EMERGENCY SERVICES TRAINING CENTER

SIMULATION TRAINING COMPLEX

CODE OF CONDUCT

& Professional Standards

The standard every trainee, instructor and staff member is held to, plus the professional code for each STC program: EMS, Fire & Rescue, Nursing, Hospital Simulation and EVOC.

DOCUMENT NO.	REVISION	OWNER	EFFECTIVE
STC-AC-COC-001	v1 — Draft	Office of the Director	TBD

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PART 2 — PROGRAM PROFESSIONAL CODES

A EMS Professional Code EMT · AEMT · Paramedic 11

B Fire & Rescue Professional Code 12

C Nursing Professional Code 13

D Hospital Simulation Professional Code 14

E EVOC Professional Code Emergency vehicle operations 15

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How to use this handbook

- **Part 1** applies to every person at STC: trainees, instructors and staff.
- **Part 2** adds the professional code for your program. Read the page for each program you are enrolled in or teach.
- If two rules ever conflict, follow the **stricter** one and ask your instructor.
- Form numbers like STC-AC-108 match the STC Master Form Registry.

Document control

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Related forms	STC-AC-101 STC-AC-102 STC-AC-108

PART 1 — STC CODE OF CONDUCT

1 PURPOSE & WHO THIS APPLIES TO

The Simulation Training Complex trains people for work where lives depend on what they do. **The way we train is the way we will serve.** This Code sets one standard of conduct for everyone at STC, in every wing, so that patients, partners and classmates can trust every person wearing an STC badge.

It is built on the twelve rules of the STC Code of Conduct. Each rule appears in Section 2 in its original wording, followed by what it means in practice.

Who it applies to

Trainees

Every student in EMT, AEMT, Paramedic, Fire & Rescue, Nursing, Hospital Simulation and EVOC programs, from orientation through graduation.

Instructors & Faculty

Lead, adjunct, guest and clinical instructors. Instructors model this Code and also sign STC-AC-101 Instructor Standards Acknowledgment.

Staff & Administration

Administration, security, sim technicians, maintenance and every other STC employee.

Volunteers & Visitors

Role-players, standardized patients, volunteers and visitors while on campus. Visitors sign in on STC-SC-404 and wear a visitor pass.

Where and when it applies

In every wing, lab and shared space on campus:

- EMS Academic Wing
- Fire & Rescue Academic Wing
- Nursing Academic Wing
- Hospital Sim Wing
- EVOC Driving Center
- Disaster & Incident Command
- Simulation Control & Debrief
- Training Enhancement Wing
- Transport Loop & Shuttle Bay
- Administration & Lobby

Beyond the building

- Clinical rotations and ride-alongs
- Academy trips and events (STC-TR-1401)
- Any time you are in an STC uniform
- Online, in group chats and on social media when it involves STC, patients or classmates

Related standards

Dress Code

- Standardized uniforms for trainees with ID badges.
- Professional attire for instructors.
- Safety gear required in simulation wings.
- No casual clothing during training hours.

Checked on STC-UA-2201 · violations on STC-UA-2202

Conduct Counts

- Regular skill assessments.
- Professionalism and ethics included in grading.
- Feedback sessions after each simulation.
- Certification tied to both skill and conduct.

From the STC Evaluation System · STC-AC-106

PART 1 — STC CODE OF CONDUCT

2 CORE VALUES

These are the twelve STC rules. The **STC Rule** is the original wording. **This means** shows what the rule looks like on a normal training day.

1 RESPECT

THE STC RULE

All trainees, instructors, and staff must treat each other with dignity and professionalism.

THIS MEANS

- Treat patients, role-players, standardized patients and manikins the way you would treat a real patient.
- No put-downs, hazing, gossip or mocking, in person or online.
- Respect every person regardless of background, identity, rank or role.

2 DISCIPLINE

THE STC RULE

Punctuality is mandatory. Late arrivals or absences must be reported and documented.

THIS MEANS

- Be in place, in uniform and ready to train at the scheduled start time.
- Request planned absences in advance on STC-AC-104; late arrivals are recorded on STC-AC-105.
- Arrive prepared: reading done, gear checked, phone away.

3 INTEGRITY

THE STC RULE

Honesty in reporting, testing, and training is required. Cheating or falsifying records results in dismissal.

THIS MEANS

- Your own work on every exam, skills check and patient care report.
- Log only the hours and skills you actually completed STC-AC-107.
- Own your mistakes. An honest error can be taught; a hidden one cannot.

4 TEAMWORK

THE STC RULE

Collaboration is expected in every wing. Solo actions that compromise group safety are prohibited.

THIS MEANS

- Use closed-loop communication: repeat orders back and confirm.
- No freelancing. Act within your assigned role in every scenario.
- Share the work of setup, reset and cleanup, and help classmates learn.

5 ACCOUNTABILITY

THE STC RULE

Each trainee is responsible for their actions during simulations and real-world drills.

THIS MEANS

- Own your decisions in debrief, including the ones that went wrong.
- Care for issued gear and equipment; report damage on STC-EQ-302.
- Complete any remediation or improvement plan you are given.

6 ZERO TOLERANCE

THE STC RULE

Harassment, discrimination, or abuse of any kind will result in immediate review and removal.

THIS MEANS

- Covers words, gestures, images, messages and social media.
- Applies on campus, at clinical sites, on trips and online.
- Retaliation against anyone who reports is treated the same way.

SECTION 2 — CORE VALUES, CONTINUED

7 SAFETY FIRST

THE STC RULE

Protective gear and adherence to safety protocols are non-negotiable in all training environments.

THIS MEANS

- Required PPE for every evolution. No gear, no entry.
- Anyone may call a **safety stop** when they see danger; training pauses until it is cleared.
- Report every injury, near miss or hazard right away STC-AC-109.

8 CONFIDENTIALITY

THE STC RULE

Patient data, trainee records, and simulation outcomes must remain secure and private.

THIS MEANS

- Sign the STC-PD-2401 Confidentiality Agreement before sim or clinical work.
- No photos or video of patients, sims, exams or classmates without written approval.
- Scenario details stay in the room. Never tip off the next group.

9 PROFESSIONAL LANGUAGE

THE STC RULE

Clear, respectful communication is required at all times — no slang or disrespectful tone.

THIS MEANS

- Use correct medical, fire and radio terminology.
- No profanity, insults or sarcasm toward anyone.
- The same standard applies to texts, email, group chats and posts.

10 CHAIN OF COMMAND

THE STC RULE

Orders from instructors and supervisors must be followed unless they compromise safety.

THIS MEANS

- Take direction from the lead instructor or incident commander in every scenario.
- If an order is unsafe, say so immediately and clearly, then take it up the chain.
- Raise disagreements respectfully, after the evolution, through the proper channel.

11 CONTINUOUS IMPROVEMENT

THE STC RULE

Trainees must accept constructive feedback and work toward professional growth.

THIS MEANS

- Take part fully in every debrief, peer review and self-reflection.
- Use your evaluations STC-AC-106 to set clear goals.
- Keep your skills and certifications current.

12 DOCUMENTATION

THE STC RULE

All incidents, violations, and disciplinary actions must be logged and reviewed by leadership.

THIS MEANS

- If it was not documented, it was not done.
- Use the official STC form for each event, completed accurately, signed and dated.
- Incident reports are filed the same day the incident happens.

12 CONDUCT IS PART OF YOUR GRADE

Professionalism and ethics are included in grading, and certification is tied to both skill and conduct. Instructors evaluate these twelve values in every lab, scenario and debrief.

PART 1 — STC CODE OF CONDUCT

3 PROHIBITED CONDUCT

The following are not allowed at STC, on or off campus, whenever you represent the academy. The list is not complete: any conduct that breaks the Core Values in Section 2 can lead to discipline.

Academic Dishonesty

DISMISSAL

- Cheating on any exam, quiz, skills check or assignment
- Falsifying records, logs, hours, signatures or patient care reports
- Using or sharing exam or scenario content without permission

Harm to People

IMMEDIATE REMOVAL

- Harassment, discrimination, bullying, hazing or abuse of any kind
- Threats, intimidation, fighting or violence
- Retaliation against anyone who reports a concern

Unsafe Conduct

- Entering a training area without required PPE
- Bypassing, disabling or tampering with safety systems
- Horseplay in labs, bays, the burn building or the EVOC course
- Operating equipment or vehicles without authorization

Substances & Weapons

- Being under the influence of alcohol, drugs or impairing medication during any training activity
- Possessing alcohol, illegal drugs or weapons on campus

Privacy Violations

- Sharing patient information, trainee records or simulation outcomes
- Recording or posting photos or video without approval
- Looking up records you have no need to see

Property & Access

- Theft, misuse or careless damage of equipment, vehicles or facilities
- Lending your ID badge, tailgating through badge doors, or entering restricted areas without clearance

Professional Standards

- Refusing a lawful, safe instruction (insubordination)
- Profanity or a disrespectful tone toward anyone
- Repeated unexcused absence or tardiness
- Out-of-uniform or missing ID badge during training hours

ZERO TOLERANCE

Harassment, discrimination, or abuse of any kind will result in immediate review and removal.

Cheating or falsifying records results in dismissal. Both rules come straight from the STC Code of Conduct.

PART 1 — STC CODE OF CONDUCT

4 REPORTING CONCERNS

If you see something unsafe, unfair or dishonest, **say something**. Speaking up protects patients, classmates and you. Reporting is part of the Code, not a betrayal of the team.

> **!** **Emergency or someone in danger right now?** Call 911 and alert the nearest instructor or security officer. STC rapid response teams are stationed in each wing. File the paperwork after everyone is safe.

How to report

STEP 1	STEP 2	STEP 3	STEP 4
TELL SOMEONE	**WRITE IT DOWN**	**SUBMIT IT**	**FOLLOW UP**
Talk to your instructor, the Program Director or the security desk as soon as you can.	Complete the matching form below the same day, while details are fresh. Stick to facts: who, what, when, where.	Hand it to your instructor or the program office. Leadership logs and reviews every report.	You will be told when the report has been reviewed. Ask your instructor if you have not heard back.

Which form to use

FORM	NAME	USE IT FOR
STC-SC-401	**Security Incident Report**	Threats, violence, theft, trespass
STC-AC-109	**Student Injury Report**	Any trainee injury during training
STC-FAC-304	**Facility Incident Report**	Hazards, damage or near misses
STC-EM-2505	**Bloodborne Pathogen / Exposure Incident Report**	Needlestick, splash or exposure
STC-PD-2406	**Privacy / Data Breach Incident Report**	Lost, shared or exposed records
STC-SL-1007	**Student Grievance / Complaint Form**	Complaints about treatment or decisions
STC-SL-1001	**Conflict Resolution / Mediation Request**	Disagreements between classmates
STC-SL-1002	**Counseling Support Request**	Stress or support after an incident

If it involves your instructor

Go one step up the chain of command: the Program Director, then the Office of the Director. You never have to report a person to that same person.

No retaliation

Anyone who reports in good faith is protected. Retaliation is a zero-tolerance violation (Section 3).

Ethics Oversight

An independent board reviews simulation practices, ensures fairness in trainee evaluations and prevents misuse of authority.

PART 1 — STC CODE OF CONDUCT

5 CONSEQUENCES

STC uses **progressive discipline**: the goal is to correct behavior early and help you succeed. Most issues end at Step 1. Every step is documented and reviewed by leadership, as the Documentation rule requires.

STEP 1	STEP 2	STEP 3	STEP 4
VERBAL WARNING	**WRITTEN WARNING**	**DISCIPLINARY REVIEW**	**DISMISSAL**
A private conversation with your instructor. Noted in your file.	A written record of the issue and what must change, signed by trainee and instructor.	Referral on STC-AC-108. Leadership reviews the case and may set probation with a written improvement plan.	Removal from the program when conduct does not improve or a serious violation occurs.

STEPS ARE SKIPPED FOR SERIOUS VIOLATIONS

Immediate review and removal

- Harassment, discrimination or abuse of any kind (Zero Tolerance rule)
- Retaliation against someone who reported
- Violence or threats of violence
- Being under the influence during training
- Deliberately unsafe acts that put others at risk

Dismissal

- Cheating on any exam, skills check or assignment
- Falsifying records, logs, hours or signatures (Integrity rule)

The trainee is removed from training right away while the case is reviewed on STC-AC-108.

Your rights in the process

Be heard

You may give your side in writing before any written warning or review decision is final.

Appeal

You may appeal a decision on STC-SL-1007 within ___ school days.

Support

Counseling support is available at any point on STC-SL-1002.

Instructors and staff follow the same standards; violations by employees are handled by the Office of the Director under STC personnel policy. Conduct also counts toward grades and certification (Section 1).

PART 1 — STC CODE OF CONDUCT

6 ACKNOWLEDGMENT & SIGNATURE

I have received and read the **Simulation Training Complex Code of Conduct & Professional Standards** (STC-AC-COC-001), including the professional code for my program in Part 2. I understand the twelve Core Values, the Prohibited Conduct list, how to report concerns, and the consequences described in Section 5. I agree to follow this Code in every wing, at every clinical or training site, and online. I understand that **cheating or falsifying records results in dismissal**, and that **harassment, discrimination, or abuse of any kind will result in immediate review and removal**.

ROLE

☐ Trainee ☐ Instructor ☐ Staff ☐ Volunteer

PROGRAM(S)

☐ EMT ☐ AEMT ☐ Paramedic ☐ Fire & Rescue ☐ Nursing ☐ Hospital Sim ☐ EVOC

FULL NAME (PRINT) _____ STUDENT / EMPLOYEE ID _____

SIGNATURE _____ DATE _____

INSTRUCTOR WITNESS

INSTRUCTOR SIGNATURE _____ PRINTED NAME _____ DATE _____

PARENT / GUARDIAN (trainees under 18)

PARENT / GUARDIAN SIGNATURE _____ PRINTED NAME _____ DATE _____

Filing: Return this page to the program office. It is kept in your file with STC-AC-102 Student Code of Conduct Agreement (trainees) or STC-AC-101 Instructor Standards Acknowledgment (instructors), and is renewed every academic year.

OFFICE USE Received by: _____ Date filed: _____ Entered in file: ☐ Yes

PART 2

PROGRAM PROFESSIONAL CODES

Each STC program follows the professional code its field already uses in the real world, adapted for training at STC. These pages add to Part 1; they never replace it. Read and sign the page for every program you are enrolled in or teach.

	A	**Emergency Medical Services**	EMT · AEMT · Paramedic
	B	**Fire & Rescue**	Firefighter · Hazmat · Technical Rescue
	C	**Nursing**	Nursing Academic Wing
	D	**Hospital Simulation**	ED · ICU · Med-Surg · Sim Control & Debrief
	E	**Emergency Vehicle Operations**	EVOC Driving Center

PART 2 · PROGRAM CODE A

EMERGENCY MEDICAL SERVICES

EMT · AEMT · Paramedic

> I will serve the sick and injured with compassion and without bias, keep their confidences, and use my knowledge only for their good.
>
> IN THE SPIRIT OF THE EMT OATH

OUR PROFESSIONAL COMMITMENTS

1. **Do no harm**
   Conserve life, ease suffering, promote health and do no harm.
2. **Care by need, not status**
   Treat every patient with compassion and dignity, regardless of background, beliefs or ability to pay. Never judge whether a call "deserves" a response.
3. **Keep confidences**
   Hold patient information in confidence unless the law requires you to share it.
4. **Stay competent**
   Keep your skills sharp and strive for clinical excellence on every call.
5. **Own your judgment**
   Take responsibility for your actions and decisions, and know the laws that govern EMS practice.
6. **Work as one team**
   Cooperate with partners, hospital staff and allied professionals in the patient's best interest.
7. **Post responsibly**
   Never use social media in a way that discredits patients, coworkers or the service.
8. **Speak up**
   Refuse to take part in unethical acts and report incompetence or misconduct through proper channels.

AT STC THIS MEANS

Scenario Hallway	Door 1 (trauma), Door 2 (cardiac) and Door 3 (pediatric) are run as real calls. Treat the manikin, the anxious parent and the family role-players as real people.
Ambulance Bay & Radio Lab	Professional radio traffic only: clear, concise, no slang. Secure the stretcher and every crew member before the unit moves.
Skills Stations & Testing Room	Patient care reports and skills sheets follow the same honesty rules as the real thing. Exam and scenario content stays private.

FORMS YOU WILL USE

- **STC-AC-107** Skills Competency Verification
- **STC-EM-2505** Bloodborne Pathogen / Exposure Incident Report
- **STC-EM-2508** Post-Incident Responder Debrief
- **STC-PD-2401** Confidentiality Agreement

ADAPTED FROM: NAEMT Code of Ethics for EMS Practitioners (rev. 2013) and the EMT Oath, National Association of Emergency Medical Technicians. Paraphrased.

PROGRAM ACKNOWLEDGMENT — I have read and will follow the EMS Professional Code.

TRAINEE SIGNATURE _____ PRINTED NAME _____ DATE _____

PART 2 · PROGRAM CODE B

FIRE & RESCUE

Firefighter · Hazmat · Technical Rescue

> The fire service is a noble calling, built on mutual respect and trust between firefighters and the people they serve. Character shows most under pressure, and when no one is looking.
>
> PARAPHRASED FROM THE FIREFIGHTER CODE OF ETHICS BACKGROUND

OUR PROFESSIONAL COMMITMENTS

1. **Reflect well, on and off duty**
   Conduct yourself in a way that reflects positively on you, STC and the fire service.
2. **Accept responsibility**
   Own your actions and their consequences.
3. **Be truthful**
   Be honest at all times, and report cheating or other dishonest acts.
4. **Look out for each other**
   Be respectful and aware of every member's safety and welfare.
5. **Protect the public trust**
   Treat uniforms, facilities, apparatus and equipment as public resources. Guard them from misuse and theft.
6. **Stay clear-headed**
   Never let alcohol or other substances impair your judgment or compromise safety.
7. **Stop harassment**
   Never discriminate, harass, intimidate or threaten, and stop or report it when others do.
8. **Use media responsibly**
   Do not discredit your department or the fire service online. Failing to report misuse is condoning it.

AT STC THIS MEANS

Burn Building Lab	Live fire only under instructor supervision, in full PPE and SCBA. The lab is reset and safety-inspected after every scenario.
Fire Scenario Hallway & Rescue Lab	Smoke, confined-space and extrication drills are run as a crew. Check in and out with your instructor, stay with your partner, and never freelance.
Hazmat Lab	Suit up and go through decon exactly as trained. Report any suspected exposure right away.

FORMS YOU WILL USE

- STC-UA-2203 Safety Gear Issuance Record
- STC-EQ-305 Daily Equipment Inspection
- STC-EQ-302 Equipment Damage Report
- STC-AC-109 Student Injury Report

ADAPTED FROM: Firefighter Code of Ethics, National Society of Executive Fire Officers, as published by the U.S. Fire Administration (FEMA). Paraphrased.

PROGRAM ACKNOWLEDGMENT — I have read and will follow the Fire Professional Code.

TRAINEE SIGNATURE	PRINTED NAME	DATE

PART 2 · PROGRAM CODE C

NURSING

Nursing Academic Wing

> Nursing is practiced with compassion and respect for the dignity, worth and unique qualities of every person.
>
> PARAPHRASED FROM PROVISION 1

OUR PROFESSIONAL COMMITMENTS

1. **Dignity for every person**
   Practice with compassion and respect for every patient's worth and unique attributes.
2. **The patient comes first**
   Your primary commitment is to the person, family or community receiving care.
3. **Advocate and protect**
   Build trust, and advocate for each patient's rights, health and safety.
4. **Own your practice**
   Be responsible and accountable for your nursing judgment and actions.
5. **Care for yourself too**
   Keep your integrity and competence, and expect a safe, respectful place to learn and work.
6. **Build an ethical workplace**
   Help create and keep a work setting where ethical care can happen.
7. **Advance the profession**
   Grow nursing knowledge and standards through learning, research and practice.
8. **Collaborate and serve**
   Work with other disciplines and the public, and support health equity at home and globally.

AT STC THIS MEANS

Nursing Skills Lab	Practice every procedure, from injections to IV starts, exactly as you would on a real patient. Ask before you guess.
Critical Care, OB, Pediatric & Geriatrics Labs	Introduce yourself, explain each step and protect privacy, even with a manikin. Check every simulated medication as carefully as a real one: right patient, right drug, right dose.
Debrief Room	Confidential discussions stay in the room. Honest self-reflection is part of your grade.

FORMS YOU WILL USE

- **STC-PD-2401** Confidentiality Agreement
- **STC-AC-107** Skills Competency Verification
- **STC-EM-2505** Bloodborne Pathogen / Exposure Incident Report
- **STC-AC-106** Student Performance Evaluation

ADAPTED FROM: American Nurses Association, Code of Ethics for Nurses (provisions 1–10, current edition). Provisions summarized and paraphrased, not quoted.

PROGRAM ACKNOWLEDGMENT — I have read and will follow the Nursing Professional Code.

TRAINEE SIGNATURE _____ PRINTED NAME _____ DATE _____

PART 2 · PROGRAM CODE D

HOSPITAL SIMULATION

ED · ICU · Med-Surg · Sim Control & Debrief

> Simulation only works when it is safe to make mistakes. We treat every scenario as real, every person in it with respect, and every debrief as a place to learn, not to blame.
>
> STC SIMULATION PRINCIPLE

OUR PROFESSIONAL COMMITMENTS

1. **Integrity**
   Be honest, truthful and fair in every scenario, score and evaluation.
2. **Transparency**
   Instructors explain objectives, rules and how you will be evaluated before the scenario begins (the prebrief).
3. **Mutual respect**
   Respect the rights, dignity and worth of every learner, instructor, standardized patient and staff member.
4. **Psychological safety**
   No ridicule, bullying or incivility. Mistakes in sim are for learning, and we call out disruptive behavior when we see it.
5. **Treat it as real**
   Treat manikins, standardized patients and actors as real patients, and respect professional boundaries.
6. **What happens in sim stays in sim**
   Keep performances, recordings and scenario content confidential so every group gets a fair, real test.
7. **Accountability**
   Own your decisions and actions, and follow through on what the debrief shows you.
8. **Debrief with respect**
   Give feedback that is honest, specific and kind, and receive it the same way.

AT STC THIS MEANS

Emergency Department	Multi-patient overload and family chaos drills: stay composed, communicate clearly and protect the patient's dignity.
ICU & Med-Surg Ward	Structured, complete handoffs every time. Catch and correct medication errors; never hide them.
Sim Control, Recording & Resting Rooms	Every sim is recorded for debrief and stored securely. Instructors may pause or emergency-stop any scenario. Use the resting rooms to recover after high-intensity drills.

FORMS YOU WILL USE

- **STC-PD-2403** Simulation Recording Release
- **STC-PD-2401** Confidentiality Agreement
- **STC-AC-112** Training Session Evaluation
- **STC-SL-1002** Counseling Support Request

ADAPTED FROM: SSH Healthcare Simulationist Code of Ethics (six values) and the INACSL Healthcare Simulation Standards of Best Practice: Professional Integrity. Paraphrased.

PROGRAM ACKNOWLEDGMENT — I have read and will follow the Hospital Sim Professional Code.

TRAINEE SIGNATURE _____ PRINTED NAME _____ DATE _____

PART 2 · PROGRAM CODE E

EMERGENCY VEHICLE OPERATIONS

EVOC Driving Center

> Lights and sirens ask for the right of way. They never take it. An emergency vehicle that does not arrive helps no one.
>
> STC EVOC PRINCIPLE

OUR PROFESSIONAL COMMITMENTS

1. **Drive with due regard**
   Operate with due regard for the safety of everyone on the road at all times, whether or not other drivers yield.
2. **Seatbelts, always**
   Everyone is seated and belted before the vehicle moves, and stays belted while it is moving.
3. **Zero distraction**
   No phone use while driving. A partner handles radio, map and navigation.
4. **Inspect before you drive**
   Complete a full vehicle check before every shift or session and report any defect before driving.
5. **Stop at the intersection**
   Come to a full stop at red lights, stop signs and blind intersections, and make sure every lane has yielded before proceeding.
6. **Back up with a spotter**
   Use a spotter whenever you cannot see your full path. If you lose sight of your spotter, stop.
7. **Drive defensively**
   Expect other drivers not to see or hear you. Speed is set by conditions, not by the call.
8. **Know the law**
   Follow state traffic law and STC policy for emergency vehicles; they set the limits, not the siren.

AT STC THIS MEANS

Obstacle, Pursuit & Highway Courses	Maximum training speeds are set for each vehicle type and monitored electronically. Stay inside them on every run.
Ambulance, Engine & Rescue Vehicles	Respect longer stopping distances, wide turns and patient safety. No one drives an STC vehicle without instructor clearance.
Stress Simulation	Calm, clear radio communication while driving is part of the grade, along with precision, safety and control.

FORMS YOU WILL USE

- STC-AC-111 Academy Vehicle Use Log
- STC-EQ-305 Daily Equipment Inspection
- STC-FAC-304 Facility Incident Report
- STC-AC-109 Student Injury Report

ADAPTED FROM: IAFC Guide to Model Policies & Procedures for Emergency Vehicle Safety; NVFC Emergency Vehicle Safe Operations guide; principles of NFPA 1451 (vehicle operations training). Paraphrased; follow state law for specifics.

PROGRAM ACKNOWLEDGMENT — I have read and will follow the EVOC Professional Code.

TRAINEE SIGNATURE _____ PRINTED NAME _____ DATE _____

REFERENCE

★ QUICK REFERENCE CARD

The 12 STC Core Values at a glance. Keep a copy in your locker, binder or phone.

01
RESPECT
Dignity and professionalism for everyone

02
DISCIPLINE
On time, every time; report and document absences

03
INTEGRITY
Honest testing, reporting and training

04
TEAMWORK
Collaborate; no solo actions that risk the team

05
ACCOUNTABILITY
Own your actions in sims and drills

06
ZERO TOLERANCE
No harassment, discrimination or abuse

07
SAFETY FIRST
PPE and safety protocols are non-negotiable

08
CONFIDENTIALITY
Patient data, records and sim outcomes stay private

09
PROFESSIONAL LANGUAGE
Clear, respectful words; no slang or disrespect

10
CHAIN OF COMMAND
Follow orders unless they compromise safety

11
CONTINUOUS IMPROVEMENT
Accept feedback and keep growing

12
DOCUMENTATION
Log every incident; leadership reviews

See danger?
Call a **safety stop**. Anyone can. Training pauses until it is cleared.

Never
Cheat, falsify records, harass, discriminate or abuse. These skip straight to removal or dismissal.

Speak up
Tell an instructor, then file the form the same day. Good-faith reports are protected.

MOST-USED FORMS

- STC-AC-104 Absence Request Form
- STC-AC-105 Tardiness Report Form
- STC-AC-109 Student Injury Report
- STC-SC-401 Security Incident Report
- STC-PD-2401 Confidentiality Agreement
- STC-SL-1007 Student Grievance / Complaint Form
- STC-SL-1002 Counseling Support Request
- STC-AC-108 Academy Disciplinary Action Form



SIMULATION TRAINING COMPLEX

TRAIN TOGETHER • SAVE LIVES TOGETHER

STC-AC-COC-001 · Rev. v1 — Draft · Code of Conduct & Professional Standards

STC is a concept project by Jaylen Thomas.