

**DENISON VOLUNTEER FIRE DEPARTMENT
FIRE AND RESCUE TRAINING CENTER
(FRTC)**

The following Crawford County Fire Departments are in agreement on utilizing Standard Operating Policies (SOPs) for training purposes at the FRTC in accordance of NFPA 1403: Standard on Live Fire Training Evolutions, and referenced standards contained therein. The guidelines will be reviewed periodically and are subject to change at any time.

Adopted this ____ day of _____, 2014.

_____ Signature	, _____ Department	_____ Signature	, _____ Department
_____ Signature	, _____ Department	_____ Signature	, _____ Department
_____ Signature	, _____ Department	_____ Signature	, _____ Department
_____ Signature	, _____ Department	_____ Signature	, _____ Department
_____ Signature	, _____ Department	_____ Signature	, _____ Department

DENISON VOLUNTEER FIRE DEPARTMENT FIRE AND RESCUE TRAINING CENTER STANDARD OPERATING POLICIES

Purpose:

The purpose of these Standard Operating Policies (SOPs) is to establish safe guidelines for conducting training which includes live fire training using the FRTC facility/equipment. This training will comply with Denison Volunteer Fire Department (DVFD) and National Fire Protection Association (NFPA) Standards and guidelines when training, including live fire as applicable. Within their knowledge of actions and events at a training event, the Lead Instructor will be responsible for full compliance with these procedures, standards and guidelines.

General Usage

Any Crawford County fire department, rescue group, or other group associated with the provision of an emergency service is eligible to use the FRTC. All equipment needed, time and date of the training must be scheduled in advance. A DVFD staff member will be present at any scheduled use of the facility or site.

The FRTC facilities/equipment is to be used for training purposes only. The FRTC can be used for many different training evolutions but safety must be top priority on all training. There are safeguards in place that must be followed while training. Unacceptable behavior, misuse or neglect can cause training to become hazardous resulting in injury or death. The Lead Instructor will be responsible and will designate staff to maintain compliance with all training standards/guidelines. Misuse of the facility or failure to follow all SOP's by an individual, a service or a department may result in the loss of ability to use the facility. Events deemed as gross negligence may result in monetary damages assessed to the agency causing the damage. Usage of the facility is at the discretion of the Denison Fire Chief.

It shall be noted that this policy does not contain a rest and/or rehabilitation section. Each entity using the FRTC must utilize their own rest and/or rehabilitation policy, guideline, or standard. It is recommended that their policy be in accordance with, and reflect the current NFPA standards. The Lead Instructor will be responsible to ensure a rehabilitation policy is in place during live fire training or SCBA evolutions.

These Standard Operating Policies are subject to change. All users must have the most current and up-to-date copy. An up to date copy will always be available on the City of Denison website, www.denisonia.com. **It is the responsibility of the reader to determine if they possess the most current Standard Operating Policy manual in use.**

FRTC Standard Operating Policies

SOP 1.0 – FRTC Usage Request Policies

Attachment 1.1- FRTC Usage Request Form

Attachment 1.2- Training Checklist

Attachment 1.3- Structure Preparation Checklist For General Use

SOP 2.0 Facility Disclaimer

**Attachment 2.1- Supervising Officer's Student Approval
Documentation**

Attachment 2.2- Training Disclaimer

SOP 3.0- Lead Instructors

Attachment 3.1-Documentation of Instructor Qualifications

Attachment 3.2- Course Instructor & Participant Assignments

SOP 4.0- Guidelines for Live Fire Training

Attachment 4.1- Pre-Burn Live Fire Checklist

Attachment 4.2- Structure Preparation for Live Fire Checklist

Attachment 4.3- Operational Temperature Checklist for Live Fire

Attachment 4.4- Live Fire Post-Checklist

Attachment 4.5- Site and Building Plans

SOP 5.0 Safety and Loss Control

**Attachment 5.1- FRTC Safety and Loss Control Accident
Report Form**

SOP 6.0 Facility Maintenance

Attachment 6.1 FRTC Facility Unusual Conditions/Damage Report

Appendix A- FRTC Training/Instructor Contact Numbers

Appendix B- Temperature Monitoring System

FRTC SOP 1.0

FRTC Usage Request Policies

- A. The FRTC will be scheduled on a first-come, first-served basis. Agencies may schedule up to 1 year in advance. For improved ISO credit, each department should schedule 18 hours of use within a calendar year.
- B. The facility may be used during the hours of 8:00 am-10:00 pm. Special request must be made for usage of the facility outside these hours.
- C. The host entity will complete and submit a “FRTC Usage Request Form” a minimum of 2 weeks prior to the requested usage date. Requests received less than 2 weeks prior to the training may or may not be approved. These requests will be reviewed on a case by case basis. The “FRTC Usage Request Form” may be completed and submitted electronically. The “FRTC Usage Request Form” must be completed in its entirety; incomplete forms will be returned or rejected. A “FRTC Usage Confirmation” indicating confirmation of usage of the facility, with or without limitations as well as denial of usage and reasons will be sent back via email to the individual submitting the form for all forms submitted more than 2 weeks prior to the event. Any group submitting a “FRTC Usage Request Form” within this time frame who does not receive confirmation should assume their usage request was not received and resubmit the request form or contact the Denison Fire Chief. No entity may use the FRTC without receipt of confirmation of usage.
- D. Evidence of insurability may be requested from agencies training at the FRTC facility. Upon request, users shall furnish a certificate of insurance providing liability coverage in amounts not less than \$1,000,000 bodily injury and property damage combined single limit per occurrence.
- E. Agencies using FRTC buildings shall safeguard and care for the facilities and assume responsibility for payment of any damages resulting from misuse of the facilities.
- F. Food may be served in conjunction with use of facilities. Food may be brought in by the entity using the facility. A trash receptacle is available on site.
- G. Under no circumstances, shall an individual on the premises of the FRTC, be in possession of, or consume alcoholic beverages. This includes prior to a training session or after a training session while on the premises of the FRTC grounds.
- H. The City of Denison, officers, employees, volunteers, or agents acting on behalf of, will not be responsible for the loss or damage of any equipment, clothing, materials, etc. brought on the FRTC premises by organizations or individuals using the facilities.

**FRTC SOP 1.0
ATTACHMENT 1.1**

FRTC Usage Request Form

Person completing this form:					
Email:		Phone:	(H)	(C)	
Requesting agency(s):					
Date of request		Requested date(s) of use			
Time of requested facility usage	Start Time:			End Time:	
Lead Instructor				Email	
Will live fire training in the fire facility be included in the activity?	Yes _____ No _____				
Description of planned activity:					
Areas of usage (mark all that apply)	Live fire building _____	Dumpster fire props _____			
	Vehicle fire area _____	Compressed tank props _____	Auto extrication area _____		
	Foam application _____	Smoke generator _____	No live fire will be conducted _____		
Skills Prop(s) use of the live fire building: (list) _____					

Other: _____					
Number of anticipated students:		Number of anticipated instructors			
Is classroom space needed?	Yes _____ No _____	If so, times:	Start:	End:	
If so, what AV equipment is needed?					
Will food or drinks be served?	Yes _____ No _____				

A "FRTC Usage Confirmation" indicating confirmation of usage of the facility, with or without limitations as well as denial of usage and reasons will be sent back via email to the individual submitting the form. Any group submitting a FRTC Usage Request Form who does not receive confirmation should assume their usage request was not received and contact the Denison Fire Chief.

**FRTC SOP 1.0
ATTACHMENT 1.2**

TRAINING CHECKLIST

Pre-Training

- Confirmation of receipt of FRTC Usage Request Form and permission to use was received.
- Confirm all students participating in the training are reflected on an Attachment 2.1 “Supervising Officer’s Student Approval Documentation Form”.
- Confirm all students participating in training have read and signed Attachment 2.2 “Training Disclaimer”
- Building walk through completed with completion of:
 - Attachment 1.3- “Structure Preparation Checklist For General Use”OR
 - Attachment 4.2: “Structure Preparation Checklist For Live Fire”

Post- Training

- After-action review completed
- All trash picked up, trash to dumpster as applicable
- All lights turned out
- Secure all doors, windows and other openings as found
- Clean and place radios in chargers as found
- Smoke machine unit refilled and returned.
- Complete an Attachment 5.1 “Safety And Loss Control Accident Report Form” if any injuries occurred during training
- A complete post-training building walk through has been completed.
- Paperwork on training session complete
 - Attachment 2.1: “Supervising Officer’s Student Approval Documentation Form(s)”
 - Attachment 2.2: “Training Disclaimer”
 - Attachment 3.2 “Instructor Assignments”

For Live Fire Training ONLY:

- Course Site plan
- Attachment 4.1: “Pre- Burn Fire Pre-Checklist”
- Attachment 4.3: “Operational Temperature Checklist For Live Fire”
- Attachment 4.4: “Live Fire Post-Checklist”

Date; _____

Lead Instructor :

(print) _____ (sign) _____

FRTC SOP 1.0
ATTACHMENT 1.3

STRUCTURE PREPARATION CHECKLIST FOR GENERAL USE

Facility Walk Through

- Walk through all levels, check for equipment placement, obstacles or debris that is not part of your evolution
- Arrange wall maze, and set up space according to your evolution plan as applicable
- Unlock all doors and windows.
- Assure metal floor door plates in tower are in place (unless part of evolution).
- Once to top floor, proceed to ground floor using stairway previously not used, reassessing all levels
- Do building walk around, check the exterior of the structure for debris or obstacles
- Check exterior east stairs for debris or obstacles.

Damage

- Below or on the back of this form, record any building damage noted during the building walk through.

FRTC SOP 2.0

Facility Disclaimer

Notice of Assumption of Risk

To be reviewed and completed by everyone participating in Skills/Practical/Hands-on-Training at FRTC

Various training programs and activities (including but not limited to: training requiring the use of self-contained breathing apparatus, fire suppression related training, and rescue related training) include strenuous and demanding activity. The City of Denison recommends that all students be given a periodic physical examination from a licensed healthcare practitioner to determine the health status of the student and that the requirements of the type of training and the use of self-contained breathing apparatus (if applicable) be explained to the physician.

The City of Denison, Denison Volunteer Fire Department, its instructors and partners, cannot take the responsibility of screening potential students. Therefore, it is the responsibility of each department/agency to insure their personnel are capable of strenuous exertion and activity. In addition, all participants are considered employees of their Fire, EMS, Law- Enforcement Departments or agency, and these departments are required to provide workers' compensation coverage.

Anyone who has or suspects they may have any of the following medical conditions are advised to refrain from participation in a training program or activity that includes strenuous and demanding activity or requires the use of self-contained breathing apparatus until medical clearance from a licensed health care practitioner can be documented and obtained.

Respiratory/breathing problems
Heart and/or circulation problems
Blood pressure related problems

Diabetes
Seizures
Anxiety (when in close or confined spaces)

Disclaimer

The City of Denison, except as provided under chapter 25-A of the code of Iowa related to tort claims, shall not be held liable for any loss, costs, damage, and expenses occasioned by, or arising out of, any accident or other occurrence causing or inflicting injury and/or permanent damage to any person or property in relation to participants training at the DVFD Fire and Rescue Training Center. All participants are advised to purchase individual insurance if their employer/department does not provide coverage for injuries.

FRTC SOP 2.0
Attachment 2.1

SUPERVISING OFFICER’S STUDENT APPROVAL DOCUMENTATION

Training Date: _____ Dept: _____

Supervising Officer Name/Title (print): _____

Participants

Name (printed)	Name (printed)
1.	16.
2.	17.
3.	18.
4.	19.
5.	20.
6.	21.
7.	22.
8.	23.
9.	24.
10.	25.
11.	26.
12.	27.
13.	28.
14.	29.
15.	30.

I, (print name) _____ (title) _____

certify that each of the above-named individuals meet the following requirements:

1. Is an active member of this department and is covered by the department’s liability insurance which would cover this training.
2. Has been physically evaluated and is believed to be physically capable to perform evolution without risk.

(As applicable for advanced fire training)

3. Has received the minimum training or certifications to participate in “live fire” interior attacks as designated in SOP 4.0 “Guidelines for Live Fire Training”
4. Is certified by my department to wear a SCBA in hazardous atmospheres.*NOTE: Individuals with beards, side burns or other hairstyles that interfere with the proper seal of a breathing apparatus face piece will not be allowed to enter the building during a live burn. Protective hoods over beards are not approved.

5. If PPE, SCBA or personal alarm devices worn by participants are found not to comply with NFPA and/or OSHA requirements, participants will not be allowed to participate in hands-on training requiring these items.
6. I understand that my department must utilize a rehabilitation policy consistent with NFPA and OSHA recommendations while conducting any training at the FRTC. It is my responsibility to ensure the rehabilitation policy meets this criteria.

I understand that the City of Denison, except as provided under chapter 25-A of the code of Iowa related to tort claims, shall not be held liable for any loss, costs, damage, and expenses occasioned by, or arising out of, any accident or other occurrence causing or inflicting injury and/or permanent damage to any person or property in relation to participants training in the DVFD Fire and Rescue Training Center (FRTC).

I understand that my department will be responsible to pay for any medical expenses incurred by members of my department as a result of training held at the FRTC facilities.

I understand my department is responsible for any costs incurred for damage to any property, equipment or PPE owned by my department used during training at the FRTC facilities.

I understand that if damage occurs to the FRTC facilities and is the result of willful or wanton acts by members of my department, that my department may be responsible for paying for such damages.

Supervising Officer's Signature

Department

Date

**FRTC SOP 2.0
Attachment 2.2**

Training Disclaimer

In consideration of being permitted to enroll in training exercises at the DVFD FRTC facility, the participant acknowledges that he/she is aware of the risks associated with such training and is voluntarily agreeing to assume such risks. The participant, for themselves, their heirs, and their executors shall forever release and discharge the City of Denison, it's officers, employees, servants, and agents from any and all claims, demands, actions, causes of action and suits at law or in equity for and on account of any and all known injuries, disabilities, physical and mental disease, damages, losses and expenses sustained by the participant now or hereafter, as a result of any accident sustained by me during my active participation in this training.

If the information below is not completed as required, the participant understands they cannot be allowed to participate in any skills or practical exercises at the FRTC. By completing the requested information on this form and signing, the participant acknowledges that they understand the intent of the above warnings and agree with them.

Participants should sign only if they have read & understand the intent of the FRTC SOP 2.0: Facility Disclaimer, and agree.

	Print Name	Your Employer/ Department	Date	Sign only if you have read & understand the intent of the FRTC SOP 2.0: Facility Disclaimer, and agree.
1				
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30				

I affirm the content of this document was read to all the above named participants prior to them signing.

Witness: _____ date: _____

FRTC SOP 3.0

Lead Instructors

Lead Instructor

Departments, agencies or other entities wishing to use the FRTC must coordinate training with a Lead Instructor. If a Lead Instructor is not available on their department or within their agency, a list of current Lead Instructors is available in Appendix A. Entities may contact individuals on the list to make arrangements for a Lead Instructor for their training.

A Lead Instructor must be designated when scheduling the FRTC for training. Lead Instructors are responsible for all aspects of the planned training and make final decisions regarding training. Lead Instructors must be pre-approved by the Authority Having Jurisdiction (AHJ) of Denison before training may occur.

Instructor Training

Advanced Fire Lead Instructor Training must be completed by all Lead Instructors that will lead training involving live fire, smoke training or live use of SCBA. The purpose of this training is to review additional safety and usage regulations involved in these types of training and to meet requirements for NFPA 1403: Standard on Live Fire Training Evolutions.

Lead Instructor Responsibilities

The Lead Instructor is responsible to:

- Plan activities following all appropriate safety procedures
- Designate an individual to monitor all activities to ensure safe practices
- Accomplish evolutions within the scope of training objectives
- Select or approve all other instructors
 - Functional assignments
 - Teaching assignments
- Assure all instructors know and understand their assignments, responsibilities and training objectives
- Assure all instructors are appropriately qualified as needed for the planned activity
- Follow all policies related to conducting classes at the FRTC
- Use and maintain FRTC facilities according to FRTC policies
- Ensure that a rehabilitation policy is utilized that meets NFPA/OSHA recommendations for all participants and instructors.

RESTC SOP 3.0

ATTACHMENT 3.1

DOCUMENTATION OF INSTRUCTOR QUALIFICATIONS

Participant's Statement of Training (To be completed prior to training)

I, (print name) _____ certify that I meet the following training requirements:

Lead Instructor

- _____ Fire Instructor I certification (Provide documentation)
- _____ Firefighter 2 certification (Provide documentation)
- _____ IFSTB NFPA 1403 Certificate (Provide documentation)

Assistant Instructors

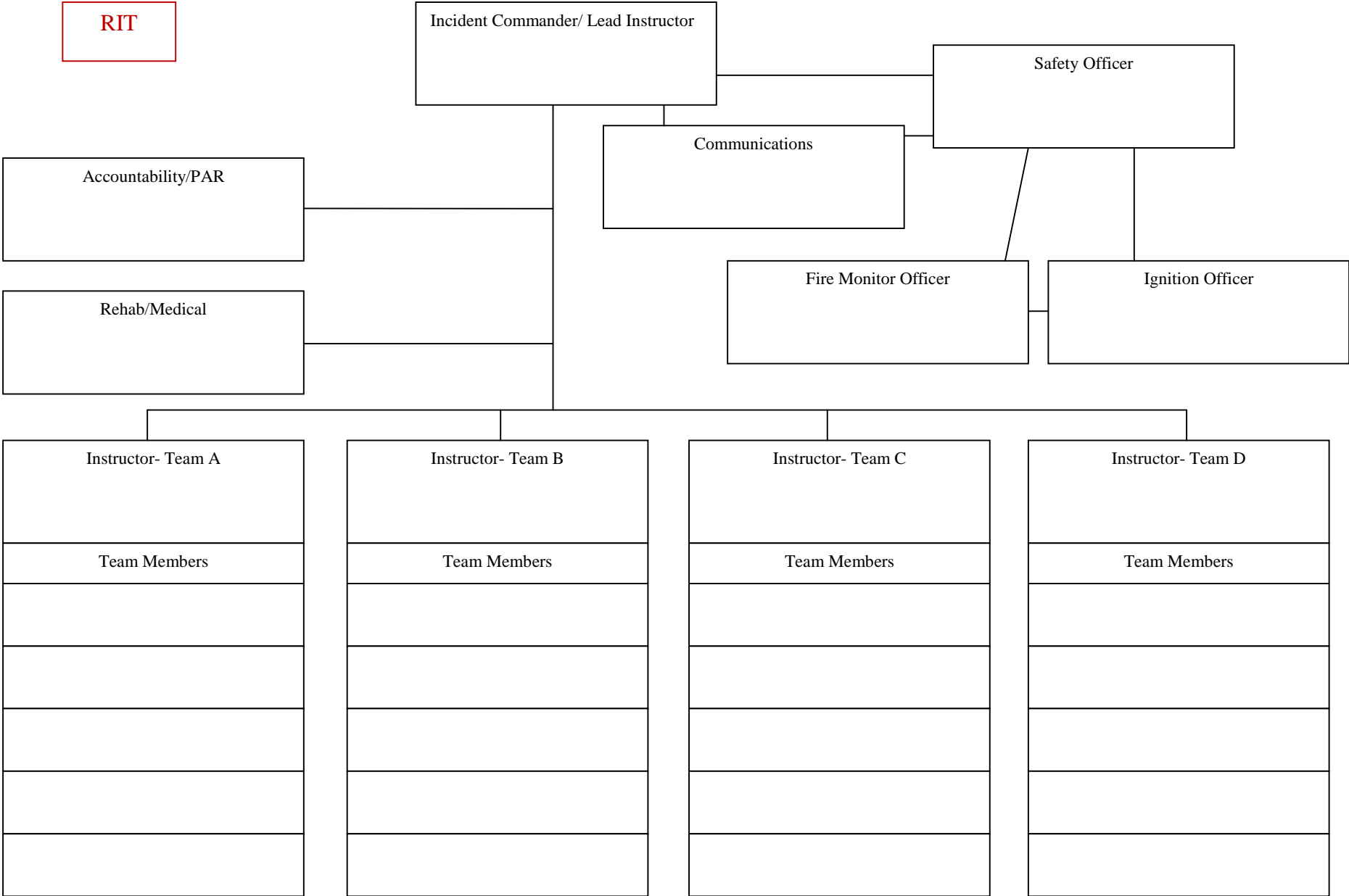
- _____ Firefighter 1 certification (Provide documentation)
- _____ IFSTB NFPA 1403 certificate (Provide documentation)

I confirm that all information of the opposite side or submitted with this form is truthful and correct. My signature below acknowledges receipt of and understanding of all FRTC Standard Operating Policies. I understand if I knowingly breach these policies that this may result in loss of appoint as a Lead Instructor and possible loss of ability to use the FRTC.

Applicant's Signature

Date

COURSE INSTRUCTOR & PARTICIPANT ASSIGNMENTS



FRTC SOP 4.0

GUIDELINES FOR LIVE FIRE TRAINING

Prior to being permitted to participate in live fire training evolutions, students shall have received training to meet the job performance requirements for Fire Fighter I in NFPA 1001, *Standard for Fire Fighter Professional Qualifications* related to the following subjects:

- (1) Safety
- (2) Fire behavior
- (3) Portable extinguishers
- (4) Personal protective equipment
- (5) Ladders
- (6) Fire hose, appliances, and streams
- (7) Overhaul
- (8) Water supply
- (9) Ventilation
- (10) Forcible entry

Students participating in a live fire training evolution must be able to produce documentation of having received the required minimum basic training if requested.

Training staff may conduct live fire demonstrations during fire behavior class with students not meeting the above requirements only if: Fully-trained FFI or higher level staff man the primary, backup and RIT lines during the demonstration. The student's role will be observation of fire behavior ONLY.

Instructors

The participating student-to-instructor ratio shall not be greater than 5 to 1. Additional instructors shall be designated when factors such as extreme temperatures or large groups are present and classes of long duration are planned. The Lead Instructor shall be responsible for full compliance with this. Prior to the ignition of any fire, instructors shall ensure that all protective clothing and equipment are being worn according to the manufacturer's instructions. Instructors shall take a head count when participants are exiting the live fire training structure during an actual attack evolution utilizing a PAR system. Instructors shall monitor and supervise all assigned students during the live fire training evolution. The Lead Instructor shall make sure rest and rehabilitation of members operating at the scene, including medical evaluation and treatment, food and fluid replenishment and relief from climate conditions, in accordance with the circumstances of the training session are provided. The identity of the Lead Instructor shall be clear to all participants. It shall be the Lead Instructor's responsibility to coordinate overall live fire training fire-ground activities to ensure proper levels of safety.

Command

A minimum of the following officers will be assigned by the Lead Instructor for all live fire burns. These officers are to be filled by staff that are experienced and equivalently trained or certified as Firefighter 1 when using the FRTC burn building. A Command Post shall be established and positioned as designated by the Lead Instructor to afford maximum visibility of the structure, operating companies and fire conditions. To enhance accountability and approve

tracking of firefighters in the hazard zone, an accountability system (PAR) shall be used during all live fire training and should be assigned by the Lead Instructor and agreed to by the Command Officer. This should not be the Safety Officer.

Lead Instructor

Requirements: Must meet requirements of the Lead Instructor out lined in FRTC SOP 3.0-Lead Instructor. Additional requirements may be added depending on the skills/training that is to be conducted. The overall leader or commander of the training will be the Lead Instructor. The Lead Instructor will designate an Incident Commander. Depending upon the size of the training this may be the Lead Instructor or another individual.

The Lead Instructor shall have full authority, regardless of rank, to intervene and control or stop any aspect of the operations, or remove any person from the training when in his/her judgment, a potential of a real risk to personnel exists.

For advanced fire training, the Lead Instructor shall:

- Plan and coordinate all training
- Monitor activities to ensure safe practices
- Inspect training structure integrity prior to each training
- Assign Instructors
 - Attack hose lines
 - Back-up hose lines
 - Functional Assignments
 - Teaching Assignments
- Brief Instructors on responsibilities
 - Accounting for assigned students
 - Assessing student performance
 - Clothing and equipment inspection
 - Monitoring Safety
 - Achieving tactical and training objectives
- Assign coordinating personnel, as needed:
 - EMS
 - Communications
 - Water Supply
 - Apparatus staging
 - Equipment staging
 - Breathing apparatus
 - Personnel welfare
 - Public relations
- Ensure adherence to these policies by all persons in the training.

Safety Officer

A Safety Officer will be assigned by the Lead Instructor for all advanced fire training and will assume safety sector responsibilities. The Safety Officer will monitor personnel and work with command to ensure all safety procedures are complied with and that risk to personnel is

minimized. The Safety Officer must be familiar with these written standard operating policies. The Lead Instructor cannot act as the Safety Officer.

The Safety Officer shall have full authority, regardless of rank, to intervene and control or stop any aspect of the operations, when in his/her judgment, a potential of a real risk to personnel exists. The Safety Officer shall not be assigned other duties that interfere with safety responsibilities. Responsibilities of the Safety Officer will include but not be limited to the prevention of unsafe acts and elimination of unsafe conditions. The Safety Officer is responsible to assure proper PPE use by all students. To reinforce safety procedures, a protective clothing and equipment inspection shall be conducted on all firefighters and instructors immediately prior and after engaging in suppression activities. Protective coats, trousers, hoods, footwear, helmets and gloves used in live fire training shall have manufactured to meet NFPA requirements.(NFPA 1981) SCBA for live fire or smoke training shall have been manufactured to meet the NFPA requirements (NFPA 1981) Personal alarm devices shall have been manufactured to meet NFPA requirements (NFPA 1982). The inspection shall determine if any injuries were sustained and ensure that all clothing and equipment is serviceable and worn in a manner to provide the maximum personal protection.

For advanced fire training, the Safety Officer shall:

- Prevent unsafe acts
- Eliminate unsafe conditions
- Intervene and terminate unsafe acts
- Supervise additional safety personnel, as needed
- Coordinate lighting of fires with the lead instructor and the Ignition Officer
- Ensure compliance of participants' personal equipment with applicable standards:
 - protective clothing
 - SCBA
 - Personal alarm devices, where used

Accountability Officer (PAR)

The Lead Instructor assigns an accountability person. The Safety Officer is to help insure that PAR is done correctly but the Safety Officer cannot be the PAR officer.

Personnel Accountability Report or "PAR" shall be used at the following accountability benchmarks:

- Any report of a trapped or missing firefighter
- Upon exiting the structure
- Sudden hazardous event
- Change from offensive to defensive mode
- At the discretion of the Command or Safety Officer

Rehabilitation Officer (RO):

The Rehab Officer will be assigned by the Lead Instructor. This person must be familiar with rehab operational requirements and will coordinate these efforts with the Safety Officer and Lead Instructor. Each department must utilize their own adopted rehab policy consistent with

recognized NFPA and OSHA standards. The RO is to ensure this policy is in place at any live fire training event or when SCBA are utilized.

Other Instructors:

Company members acting as assistant instructors will be responsible for the direct supervision of assigned students, their safety and welfare including the prevention of unsafe acts, and the elimination of unsafe conditions. These members must have a file submitted with the paperwork before the training begins, documentation signed by the instructor and department chief documenting that they have had experience in the type of training as well as proof of certification or equivalent training as a Firefighter I and NFPA 1403.

Communications Officer (as needed):

When assigned by the Lead Instructor, this person is responsible for establishing radio communications with each officer or instructor involved in the drill. Communication operators will continuously monitor the assigned radio channel(s). A radio check will be conducted prior to initiating training fire operations. This person should monitor/communicate with officers and instructors if they are not using the same frequency or radios.

This person may be designated by Lead Instructor to notify the Crawford County Communications Center when starting training operations and upon completion of training.

The National Incident Management System letter designation – Sides A, B, C, D will be used for communication purposes. Interior floors shall use number designations – Division 1, 2, 3 and “Roof Sector”. Individual companies shall use functional designations i.e. Attack Team, Ventilation Team, Search Team, RIT Team, etc.

Rapid Intervention Team

This team will provide a staffed, charged back-up line for each fire attack team in position to assist in fire extinguishment and rescue of interior personnel. This team will be manned by experienced firefighting personnel (not recruit firefighters), and each team shall consist of a minimum of two firefighters (RIT Assistant Instructors shall be counted as a person on the team).

Ignition Officer

The Ignition Officer will assemble and light the training fire only with approval of the Lead Instructor, the Safety Officer and the Temperature Monitor Officer. Protection of the Ignition Officer when igniting the fire will be assigned to the Backup or RIT Team prior to the start of the scenario. **Fires will only be started with a charged line present. It is mandatory for this officer to be in full PPE** - including self-contained breathing apparatus (SCBA) when performing this control function. A charged hose line shall accompany the ignition officer when he or she is igniting any fire. The Ignition Officer will use fuel, air and water to control the level of fire and temperature. Only one fire shall be started, no multiple fires in a single evolution are permitted. Fires shall only be started in the designated burn room. No burning is allowed in any other area. Smokers are permitted in the 1st floor burn room and the 3rd floor smoke room.

The fuels that are utilized in live fire training evolutions shall have known burning characteristics that are as controllable as possible. Unidentified materials, which could burn in unanticipated ways, react violently, or create environmental or health hazards, shall not be used. Fuel materials shall be used only in the amounts necessary to create the desired fire size. Pressure-treated wood, rubber, plastic, and straw or hay treated with pesticides or harmful chemicals shall not be used. The fuel load shall be limited to avoid conditions that could cause an uncontrolled flashover or backdraft. Combustible liquids, as defined in NFPA 30, *Flammable and Combustible Liquids Code*, shall not be used in live fire training evolutions in structures. The Lead Instructor shall assess the selected fire room environment for factors that can affect the growth and development of the fire. The training exercise shall be stopped immediately when the Lead Instructor or Safety Officer determines through ongoing assessment and feedback that the combustible nature of the environment represents a potential hazard. An exercise stopped as a result of an assessed hazard shall continue only when actions have been taken to reduce the hazard.

Temperature Monitor Officer:

The Temperature Monitor Office will monitor the temperature inside the burn rooms as well as changes in weather conditions. The Temperature Fire Monitor Officer will be stationed at the Temperature Control Panel at all times that a live fire is present. The Temperature Monitor Officer must be able to communicate with the Ignition Officer at all times. Upon the Temperature Monitor Officer's command, the Ignition Office will direct use of the charged hose to reduce the size and therefore the temperature of the fire to maintain it within ranges recommended by the burn facility manufacturer or to extinguish the fire completely.

Students

Students should be responsible to:

- Acquire the pre-requisite training
- Become familiar with the training objectives and building layout
- Wear approved full protective clothing
- Wear approved SCBA
- Obey all instructions and safety rules

Required Fire Equipment and Companies

Two separate water supplies shall be established prior to any live fire evolution. The Backup Team or RIT hose line shall be supplied by a **separate** water supply and/or pumper. This may be by hydrant providing the primary pumper is using water already on the pumper and/or tanker and/or drop tank. All hose lines will be flow tested to ensure proper nozzle operation prior to fire ignition.

Burn Building Preparations

A Pre-Burn Fire Checklist will be completed. FRTC live fire training structure shall be inspected visually for damage prior to each live fire training evolutions. Any damage shall be documented. All doors, windows and window shutters, roof scuttles and lighting, shall be checked and

operated prior to any live fire training evolution to ensure they operate correctly. Debris hindering the access or egress of firefighting personnel shall be removed before continuing further operations. Awareness of weather conditions, wind velocity, and wind direction shall be maintained, including a final check for possible changes in weather conditions immediately before actual ignition.

The Lead Instructor in charge shall determine the rate and duration of water flow necessary for each individual live fire training evolution, including the water necessary for control and extinguishment of the training fire, and the supply necessary for backup lines to protect personnel. The minimum water supply and delivery for live fire training evolutions shall meet the criteria identified in NFPA 1142, *Standard on Water Supplies for Suburban and Rural Fire Fighting*. A separate source of water shall be utilized for the supply of attack lines and backup lines in order to preclude the loss of either water supply sources.

Areas for the staging, operating, and parking of fire apparatus that are used in the live fire training evolution shall be designated. An area for parking fire apparatus and vehicles that are not a part of the evolution shall be designated so as not to interfere with fire-ground operations. If any of the apparatus are in service to respond to an emergency, it shall be located in an area to facilitate a prompt response. Where required or necessary, parking areas for third parties shall be designated. A parking area for an ambulance or an emergency medical services vehicle shall be designated and located where it will facilitate a prompt response in the event of personal injury to participants in the evolution. Ingress/egress routes shall be designated, identified, and monitored during the training evolutions to ensure their availability in the event of an emergency.

Pre-Burn Briefing Session

Prior to the start of actual live fire training evolutions, a pre-burn briefing session shall be conducted for all participants. All facets of each evolution to be conducted shall be discussed in the pre-burn briefing, and assignments shall be made for all crews participating in the training session. The location of simulated victims shall not be required to be disclosed, provided that the possibility of victims is discussed during the pre-burn briefing. A pre-burn plan shall be prepared and shall be utilized during the pre-burn briefing sessions. All features of the training areas and structure shall be indicated on the pre-burn plan. Prior to any live fire training, all participants shall be required to conduct a walk-through of the structure in order to have a knowledge of and familiarity with the layout of the live fire training structure and to facilitate any necessary evacuation of the live fire training structure.

All spectators shall be restricted to an area outside the operations area perimeter established by the safety officer. Control measures such as ropes, signs, and fire line markings may be posted to indicate the perimeter of the operations area. Visitors who are allowed within the operations area perimeter shall be escorted at all times and shall be equipped with and shall wear complete protective clothing in accordance with the manufacturer's instructions and in accordance with NFPA 1403, 6.4.17.1 through 6.4.17.7. All possible sources of ignition, other than those that are under the direct supervision of the person responsible for the start of the training fire, shall be removed from the operations area.

Post-Burn Activities

The building shall be cleaned and left in a safe/secure condition upon completion of live fire training. A final walk-through will be performed. Members shall be rehabilitated and rehydrated. Departments are responsible for participants' protective clothing and SCBAs being cleaned. All forms must be completed. Necessary paperwork should be completed and delivered to the Denison Fire Chief.

Safety

The Lead instructor in charge of the live fire training shall assign backup lines to ensure protection for personnel on training attack lines. Each hose line shall be capable of delivering a minimum of 95 gpm. The Lead instructor shall assign the following personnel: (1) one instructor to each functional crew, which shall not exceed five students; (2) one instructor to each backup line; (3) one additional instructor for each additional functional assignment. Additional safety personnel, as deemed necessary by the Safety Officer, shall be located strategically within the structure to react to any unplanned or threatening situation or condition. Radio communications shall be established to enable coordination among the incident commander, the interior and exterior sectors, the Safety officer, and external requests for assistance. A building evacuation plan shall be established, including an evacuation signal to be demonstrated to all participants in an interior live fire training evolution. Emergency Medical Services should be notified whenever there is live burn evolution training at FRTC. If Emergency Medical Services are on-site, they should be designated to handle injuries. If they are not on-site, they can be summoned by phone dialing 911 or by 712-263-6510. A written report shall be completely filled out and submitted on all injuries and on all medical aid rendered. Notify the Denison Fire Chief as soon as possible following any incident, 712-269-9372.

A search of the structure shall be conducted to ensure that no unauthorized persons, animals, or objects are in the live fire training structure immediately prior to ignition. **No person(s) shall play the role of a victim inside the live fire training structure during fire evolutions.** Fires shall not be located in any designated exit paths. The training session shall be curtailed, postponed, or canceled as necessary, to reduce the risk of injury or illness caused by extreme weather conditions.

Each participant shall be equipped with full protective clothing and self-contained breathing apparatus (SCBA). All participants shall be inspected by the Safety Officer prior to entry into a live fire training evolution to ensure that the protective clothing and SCBA are being worn according to manufacturer's instruction and are in serviceable condition. All students, instructors, safety personnel, and other personnel shall wear all protective clothing and equipment in accordance of manufacturer's instructions whenever they are involved in any evolution or fire suppression operation during the live fire training evolution. All students, instructors, safety personnel, and other personnel participating in any evolution or operation of fire suppression during the live fire training evolution shall breathe from an SCBA air supply whenever operating under one or more of the following conditions: (1) in an atmosphere that is oxygen deficient or contaminated by products of combustion or both; (2) in an atmosphere that is suspected of being oxygen deficient or contaminated by products of combustion or both; (3) in any atmosphere that can become oxygen deficient or contaminated or both; (4) below ground level.

FRTC SOP 4.0
ATTACHMENT 4.1

PRE- BURN FIRE CHECKLIST

Course Preparation (Administrative)

- [] Confirmation of receipt of FRTC Usage Request Form and permission to use was received.
- [] Attachment 2.1 “Supervising Officer’s Student Approval Documentation Form(s) Received and complete.
- [] Confirm any and all students participating in the training are reflected on an Attachment 2.2 “Training Disclaimer” Form.
- [] Confirm all students participating in training have read and signed Attachment 2.2 “Training Disclaimer”

Pre-Training Preparation (On site)

- [] Notify dispatch of live fire training by calling 712-263-6510.
- [] Confirm the presence of EMS capable personnel and equipment (as needed)
- [] Confirm Attachment 4.2 “Structure Preparation Checklist for Live Fire” Form has been completed
- [] Confirm safety regulations, policies, responsibilities and questions from students have all been completed

Pre-Burn Planning (On site)

- [] Evolution has been mapped out on site plan to include the following (as applicable):
 - [] Site plan drawing, including all exposures
 - [] Floor plan detailing all rooms, hallways and exterior openings
 - [] Command post position
 - [] Apparatus positions
 - [] Hose line placement
 - [] Emergency evacuation assembly area
 - [] Ingress and egress routes for emergency vehicles
 - [] Operational area established
- [] Periodic weather reports obtained (prior to evolution – 30 minutes or so based on current conditions)
- [] Communication system established
- [] Rehabilitation area
- [] Parking areas for:
 - Apparatus staging
 - Ambulances
 - Police vehicles

Media

Private vehicle

- [] Water supply secure:
 - [] All hose lines supervised by qualified instructors
 - [] Available supply from hydrant(s) 600 gpm (preset)
 - [] All hose lines have adequate number of personnel
 - [] Separate water sources established for attack and backup hose lines
- [] Communications equipment working and ready- frequencies established
- [] All participants briefed on:
 - [] Building layout including walk through
 - [] Crew and instructor assignments
 - [] Safety rules
 - [] Building evacuation procedures
 - [] Evacuation signal (demonstrate)

Temperature Monitoring/ Fire Ignition (On site)

- [] Temperature Monitor Officer in place.
- [] Communication means between Temperature Monitor Officer and Ignition Officer in place and checked as functional.
- [] Temperature Monitoring System checked and operational.
- [] Prepare burn cribs. Use ONLY approved material to ignite. (Only clean class “A” materials: wood, pesticide-free hay, straw or shredded paper.)

With Safety Officer present, perform the following checks: (On site)

- [] RIT or Backup Team (2 in 2 out) with PPE and charged line ready.
- [] Safety Officer has checked all participants for should closely monitor participants for proper donning and usage of PPE.
 - [] Approved full protective clothing (hoods, gloves, pants)
 - [] SCBA with adequate air supply
 - [] Air cylinders hydrostat tested within required dates
 - [] All equipment properly donned
 - [] Appropriate instructor to student ratio not exceeded (1:5)
- [] PAR system in place

Date: _____

Time training started _____ Time completed: _____

Total time: _____

Lead Instructor :

(print) _____ (sign) _____

Safety Officer :

(print) _____ (sign) _____

FRTC SOP 4.0
ATTACHMENT 4.2

STRUCTURE PREPARATION CHECKLIST FOR LIVE FIRE

First Floor

- Walk through first floor, and check for equipment placement, obstacles or debris that is not part of your evolution
- Arrange furnishings, and set up space according to your evolution plan as applicable
- Unlock all interior and exterior doors. Use locks to lock slide bolts in “open” position so slide bolt cannot be closed during training. Door ID Tag should be placed on lock-out board.
- Unlock all windows, place locks on lock-out board. Open or close windows as needed for the evolution or scenario.

Second floor

- Walk through second floor, and check for equipment placement, obstacles and debris that is not part of your evolution
- Arrange furnishings, and set up space according to your evolution plan
- Unlock all interior and exterior doors. Use locks to lock slide bolts in “open” position so slide bolt cannot be closed during training. Door ID Tag should be placed on lock-out board.
- Assure exterior door is free of debris or obstacles.

Attic and third floor

- Walk through attic and third floor, and check for equipment placement, obstacles or debris that is not part of your evolution
- Arrange furnishings, and set up space according to your evolution plan
- Unlock all interior doors. Use locks to lock slide bolts in “open” position so slide bolt cannot be closed during training. Door ID Tag should be placed on lock-out board.
- Unlock roof hatch. Use lock to lock slide bolts in “open” position so slide bolt cannot be closed during training. Door ID Tag should be placed on lock-out board.

Roof

- Check roof for obstacles and that safety chains/gates are in place (unless openings are being used in the training)
- Proceed to ground floor using stairway previously not used, reassessing all levels

Exterior

- Check the exterior of the structure for debris or obstacles
- Check exterior stairs for debris or obstacles.

Damage

- On the back of this form, note any building damage noted during building walk through.

Date; _____ Time inspection completed: _____

Lead Instructor :

(print) _____ (sign) _____

Safety Officer :

(print) _____ (sign) _____

FRTC SOP 4.0
ATTACHMENT 4.3

OPERATIONAL TEMPERATURE CHECKLIST FOR LIVE FIRE

The Ignition Officer and Temperature Monitor Officer shall be in communication at all times. The Ignition Officer shall regulate fuel load for each evolution. The Fire Monitor Officer shall maintain a temperature of approximately **600-800 degrees** at the ceiling inside burn rooms. The Ignition Officer should use water and air to control rate of burn. The Temperature Monitor Officer and Safety Officer should make sure everyone is aware of the procedure to facilitate an emergency stop. The Temperature Monitor Officer, Fire Ignition Officer and Safety Officer **MUST** agree all safety systems are operating and prop functions are acceptable. With a watch, record temperature readings approximately every 10 minutes when preparing for, during and until the end of the evolution. Use as many sheets as needed. *******All sheets are to be turned in with other class forms when evolutions are completed. *******

Date: _____ Time _____

Wind: _____

<i>Time</i> <i>(10 min. increments)</i>	<i>Ceiling</i>	<i>Floor</i>

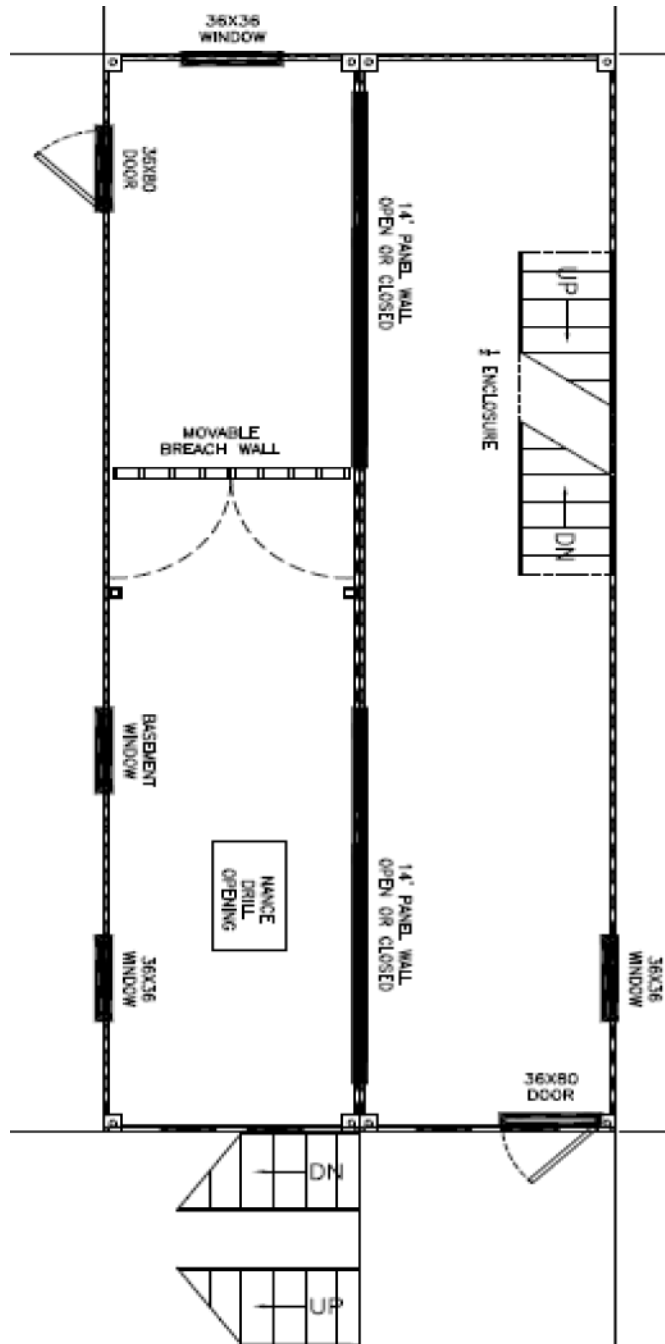
Temperature Monitor Officer:
(print) _____ (sign) _____

FRTC SOP 4.0
ATTACHMENT 4.4

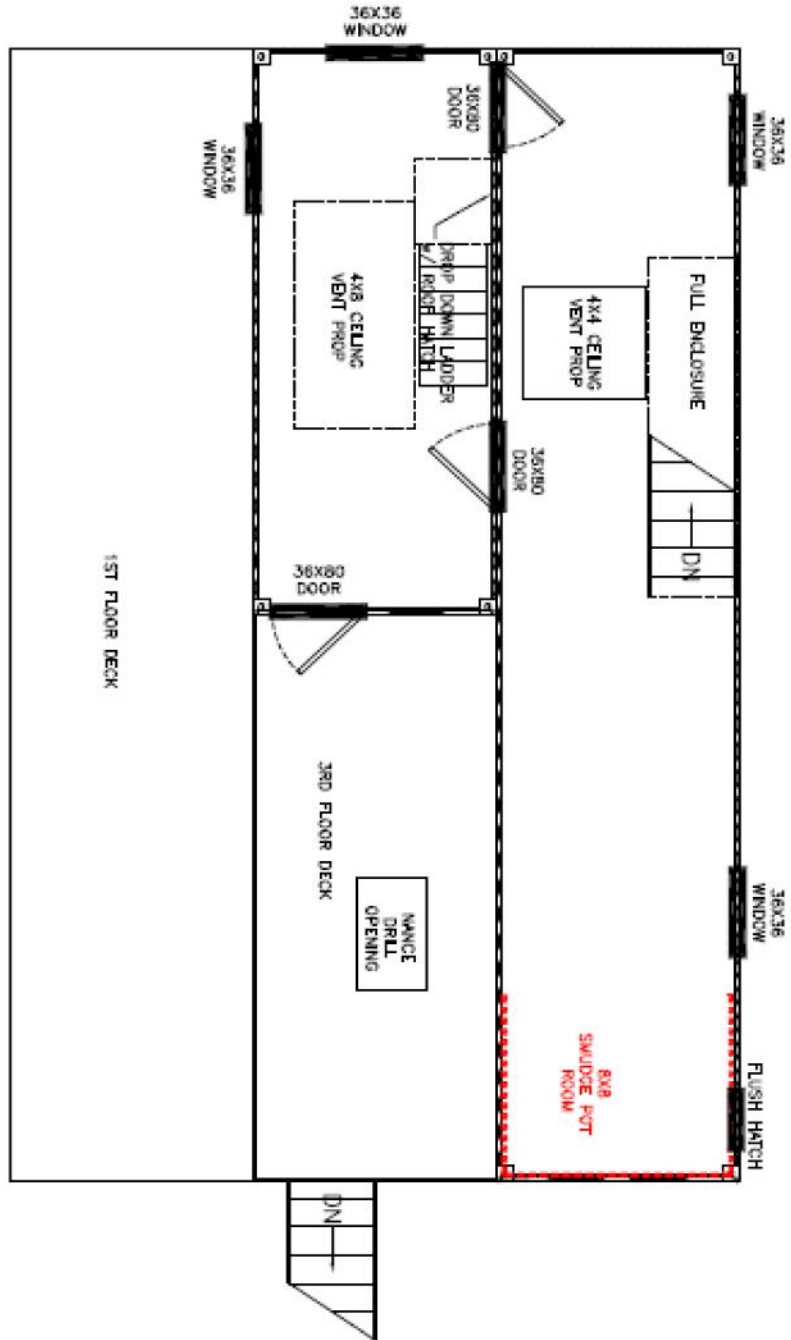
LIVE FIRE POST-CHECKLIST

- PAR system replaced
- Fires confirmed out
- All equipment used in training returned to owner/put away
- Burn cribs cleaned out, ashes/debris to dumpster
- Floor squeegeed as needed
- Shop vac used as needed for clean-up, Shop vac emptied.
- All clean-up tools put away.
- Temperature Monitoring System closed & locked
- Complete final building walk through completed, any damage noted.
- No locks or ID Tags remain on lockout board.

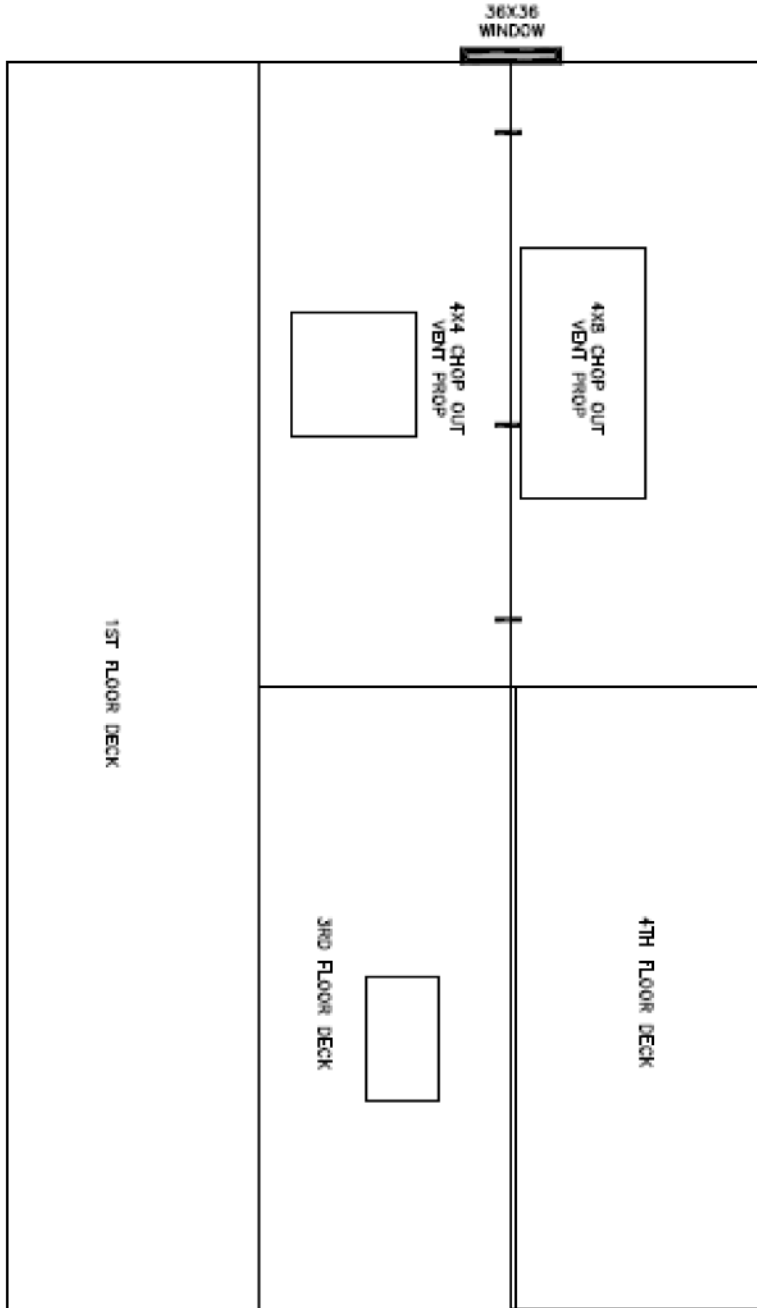
FRTC-Second Floor Plan



FRTC- Third floor and Smoke Pot Room



FRTC- Roof Plan



**FRTC SOP 5.0
ATTACHMENT 5.1**

**SAFETY AND LOSS CONTROL
ACCIDENT REPORT FORM**

The following should be completed and forwarded to the Denison Fire Chief within 24 hours of the accident. In case of student injuries or accidents covered by workman's comp, additional forms may be required.

Please note: This information is for recordkeeping purposes only. To protect yourself from liability, **do not express an opinion of who is at fault either verbally or in writing.**

Provide the following information on the injured person:

Name:

Address (City, State, Zip):

Phone:

Relationship to your agency (employee, student, visitor):

Provide the following information on the accident:

Date, Time and Location of accident:

List any witnesses to the accident:

If the injured person sought treatment, name of hospital and/or doctor:

Describe the injury and indicate the part of the body affected:

Describe the Accident:

Signature of person completing form: _____ **Date:** _____

To be completed by safety representative

Review of accident/accident site:

Safety Representative Signature:

Date:

FRTC SOP 6.0

FACILITY MAINTENANCE

It is the responsibility of the Lead Instructor of each training event to assure the FRTC facility has been used in manner consistent with FRTC SOP's. Misuse of the facility or failure to follow all SOP's by an individual, a service or a department may result in the loss of ability to use the facility or responsibility for payment of any damages resulting from misuse. Any damage must be reported immediately through completion of Attachment 6.1-“ FRTC Facility Unusual Conditions – Damage Report “

A building walk through will be completed before all classes utilizing the FRTC building. Documentation of such, noting any damage, will be completed through use of Attachment 1.3 “Structure Preparation Checklist for General Use” or Attachment 4.2 “Structure Preparation Checklist for Live Fire”.

A building walk-through will be completed immediately following all classes utilizing the FRTC building. Documentation of such will occur on Attachment 1.2 “Training Checklist” including documentation of any damage noted on Attachment 6.1 “FRTC Facility Unusual Conditions / Damage Report”

The structural integrity of the live fire training structure shall be evaluated and documented periodically by a licensed professional engineer. The structural evaluation shall be conducted with the following frequency:

- 1) Once a year if more than 60 days of live fire training have occurred per year.
- 2) Once every 2 years if 31-60 days of live fire training have occurred per year.
- 3) Once every 3 years if less than 30 days of live fire training have occurred per year
- 4) Immediately if visible structural defects have formed.

The above requirement may be waived if the thermal lining has never had a break in any part of its thermal barrier, i.e., no cracks, holes, breaks, or insulation sags that could allow heat to pass through the lining

If the live fire training structure has damage deemed severe enough to affect the safety of participants, training shall not be permitted.

FRTC SOP 6.0
ATTACHMENT 6.1

FRTC FACILITY UNUSUAL CONDITIONS / DAMAGE REPORT

Responsibility of Lead Instructor and/or Safety Officer

Date of incident: _____

1. Did any unusual conditions arise during training? If yes, please specify (use back if needed):

2. Did any deterioration or damage occur to the structure? If yes, please specify (Use back if necessary):

3. Document condition of premises and surrounding area at the conclusion of training (Use back if necessary):

Additional Notes:

Appendix A

FRTC TRAINING/INSTRUCTOR CONTACT NUMBERS

CONTACT	NAME	PHONE
Emergencies (Police, Fire, EMS) Crawford County Communications Center		712-263-6510 712-263-3195
Fire Chief, DVFD	Cory Snowgren	(office)712-263-2806 (cell)712-269-9372
Assistant Fire Chief, DVFD	Duane Zenk	712-269-0708
Assistant Fire Chief/Training Officer, DVFD	Blake Deiber	(office) 712-263-2806 (cell) 712-267-9781
Denison City Hall	Terry Crawford	712-263-3143
Lead Instructor	Cory Snowgren	712-269-9372
Lead Instructor	Duane Zenk	712-269-0708
Lead Instructor	Blake Deiber	712-267-9781
Lead Instructor	Mike Schrum	712-269-8861
Lead Instructor	Tim Zenk	712-269-1107
Lead Instructor	John Granzen Sr.	712-269-1507
Lead Instructor	Patrick Mooney	712-269-1965
Lead Instructor	Justin Gotto	712-269-9096
Lead Instructor	Patrick Mooney	712-269-1965
If Assistant Instructors are needed, contact	Cory Snowgren	712-269-9372