

Appendix E: FEMA US&R Instructor Ethics Signature Form

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Page 1 of 1

Federal Emergency Management Agency National Urban Search & Rescue (US&R) Response System *Instructor Ethics Signature Form*

Instructors are reminded that when they are acting as a Temporary Excepted Federal Volunteer System Member, the US&R Code of Conduct established under 44 CFR 208.8, applies in addition to these principles.

PRINCIPLE I

Commitment to the student – The instructor strives to help each student realize their potential as an effective member of the FEMA National US&R Response System (the System). The instructor works to enhance the learning environment and the acquisition of knowledge. In fulfillment of the obligation to the student, the instructor:

- Shall create a positive learning environment for the students
- Shall encourage students to think and act independently in their pursuit of learning
- Shall encourage critical thinking and expression of varying points of view
- Shall make reasonable effort to protect the student from physical conditions harmful to learning or to health and safety
- Shall not be under the influence of illicit drugs or alcohol during any portion of a class
- Shall foster and support the diversity each student brings to the classroom
- Shall treat students with equal respect and provide equal opportunities
- Shall establish and maintain the student/instructor professional relationship
- Shall not intentionally expose the student to embarrassment or disparagement
- Shall promote an environment free of inappropriate racial, ethnic, religious, political, or sexual comments
- Shall not use profane or abusive language
- Shall maintain each student right to privacy and confidentiality
- Shall do everything possible to impart knowledge relevant to student's success
- Shall encourage a safe non-hostile harassment free teaching/working environment including any "hazing" type actions

PRINCIPLE II

Commitment to Training and Education – Training and Education is vested by the System with a trust and responsibility requiring the highest ideals of professional service. In fulfillment of the obligation to the system the instructor:

- Shall be honest and above reproach when presenting the instructor's qualifications by giving only accurate information
- Shall maintain classroom integrity by allowing only credentialed instructors to teach
- Shall maintain professional integrity by not accepting any gratuity and/or gift that might appear to influence professional decisions or actions

PRINCIPLE III

Commitment to FEMA National US&R Response System Training – In the belief that the quality of services delivered directly influences the program, the instructor shall make every effort to raise professional standards, and to promote a climate that encourages the enhancement of the System mission. In fulfillment of the obligation to the mission, the instructor:

- Shall maintain exam integrity by not distributing them for student review
- Shall teach the course to meet the course goals and objectives set by the System
- Shall administer the certification exam under direct visual supervision
- Shall adhere to the policies and procedures of the System Training Program
- Shall monitor student attendance daily and document the approval of any absences
- Shall keep current on the topics they are credentialed to teach
- Shall adhere to all copyright laws
- Shall meet all course content requirements
- Shall use the course material identified by the System as required for the course
- Shall ensure that the student/instructor ratio is maintained at all times
- Shall inform the appropriate System Subgroup Leader on any issues found within the course curriculum or delivery
- Shall report to the Training Subgroup information about courses and/or instructors that do not meet the standards required by the System
- Shall teach only a course or portion of a course for which they are credentialed
- Shall report to the Training Subgroup any negative or harmful classroom dynamics that occurred during the delivery of a System course
- Shall not make false or malicious statements about System training courses and/or instructors
- Shall support the mission of the FEMA National US&R Response System at all times

Print Name

Signature

Date