upon arrival at PSTC as part of in-clearance at PSTC. Family members will also have to sign the "Hazardous Environment Training Waiver". Forms will be available at PSTC upon arrival. The following are specific environmental threats within the CFB Kingston training area that participants will be familiarized with as part of the welcome brief: ticks, wild parsnip (i.e. hogweed) and coyotes.

TRAINING CONFIRMATION

16. Participants are selected by their respective organization to attend this training. Attendance will be confirmed at the start and end of training. PSTC will not force participants to partake in training but participants may not be considered to have completed the training and this may affect the members deployment. PSTC will refer any training participation concerns to CSD.

MEDICAL AND DENTAL SUPPORT

17. Medical facilities at CFB Kingston are limited to use by military personnel only. All personnel attending HET shall ensure that they have a full complement of any required personal medical supplies and prescriptions. Additionally, personnel are to ensure they are in possession of their Provincial Health card and their Public Service Health Care card. In the event that medical attention is required candidates will utilize local civilian medical facilities such as Kingston General Hospital and civilian pharmacies. All personnel at the PSTC are qualified first aid and will administer it when the situation dictates. PSTC staff will take those needing medical attention to the local civilian medical facilities as required.

CONTACT INFORMATION

18. Queries pertaining to these joining instructions should be forward through participant's organization to the CSD e-mail at PersonalSecurityTraining.CST@International.gc.ca. The joining instructions and annexes can be found electronically at www.peacesupport.ca/HET.

19. If a HET participant has difficulties upon arrival or after business hours, they can contact the PSTC Duty Officer for assistance.



20. PSTC Staff contact info:

- a. HET Officer (OIC)-(613) 541-5010 ext. 3400
- b. HET Warrant (2IC)-(613) 541-5010 ext. 4615
- c. PSTC Ops Warrant – (613) 541-5010 ext. 8143
- d. PSTC Duty Officer – (613) 329-5913
- e. PSTC Fax - (613) 540-8124

21. PSTC staff is certain that the training provided will give each participant an opportunity to develop new skills or refine those which they already possess. The staff of PSTC extend a warm welcome to those who will be attending this training, and look forward to meeting each of you.

Annexes:

Annex A – Maps of CFB Kingston

Annex B – Standard Schedules