Facility Use Guidelines

Centre County Public Safety Training Center

CCPSTC
The Centre County Public Safety Training Center (CCPSTC) or “Center” is located at 391 North Harrison Road in Bellefonte Pa. The County of Centre and the Centre County Career and Technology Center have a partnership to operate the facility.

Policy concerning the operation of the Center is created by an advisory board of eight representatives from the following groups and organizations; County of Centre, Centre County Fireman’s Association, Centre County Police Chiefs Association, Centre County Emergency Medical Services Council, Centre County Fire Chiefs Association, Centre County municipal governments, and Industry. This committee is responsible for all policy decisions regarding the CCPSTC.

Day to day operations at the Center are handled by the Center’s Director and staff members. It is the responsibility of the Center staff to ensure that all facility users, guest and visitors comply with the written operating guidelines, as well as acting in accordance with commonly accepted industry and emergency services training practices.

It is therefore the intent of the County of Centre, through the CCPSTC Advisory Board and ??????????, to set forth operating guidelines in this document. These guidelines exist for the safety of all those using and visiting the facility, as well as to minimize damage and prolong the life of the Center’s property and equipment.
FORWARD

This manual has been developed for use by all employees and facilitators of the CCPSTC in addition to the various Emergency Responders, municipal, industrial and public organizations that use the Center. The purpose of the manual is to provide a standardized policy for the use of the facility. It is the intent of the CCPSTC Advisory Board to clearly define operational procedures where possible and in other areas to define guidelines for operation. By doing so we hope to preserve the facilities and equipment at the Center, in addition to ensuring the safety of the personnel using and visiting the facilities. As situations arise, the guidelines set forth herein may be modified or eliminated by the Advisory Board, and/or the Center Director as needed.

By using the facilities at the CCPSTC you are acknowledging familiarity with this document, agreeing to adhere to the policies contained herein; and you agree to accept direction from the employee(s) / facilitator(s) assigned to oversee your evolution/ function.

It is suggested that each organization, which receives a copy of this document, maintains it as a reference. Changes and updates will be sent periodically and will be in a modular format so that they can be inserted into the existing document.

As a member of the Centre County public safety, emergency services, industrial, or community, any suggestions you have for the modification of this document may be submitted in writing to:

Centre County Public Safety Training Center
Advisory Board

This is the Procedure Manual for the Centre County Public Safety Training Center. All procedures and guidelines contained herein are effective ???. Copies of this manual will be available in the Center’s office.
Facility Use Guidelines for Company Level Training

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GENERAL

1. Anyone requesting use of the CCPSTC shall contact the Center by telephone, mail or email preferably 30 days, but not less than one week prior to the intended date of use. The telephone number is ??????????? and the email address is ???????????. Messages may be left, but reservations should not be considered confirmed until a return call, email or letter of confirmation is received.

2. By reserving the Center, the organization / individual commits to the following:
   a. All members participating in a training evolution are adequately insured by the organization.
   b. All members participating in a “live” training evolution are at least 18 years of age.
   c. All members shall follow the procedures and guidelines set forth in this document, and obey the directions of the Center employee / facilitator relative to the facilities, equipment, grounds, and props.

3. Failure to comply with the guidelines set forth in this document could result in the loss of the privilege to utilize the CCPSTC.

4. Tobacco is PROHIBITED in all buildings. Anyone wishing to use tobacco products must do so outdoors in designated areas. Receptacles are available for all discarded cigarettes. This “no tobacco products policy” is also applicable to all “smokeless” tobacco products.

5. Everyone using and or visiting the Center shall be courteous and disciplined. Proper decorum shall be observed at all times toward fellow guest, participants, staff and instructors. Abusive, profane or obscene language or behavior; sexual harassment; horseplay or any disturbance during any course or program; any form of gambling, use, possession or introduction of any drugs or alcohol; reporting to any program under the influence of drugs or alcohol are PROHIBITED and WILL NOT BE TOLERATED.

4. All drills / evolutions conducted at the Center should follow a planned format. The Director must approve any “unusual or experimental” evolutions in advance.

5. Upon an organization's arrival at the Center, the Officer in Charge (OIC) shall notify the Center employee / facilitator, if appropriate, of their arrival before beginning any evolution. At this time the Center employee / facilitator will provide an Attendance Record form and cover the SOP's pertaining to the appropriate evolution. ALL personnel participating in an evolution must be noted on this sheet. Also, the OIC / instructor shall designate the appropriate number of safety officers and indicate to the Center employee / facilitator who they are.

6. All members participating in an evolution must be physically fit. Responsibility for determining fitness shall rest with the OIC and/or the Center employee / facilitator on duty.
7. If the class being conducted is not a certificate program utilizing a certified instructor, the OIC must be competent to instruct the evolution. Responsibility for competence of the OIC rests with the membership of the organization and the Center employee / facilitator on duty.

8. **No evolution shall begin without the approval of the Center employee/ facilitator.** The Center facilitator must be present when any live fire drills are being conducted. During any evolution the Center employee / facilitator may correct or suspend any operation for violation of these procedures, or lack of safety.

9. Any personnel operating at the Center suspected of being under the influence of, or possessing illegal drugs or alcohol will be immediately expelled from the grounds.

10. No personnel will attempt any drill they are not been properly trained for, or are not properly attired for. Responsibility for these determinations shall rest with the OIC / instructor and / or Center facilitator.

11. Smoke generators are available on site. They may be obtained by request from the Center. Liquid smoke for these machines will be provided by the Center and billed at the prevailing rate.

12. The OIC of any organization using consumables must sign a Billing Authorization prior to leaving the facility. Any organization other than public sector emergency responders will be billed for facilities in addition to consumables at the prevailing rate.

13. If an injury occurs the Center employee / facilitator are to be notified immediately, in the case of a death, or any injury requiring transport to a hospital the Center employee / facilitator shall contact the Director immediately and the chief and/or head of the organization of the injured party. An incident investigation / report for an injury must be completed within 24 hours and in the case of a death, an investigation/report MUST be initiated IMMEDIATELY and the event, activity suspended.

14. If death or injury occurs, the OIC / head of the individual’s organization will be responsible for providing a copy of the Pennsylvania Workman’s Compensation form to the Director within 24 hours.

15. Any damage to facilities, or noted depletion of supplies shall be reported to the Center employee / facilitator.

16. All areas, equipment, and facilities used will be returned to the proper condition and storage area.

17. No personnel will use a SCBA and/or tight fitting face pieces at the Training Center for any evolution with facial hair. The Pennsylvania State Fire Academy and OSHA’s guidelines will be adhered to

18. The Center employee / facilitator shall ensure that their areas of use are restored adequately and a Facility Use Form is completed.
Structural Burn Building

General Information

This structure is a 2-1/2 story facility. The first floor of this building includes areas simulating a living room, closets, loading dock and garage area. A concrete stairway leads to the second floor and attic. The second floor has room areas simulating bedrooms, hallways, closets and bathroom. A standpipe hose connection is located on the first and second floors in addition to a room equipped with a sprinkler system on the second floor. A fire department connection is located outside the rear door.

The roof of the building is constructed of rubber roofing. Concrete steps delineate areas for walking and working. A safety railing is along the outside edge of the roof for protection during training exercises.

The structure also has a basement area with access from the living room area of the first floor and bilko doors from the outside.

All training fires are conducted with the use of Symtron, natural gas burners. There are three (3) burners in the facility; one (1) in the living room, one (1) in the loading dock and one (1) in a bedroom. Fixed and portable non-hazardous synthetic smoke generators are used to generate smoke for training scenarios.

The natural gas burners will be operated ONLY by a qualified instructor / facilitator from the computer system in the control tower and / or individual controls at each burner.

The use of Class "B" fuels (fuel oil, gasoline, etc.) is strictly prohibited!

Usage Standards

General

- Live fire training evolutions are restricted to authorized and approved training programs being conducted under the supervision of qualified CCPST facilitator and company level personnel meeting the requirements set forth in this document.
- All company level live fire/smoke training will be scheduled on a first come / first served basis, and be limited to four (4) hour evening sessions conducted during the hours of 6:00 PM and 10:00 PM. Weekend sessions (8 AM to 5 PM) will be permitted based on facility availability.
- All training scenarios will be conducted in compliance with NFPA standards 1403 and 1500, and any other applicable NFPA and/or OSHA standards based on the training being conducted.
- Individual fire companies will be responsible for the condition of all the protective clothing worn by all personnel participating in training scenarios.
- Sprinkler heads are not to be removed from the drill tower. A maximum pressure of 150 P.S.I. is to be used on the sprinkler/standpipe system.
• All protective clothing and equipment worn will be in good condition and compliant with current NFPA standards for structural firefighting protective clothing. Protective clothing/equipment will consist of the following:

  ▪ Helmet – with suspension system complying to NFPA 1972
    • Use of helmet chin straps is mandatory while on the training grounds
  ▪ Bunker Coat and Pants – compliant with NFPA 1971
  ▪ Boots – compliant with NFPA 1974
  ▪ Gloves – compliant with NFPA 1973
  ▪ Eye Protection
  ▪ Protective Hoods
  ▪ Self Contained Breathing Apparatus – positive pressure
  ▪ Personal Clothing
    • Includes long pants made of wool, cotton or other fire-rated material
    • Long sleeve shirts
    • Socks
    • Knee pads – left up to individual discretion

• Agencies wishing to schedule the Structural Burn Building for live fire/smoke drills will be responsible for providing the following equipment/supplies and documentation:

  o Facilitator certified to operate cascade and air system capable of refilling SCBA cylinders during the training evolution
  o Rehabilitation supplies and material (fluids, cups, coolers, etc.)
  o First response EMS equipment (med/trauma bag, oxygen, etc.)
  o Certificate of Insurance

**Specific Requirements**

• **Prior to conducting any live fire training evolutions the following must occur:**

  ▪ A thorough gear inspection of all participants’ equipment by the instructors/ facilitators of the program, to include all components of the students structural fire fighting ensemble and SCBA
  ▪ A walk through of the building in order to brief students on the emergency exits and safe areas within the building
  ▪ Explanation of emergency evacuation signals and procedures
  ▪ Explanation of incident management system being utilized and accountability procedures
  ▪ Designation of an EMS/Rehabilitation Sector
  ▪ Designation of a Rapid Intervention Crew for each exercise being conducted

• The minimum hose line for live fire training evolutions will be 1 ½ “ or 1 ¾” capable of flowing at least 125 gallons per minute.
• Student-to-instructor ratio will be maintained at 5:1 throughout all training evolutions.
• All students and instructors involved in training evolutions where live fire is being utilized will wear full structural fire fighters protective clothing and utilize positive pressure self contained breathing apparatus during all evolutions.
• Smoke generators MUST be utilized for purposes of generating smoke.
• **The use of class “B” fuels, or class “A” materials is strictly prohibited**
• The PA State Fire Academy facial hair policy will apply for ALL personnel participating in the training evolutions where use of SCBA is mandatory
• Hazard zones will be maintained around the burn building during live fire training by the designated Safety Officer. At no time will persons not properly protected be permitted in the hazard zone during training activities
• The designated Safety Officer or qualified Instructors will check each room to assure that the rooms are clear of unnecessary personnel, and/or tools/equipment prior to igniting fires.
• No prying will be allowed on any of the doors in the burn building during any of the training evolutions
• *Conducting structural search ahead of the hose line will be permitted with extreme caution.*
• Companies requesting to utilize the ventilation props in conjunction with the live fire training evolutions are required to replace the plywood and report and/or repair any damage.
• A maximum pressure of 150 PSI will be utilized when supplying the Fire Department Standpipe Connection
• Junior Fire Fighters and those persons not meeting the prerequisites to participate in interior live fire suppression exercises as defined in this document are strictly prohibited from participating in interior suppression activities. Those individuals, however, may participate in exterior fire ground support operations under the direct supervision of another qualified member of the participating organization or instructor. All fire ground activities utilizing junior members will be conducted in accordance with applicable child labor laws.
Student Requirements and Responsibilities

- All students participating in live smoke/fire exercises need to be at least 18 years of age, unless functioning under the auspices of an approved apprenticeship program.
- All students participating in live fire training evolutions shall have successfully completed or attained one of the following:
  - Essentials of Fire Fighting or equivalent
  - Engine Company Operations at Residential Fires or its predecessor Structural Fire Fighting I (PSFA Resident Courses)
  - Fire Fighter I or II Certification
  - If not attained, under the DIRECT supervision of an instructor / company officer.
- The PA State Fire Academy facial hair policy will apply. At no time will any student with facial hair interfering with the SCBA face piece seal be permitted to conduct interior fire fighting or structural search operations.
- Each student needs to be covered under the participating department’s insurance policy while operating on the grounds.
- Each student is required to know his/her department’s incident management system, personnel accountability system and evacuation procedures.

Instructor Requirements

- The following instructor / facilitator assignments will be assigned for each company level training evolution requiring the use of live fire or smoke:
  - CCPSTC Staff or Facilitator (1)
    - Certified by the CCPSTC for the duration of the training program
    - Credentialed PA State Fire Academy or CCPSTC Instructor / facilitator
    - Responsible for coordinating and overseeing facility use
    - Has ultimate authority over training program
  - Live Fire Technician (1)
    - Training
      - 8 Years of documented active fire fighting experience
      - Certified FF II
      - Credentialed CCPSTC or SFA Instructor (preferred, but not required)
      - Attended a CCPSTC Facility Orientation program
    - Instructor of record
    - Responsible for overall coordination of training evolutions
    - Responsible for completing all paperwork associated with program
  - Live Fire technician Assistant
    - Training
      - 5 Years of documented active fire fighting experience
• Essentials of Fire Fighting or equivalent
• Certified FF I or II (preferred, but not required)
• Attended a CCPSTC Facility Orientation program
  ▪ Number is dependent on number of participants in the training evolutions
  ▪ Utilized to build and ignite fire sets, instruct interior teams, and assist Lead Instructor in completing training evolutions
  o Safety Officer (1)
    ▪ Training
      ▪ Essentials of Fire Fighting or equivalent
      ▪ Certified FF I or II (preferred, but not required)
      ▪ Successfully completed NFA Incident Safety Officer program
      ▪ Attended a CCPSTC Facility Orientation program
      ▪ Responsible for overall site safety
      ▪ Has ultimate authority to stop, suspend, or alter training exercises based on conditions.
• All company level instructors meeting the above criteria will be serving at the discretion of the department or agency hosting the training program. It is the responsibility of the host agency to provide for or ensure insurance coverage for those instructors that may not be current members of that agency.

Termination of Training

• All interior rooms and the exterior of the building (i.e. concrete pad) must be swept.
• All windows and doors should be closed and latched
• All training props shall be returned to there proper storage location
• Ventilation prop materials (i.e. plywood and rafters) must be replaced and the holes left prepared for the next training use. All debris from the ventilation training props will be removed from the roof area and placed in the dumpster.
• Grounds around the outside of the building should be swept and policed for nails and debris
• The facility and grounds should be left as clean, or cleaner than originally found.
• All required paperwork must be completed and forwarded to the site facilitator.
Smoke Maze

The smoke maze building is a concrete single story structure. The interior provides an obstacle course for SCBA / respiratory protection training. The building is designed for training personnel to work under smoke conditions, zero visibility conditions, and diverse structural conditions. All smoke used in this building is non-toxic and non-irritating (i.e. produced by smoke generators). An exhaust system has been installed in the building to rapidly dissipate smoke if required.

Usage Standards

The following standards are considered the minimum that are required. Compliance with NFPA 1500 / OSHA 1910.134 & 1910.132 is required. Individual companies are responsible for the condition of all protective clothing worn by all personnel participating in the company’s training session. As always, safety is a paramount and all protective gear must be in good condition.

- Protective clothing must be worn and comply with the clothing standards listed under the usage standards for the CCPSTC, Structural Burn Building and the OSHA standards.
- Charged hose lines are prohibited from entering into the building. Only uncharged hose lines permitted in the building.
- Student-to-Instructor ratio will be 5:1.
- A Safety Officer must be present at the building at all times.
- Only a mechanical smoke machine which produces a non-toxic and non-irritating smoke may be used. No fires, smoke bombs, tear gas, or any other chemical agents are allowed.
- Students and personnel using the smoke chamber for smoke exercises must have completed basic instruction in the use of respiratory protection and SCBA equipment.
- During smoke training exercises, an instructor and Safety Officer shall accompany trainees inside the building.
- Before the mechanical smoke machine is used, the building lights and fans will be tested to insure all are in good working order.
- The PA State Fire Academy and OSHA facial hair policy shall apply. At no time will any individual that has facial hair that interferes with obtaining an adequate face piece seal be permitted to participate in SCBA training.
- A ventilation fan and exhaust louvers have been installed in the smoke chamber. The power switches for the fan is located at the three (3) entrances. The exhaust fan can be utilized for emergency ventilation if required. At the completion of the exercise, turn the system on for ventilation of the building.
- Prior to leaving ensure that the building lights are turned off and the doors are secured.
- A non-toxic smoke generator will be provided by the facility. The smoke fluid will be provided and billed to the company.
Drill Tower

The drill tower is designed to represent a modern high-rise apartment and office building with open balconies both on the exterior and interior open atrium. The tower is three stories with all floors sloped to permit large streams to be directed into them and then drained. A fire escape runs from the ground to the roof level and an interior stairway from the ground to the roof. The balconies and tie offs allow extensive use of ropes for rappelling exercises. There is a 2-1/2” hose connection off a standpipe system fed by the fire department connection in the stair tower and fire escape area.

Usage Standards

The following standards are considered the minimum that are required. Compliance with NFPA 1500 is required. Individual companies are responsible for the condition of all protective clothing worn by all personnel participating in the company’s training session. As always, safety is a paramount and all protective gear must be in good condition.

- Protective clothing will consist of head, hand, foot, and eye protection as a minimum. Helmets are required at all times within the drill tower operation area as determined by the Safety Officer. Helmet chin straps must be worn as to secure the helmet to the wearer's head.
- Student-to-instructor ratios for ground ladder evolutions will be 10:1. An instructor is required for each side of the building in use.
- Aerial evolutions require a student-to-instructor ratio of 6:1 with at least one instructor for each side of the building in use.
- All other exercises require a student to instructor ratio of 5:1. An instructor is required for each side of the building in use. This ratio is to include hose advancement exercises.
- A Safety Officer is required for each side of the building in use.
- Standpipe plumbing is to be drained after each use!
- Rappelling exercises require these minimum standards:
  - Rope and equipment must be inspected by the Lead Instructor and Safety Officer.
  - The Lead and Assistant Instructors, as well as Safety Officers and facilitators must be approved by the CCPSTC
  - All rappelling lines must be protected from coming in contact with building surfaces.
  - A belay person must be present during each session for each line in use.
  - Knots and all connections will be inspected by the Instructor(s), Safety Officer, and students prior to each evolution.
  - Rope, rope accessories, and rope hardware will meet all current standards.
  - Personnel involved with rappelling activities must wear long pants and footwear with ankle support (i.e. hiking boots). No shorts are permitted!
- The facilitator shall ensure that the building lights are turned off, the doors are secured, and all Center equipment is returned to proper storage area.
Fire Pump & Storage Tank

The pump pit contains a 350 gpm electric fire pump, which provides water supply to storage tank and hydrants on the facility. Our facility is a closed loop system, where the water supply does not leave the site. The fire pump is used as a training tool and is not used for fire protection of any occupied or fixed facility.

Fire Pump Usage Standards

• Only authorized personnel are allowed to operate the fire pump.
• All persons operating the fire pump must familiarize themselves with and adhere to the posted pump operation policy/procedure located within the pump house on the Fire Pump's electrical control panel.

• Pump Start procedures:
  o Look for tags indicating that the pump and/or other equipment is being serviced. (i.e. lock-out, tag-out).
  o Visible inspection of pump to ensure that all connections are secure.
  o On electrical panel identify "ON" switch.
  o Check main pump suction & discharge valves are open. (These are normally stored in the open position)
  o Press the "ON" button to activate the fire pump.

• Pump Shutdown procedures:
  o Press "STOP" button on electrical panel.
  o Ensure that the building lights are turned off and the door and windows are secure at the end of the training.

• Under NO circumstances should water from hose lines, pumps, or hydrants be consumed!
Draft Pond

The CCPSTC Holding Pond has a depth of 6 feet when full. It is the source of all water used in training exercises. This is a closed hydraulic system that allows for recapture of water used in pump-operator, fire stream training and fire ground training on the paved areas. Recaptured water is returned to the holding pond. A concrete pad is adjacent to the pond and is used for drafting operations via a manhole and a fire stream recovery hood is provided to allow for the use of portable master streams at the pond area. Ensure all streams are directed into the hoods and or onto the asphalt area for recapture. **DO NOT DIRECT ANY HOSE STREAMS INTO THE HOLDING POND OR STONED AREAS.**

Usage Standards

- The CCPSTC holding pond is used exclusively for fire pump operations and water recovery exercises.
- Underwater recovery exercises require that all training personnel have appropriate PADI or comparable certification. In order to conduct water recovery exercises, prior approval must be received from the CCPSTC Staff.
- Prior approval must be received from the CCPSTC Staff before any item(s) may be placed into the pond for water recovery exercises.
- Users of the drafting pad area are required to wear protective clothing (i.e. head, hand, foot, eye, and hearing protection at a minimum).
- When the manhole cover is off, cones and/or some other type of barricade must be in place to warn personnel of the open hole hazard.
- Portable master stream appliances must be secured to ensure that the device does not displace while fire streams are flowing.
- **WARNING:** The manhole and below grade area in the fire stream recovery hood are **CONFINED SPACES.** Entry into the aforementioned area(s) is strictly prohibited. If a tool and/or equipment falls into the area, notify a member of the CCPSTC Staff and plans to recover the tools/equipment will be made in accordance with OSHA 1910.146 Confined Space Entry standard.
- Swimming in the pond is prohibited with the exception of water recovery exercises.
- At least one individual with current Red Cross Lifesaving Certification, and/or its equivalent, must be present during watery recovery exercises.
- Rope rescue throw bags must be present at the water’s edge during water recovery exercises.
- The pond is chemically treated periodically for vegetation growth. Prior to using the pond, check with the CCPSTC Staff to ensure that use of the pond is permissible.
- **Under NO circumstances should water from hoselines, pumps, or hydrants be consumed! This is NOT potable water!**
Fire Extinguisher Training Area

The Fire Extinguisher Training Area contains several props for use of propane gas fires for use with portable fire extinguisher and hose line training.

Usage Standards

- The type and level of protective clothing required will be determined by the CCPSTC, Instructional Staff and the Safety Officer based upon the type of training scenario being conducted and its associated hazards. At a minimum, individuals not in firefighting protective clothing must wear sturdy shoes and long pants while participating in fire extinguisher training (no shorts are permitted).
- A Safety Officer shall be designated for all propane gas fire training. This individual must be present at the burn area at all times, in case of emergency. If possible, a charged hose line and back-up safety fire extinguisher should be available and manned under the direction of the Safety Officer.
- All flammable liquids should be kept a minimum of 25 feet away from the fire area and only stored in approved flammable liquid containers.
- Upon completion of the training exercise, all debris (pins, debris, etc.) must be removed from the burn area and properly disposed of.
- Only authorized and approved CCPSTC Instructional Staff can utilize the Running Fuel Fire / Extinguisher Fire Trainer. A facilitator / instructor must be located at the individual control valves in order to manually control the gas supply in case of an emergency at all times during training evolutions. There are four (4) propane gas training props and three controls, extinguisher trainer, running fuel fire, car fire and propane tank simulator.
- An approved company level instructor must be present with all hose line crews involved with the live fire training evolution involving the propane gas fire training props.
- Backup safety lines must be present to protect personnel during all propane gas fire training evolutions.
- Natural gas / propane usage will be charged to the user agency.
- All outside training props will have a facilitator / instructor assigned to the valves at all times.
- **UNDER NO CIRCUMSTANCES WILL ANY SAFETY DEVICE, IE, PENDENT ON/OFF SWITCH, BE BYPASSED, LOCKED ON OR MADE INOPERABLE.**
Confined Space Training

The CCPSTC has multiple manhole mock-ups and a utility vault mock-up for various types of training evolutions.

Usage Standards

• No person shall make entry into a manhole or a confined space training prop unless they are part of a CCPSTC training program, under the direct supervision of certified instructor approved by the CCPSTC staff, or have been previously certified in confined space rescue practices.
• Any entry into any manhole or confined space training prop will require adherence to all applicable OSHA standards, including 29 CFR 1910.146 (Permit Required Confined Space Standard).
• As a general rule, persons engaged in training evolutions utilizing these props will have at a minimum head, hand, foot, eye and abrasion protection (i.e. work clothing with long sleeves) in place. Respiratory protection may be needed based on the training evolution and environment inside the simulators.
• An overall site Safety Officer will be appointed for all training evolutions utilizing any of the above props.
Driving Pad

The CCPSTC contains a driving pad that is utilized predominantly for conducting police, fire, and emergency medical services emergency vehicle driver training programs. This portion of the facility is available for use by companies requesting to use the facility for purposes of conducting driver training programs or verifying driver competency. The following guidelines will apply when conducting training on the driving pad:

- Driver training utilizing the pad will be conducted under the direction of a qualified Instructor as determined by the CCPSTC.
- At no time will any apparatus or vehicle exceed a maximum speed of 25 MPH, unless approved for specific course.
- Training will only be conducted during acceptable weather conditions and will be suspended during times of inclement weather or when the pad is covered with ice/snow.
- All personnel not involved in the training will be stationed at least 50 feet off of the driving pad, so as to minimize any potential pedestrian hazards while operating on the pad.
- At a minimum, one (1) Instructor or one (1) company officer will be needed for conducting driver training.
- Personnel permitted on the pad while driver training is taking place will be limited to the Instructor and/or company officer.
- Any personnel operating on the pad during driver training exercises will be identified using reflective vests at all times.
Scheduling Procedures

The following application procedure will be utilized for scheduling the facility or grounds for company level training programs involving live fire/smoke evolutions:

Company Level Live Fire/Smoke Programs

- Companies interested in conducting training shall complete the following forms and forward them to ????? via fax at ?????a minimum of 4 weeks prior to the requested date of the program is requested.
  - Company Level Facility Request/Use Form – Complete sections A and B of this form.
  - Company Level Live Fire/Smoke Drill Training Application – This application needs to be filled out in its entirety. Incomplete applications will be sent back to the originator for completion.

- CCPSTC Public Safety Center staff will then contact the contact person listed on the application and CCPSTC Facilitator for the program to verify program information and scheduling.
- Upon completion of the program the Facilitator will complete the remainder of the Company Level Facility Request/Use Form. The Company Level Lead Instructor for the program will then complete the Attendance Roster and attach any other supporting paperwork.
- All paperwork will be forwarded to the CCPSTC Staff within 24 hours of the completion of the program.

Other Company Level Training Programs

Those companies wishing to utilize the facility for company level training other than those involving live fire/smoke, will adhere to the following procedure for scheduling the facility.

- Companies interested in conducting training shall complete the following forms and forward them to ????? via fax at ?????a minimum of 2 weeks prior to the requested date of the program.
  - Company Level Facility Request/Use Form – Complete sections A and B of this form.

- CCPSTC Public Safety Center staff will then contact the contact person listed on the application and verify program information and scheduling.
- On the night of the scheduled training, the Company Level Instructor/ facilitator of Record or his/her designee should pick up the Facility Request Form, which will be located in the scheduling book on the mail folder on the wall just inside the entrance to the Smoke Chamber.
- Upon completion of the training the remaining portions of the Facility Request Form should be completed along with an Attendance Roster (page 28) listing everyone who
attended the training. Those forms should then be placed back in the mail file on the wall in the Smoke Chamber.

- **If scheduling the facility less than 2 weeks prior to the start date of the program, please contact the CCPSTC Staff directly ??????? to schedule the facility/grounds.**
Emergency Procedures

Companies conducting training on the facility are expected to comply with all applicable safety guidelines outlined in this document. Furthermore, companies conducting high risk types of training activities are expected to reasonably account for hazards that may be associated with any high risk training activities. This should include, but is not limited to, adequate first response/initial EMS coverage (equipment, supplies and trained personnel), and rehabilitation supplies for participants.

A Medical/Trauma bag, which includes basic EMS equipment and supplies (including oxygen therapy equipment), will be maintained in the first aid room of the Control Tower for use by qualified medical personnel. This equipment is provided by CCPSTC and is to be utilized as a back-up or supplement to equipment provided by the participating organizations. Under no circumstance should this equipment be relied upon as the sole source of emergency medical equipment for a training evolution.

In absence of a CCPSTC Facilitator or qualified company level instructor the following procedures will be adhered to when dealing with an injury/illness on the training ground that requires the response of off-site EMS personnel to evaluate and/or transport the individual from the training grounds.

• Immediate medical attention should be provided to the ill/injured individual by qualified medical personnel on-site.
• All training activities will be suspended until the emergency at hand has been adequately dealt with and is deemed to be under control by the instructional staff.
• Emergency Medical Services will be activated by calling 911 and requesting appropriate resources.
  o When providing the location which services are required to the dispatch center please utilize the following:

  Centre County Public Safety Training Center
  Harrison Road
  **List Specific Site on the Training Ground (i.e. training tower, burn building)

• The CCPSTC Facilitator / Staff on duty should be notified as to the nature and location of the emergency. If unable to contact either, contact the ???????
• At no time will any individual requiring medical attention by an off-site EMS agency be permitted to continue to participate in any training evolutions.
• A CCPSTC Injury Report Form will be completed in its entirety and forwarded to the Fire/Rescue Training Unit within 24 hours of the incident.
• The Director, will be notified immediately for any incident or accident involving any serious injury and/or death.
Suspension/Revocation of Training Privileges

Participating agencies are expected to comply with all guidelines contained in this document with respect to the areas of the facility which they intend to utilize. Companies may have their training privileges suspended or revoked for the following reasons:

• Failing to conduct training evolutions in accordance with applicable NFPA and OSHA standards and guidelines outlined in this document.
• Failing to immediately report accidents/illnesses that occurred while conducting training evolutions at the CCPSTC.
• Conducting live fire/smoke training without prior approval of the CCPSTC Staff.
• Willful destruction and abuse of CCPSTC property to include but not limited to the training buildings, administrative building, and training props.
• Failure to leave the training grounds in acceptable condition upon completion of training activities.
• Failure to comply with directions/orders given by the CCPSTC Staff / Facilitator overseeing the training evolution.
• Falsification of records associated with company level training.
CENTRE COUNTY PUBLIC SAFETY TRAINING CENTER
COMPANY LEVEL FACILITY REQUEST/USE FORM

A. Date __________________
User Agency: __________________________________________________________________________
Address: ______________________________________________________________________________
Name of Contact: _______________________________________________________________________
Contact Number: _________________________________________
Date of Use: _________________ Starting Time: __________________ Ending Time: ________________

AREAS OF FACILITY REQUESTED:

___ Driving Range
___ Confined Space Props
___ Burn Building -- Live Fire / Smoke Training ( ) yes ( ) no
___ Drill Tower
___ Grounds & Pond
___ Smoke maze -- Smoke Machine Required ( ) yes ( ) no
___ Rescue Pad(s)
___ Trench Simulator
___ Propane Simulator
___ Car Fire
___ Fire Extinguishers

Reason for Use: _______________________________________________________________________
Name of CCPSTC Facilitator (if live fire/smoke training): ______________________________________

B. TO BE COMPLETED BY LEAD INSTRUCTOR
Lead Instructor: _______________________________________________________________________
Assistant Instructors: __________________________________________________________________
____________________________________________________________________________________
Safety Officer: _______________________________________________________________________

C. TO BE COMPLETED BY FACILITATOR:
Time Closed: _________________ Signature of Facilitator: ________________________________
Facility & Grounds Clean ( ) yes ( ) no
Was Facility Used Locked ( ) yes ( ) no
Were the Gates closed ( ) yes ( ) no
Any Damage ( ) yes ( ) no
Comments:__________________________________________________________________________
___________________________________________________________________________________

Any Injuries ( ) yes ( ) no  If yes, attach completed Injury Report Forms
Write comments on reverse side
CENTRE COUNTY PUBLIC SAFETY TRAINING CENTER
COMPANY LEVEL LIVE FIRE/SMOKE DRILL TRAINING APPLICATION
This form must be submitted to CCPSTC a minimum of 4 weeks prior to the proposed training date.

Requested Date: ___________ Starting Time: ____________ Ending Time: ____________

Requesting Agency: ________________________________________________________

Address: _______________________ Town/City: ____________ State: ____ Zip: _______

Contact Person: _________________________      Position/Title: ____________________

Day Phone: __________         Evening Phone: _____________  E-Mail: ______________

Training Exercises
to be Completed: _____ Live Fire Drills    _____ Live Smoke Drills
              _____ Other: ________________________

STAFF

CCPSTC Facilitator: _________________________________________________________

<table>
<thead>
<tr>
<th>Position</th>
<th>Name/Address</th>
<th>Credentials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Live Fire Technician</td>
<td></td>
<td>8 yrs Experience, Essentials of Fire Fighting (or equivalent), Certified FFI or II, CCPSTC facility Orientation</td>
</tr>
<tr>
<td>Live Fire Technician Assistant</td>
<td></td>
<td>5 years documented active firefighting experience, Essentials of Fire Fighting (or equivalent), FF I or FF II (preferred, but not required) CCPSTC Facility Orientation</td>
</tr>
<tr>
<td>Live Fire Technician Assistant</td>
<td></td>
<td>5 years documented active firefighting experience, Essentials of Fire Fighting (or equivalent), FF I or FF II (preferred, but not required) CCPSTC Facility Orientation</td>
</tr>
<tr>
<td>Live Fire Technician Assistant</td>
<td></td>
<td>5 years documented active firefighting experience, Essentials of Fire Fighting (or equivalent), FF I or FF II (preferred, but not required) CCPSTC Facility Orientation</td>
</tr>
<tr>
<td>Safety Officer</td>
<td></td>
<td>Essentials of Fire Fighting (or equivalent), NFA Incident Safety Officer, CCPSTC Facility Orientation</td>
</tr>
</tbody>
</table>

I certify that the above listed instructional staff meet all the requirements for their respective positions as outlined in the CCPSTC Company Level Facility Use Guidelines.

Signature: ____________________________ Title: ______________________________

Application Received: _________________ Training Approved: _________________

6/5/2007 25
CENTRE COUNTY PUBLIC SAFETY TRAINING CENTER
COMPANY LEVEL TRAINING ATTENDANCE SHEET
This form must be submitted to CCPSTC upon completion of live fire/smoke drill training

Date: __________________________ Facilitator: _____________________________

User Agency:___________________________________________________________

Instructors: _____________________________________________________________

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PLEASE LIST NAMES OF STUDENTS ATTENDING THE TRAINING

<p>| | |</p>
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</tbody>
</table>

I certify that the above listed students participated in emergency service training on this date in accordance with all applicable CCPSTC guidelines.

___________________________________________  __________________________________
Signature of Lead Instructor              Date
## Centre County Public Safety Training Center

### REPORT OF INJURY / ACCIDENT

(Please print/type)  

<table>
<thead>
<tr>
<th>Section #_________</th>
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</table>

Report all accidents and injuries, which occur, involving CCPSTC facilities, equipment or instructional staff. Complete all information requested and return to the CCPSTC within 24 hours.

---

<table>
<thead>
<tr>
<th>NAME________________________________</th>
<th>SOC. SEC. #__________________________</th>
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</thead>
<tbody>
<tr>
<td>ADDRESS____________________________________________________________________</td>
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</tr>
<tr>
<td>CITY_______________________________</td>
<td>STATE__________</td>
</tr>
<tr>
<td>AGE__________</td>
<td>SEX__________</td>
</tr>
<tr>
<td>OCCUPATION_________________________</td>
<td>DATE OF REPORT________________</td>
</tr>
</tbody>
</table>

LOCATION/ADDRESS INJURY/ACCIDENT OCCURRED?________________________________________

TIME INJURY OCCURRED______________ | DATE_________________

WITNESS TO INJURY__________________________________________________________

TREATED ON SCENE OR TRANSPORTED?_______ IF TRANSPORTED, INDICATE BY WHOM & TO WHERE?______________________________________________________________

ACCURATE DESCRIPTION OF INJURY, HOW INJURY/ACCIDENT OCCURRED, INCLUDING ANY EQUIPMENT OR TOOLS CONTRIBUTING TO INJURY (Use back of this page if necessary)

(Use back of sheet if additional space is required)

---

PERSON COMPLETING THIS REPORT:__________________________________________

POSITION/TITLE:____________________________ | CONTACT # (____)-______-__________

SIGNATURE_______________________________________ | DATE____________________

Return completed reports to: 

CENTRE COUNTY PUBLIC SAFETY TRAINING CENTER

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6/5/2007