INTRODUCTION

The mission of the Centre County Public Safety Training Center is to provide a safe, functional, and available facility, particularly suited to the varied training needs of the region’s public and private emergency responders.

The Centre County Public Safety Training Center (hereinafter referred to as “Center”) is located in Centre County at 391 North Harrison Road in Pleasant Gap, PA 16823. The County of Centre and the Central Pennsylvania Institute of Science and Technology have a partnership to operate the facility.

The Centre County Commissioners have entered into a lease agreement with The Central Pennsylvania Institute of Science and Technology (CPI) to manage and operate the Centre County Public Safety Training Center (CCPSTC). CPI is a publicly-funded career and technology center through the Pennsylvania Department of Education’s Bureau of Career & Technical Education.

On behalf of Centre County (Lesser) and CPI (Lessee), the CCPSTC has prepared this Facility Operations and Procedures Manual to clearly identify the procedures that must be followed by organizations using the Center. These procedures are intended to protect the individuals who will be using the Center as well as the taxpayer’s investment in developing and maintaining it. The CCPSTC’s goal is to provide a safe, available, high quality training center to the region’s responders. To that end, it is the responsibility of all users to operate in accordance with these procedures, protecting themselves and the Center’s property and equipment, thereby maximizing the useful life and availability of the facility.

It is the responsibility of each organization using the Center to review this Manual and to follow its standard operating procedures. According to the National Fire Protection Association (NFPA), a standard operating procedure (SOP) is “an organizational directive that establishes a standard course of action.” In other words, SOPs are written procedures that explain what is expected and required of emergency responders who use the Center.

The Center’s facilities are meant to be used by the region’s emergency responders. Training provided at the Center will provide the knowledge and experiences that will serve to protect the emergency responders and the public. For this training to occur in a safe and organized way, the exercises conducted at the Center must be supervised by an individual familiar with the facility. Because of the potential for personal injury or damage to the structure, the burn building must not be used unless a Facilitator approved by the CCPSTC is present during the exercise. Every exercise conducted at the Center requires the presence of an Officer in Charge (OIC). The OIC must be certified by the CCPSTC to ensure that he/she is acquainted with the Center’s operations. CCPSTC will arrange to have a facilitator for all scheduled facility uses. It is the responsibility of the facilitator and/or OIC to ensure that all Center users are complying with the written operating guidelines; and are acting in accordance with commonly accepted fire and emergency services training practices.

By using the Center you are acknowledging familiarity with this set of SOP’s and agreeing to adhere to the policies contained herein; and you are also agreeing to accept direction from the facilitator and/or OIC assigned to oversee your evolution. It is suggested that each organization which receives a copy of this Manual maintain it as a reference; and, return to the CCPSTC the sign-off sheet acknowledging receipt of the Manual.
Changes and updates will be sent periodically to organizations that use the Center. They will be in a modular format to make it easy for you to insert them into your existing document. Your suggestions for changes to this Manual should be submitted in writing to:

CCPSTC
Central Pennsylvania Institute of Science and Technology
540 N. Harrison Road
Pleasant Gap, PA 16823-8644
# Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Information</td>
<td>5</td>
</tr>
<tr>
<td>Structural Burn Building</td>
<td>7</td>
</tr>
<tr>
<td>Smoke Maze</td>
<td>13</td>
</tr>
<tr>
<td>Drill Tower</td>
<td>14</td>
</tr>
<tr>
<td>Fire Pump &amp; Storage Tank*</td>
<td>15</td>
</tr>
<tr>
<td>Draft Pond*</td>
<td>15</td>
</tr>
<tr>
<td>Fire Extinguisher and Running Fuel Fire Props*</td>
<td>15</td>
</tr>
<tr>
<td>Confined Space*</td>
<td>16</td>
</tr>
<tr>
<td>Emergency Vehicle Operations course (EVOC)</td>
<td>16</td>
</tr>
<tr>
<td>Vehicle Fire Area</td>
<td>17</td>
</tr>
<tr>
<td>Vehicle Rescue Area</td>
<td>17</td>
</tr>
<tr>
<td>Police/ EMS Procedures</td>
<td>18</td>
</tr>
<tr>
<td>Scheduling Procedures</td>
<td>19</td>
</tr>
<tr>
<td>Emergency Procedures</td>
<td>21</td>
</tr>
<tr>
<td>Disciplinary Action</td>
<td>22</td>
</tr>
<tr>
<td>Applications/Forms</td>
<td>24</td>
</tr>
<tr>
<td>Appendix A – Facial Hair Policy</td>
<td>30</td>
</tr>
<tr>
<td>Appendix B – Acknowledgement Letter</td>
<td>31</td>
</tr>
<tr>
<td>Appendix C – Acronyms</td>
<td>32</td>
</tr>
<tr>
<td>Appendix D – Insurance and Liability Requirements</td>
<td>35</td>
</tr>
<tr>
<td>Appendix E – Burn Building Live Fire Safety plan</td>
<td>37</td>
</tr>
<tr>
<td>Appendix F- PSFA Burn Policy</td>
<td>40</td>
</tr>
</tbody>
</table>

*Pending future development*
GENERAL

Facility Scheduling

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. Requests made less than one week may not be granted. The telephone number is (814) 359-2095 and the email address is rbalsamo@cpi.edu. 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 organizations using the training center must have a certificate of insurance on file at the Center before training begins.
   b. All members will adhere to the applicable section of this document regarding appropriate age of trainees in reference to agency/function. Age requirements in this document do not supersede laws or standards.
   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.
   d. Cancellations must be made at least 48 hours prior to your scheduled training. Otherwise it will be treated as a “no show”.
   e. “No show” is defined as failure to utilize the site or make notice of cancellation.
   f. All “no shows” will be reviewed by CCPSTC Coordinator and sanctions may be applied.

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

Facilitators

CCPSTC/CPI will have a staff of volunteer facilitators to work at the CCPSTC training site and CPI when the CCPSTC coordinator is not available or needs assistance on heavily scheduled days. There is two classifications of facilitators, they are Tier one and Tier Two. Training for both positions will require classroom and practical sessions at CPI and CCPSTC and will last between 3 and 4 hours depending on the tier being trained for. The first weekend in March there will be a mandatory training session for all facilitators. CCPSTC will announce the date and time to the facilitators.

   1. Tier One Facilitators- will supervise all levels of training occurring at CCPSTC and CPI
      (All live fire Training)
      a. Qualifications- ISO, FF-2, 10 years of experience in the fire service

   2. Tier Two Facilitators- will supervise company level training. (No live fire Training)
      a. Qualification- ISO, Five years of experience in Fire, EMS or Police
      b. Each agency will be allowed to have 2 facilitators in this category

Facility Operations

1. All drills / evolutions conducted at the Center should follow a planned format.

2. Upon an organization’s arrival at the Center, the Officer in Charge (OIC) shall notify the Center employee / facilitator, if appropriate, and provide an Attendance Record form. The site facilitator will then cover the SOP’s pertaining to the appropriate evolution. ALL personnel participating in an evolution must be listed 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.
3. Any damage to facilities, or noted depletion of supplies shall be reported to the Center employee / facilitator.

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

5. If the class being conducted is not scheduled through an Educational Training Agency (ETA) the organization must identify a responsible trainer.

6. The Center facilitator may correct or suspend an operation of any evolution for violation of these procedures, or lack of safety.

7. An organization using consumables must have an authorized representative sign a Billing Authorization prior to leaving the facility. Any organization other than Centre County public sector emergency responders will be billed for facilities in addition to consumables at the prevailing rate.

**Substance abuse**

1. Tobacco use 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. Receptacles will be located at the stone walkway and the parking area. When attending classes at CPI no tobacco will be used in accordance with CPI’s Tobacco Policy.

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

**Incident reporting**

3. If an injury occurs, the Center employee / facilitator is 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 CCPSTC Coordinator immediately and the chief and/or head of the organization of the injured party. An incident investigation / report for an injury must be completed before all parties leave the facility and in the case of a death, an investigation/report MUST be initiated IMMEDIATELY and the event, activity suspended.

4. 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 CCPSTC Coordinator before they leave the facility.

**Facial hair Policy**

1. The facial hair policy as identified in Appendix- A of this document regarding the use of SCBA and respirators will be followed.

**Visitor and Student conduct**

1. Everyone using and/or visiting the Center shall be courteous and disciplined. Proper decorum shall be observed at all times toward fellow guests, 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 is PROHIBITED and WILL NOT BE TOLERATED.
**The use of class “B” fuels**
- Will be strictly regulated to PSFA Exterior Fire Fighter class, FF-2 testing, Industrial and Fire Extinguisher training.
- These classes will use a 2’ x 2’ burn pan or a 4’ x 4’ pan.
- No more than 4 gallon of fuel may be used at any one time with two inches of water in the bottom of the pan.
- The only approved flammable liquids are Diesel and Kerosene
- *The fires will be set using a propane torch supplied by CCPSTC*
- No primer fuels will be allowed to start the fires
- When completed with the training the remaining fuel in the pan will be burned off and the contents placed in a recovery drum for disposal.
- *The recovery drum will need to be removed off the site with in one week of the completion of the class.*

**Structural Burn Building**

**General Information**

This structure is a 2-1/2 story facility. The first floor of this building includes areas designed to simulate living areas, closets, and a garage area. A concrete stairway leads to the second floor and attic. The second floor has room areas designed to simulate bedrooms and hallways. A standpipe hose connection is located on the first, second, and third floor. A fire department connection is located outside the C Side of the building.

The roof of the building is constructed of a concrete base with a plywood roof simulator for roof cuts. Concrete steps delineate areas for walking and working. A safety railing has been placed along the outside edge of the roof for protection during training exercises.

All training fires are conducted with the use of Class “A” materials (wood pallets) throughout the building. These pallets will be placed in a metal cradle during the live fire evolutions. Because of the “portability of the cradles, they can be rotated in each of the burn rooms to minimize flame or heat damage to the walls, ceiling, and floor areas.

When setting fires for the essentials module 4 programs the maximum number of pallets to be used are 2 per student evolution. When setting fires for a Structural Burn Program (SBS) the maximum number of pallets to used per evolution is 3. The maximum number of pallets to be used for all other burns is 3. Any instructor or fire fighter caught disregarding this policy will be subject to immediate dismissal from the facility. CPI will then review the incident and determine future disciplinary action.

Fires will be built in the steel burn cribs. The burn cribs will be placed in the center area of the burn room. No burn crib should be with in two feet of the walls. This is to minimize the amount of water contacting the walls and causing a thermal shock and failure of the wall structure.

*The use of Class "B" fuels (fuel oil, gasoline, etc.) is strictly prohibited in live fire training!*
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.

• A maximum pressure of 150 P.S.I. is to be used on the sprinkler/standpipe system.

• All protective clothing including protective coats, trousers, hoods, footwear, helmets and gloves shall have been manufactured to meet the requirements of NFPA 1971, Standard on Protective Ensembles for Structural Fire Fighting and Proximity Fire Fighting.

• Individual fire companies will be responsible for the condition of all the protective clothing worn by all personnel participating in training scenarios.

Protective clothing/equipment will consist of the following:

- Eye Protection
- Self Contained Breathing Apparatus shall be positive pressure and manufactured to meet the requirements of NFPA 1981, Standard on Open Circuit Self-Contained Breathing Apparatus (SCBA) for Emergency Services.

- 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:
  - Rehabilitation supplies and material (fluids, cups, coolers, etc.)
  - Emergency Medical Personnel (EMS Staff) and transportation capabilities must be on site prior to the scheduled Structural Burn Session.
  - Current Certificate of Insurance on file with CPI.
  - Reminder: Requesting organization is responsible for cleanup prior to leaving.

Specific Requirements

• Prior to conducting any live fire training evolutions the following must occur:
  - A completed “Gear Inspection Form” will be required for all participants’, including Instructors and facilitators; Inspection will include Self Contained Breathing Apparatus.
- The TOG inspection will be completed when on the facility and witnessed by the facilitator.
- A “Safety” walk through of the building will be required prior to any “live fire” evolutions. The purpose of the “walk through is 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 simulated smoke (smoke generator). If a burn barrel is used NFPA standard 1403 requires that EMS personnel be present on site and the use of 3 PSFA Suppression level instructors. This does not require a transport vehicle.
- The PA State Fire Academy facial hair policy will apply for ALL personnel participating in the training evolutions where use of SCBA is mandated.
- Hazard zones will be maintained around the burn building during live fire training by the designated CPI facilitator and the 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 except doors that have been designed for forcible entry
- 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 following two conditions:
  - There must be 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 state regulations including but not limited to child labor laws.

- A transport ambulance with qualified personnel meeting PA DOH Standards will be onsite for all Live Fire Training
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 and will observe only.
- The PA State Fire Academy facial hair policy will apply, see appendix- A. 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 for company level Live Fire Drills

The following are the requirements for a live fire drill involving one pallet to be burned and limited to the use of one floor of the burn building. These burns will follow the PSFA burn policy No. 2006-02 dated February 24th of 2006.

- CCPSTC Staff or Facilitator (1)
  - Certified by the CCPSTC for the duration of the training program
  - Responsible for coordinating and overseeing facility use
  - Has ultimate authority of the Training Facility and Grounds.
- Instructor of Record (1)
  - Will be a PSFA Suppression instructor
- Assistant Instructors(5)
  - Will be PSFA Suppression instructors
- Fire Fighters
  - During company level burns Command and company officers will be able to instruct fire fighters with an instructor in observance
  - No fire fighters will be allowed to set fires or instruct students during live fire exercises.
  - 2 Fire Fighters will be permitted to help with the ignition officer in His or her duties.
Instructor Requirements for Sanctioned Fires

The following are the requirements for a sanctioned burns involving more than one pallet to be burned and/or more than one floor of the burn building. Typically, a sanctioned burn occurs within the context of an Education Training Agency (ETA) program that results in the issuance of a certificate of attainment.

- PSFA Burn policy requires a minimum of 6 suppression level instructors for live fire training.

- CCPSTC Staff or Facilitator (1)
  - Certified by the CCPSTC for the duration of the training program
  - Responsible for coordinating and overseeing facility use
  - Has ultimate authority of the training facility and grounds.

- Lead Instructor (1)
  - Training
    - Certified FF II
    - Suppression credentialed PSFA Instructor
    - Attended a CCPSTC instructor orientation program
    - ISO
    - Certified Instructor 1
  - Instructor of record
  - Responsible for overall coordination of training evolutions
  - Responsible for completing all paperwork associated with program

- Assistant Instructors
  - Training
    - Certified FF II
    - Suppression Credentialed PSFA Instructor
    - Attended a CCPSTC instructor orientation program
    - ISO
    - Certified Instructor 1
  - Utilized to build and ignite fire sets, instruct interior teams, and assist Lead Instructor in completing training evolutions

- Safety Officer (1)
  - Must be appointed Safety Officer by the Fire Company
  - Must have two years experience as a Safety Officer
  - Must complete a CCPSTC Facility Orientation program
  - Must attain one of the following:
    - Certified FF II
    - NFA Incident Safety Officer program
  - Responsible for overall site safety under the supervision of the CCPSTC facilitator
  - Has ultimate authority to stop, suspend, or alter training exercises based on observable and audible unsafe conditions.
  - Facilitators are not permitted to participate in training evaluations
  - Departments only need to provide a Safety officer for company level drills
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 unless it is a sanctioned activity under an ETA

Termination of Training

- All interior rooms and the exterior of the building (i.e. concrete pad) must be swept with the exception of the rooms that were burn in.
- Burn rooms will be left to burn down and cool. Clean up will be done by CCPSTC staff.
- All windows and doors shall 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 and any other training props will be removed from the roof area and placed in the dumpster. (large pieces will be placed with the pallet storage for future burns)
- Grounds around the outside of the building shall be swept and policed for nails, debris and other garbage.
- 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
- Required paper work includes
  - Policy Manual acknowledgement
  - Insurance verification (Sent to CPI before Training begins)
  - Gear inspection
  - Attendance roster
  - Live fire Application
  - Incident report if applicable
  - Sign in and out form
  - Copies of rehab forms
Smoke Maze

The smoke maze is currently located in the Roof simulator only to be used for smoke drills. The interior provides an obstacle course for SCBA / respiratory protection training. The maze is designed for training personnel to work under smoke conditions, zero visibility conditions, and diverse structural conditions. All smoke used in the maze is non-toxic and non-irritating (i.e. produced by smoke generators).

Usage Standards

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 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.
- 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/or Safety Officer shall accompany trainees inside the building.
- The PA State Fire Academy and OSHA facial hair policy shall apply (see Appendix A). 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.
- The exhaust fan can be utilized for emergency ventilation if required.
- A non-toxic smoke generator can be used for any zero visibility evolutions. The smoke fluid should be provided by the respective organization.
Drill Tower

- The drill tower is designed to represent a modern high-rise apartment and office building. Live fire evolutions are not permitted in this building. However, simulated smoke conditions can be performed by using theatrical smoke (non-toxic). The tower is four stories with all floors sloped to permit large streams to be directed into them and then drained. A catwalk connects the drill tower and fire simulator (Burn Building) which can be used for access to either building. A fire department connection (FDC) is available for interior operations for the standpipe system. A maximum pressure of 150 PSI will be utilized when supplying the Fire Department Connection.

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 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 must be on site for evolutions involving the drill tower and is required for each side of the building in use.
- **Standpipe plumbing is to be drained after each use!**
- Aerial devices will have all wheels inside the white lines on the east and west sides of the tower and burn buildings
- **Rappelling exercises require these minimum standards NFPA 1500,1006 and OSHA 29 CFR 1910**
  - 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 delay person must be present during each session for each line in use (CCPSTC prefers the use of a Top delay or Top roping to insure maximum protection against falls)
  - 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!
  - Helmets will be used.

- 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.
Storm Water Management Ponds (SWMP)

Storm water ponds shall not be used for any type of training evolution. Future development may permit training to occur at these locations. At that time procedures will be issued.

Fire Extinguisher Training Area

The Fire Extinguisher Training Area training area is under development. When complete this training area will contain several props that utilize propane gas for portable fire extinguisher and hose line training.

Usage Standards

- For all PSFA, CCPSTC fire department training Full TOG will be Worn by instructors and students. For classes involving the public long pants shoes that cover the toes and heels and at minimum a short sleeve shirt will be worn.
- 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.
- Upon completion of the training exercise, all debris (pins, excess extinguishing agent, etc.) must be removed from the burn area and properly disposed of.
- 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.
- The use of 3 PSFA Suppression instructors will be used in the operation of this prop. 1 for Ignition, 1 with the students and operating the safety valve.
- Backup safety lines must be present to protect personnel during all propane gas fire training evolutions.
- Natural gas / propane usage may be charged to the user agency.
Confined Space Training - This training element is currently taking place in the four story Tower. Using the tower for confined space training will follow the same procedures.

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 a 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). This includes the use of a retrieval device, ventilation equipment, Air monitoring equipment and SCBA.
- 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.

Emergency Vehicle Driving Course (EVOC)

The EVOC area will be utilized predominantly for conducting police, fire, and emergency medical services and Commercial Driving 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 for EVOC courses.
- Company level drivers training the instructor must follow the agencies procedures and qualifications.
- At no time will any apparatus or vehicle exceed a maximum speed of 20 MPH on the driving course or anywhere on the facility.
- Police conducting pursuit or defensive vehicle training may use speeds in accordance with the training being provided
- 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 the EVOC control building, so as to minimize 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, company officer and safety officer.
- Any personnel operating on the pad during driver training exercises will be identified using reflective vests at all times that meet or exceed Pennsylvania DOT standards.
- For the use of the hydrant – prior approval must be granted by the site facilitator.
• Vehicle occupants must wear seat belts at all times. Failure to do so will cause the driver and or occupants to be dismissed from the facility.
• During motorcycle training, appropriate personal protective equipment will include long pants, long sleeve shirt, boots, eye protection, gloves, and helmet.
• Spotters must be utilized for all vehicles backing up. Location of spotter will be the driver side rear and passenger side front in the view of the driver.
• Must have a Safety officer in the observation platform
• When there is only a driver trainee and driver trainer no safety officer is required

**Vehicle Fire Procedures**

The temporary Vehicle fire area has been developed for use on the west side of the training area. The training prop will consist of a vehicle that has had all fluids removed, gas tank removed, and tires removed.

- Fires will be started using a propane torch
- Fuel for the fires will consist of the interior finishes and Class A material
- No more than 3 pallets will be use for each set
- There will be a minimum of two hose lines used 1 for attach and one for back up
- I engine will used to supply attach and back up line
- For PSFA classes the number of instructors will follow the PSFA policy
- For Company level training 1 suppression level instructor is needed
- One safety officer is needed for this training do to the inherent dangers with vehicle fires
- Full TOG will be used by all participating personnel

**Vehicle Rescue Area**

A Temporary Vehicle Rescue area has been set up on the west side of the training area. This area can hold no more than four cars. The cars will have all fluids removed and the gas tank removed before any operations can begin.

- Cars can be placed in any position as long as they are in a stable position
- Full TOG will be worn by all participants
- When complete with the training all the debris will be cleaned up and placed back in the vehicle.
- Vehicles need to be removed from the site with in one week of the completion of the class or company level training.
- Standard vehicle rescue safety precautions will be followed during all vehicle rescue training.
Law Enforcement Procedures

- **Safety** Law Enforcement Personnel utilizing the Centre county Public Training Center (CCPSTC) will maintain a safe training environment at all times.
  
  - Proper risk management measures will be taken prior to and during Training
  - Law enforcement personnel will conduct them selves in a professional manner at all times.
  - An Officer In charge (OIC) or safety officer will be designated to over see all law enforcement training at the facility for each program offered.
  - No loaded weapons will be used on or near the facility or in CPI class rooms.
  - The OIC or safety officer will conduct a weapons safety check before all Training to insure the officers have no loaded weapons or ammunition at the facility.

- **Approved Training** Law enforcement personnel will conduct approved training while utilizing the CCPSTC. Approved Law enforcement training includes, but not limited to:
  
  - Tactics, Techniques, and Procedures necessary for resolving critical incidents
  - Training for high risk warrant service
  - Training for active shooter events
  - Small unit tactics including the use of smoke grenades, diversionary devices, and chemical agents
  - Simunition Training
  - Training for civil disturbance events
  - Mechanical breaching training

- **Facility Maintenance** When concluding training for the day, all personnel will conduct clean up of the facility that was used. This will include:
  
  - Hosing off any ,arks or points created by law enforcement training
  - Collect all training equipment and parts to include Grenade bodies, pins and spoons
  - Collect all disregarded items used at law enforcement training
  - The OIC or Safety officer will conduct a final walk through of the facility with the facilitator to insure proper facility maintenance before releasing the students from the training facility.

Emergency Medical Services Procedures

- **Safety** In general all EMS students will add hear to Standards of Care, BSI usage, Lifting techniques, and Sharps usage and disposal.

- **Facility Usage** EMS training will follow the policies in this manual for the various simulators and class rooms
Scheduling Procedures

For security reasons, users must be registered in order to schedule the CCPSTC. To register, you can visit [www.cpi.edu/CCPSTC](http://www.cpi.edu/CCPSTC) and click on the register link. You will then be directed to enter your organization, name and address, and create a username. Upon submitting this information, you will receive your password – which will enable you to request the site. Other ways to register include sending the following information via US Mail to CPI Adult Education, 540 N. Harrison Rd., Pleasant Gap, PA 16823:

- Organization
- First Name
- Last Name
- Address, City, State, Zip
- Email address

This information can also be sent by:

Phone: (814) 359-2095 CCPSTC Coordinator  
Email: rbaalsamo@cpi.edu  
Fax: (814) 359-4366

Once registered, you can request the site. A site calendar is up-to-date and available at [www.cpi.edu/CCPSTC](http://www.cpi.edu/CCPSTC). You can request your class or facility usage by logging in and going to the “scheduling” section of the website. If your course or module is not listed, you can enter custom training and include information in the comments section of the website.

If internet scheduling of the site is not available to you, you can request the site by:

Phone: (814) 359-2095 CCPSTC coordinator  
Email: rbaalsamo@cpi.edu  
Fax: (814) 359-4366  
Mail: (CCPSTC), 540 N. Harrison Rd., Pleasant Gap, PA 16823

*To request classroom space at CPI for your training event, please follow the above scheduling procedures.*

Please keep in mind that the site is not reserved for you until receive confirmation of your reservation from CCPSTC. Once reserved, your training event will appear on the CCPSTC calendar, located at [www.cpi.edu/CCPSTC](http://www.cpi.edu/CCPSTC).

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

**PSFA Local level and Live Fire/Smoke Programs**

- Companies interested in conducting PSFA Local level or Live fire Training shall Contact CCPSTC Coordinator via Phone, E-mail, fax or through the website a minimum of 2 weeks prior to the requested date of the program. Please follow the procedures list above.  
- The following forms will be completed by the department, instructor and facilitator the day of the event and left in the Mail box near the pavilion bathroom.
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.**

- Attendance roster
- Incident reports if applicable
- Facilitator check in/out form
- Company level check in/out

**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 Contact CCPSTC Coordinator via Phone, E-mail, fax or through the website a minimum of 3 days prior to the requested date of the program. Please follow the procedures list above.

The following forms will be completed by the department, instructor and facilitator the day of the event and left in the Mail box near the pavilion bathroom. The Facilitator will have access to the mail box to retrieve forms.

- 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.**
- Attendance roster
- Incident reports if applicable
- Facilitator check in/out form
- Company level check in/out

If scheduling the facility less than **1 day** prior to the start date of the program, please contact the CCPSTC Staff by e-mail or at (814) 359-2095 to schedule the facility/grounds. If scheduling the site after 3:30 pm the day of the training please call 724-816-9099. **There is no guarantee that the site will be made available to the agency when scheduling at the last minute.**
Emergency Procedures

Companies conducting training at 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 on site. 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.

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. EMS equipment will be located under the pavilion.
- All training activities will be suspended until the emergency at hand has been adequately addressed and is deemed to be under control by the instructional staff.
- Emergency Medical Services will be activated by calling 911 and requesting appropriate resources. The phone is located under the pavilion on the west side. It is in a red case marked emergency. All emergency notification numbers will be located inside this the case.
- Any medical equipment or supplies that need to be replaced or repaired must be reported to the facilitator and recovered from the transporting ambulance if possible.
  - When providing the location which services are required to the dispatch center please utilize the following:

  **Centre County Public Safety Training Center**
  391 N. Harrison Road
  Pleasant Gap, PA 16823

  **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. CCPSTC coordinator will be notified of the incident. During office ours call (814) 359-2095. Evenings and weekends please call the number in the emergency phone case.
- 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 (Preferably before they leave with the patient) or by the end of the training session with a copy saved for CPI.
- The designated representative of CPI must be notified immediately after any incident or accident involving any serious injury and/or death.
- A posting of all contacts for the CCPSTC shall be located at the outdoor class room in the red emergency phone case.
Disciplinary Action

Participating agencies, Instructors, facilitators and private rentals are expected to comply with all the guidelines contained in this document with respect to the areas of the facility that they have reserved or used while on the facility. Participating agencies, Staff, Instructors, facilitators and private rentals will be subject to disciplinary action by the CCPSTC Coordinator for the following reasons:

- Failure to follow the policy manual in its current version
- 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, training props, facility and grounds.
- 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.
- The willful engagement of acts that are unsafe and jeopardize the safety of those on the training grounds and facility.
- Possession, use or sale of alcohol on CCPSTC premises;
- Possession, use or sale of illegal drugs;
- Any action of a criminal or dangerously violent nature; Conduct involving acts of indecency;
- Any inappropriate contact or communications with any student or other person sharing the facility
- Threatening or abusive behavior towards any student, member of CCPSTC staff or visitors;
- Theft of student or CCPSTC property

The CCPSTC Coordinator and the Advisory Board President will conduct an investigation of any incident that involves the list above or any incident that involves injury to students, guests, instructors or other persons on the training facility. And incidents that involved damage to CCPSTC equipment, buildings, grounds, and equipment or property being donated for a program being held at the facility. An investigation will also be conducted when a member from a user agency or the public writes a detailed letter to the coordinator of CCPSTC within 14 days of the incident. As part of the investigation the investigation team will speak with the parties to better understand what happened from their point of view.

Letters are to be mailed to:

Coordinator
540 North Harrison Road
Pleasant Gap, PA 16823
Discipline actions- CCPSTC will use a progressive discipline process. When a discipline action must be taken the Coordinator will follow this progressive discipline procedure for the same offence. If the member engages in another action that requires discipline this new action will begin with a verbal warning. If an action warrants and is severe the CCPSTC Coordinator may enact a discipline action out of order. Examples of these are Injuries caused by Total disregard for CCPSTC, PSFA policy, severe and willful damage to CCPSTC Property, Ext.

1- Oral review/ admonishment (with the exception of the bullets above)
2- Written warning
3- Six month suspension
4- Expulsion from the facility of no less than five years

The Coordinator will provide the Agency or person with a written notice of the discipline action. This notice shall indicate the reason for the discipline action and the period of time for the suspension if that is that is action taken. Carbon copies will also be sent to CPI’s Director of Adult Education and the CCPOSTC Advisory Board for notification purposes only.

Within two calendar weeks (14 days) of receiving the suspension notice, the agency or person may submit a written notice of appeal of the suspension order to the CCPSTC Appeals Board. The letter must be submitted to the Director of Adult Education at CPI. With in thirty calendar (30) days of receiving the appeal, the CCPSTC Appeals Board will meet to consider the appeal and provide the agency or person with a response. Representatives of the agency or the person will be given the opportunity to meet with the CCPSTC Appeals Board to discuss the appeal. The decision of the CCPSTC Appeals Board is final. The appeals board will be made up of five persons. Two from CPI, one of which will be the Director of Adult Education and three from the CCPSTC Advisory Board.

If after a year’s time from the beginning date of the disciplined action the member has no further offences of the same nature their personnel file will be cleared of all written documentation from that offence. If the member needs to be disciplined again then they will begin at a verbal warning again and progress onward.

Where criminal or other external legal proceedings have been, or are likely to be, initiated alongside CCPSTC procedures, CCPSTC may liaise with external authorities and will modify this procedure to ensure, as far as is possible, that court or other proceedings are not prejudiced.
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: _____________
Name of CCPSTC Facilitator: _________________________________________________

AREAS OF FACILITY REQUESTED:

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

Reason for Use: ____________________________________________________________

B. TO BE COMPLETED BY LEAD INSTRUCTOR

Lead Instructor: ____________________________________________________________
Assistant Instructors: _______________________________________________________
Safety Officer: _____________________________________________________________

C. CCPSTC
Schedule training approved (yes) (no)
Coordinator Signature_______________________________________
CENTRE COUNTY TRAINING CENTER
LIVE FIRE/SMOKE DRILL TRAINING APPLICATION
This form must be submitted to CENTRE COUNTY EMA 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
PSFA Suppression Instr., CCPSTC Facility Orientation
Centre County Facilitator: __________________________________

<table>
<thead>
<tr>
<th>Position</th>
<th>Name/Address</th>
<th>Credentials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lead Instructor</td>
<td>PSFA Suppression Instr., CCPSTC Facility Orientation</td>
<td></td>
</tr>
<tr>
<td>Safety Officer</td>
<td>PSFA Suppression Instr., CCPSTC Facility Orientation</td>
<td></td>
</tr>
<tr>
<td>Assistant Instructor</td>
<td>PSFA Suppression Instr., CCPSTC Facility Orientation</td>
<td></td>
</tr>
<tr>
<td>Assistant Instructor</td>
<td>PSFA Suppression Instr., CCPSTC Facility Orientation</td>
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</tr>
<tr>
<td>Assistant Instructor</td>
<td>PSFA Suppression Instr., CCPSTC Facility Orientation</td>
<td></td>
</tr>
<tr>
<td>Assistant Instructor</td>
<td>PSFA Suppression Instr., CCPSTC Facility Orientation</td>
<td></td>
</tr>
</tbody>
</table>

I certify that the above listed instructional staff meets all the requirements for their respective positions as outlined in the Centre County Center Operations Manual.

Signature: ____________________________ Title: ______________________________

Application Received: _________________ Training Approved: __________________
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: _____________________________________________________________

_____________________________________________________________________

PLEASE LIST NAMES OF STUDENTS ATTENDING THE TRAINING

1. 16.

2. 17.

3. 18.

4. 19.

5. 20.

6. 21.

7. 22.

8. 23.


10. 25.


12. 27.

13. 28.

14. 29.

15. 30.

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
<table>
<thead>
<tr>
<th>Date Reported: ___________________</th>
<th>Time Reported: _____________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Incident: ____________</td>
<td>Time of Incident: ____________</td>
</tr>
<tr>
<td>Street Address of Incident: ____________________________________________</td>
<td></td>
</tr>
<tr>
<td>Municipality: ___________________</td>
<td>FSC#: ___________________</td>
</tr>
<tr>
<td>Type of Incident: [ ] Student Injury  [ ] Instructor Injury  [ ] Property Damage  [ ] Other ___________________</td>
<td></td>
</tr>
<tr>
<td>Name of Injured or Equipment Type: ______________________________________</td>
<td></td>
</tr>
<tr>
<td>Address: _____________________________________________________________</td>
<td></td>
</tr>
<tr>
<td>Phone: ___________________________</td>
<td></td>
</tr>
<tr>
<td>SSN: ___________________________</td>
<td>Date of Birth: ______________</td>
</tr>
<tr>
<td>Organization: ___________________</td>
<td>Chief: ______________________</td>
</tr>
<tr>
<td>Nature of Injury/Illness/Damage: ________________________________________</td>
<td></td>
</tr>
<tr>
<td>Indicate Location of Injury or Damage: _______________________________</td>
<td></td>
</tr>
<tr>
<td>Severity: [ ] Disabling  [ ] Non-Disabling  [ ] Fatality  [ ] Unknown (Requires follow-up)</td>
<td></td>
</tr>
<tr>
<td>Level of Care: [ ] Treated at Scene  [ ] Transported to Medical Facility  [ ] Refused Treatment  [ ] None Required</td>
<td></td>
</tr>
<tr>
<td>Name of Agency Providing Treatment/Transport: ___________________________</td>
<td></td>
</tr>
<tr>
<td>Name of Medical Facility: _____________________________________________</td>
<td></td>
</tr>
<tr>
<td>Instructor Recommendation for Prevention of Recurrence: ___________________</td>
<td></td>
</tr>
<tr>
<td>Injured Party Recommendation for Prevention of Recurrence: ___________________</td>
<td></td>
</tr>
<tr>
<td>Cause: [ ] Fall  [ ] Struck By Object  [ ] Lifting  [ ] Sharp Object  [ ] Thermal/Burns  [ ] Action  [ ] Other ___________________</td>
<td></td>
</tr>
<tr>
<td>Unsafe Act: [ ] Yes  [ ] No ____________________________________________</td>
<td></td>
</tr>
<tr>
<td>Unsafe Condition: [ ] Yes  [ ] No ________________________________________</td>
<td></td>
</tr>
</tbody>
</table>
**Centre County Public Safety Training Center**  
**INCIDENT REPORT**  
(Please print/type)  

<table>
<thead>
<tr>
<th>Sketch Attached: [ ] Yes [ ] No</th>
<th>Photos Attached: [ ] Yes [ ] No</th>
</tr>
</thead>
</table>

**Narrative:**
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

**Witness Information:**

| Name:_________________________ | Name:_________________________ |
| Address:_______________________ | Address:_______________________ |
| Phone:________________________ | Phone:________________________ |

**Lead Instructor:**
____________________________________________________________________

**Additional Instructors:**
____________________________________________________________________

**Course Name:**_________________________  ETA:________________________

**Additional Notifications:**

[ ] Chief/Company Officer_________________________  [ ] County EMA_________________________  
[ ] ETA Representative_________________________  [ ] 9-1-1 Center_________________________  
[ ] PFSA Representative_________________________  [ ] Police_________________________  
[ ] Coroner_________________________  [ ] Other_________________________

**Report Completed by:**_________________________  
Signature:_________________________  Date:_________________________

**Injured Party Signature:**_________________________  
Date:_________________________

**Copy Provided To:**

[ ] Chief  [ ] EMA  [ ] ETA  [ ] PFSA  [ ] Injured Party  
[ ] Other_________________________
Centre County Public Safety Training Center
Check In/Out

Organization: ________________________________ Date: ____________

Prior to use:

1. (yes) (no) All supervisors appointed  (yes) (no)
   Facilitator ______________________________
   OIC ______________________________
   Safety Officer ______________________
2. (yes) (no) Facility walk through completed (yes) (no)
3. (yes) (no) Damage found
   Please List _________________________________________________
4. (yes) (no) Facility Paper work completed (yes) (no)

Burn being conducted: This Area Not Applicable: (N/A)

1. (yes) (no) Pre-burn walk-through completed for all members________
2. (yes) (no) EMS Stand by
   Agency performing stand by _________________________________
3. (yes) (no) Accountability system in place________
4. (yes) (no) Safety Lines in place
5. (yes) (no) Instructor Briefing
6. (yes) (no) Student Briefing
7. (yes) (no) PPE Inspection completed
8. (yes) (no) Burn building walk through
9. (yes) (no) RIT in place
10. (yes) (no) RIT Safety Line
11. (yes) (no) Attack lines in place
12. (yes) (no) Official relation ship paper work completed
13. (yes) (no) All facets of S.O.P. understood_________ (OIC initials)

Conclusion of Training:

1. (yes) (no) Facility walk through
2. (yes) (no) Damage found
   Please List _________________________________________________
3. (yes) (no) Garbage picked up
4. (yes) (no) Building lights turn off
5. (yes) (no) Debris cleaned up
6. (yes) (no) All facility equipment returned

Following burn: This Area Not Applicable: (N/A)

1. (yes) (no) Post-burn walk-through completed
   (OIC initials) ________ (Facilitator initials) _________
2. (yes) (no) Wash down around Burn building (yes) (no)

Comments: __________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

Facilitator Signature___________________

Organization Representative Signature_________________________
Date: August 8, 2002 – Reissued

Subject: Facial Hair/Self Contained Breathing Apparatus (SCBA) Use

To: All Local Level Instructors
    County/Regional School Committees
    Certification Field Test Sites

From: Timothy L. Dunkle, Administrator
Pennsylvania State Fire Academy

The issue of facial hair on firefighters has long plagued the fire service and, specifically, fire training programs. Concern has been centered on the effect of facial hair has on the safety of a facepiece seal on SCBA.

After reviewing all evidence pro and con, pertinent legal decisions, Federal regulations and other relevant data, we at the Pennsylvania State Fire Academy have determined that the wearing of beards or other facial hair (other than a trimmed mustache) is incompatible with the duties of persons directly involved (or who may become directly involved) in operations at emergency scenes where SCBA is or may be required.

In keeping with this determination, and in order to protect the interests of both students and the Commonwealth, it shall be the policy of the Pennsylvania State Fire Academy that persons taking part in any class whose subject matter involves the use or potential use of SCBA in any simulated or actual irrespirable or potentially irrespirable atmosphere as part of class activity shall be clean shaven, except for the option of a well trimmed mustache. Other hair will be worn in such a manner as to preclude interference with a SCBA facepiece seal and to be substantially covered by protective clothing.

The final determination as to whether an individual meets this criterion shall rest with the instructor(s) of the class. Instructors and sponsoring officials of county or regional training activities shall be held fully accountable for adherence to this policy. Students not in compliance will be deemed to have not satisfied class completion criteria, and will not be issued certificates.

We feel that this policy will serve the best interests of the students and will set a positive example for day-to-day fire service operations.

This policy is in effect as to the conduct of courses of the Pennsylvania State Fire Academy Resident and Local Level training programs, and the Voluntary Fire Fighter Certification program.

Supersedes Facial Hair/SCBA Use Memo dated June 10, 1991
APPENDIX B

Centre County Emergency Services Training Center
Operations and Procedures Manual

Acknowledgement:

I have read and agree to comply with the terms of Operations and Procedures Manual for the Centre County Emergency Services Training Center which establishes standard operating procedures for the use of the Center. I understand that a violation of the procedures in this Manual may result in the loss of the privilege to use the Center and may include civil and criminal liability.

I further understand that this acknowledgement shall be retained permanent record for the Centre County Emergency Services Training Center

___________________________________________  ________________________________
Date                                               Signature
# Appendix C

## Acronyms

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCPSTC</td>
<td>Centre County Emergency Services Training Committee</td>
</tr>
<tr>
<td>CPI</td>
<td>Central Pennsylvania Institute of Science and Technology</td>
</tr>
<tr>
<td>CCPSTC</td>
<td>Centre County Public Safety Training Center</td>
</tr>
<tr>
<td>CFR</td>
<td>Crash, Fire, Rescue</td>
</tr>
<tr>
<td>EMS</td>
<td>Emergency Medical Services</td>
</tr>
<tr>
<td>ETA</td>
<td>Education Training Agency</td>
</tr>
<tr>
<td>EVOC</td>
<td>Emergency Vehicle Operations Course</td>
</tr>
<tr>
<td>FDC</td>
<td>Fire Department Connection</td>
</tr>
<tr>
<td>FF</td>
<td>Fire Fighter</td>
</tr>
<tr>
<td>NFPA</td>
<td>National Fire Protection Association</td>
</tr>
<tr>
<td>NFA</td>
<td>National Fire Academy</td>
</tr>
<tr>
<td>OIC</td>
<td>Officer in Charge</td>
</tr>
<tr>
<td>OSHA</td>
<td>Occupation Safety and Health Agency</td>
</tr>
<tr>
<td>PSFA</td>
<td>Pennsylvania State Fire Academy</td>
</tr>
<tr>
<td>SCBA</td>
<td>Self Contained Breathing Apparatus</td>
</tr>
<tr>
<td>SFA</td>
<td>State Fire Academy</td>
</tr>
<tr>
<td>SOP</td>
<td>Standard Operating Procedure</td>
</tr>
<tr>
<td>SWMP</td>
<td>Storm Water Management Ponds</td>
</tr>
</tbody>
</table>
October 11, 2007

RE: Insurance release from users of the Centre County Public Safety Training Center

Certificate Holder: County of Centre, – and - Central Pennsylvania Institute of Science and Technology

To whom it may concern:

Thank you for your interest in the Centre County Public Safety Training Center (CCPSTC)! In order to begin utilizing the facility, it is necessary for your organization to submit a certificate of liability insurance, listing the County of Centre and the Central Pennsylvania Institute of Science and Technology as Certificate Holders. The certificate should be sent to:

Attn: Adult Education
Central Pennsylvania Institute of Science and Technology
540 N. Harrison Road
Pleasant Gap, PA 16823
Fax: (814) 359-3489

Attached is a document outlining insurance requirements. If you have questions about the requirements outlined in the attachment, please contact:

Tom McKee - The Hartman Agency
State College Office
1051 Shiloh Road
State College, PA 16801
Ph: (814) 231-0100

Thank you for your participation and I look forward to working with you at the training site!

 Regards,

Todd Taylor, Director
Adult and Post-Secondary Education

Enclosures: 2
Indemnification and Insurance Stipulations/Requirements for the use of the
CPI Emergency Training Facility

Indemnification

Facility User shall indemnify, defend (at Facility User’s sole expense) and hold harmless the County of Centre (County) and the Central PA Institute of Science and Technology (CPI) from and against any and all claims, demands, damages, actions, causes of actions, suits, losses, judgments, obligations and any liabilities, costs and expenses (including but not limited to investigative and repair costs, attorneys’ fees and costs) which arise from bodily injury, death or damage to property that are in any way connected with the use of the facility by Facility User or its agents. These indemnity and defense obligations shall apply to any acts or omissions, negligent or willful misconduct of the Facility User, its employees or agents, whether active or passive. Said indemnity and defense obligations shall further apply, whether or not said claims arise out of the concurrent act, omission or negligence of the County and/or CPI whether active or passive. Facility User shall not be obligated to indemnify or defend County or CPI for claims found to be due to the sole negligence or willful misconduct of County or CPI.

Facility User’s indemnification and defense obligations hereunder that arise from the Facility use shall extend to claims submitted after this agreement is terminated as well as while it is in force, and shall continue until it is finally adjudicated and any and all actions against the County or CPI for such matters which are indemnified hereunder are fully and finally barred by applicable laws.

Insurance

Upon execution of this Agreement, and prior to the Facility User’s entering the premises, the Facility User shall carry commercial general liability insurance on ISO form CG 00 01 10 01 (or a substitute form providing equivalent coverage acceptable to the County and CPI). The Facility User shall provide CPI with a Certificate of Insurance and Additional Insured Endorsement naming the County and CPI as Additional Insureds thereunder. Additional Insured coverage shall apply as primary insurance with respect to any other insurance afforded to County and CPI. The coverage available to the County and CPI, as Additional Insureds, shall not be less that $1 million Each Occurrence, $2 million General Aggregate (subject to a per location general aggregate provision), $2 million Products/Completed Operations Aggregate, and $1 million Personal and Advertising Injury limits. Such insurance shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal and advertising injury, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract). All coverage shall be placed with an insurance company reasonably acceptable to the County and CPI. Coverage shall be afforded to the Additional Insureds whether or not a claim is in litigation.

The insurance coverage required in the previous paragraph shall be of sufficient type, scope and duration to ensure coverage for the County and CPI for liability related to any occurrence date within the applicable statutes of limitation and/or repose which pertain to any use of the Facility by the Facility User.

Each Certificate of Insurance shall provide that the insurer must give the County and CPI at least 30 days’ prior written notice of cancellation of the Facility User’s coverage, except for non-payment of premium when 10 days written notice is required.

Additional coverage shall be no less than the following:

Workers Compensation and Employers Liability Insurance: As required by law and affording 30 days written notice to the County and CPI prior to cancellation or non-renewal, except for non-payment of premium when 10 days written notice is required.

Business Automobile Liability Insurance: Written in the amount of not less than $1 million Each Accident.
INSURANCE REQUIREMENTS

(Give this page to your insurance representative to obtain a certificate of insurance)

Thank you for your interest in using the Centre County Public Safety Training Center; owned by Centre County Government and operated by Central Pennsylvania Institute of Science and Technology. Our insurance carriers require that any group using the facility must provide a certificate of insurance meeting the following requirements:

POLICY LIMITS

$1,000,000 per occurrence on General and Vehicle Liability
Statutory Limits on Workers Compensation
Minimum of 30 days notice of cancellation or non-renewal
All liability policies must provide cross-liability coverage as would be achieved under the standard ISO separation of insured clause.

ADDITIONAL INSURED LANGUAGE

Name as Additional Insured for Premises and Products/Completed Operations Liability:

Central Pennsylvania Institute of Science and Technology and Centre County Government

Certificate Holder:
Central Pennsylvania Institute of Science and Technology
Pleasant Gap, PA

County of Centre
Bellefonte, PA

RENEWAL CERTIFICATES

Must be provided at least 30 days prior to expiration
Centre County Public Safety Training Center
Fixed Burn Facility
Safety Plan

Index

1) Safety Zone

2) EMS
   2.1 Staging
   2.2 Medical/ Trauma Emergencies
   2.3 Instructor/ Student Roles
   2.4 Rehab

3) Mayday
   3.1 Radio Communications
   3.2 Instructor/ Students Roles

4) Evacuations
   4.1 Radio Communication
   4.2 Training Ground Alert

5) Accountability

6) Air Management

7) Instructor/ Student Briefings

8) Weather
   8.1 Lighting
   8.2 Heat/cold

9) RIT
1) **Safety Zone**- The Safety Zone for the burn building is marked by white lines on the east and west sides of the burn building. The area between these lines is designated as the safety zone. All personnel and guests operating in this zone will be required to have PPE on as described in the Pennsylvania Fire Academy Burn Policy No. 2006-02 dated February 24th of 2006

2) **Emergency Medical Services**- EMS procedures will follow the Guidelines from the Pennsylvania Fire Academy Burn Policy No. 2006-02 dated February 24th of 2006.

   2.1- Staging- EMS vehicle will stage on the north end of the training grounds near the pavilion. If no vehicle is present the Medical personnel will stage under the pavilion where the facility medical equipment will be stored.

   2.2- Medical/ Trauma Emergencies- When an emergency occurs, the designated instructors only will move and tend to those persons that have been injured or become ill. The patients will be taken to EMS staging unless their condition dictates that EMS go to them, with the exception of going into the burn building.

   2.3- Instructor/ Student Roles- Only designated instructors and EMS personnel will move those that have been injured or become ill. The rest of the instructors and students will continue with their job assignments or return to staging if told to do so. An instructor may use students to help move patients if necessary.

   2.4- Rehab- Rehab will be set up under the pavilion for all students and instructors. Students will go through rehab after every rotation. After each scenario the instructor will go through rehab.

3) **Mayday procedures**- The term “Mayday” will be used for all true emergencies that occur in the burn building.

   3.1- Radio communication- All students will be in the company of an instructor. When there is an emergency in the building that requires help the instructor will call a mayday over the radio for themselves or students to command. All radio traffic will standby until mayday has been acknowledged and cleared. Command will then direct the mayday incident.

   3.2- Instructor/ Student Roles- When a mayday is called all student crews will finish suppressing fire if needed and then move to the designated staging area for evacuations with instructors. Designated instructors will assist with the mayday. As well command will notify EMS.

4) **Evacuations**

   4.1- Radio Communication- When a building evacuation is needed, any instructor can call an evacuation over the radio to command and command will initiate the evacuation.

   4.2 – Training Ground Alert- When an evacuation is needed and/or has been called over the radio the Engine operator will alert all personnel by applying the air horn on the engine in one long blast.

   4.3- Staging- When an evacuation has been called all students and instructors will move to the Flashover Simulator bleachers for an accountability check. All students will stay in this location until further directions are given to them.
5) **Accountability** - An approved accountability system will be used during all live fire exercises. Accountability will follow the Pennsylvania Fire Academy Burn Policy No. 2006-02 dated February 24th of 2006.

6) **Air Management** - All students and instructors will follow the theory of thirds for air management. The first third will be used to make entry and do work. The second third is for egress and the last third the reserve air supply. This last third is a reserve air supply and should never be used.

   (Using this air management technique the individual using the SCBA should never breathe down the SCBA to the point the quarter service alarm sounds.)

   Education in this concept will need to be completed to help implement this section of the policy. However the instructors should make every effort to have all of their crews out of the building before their quarter service alarm begins to sound.

7) **Instructor/ Student briefings** - All briefings will be conducted at the beginning of the training session and will follow the Pennsylvania Fire Academy Burn Policy No. 2006-02 dated February 24th of 2006.

8) **Weather**

   8.1- Lighting - When lighting is spotted while on the training facility all activities will stop and personnel will take shelter under the pavilion or in the red building. CCPSTC staff will check the weather report and radar on the severity of the weather. When the sky has been clear of lighting for twenty minutes (20) then the training can begin again.

   8.2- Heat/Cold - Heat and cold emergencies will be dealt with by Rehab. If rehab determines that a student or instructor shows signs of heat or cold related issues (Heat exhaustion or Hypothermia) rehab will take corrective actions. The lead instructor needs to also prepare for heat and cold related issues and planning for certain accommodations for student rehab. (i.e. fluid replacement, air conditioning and heated rehab areas, and the use of misters.)

9) **RIT** - RIT operations will follow the Pennsylvania Fire Academy Burn Policy No. 2006-02 dated February 24th of 2006. RIT will stage out side the safety zone and in a location that is accessible to the entire burn building.
PURPOSE: This policy is designed to create a safe instructional environment during fire suppression and non-suppression training evolutions involving live fires for acquired structures, fixed class A structural fire training buildings, and fixed LPG/LNG structural fire training buildings as well as other courses involving live fire. It consists of the steps to follow in setting up State Fire Academy approved drill, preparing the training site, and running the evolution. These procedures shall be followed on all live fire drills, as well as smoke drills using live fire. These procedures are in accordance to NFPA 1403.

I. PERSONNEL QUALIFICATIONS AND RESPONSIBILITIES: The Qualifications and responsibilities for personnel who are to be conducting the training evolution are listed below. These qualifications were designed to insure that individuals with the appropriate training and experience are in charge of the drill ground. * Note - if Live Fire is being used as part of the Interior Firefighter (ELIF) course, ALL Instructors of record must be Delmar accredited*

A. LEAD INSTRUCTOR shall be:

1. Accredited by the Pennsylvania State Fire Academy as a Suppression SBS Instructor.

2. Approved as Lead Instructor by the State Fire Academy Fire Service Education Specialist-Field Supervisor and ETA if applicable

3. Responsible for insuring a productive, safe learning environment during live fire burn evolutions, and for full compliance with these guidelines. He/she shall also be responsible to select Assistant Instructors in accordance with Section I, item B, C, D and E of this document and shall utilize an Incident Command System (ICS).

4. Responsible for making the decision to ignite the training fire in coordination with the Safety Officer.

B. ASSISTANT INSTRUCTORS shall be:

1. Accredited by the Pennsylvania State Fire Academy as a Suppression SBS Instructor.

2. Chosen by the Lead Instructor, subject to the approval of the State Fire Academy Fire Service Education Specialist-Field Supervisor and ETA if applicable.

3. Responsible to:
   a. Perform all functions assigned to him/her by the Lead Instructor.
   b. Assure that at no time any individual is alone in the burn room area

4. Only Suppression-SBS Instructors approved by the PA State Fire Academy will direct and supervise the students involved in the live fire activities.
C. SAFETY OFFICER shall be:

1. Accredited by the Pennsylvania State Fire Academy as a Suppression SBS Instructor.

2. Approved by the State Fire Academy Fire Service Education Specialist– Field Supervisor and ETA if applicable

3. Responsible to:
   a. Appoint any Assistant Safety Officer (subject to the approval of the State Fire Academy Fire Service Education Specialist–Field Supervisor.) The qualifications for Assistant Safety Officers shall be the same as those for the Safety Officer.
   b. Ensure that the Lead Instructor has complied with all the standards of this policy.
   c. Observe and record all unsafe acts, and/or conditions on the drill ground including if the conditions are:
      (1) Minor in nature, he/she shall inform the Lead Instructor to correct them.
      (2) Serious in nature, he/she may use his/her discretion. His/her discretionary power allows the safety officer to stop a drill from continuing, with proper notification to the Lead Instructor.
   d. Intervene to stop a potential accident or dangerous situation whenever an unsafe situation arises. **In such instance, the safety officer shall become the senior ranking individual on the drill ground, regardless of his/her rank!**
   e. Conduct a search of the structure to ensure that no unauthorized persons, animals, or objects are in the building immediately prior to ignition
   f. Assure that at no time any individual is alone in the burn room area.

4. Assist the Lead Instructor in providing for the safety of all persons on the scene (including instructors, students, and bystanders) from incidents likely to cause personal injury, and/or equipment damage.

5. Be accountable to the State Fire Academy Fire Service Education Specialist-Field Supervisor for exercising his /her authority to intervene in the evolution.

6. Determine upon arrival at a live fire drill if the weather creates a potential menace. If it does, he/she will have the authority to cancel the drill in accordance with Section VII.

D. IGNITION OFFICER shall:

**(Acquired and Fixed Facility – Class A Fuels)**

1. Be accredited by the Pennsylvania State Fire Academy as a Suppression SBS Instructor.

2. Be chosen by the Lead Instructor subject to the approval of the State Fire Academy Fire Service Education Specialist- Field Supervisor and ETA if applicable

3. Control the materials being burned.

4. Wear full protective clothing, including self-contained breathing apparatus (SCBA) when performing this control function.
5. Be accompanied by a charged hose line when he/she is igniting any fire.

6. Be in the presence of and under the direct supervision of the Safety Officer when igniting the initial fire.

7. Be responsible for adding all materials to the fire sets for repetitive fires (Fixed Facility LPG/LNG)

1. Be accredited by the management of the fixed facility per their written policy (suggested Suppression Instructor level).

2. Be responsible for controlling the fuel and igniting all fires per fixed facility written policy.

E. RAPID INTERVENTION TEAM (RIT) OFFICER shall be:

1. Accredited by the Pennsylvania State Fire Academy as a Suppression SBS Instructor.

2. Chosen by the Lead Instructor subject to the approval of the State Fire Academy Fire Service Education Specialist- Field Supervisor and ETA if applicable.

3. In charge of a team of no less than six (6) individuals, two (2) of which shall staff the Safety/Backup line and four (4) to serve as the RIT. Students MAY be utilized for this function.

* Duties, suggested training level, and minimum equipment for RIT is found in Appendix G.

F. SUPPORT PERSONEL shall:

1. Include but not be limited to; apparatus operators, rehab, traffic control and EMS standby. They shall not be a student nor counted as an Instructor.

2. Be trained and competent in their duties as assigned.

3. Wear PPE appropriate for their duties.

II. POLICIES AND PROCEDURES FOR LIVE FIRE DRILLS AT ACQUIRED STRUCTURES:

A. Prior to the drill:

1. The Lead Instructor (instructor of record) and Safety Officer will inspect the structure to determine if live fire training can be safely conducted and it is suitable for the drill. The Lead Instructor must obtain a release of liability letter from the property owner and applicable Burn Permit(s) from the municipality in which the drill(s) are being conducted. These letters must release all personnel and all agencies involved from any claim for loss resulting from the programs activities, and that all insurance coverage has been canceled. The Lead Instructor is responsible to submit the Application for Open Burning Exception for Firefighting Instruction (Appendix A) and the Request for Burn Drill (Appendix B) to the PA State Fire Academy Field Supervisor responsible for the county where the live drills are being conducted. These applications must be submitted at least forty-five (45) days before the anticipated drill. A copy of these forms must be present on the drill ground during live fire training drills.

2. After inspecting the structure, the Lead Instructor shall fill out the Live Fire Checklist (Appendix C) as each step occurs and it must be present at the drill site.
3. The Fire Service Education Specialist-Field Supervisor shall answer the Lead Instructor's request in writing at least ten (10) days prior to the drill. This letter will contain the approval/ disapproval of the requested drill, and the approval/disapproval of the requested instructors.

4. The Lead Instructor is responsible to notify all personnel (i.e., Assistant Instructors, Safety Officer, Ignition Officer, RIT Officer, Students) of the drill, and the time and location of where to report.

5. The Lead Instructor is responsible to obtain all necessary equipment needed for the drill (i.e. hand tools, SCBA, fire apparatus, etc.).

B. At the drill site:

1. To insure that all personnel are familiar with what is expected of them during the drill, there will be two briefings:

   a. **Instructors' Briefing** - ALL instructors as well as the Safety Officer, Ignition Officer and RIT Officer will meet at the structure one and one half (1-1/2) hours prior to the drill and duty assignments will be made. All instructors plus the safety officer will complete a walk through to familiarize themselves with the structure(s).

   b. **Students' Briefing** - ALL students will meet at the structure site one (1) hour prior to the start so students can be informed as to what is expected of them. Instructors, Safety Officer, RIT Officer and Ignition Officer will be introduced. Protective clothing and gear will be inspected. Students who have never been in the structure will be walked through so they can be familiarized with the layout. Students will be assigned into teams (squads).

   c. **Smoke Only** - Instructors will meet one (1) hour prior to the start of the drill, and students will report one-half (1/2) hour early for assignments.

2. There are three PSFA classifications of hose lines:

   a. **Attack lines** - are those hose lines used to suppress a fire, actively.

   b. **Back-up lines** - are those being used for supporting the attack line crews.

   c. **Safety Lines** - are those kept outside the structure, but at the ready in case of emergency.

   * NFPA 1403 4.2.23 has no classification of “Safety Line”, PSFA Safety Line is intended as the NFPA Backup Line, PSFA Backup is intended to be integral as part of the NFPA Attack Line.

The number and size of attack and back-up lines used is at the discretion of the Lead instructor. Any attack or back-up line will be capable of delivering a minimum of 95 gpm. **There shall be one instructor with each hose line being actively used inside the structure during the drill, regardless of the number of students.** There will be one instructor for each five students actively participating in the drill. Students on break do not need to have an instructor assigned to them.

Safety lines are **always** required. The Safety line will be part of RIT as defined in Section I.E.3. The line shall be a length adequate to access and attack in a fire anywhere in the structure. The safety line is only to be used if there is a perceived emergency in the structure.

3. The water supply for an individual live fire training evolution shall be assessed based on the extent of the evolutions, size and structure of the building and contents to be involved, method of attack to be employed, protection of exposures, and reserves for potential unexpected problems.
The minimum water supply and delivery rates for the live fire training evolutions shall meet the criteria established in NFPA 1142, *Standard on Water Supplies for Suburban and Rural Fire Fighting*, published by the National Fire Protection Association (NFPA).

A minimum reserve water supply of at least 50 percent of the total fire load demand shall be available to handle exposure protection or unforeseen situations. The safety line shall be on a separate water source. This may be a second pumper either using its water tank as a source, or hooked up and prepared to draft from a natural water source or a hydrant from a different supply source. In any case, the safety lines will be on a separate water source than the backup or attack lines.

4. **The danger zone** will be the immediate area around the structure. The danger zone will be determined by multiplying the building height times 1.5, that distance will then be measured outward from the base of the structure and instituted/enforced by the Safety Officer. NO civilians or any other persons not members of the class wearing appropriate protective clothing will be allowed to enter the danger zone. (NOTE: it may be necessary to rope off the area, and/or patrol the boundaries of the danger zone to keep civilians out during house burns.)

5. **There must be an ambulance (BLS minimum) with medically trained staff present at all times during the drill.** The personnel staffing the ambulance will NOT be permitted to participate in the drill. The ambulance shall be located near the danger zone, and all personnel involved in the drill must be aware of its location.

6. A personnel accountability system shall be established for all drill participants (instructors and students) which will allow the lead instructor or other observers to, at any given point during the evolution, determine the name and approximate location (i.e. interior, exterior, Rehab, etc.) of each participant. A recognized emergency "evacuation" signal must be identified to all participants in the drill.

C. **Protective Clothing:**

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, SCBA, and a personal alert safety system (PASS) device are being properly worn and are in serviceable condition.

Prior to participating in any activity in Structural Burn Session courses, a visual inspection of all protective clothing used by **ALL** personnel participating in the drill activity will be completed. Inspection of protective clothing will be the responsibility of the Lead Instructor and will involve inspection of protective clothing worn by students, instructors and safety personnel. The PA State Fire Academy “Personal Protective Equipment Inspection List” (*Appendix D*) shall be used and filled out completely for **ALL** personnel participating in the drills. **ALL** instructors shall lead by example by wearing appropriate PPE.

In addition to the inspection of protective clothing, **ALL** personnel shall wear a long sleeve shirt and long pants or long sleeve coveralls under their protective clothing while participating in live structural burn activities.


• Self-contained breathing apparatus, SCBA, shall meet the requirements of NFPA 1981, Standard on Open-Circuit Self-Contained Breathing Apparatus for Fire and Emergency Services, including low air alarm, positive pressure regulator, and functional PASS alarm (when purchased).

All students, instructors, safety personnel, and other personnel shall properly wear all protective clothing and equipment whenever these persons are involved in any evolution or fire suppression operation during the live 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 one or more of the following conditions exist:

(a) Operating in an atmosphere that is oxygen deficient or contaminated by products of combustion, or both.

(b) Operating in an atmosphere that is suspected of being oxygen deficient or contaminated by products of combustion, or both.

(c) Operating in any atmosphere that may become oxygen deficient or contaminated, or both.

(d) Operating below ground level.

D. During the evolutions:

The fuels that are utilized in live five training evolutions shall have known burning characteristics of such a nature to be controllable as possible. Unidentified materials, such as debris found in or around the structure, which may burn in unanticipated ways, react violently, or create environmental/health hazards, shall not be used.

1. **ONLY CLASS "A" MATERIALS WILL BE USED IN THE FIRE** (clean pallets or untreated lumber): Pressure treated wood, mattresses, over stuffed furniture, rubber and plastic materials shall not be used.

2. **No Flammable/Combustible** liquids shall be used on any fire.

3. Only **one** fire at a time shall be permitted within an acquired structure

4. Proper fire fighting practices and procedures will be followed at all times.

5. Fires will be of a reasonably small size. That is to say that the fire should not be of a size that is uncontrollable when personnel are inside or about to enter the structure. **No more** than four (4) pallets of average size or comparable amount of Class A material (lumber) shall be used per fire.

6. **All PA State Fire Academy and Fixed Site Policies will take precedent and be followed at fixed structural burn buildings when PSFA courses are being conducted.**

NOTE: This Policy shall be followed on every live fire drill to insure the safety of all personnel. Every effort should be taken by the instructional staff to approximate a controllable and organized structural fire attack with the maximum attention to the safety of all the participants of the drill.

E. Closing of Commonwealth Highways.

1. In the event that a Commonwealth highway is anticipated to be closed for any reason during the training a SPECIAL EVENT FORM must be filled out and sent to the appropriate Penn DOT District Office. (APPENDIX H)
III. POLICIES AND PROCEDURES FOR LIVE FIRE DRILLS AT FIXED FACILITIES – CLASS A FUELED

A. Prior to the drill:

1. The Lead Instructor shall contact the management of the fixed facility to ensure that appropriate DEP and/or County Dept of Health regulations/permitting process have been met for the scheduled drill.

2. The Lead Instructor is responsible to submit the Request for Burn Drill (Appendix B) to the PA State Fire Academy Field Supervisor responsible for the county where the live drills are being conducted. This application must be submitted at least forty-five (45) days before the anticipated drill. A copy of this form must be present on the drill ground during live fire training drills.

3. The Fire Service Education Specialist-Field Supervisor shall answer the Lead Instructor's request in writing at least ten (10) days prior to the drill. This letter will contain the approval/ disapproval of the requested drill, and the approval/disapproval of the requested instructors.

4. The Lead Instructor is responsible to notify all personnel (i.e., Assistant Instructors, Safety Officer, Ignition Officer, RIT Officer, Students) of the drill, and the time and location of where to report.

5. The Lead Instructor is responsible to obtain all necessary equipment needed for the drill (i.e. tools, SCBA's, fire apparatus, etc.).

B. At the drill site:

1. To insure that all personnel are familiar with what is expected of them during the drill, there will be two briefings:

   a. Instructors' Briefing - ALL instructors as well as the Safety Officer, Ignition Officer and RIT Officer will meet at the burn structure prior to the drill and duty assignments will be made. All instructors plus the safety officer, Ignition Officer and RIT Officer will complete a walk through to familiarize themselves with the structure(s).

   b. Students' Briefing - ALL students will meet at the structure site prior to the start so students can be informed as to what is expected of them. Instructors, Safety Officer, Ignition Officer and RIT Officer will be introduced. Protective clothing and gear will be inspected. Students who have never been in the structure will be walked through so they can be familiarized with the layout. Students will be assigned into teams (squads).

   c. Smoke Only - Instructors will meet one (1) hour prior to the start of the drill, and students will report one-half (1/2) hour early for assignments.

2. There are three PSFA classifications of hose lines.

   a. Attack lines - are those hose lines used to suppress a fire, actively.

   b. Back-up lines - are those being used for supporting the attack line crews.
c. **Safety Lines** - are those kept outside the structure, but at the ready in case of emergency.

* NFPA 1403 4.2.23 has no classification of “Safety Line”, PSFA Safety Line is intended as the NFPA Backup Line, PSFA Backup is intended to be integral as part of the NFPA Attack Line.

The number and size of attack and back-up lines used is at the discretion of the Lead instructor. Any attack or back-up line will be capable of delivering a minimum of 95 gpm. **There shall be one instructor with each hose line being actively used inside the structure during the drill, regardless of the number of students.** There will be one instructor for each five students actively participating in the drill. Students on break do not need to have an instructor assigned to them.

Safety lines are **always** required. The Safety line will be part of RIT as defined in Section I.E.3. The line shall be a length adequate to access and attack in a fire anywhere in the structure. The safety line is only to be used if there is a perceived emergency in the structure.

3. The water supply for an individual live fire training evolution shall be assessed based on the extent of the evolutions, size and structure of the building and contents to be involved, method of attack to be employed, protection of exposures, and reserves for potential unexpected problems.

The minimum water supply and delivery rates for the live fire training evolutions shall meet the criteria established in NFPA 1142, *Standard on Water Supplies for Suburban and Rural Fire Fighting*, published by the National Fire Protection Association (NFPA).

A minimum reserve water supply of at least 50 percent of the total fire load demand shall be available to handle exposure protection or unforeseen situations. The safety line shall be on a separate water source. This may be a second pumper either using its water tank as a source, or hooked up and prepared to draft from a natural water source or a hydrant from a different supply source. In any case, the safety lines will be on a separate water source than the backup or attack lines.

*Exception: A single source shall be sufficient at a training center facility where the water system has been engineered to provide adequate volume for the evolutions conducted and a backup power source or backup pumps, or both, are in place to ensure an uninterrupted supply in the event of a power failure or malfunction.*

4. **The danger zone** will be the immediate area around the structure. The danger zone will be determined by written policy determined by the management of the fixed facility and shall be enforced by the Safety Officer. **NO** civilians or any other persons not members of the class wearing appropriate protective clothing will be allowed to enter the danger zone. (NOTE: it may be necessary to rope off the area, and/or patrol the boundaries of the danger zone to keep civilians out during house burns.)

5. **There must be medically trained staff present at all times during the drill.** The EMS personnel will NOT be permitted to participate in the drill. If an ambulance is on scene shall be located near the danger zone, and all personnel involved in the drill must be aware of its location. (When the cost of a BLS ambulance stand-by is cost prohibitive, a fixed facility may have on site solely dedicated to the live fire and/or smoke training class a minimum of one certified EMT with appropriate medical equipment and supplies as prescribed by the PA DOH that an EMT may use.)

6. A personnel accountability system shall be established for all drill participants (instructors and students) which will allow the lead instructor or other observers to, at any given point during the evolution, determine the name and approximate location (i.e. interior, exterior, Rehab, etc.) of each participant. A recognized emergency “evacuation” signal must be identified to all participants in the drill.

C. **Protective Clothing:**
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, SCBA, and a personal alert safety system (PASS) device are being properly worn and are in serviceable condition.

Prior to participating in any activity in Structural Burn Session courses, a visual inspection of all protective clothing used by ALL personnel participating in the drill activity will be completed. Inspection of protective clothing will be the responsibility of the Lead Instructor and will involve inspection of protective clothing worn by students, instructors and safety personnel. The PA State Fire Academy “Personal Protective Equipment Inspection List” (Appendix D) shall be used and filled out completely for ALL personnel participating in the drills. ALL instructors shall lead by example by wearing appropriate PPE.

In addition to the inspection of protective clothing, ALL personnel shall wear a long sleeve shirt and long pants or long sleeve coveralls under their protective clothing while participating in live structural burn activities.

- Protective coats, protective trousers, helmets, gloves, and footwear shall meet the requirements of NFPA 1971, *Standard on Protective Ensemble for Structural Fire Fighting*, (when purchased).
- Self-contained breathing apparatus, SCBA, shall meet the requirements of NFPA 1981, *Standard on Open-Circuit Self-Contained Breathing Apparatus for Fire and Emergency Services*, including low air alarm, positive pressure regulator, and functional PASS alarm (when purchased).

All students, instructors, safety personnel, and other personnel shall properly wear all protective clothing and equipment whenever these persons are involved in any evolution or fire suppression operation during the live 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 one or more of the following conditions exist:

- Operating in an atmosphere that is oxygen deficient or contaminated by products of combustion, or both.
- Operating in an atmosphere that is suspected of being oxygen deficient or contaminated by products of combustion, or both.
- Operating in any atmosphere that may become oxygen deficient or contaminated, or both.
- Operating below ground level.

**D. During the evolutions:**

The fuels that are utilized in live fire training evolutions shall have known burning characteristics of such a nature to be controllable as possible. Unidentified materials, such as debris found in or around the structure, which may burn in unanticipated ways, react violently, or create environmental/health hazards, shall not be used.
1. **ONLY CLASS "A" MATERIALS WILL BE USED IN THE FIRE** (clean pallets or untreated lumber): Pressure treated wood, mattresses, over stuffed furniture, rubber and plastic materials shall not be used.

2. **NO flammable/combustible liquids** shall be used inside the burn building(s) to start fires. This policy from the fixed facility management shall be in writing and reviewed during the briefing of instructional staff prior to the start of a drill.

3. For **initial** fires, there shall be an Ignition Officer for each fire floor. The Safety Officer shall supervise the ignition of each initial fire.

4. Subsequent fires shall be fueled and/or reignited by an Ignition Officer supervised by an Assistant Instructor assigned to that floor.

5. Proper fire fighting practices and procedures will be followed at all times.

6. Fires will be of a reasonably small size. That is to say that the fire should not be of a size that is uncontrollable when personnel are inside or about to enter the structure. **No more than four (4)** wooden pallets of average size or comparable amount of Class A material shall be used per fire. The management of a fixed facility shall determine the amount of Class A material that will be used per fire. This information will be specific to each burn area of the burn structure(s) and will be in writing. The quantities of materials to be used will be reviewed with the instructional staff prior the start of the drill.

7. All PA State Fire Academy and Fixed Site Policies will take precedence and be followed at fixed structural burn buildings when PSFA courses are being conducted.

   **NOTE:** These general guidelines will be followed on every live fire drill to insure the safety of all personnel. Every effort should be taken by the instructional staff to approximate a controllable and organized structural fire attack with the maximum attention to the safety of all the participants of the drill.

### IV. POLICIES AND PROCEDURES FOR LIVE FIRE DRILLS AT FIXED FACILITIES – LPG/LNG FUELED

A. **Prior to the drill:**

1. The Lead Instructor shall contact the management of the fixed facility to ensure that appropriate DEP or County Dept of Health regulations and permitting processes have been met for the scheduled drill.

2. The Lead Instructor (instructor of record) shall notify the State Fire Academy Fire Service Education Specialist-Field Supervisor of plans to have a **Live Fire Fighting or Live Fire Search and Rescue/SCBA** drill at the fixed facility. This request will be made in writing at least forty-five (45) days prior to the drill. (Appendix B)

3. The Fire Service Education Specialist-Field Supervisor shall answer the Lead Instructor's request in writing at least ten (10) days prior to the drill. This letter will contain the approval/ disapproval of the requested drill, and the approval/disapproval of the requested instructors.

4. The Lead Instructor is responsible to notify all personnel (i.e., Assistant Instructors, Safety Officer, Ignition Officer, RIT Officer, Students) of the drill, and the time and location of where to report.

5. The Lead Instructor is responsible to obtain all necessary equipment needed for the drill (i.e. tools, SCBA's, fire apparatus, etc.).

B. **At the drill site:**
1. To insure that all personnel are familiar with what is expected of them during the drill, there will be two briefings:

a. **Instructors' Briefing** - ALL instructors as well as the Safety Officer, Ignition Officer and RIT Officer will meet at the burn structure prior to the drill and duty assignments will be made. All instructors plus the Safety officer, Ignition Officer and RIT Officer will complete a walk through to familiarize themselves with the structure(s).

b. **Students' Briefing** - ALL students will meet at the structure site prior to the start so students can be informed as to what is expected of them. Instructors, Safety Officer, Ignition Officer and RIT Officer will be introduced. Protective clothing and gear will be inspected. Students who have never been in the structure will be walked through so they can be familiarized with the layout. Students will be assigned into teams (squad).

c. **Smoke Only** - Instructors will meet one (1) hour prior to the start of the drill, and students will report one-half (1/2) hour early for assignments.

2. There are three PSFA classifications of hose lines.

a. **Attack lines** - are those hose lines used to suppress a fire, actively.

b. **Back-up lines** - are those being used for supporting the attack line crews.

c. **Safety Lines** - are those kept outside the structure, but at the ready in case of emergency.

* NFPA 1403 4.2.23 has no classification of “Safety Line”, PSFA Safety Line is intended as the NFPA Backup Line, PSFA Backup is intended to be integral as part of the NFPA Attack Line.

The number and size of attack and back-up lines used is at the discretion of the Lead instructor. Any attack or back-up line will be capable of delivering a minimum of 95 gpm. **There shall be one instructor with each hose line being actively used inside the structure during the drill, regardless of the number of students.** There will be one instructor for each five students actively participating in the drill. Students on break do not need to have an instructor assigned to them.

Safety lines are always required. The Safety line will be part of RIT as defined in Section I.E.3. The line shall be a length adequate to access and attack in a fire anywhere in the structure. The safety line is only to be used if there is a perceived emergency in the structure.

3. The water supply for an individual live fire training evolution shall be assessed based on the extent of the evolutions, size and structure of the building and contents to be involved, method of attack to be employed, protection of exposures, and reserves for potential unexpected problems.

The minimum water supply and delivery rates for the live fire training evolutions shall meet the criteria established in NFPA 1142, *Standard on Water Supplies for Suburban and Rural Fire Fighting*, published by the National Fire Protection Association (NFPA).

A minimum reserve water supply of at least 50 percent of the total fire load demand shall be available to handle exposure protection or unforeseen situations. The safety line shall be on a separate water source. This may be a second pumper either using its water tank as a source, or hooked up and prepared to draft from a natural water source or a hydrant from a different supply source. In any case, the safety lines will be on a separate water source than the backup or attack lines.

*Exception: A single source shall be sufficient at a training center facility where the water system has been engineered to provide adequate volume for the evolutions conducted and a backup power*
source or backup pumps, or both, are in place to ensure an uninterrupted supply in the event of a power failure or malfunction.

4. The danger zone will be the immediate area around the structure. The danger zone will be determined by written policy determined by the management of the fixed facility and shall be enforced by the Safety Officer. NO civilians or any other persons not members of the class wearing appropriate protective clothing will be allowed to enter the danger zone. (NOTE: it may be necessary to rope off the area, and/or patrol the boundaries of the danger zone to keep civilians out during house burns.)

5. There must be medically trained staff present at all times during the drill. The EMS personnel will NOT be permitted to participate in the drill. If an ambulance is on scene shall be located near the danger zone, and all personnel involved in the drill must be aware of its location. (When the cost of a BLS ambulance stand-by is cost prohibitive, a fixed facility may have on site solely dedicated to the live fire and/or smoke training class a minimum of one certified EMT with appropriate medial equipment and supplies as prescribed by the PA DOH that an EMT may use.)

6. A personnel accountability system shall be established for all drill participants (instructors and students) which will allow the lead instructor or other observers to, at any given point during the evolution, determine the name and approximate location (i.e. interior, exterior, Rehab, etc.) of each participant. A recognized emergency "evacuation" signal must be identified to all participants in the drill.

C. Protective Clothing:

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, SCBA, and a personal alert safety system (PASS) device are being properly worn and are in serviceable condition.

Prior to participating in any activity in Structural Burn Session courses, a visual inspection of all protective clothing used by ALL personnel participating in the drill activity will be completed. Inspection of protective clothing will be the responsibility of the Lead Instructor and will involve inspection of protective clothing worn by students, instructors and safety personnel. The PA State Fire Academy “Personal Protective Equipment Inspection List” (Appendix D) shall be used and filled out completely for ALL personnel participating in the drills. ALL instructors shall lead by example by wearing appropriate PPE.

In addition to the inspection of protective clothing, ALL personnel shall wear a long sleeve shirt and long pants or long sleeve coveralls under their protective clothing while participating in live structural burn activities.

- Protective coats, protective trousers, helmets, gloves, and footwear shall meet the requirements of NFPA 1971, Standard on Protective Ensemble for Structural Fire Fighting, (when purchased).


- Self-contained breathing apparatus, SCBA, shall meet the requirements of NFPA 1981, Standard on Open-Circuit Self-Contained Breathing Apparatus for Fire and Emergency Services, including low air alarm, positive pressure regulator, and functional PASS alarm (when purchased).

All students, instructors, safety personnel, and other personnel shall properly wear all protective clothing and equipment whenever these persons are involved in any evolution or fire suppression operation during the live 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 one or more of the following conditions exist:

1. Operating in an atmosphere that is oxygen deficient or contaminated by products of combustion, or both.

2. Operating in an atmosphere that is suspected of being oxygen deficient or contaminated by products of combustion, or both.

3. Operating in any atmosphere that may become oxygen deficient or contaminated, or both.

4. Operating below ground level.

D. During the evolutions:

The fuels that are utilized in live fire training evolutions shall have known burning characteristics of such a nature to be controllable as possible. Unidentified materials, such as debris found in or around the structure, which may burn in unanticipated ways, react violently, or create environmental/health hazards, shall not be used.

1. The Safety Officer shall supervise the ignition of each initial fire

2. Subsequent fires shall be rekindled by the Ignition Officer supervised by an Assistant Instructor assigned to that floor.

3. Proper fire fighting practices and procedures will be followed at all times.

4. All PA State Fire Academy and Fixed Site Policies will take precedence and be followed at fixed structural burn buildings when PSFA courses are being conducted.

NOTE: These general guidelines will be followed on every live fire drill to insure the safety of all personnel. Every effort should be taken by the instructional staff to approximate a controllable and organized structural fire attack with the maximum attention to the safety of all the participants of the drill.

V. VEHICLE FIRES, FIRE EXTINGUISHER FIRES, ETC.

Any course utilizing “Live Fire” in an actual vehicle shall adhere to other Commonwealth Agency regulations i.e.: Crimes Code Title 18 regarding destruction of vehicles as well as D.E.P. regulations for open burning. See Appendix E for more information.

Any course utilizing live fire for fire extinguisher training shall adhere to D.E.P. regulations for open burning.

VI. NON LIVE-FIRE COURSES

Any course utilizing “Live Smoke” shall require a minimum of three (3) instructors, one (1) of which shall be Suppression level. The remaining two (2) instructors shall be approved by the State Fire Academy Field Education Specialist-Field Supervisor. “Live Smoke” shall be defined as; smoke generated from within the structure by use of combustion of any materials to cause smoke to be generated. The Lead Instructor shall utilize the same request form used for SBS courses. A staffed charged hoseline shall be available whenever students are in the drill building.

VII. WEATHER
RESPONSIBILITY: It will be the responsibility of the LEAD INSTRUCTOR to insure that the guidelines set forth in this procedure are followed.

PROCEDURE: Health and Safety Professionals have identified four areas that affect an individual’s ability to work in hostile environment. These include:

- **Acclimatization:** For the purposes of live fire training acclimatization will never occur. This generally deals with those individual who work in a given area subjected to the same environmental factors for an continuous period of time. Physical fitness is considered a subset of acclimatization.

- **Environmental Conditions:** Cold and heat stressors use different variables in determining whether conditions are acceptable. Heat Index relies on Temperature and Relative Humidity while wind chill relies on temperature and wind speed. In order to determine these values sophisticated monitoring equipment along with complex calculations are required. Interior burn building conditions will not factor into determining acceptable environmental conditions.

- **Protective Clothing:** While protective clothing is design to protect from a hostile environment, it also hinders that body’s natural cooling ability.

- **Workload:** Workload can be placed into one of three categories, which are Light, Medium, or Heavy. An example of light work would be a member who is assigned to the Rapid Intervention Team. A medium workload is an instructor who is working in a given area within the building but not actively working. A heavy workload is most likely to be experienced by a hose team that is carrying out suppression activities.

A. Pre-incident activities

1. The lead instructor will gather the weather forecast for inclusion in the morning briefing and to insure that the area is established accordingly.

2. In the event that it is necessary to establish a rehab area, the lead instructor shall:
   a. Brief all instructors and students/candidates on the signs and symptoms of Heat-Related Disorders.
   b. Encourage all participants to report any signs and symptoms that affect not only them but also anyone who is involved in the program.
   c. Review of the chart shown in Appendix F is not necessary if an appropriate visual aid has been posted.

B. Incident Activities

1. Monitoring
   a. All instructors will be expected to monitor both students and instructors for heat-related disorders.
   b. Should extra EMS personnel be available, they will monitor the health and welfare of all involved from warm zone.
   c. In the event that a student exhibits signs of a heat related disorder, the lead instructor/designee will direct the student to EMS. A refusal will result in immediate removal from the program.
   d. In the event that an instructor exhibits signs of a heat related disorder, the lead instructor and/or designee in consultation with the Safety Officer shall direct the instructor to EMS for evaluation.
2. Removal from the Program

a. A candidate may be removed from the program for the following reasons:

1) The candidate voluntarily removes themselves

2) The Lead Instructor and Safety Officer on the advice of the Rehab Officer or highest ranking EMS person shall remove an individual from the program if allowing him or her to continue would pose an unnecessary risk to the participant or crew.

3) Where a visit to Rehab has resulted in longer than anticipated stays on more than two occurrences.

3. Discontinuing a program.

a. The lead instructor will continually monitor weather conditions for any unexpected changes that may result in additional thermal stressors (i.e. changes in humidity levels)

b. The instructional staff should continually monitor the students for signs of heat disorders. Due to varied levels physical fitness some candidates will show signs of fatigue much sooner that someone who is more physically fit. Using the least, or most, physically fit individuals as the slide-rule is a dangerous practice.

c. If three or more people either remove themselves or are removed.

d. If the Lead Instructor and the Safety Officer after discussion with the Rehab Officer feel that continuing the program would place students and instructors at an undue risk.

C. Post-incident Activities

1. The lead instructor will insure that incident reports are completed for all individuals that exhibited signs or symptoms of heat disorders.

2. Conduct a post incident review with instructors/students. This review should include:

a. The need to continue hydrating.

b. The use of alcohol should be avoided

VIII. REHAB

To ensure that the physical and mental condition of students and instructors operating at a training exercise do not deteriorate to a point that affects the safety of each member or that jeopardize the safety and integrity of the operation. This procedure shall apply to all SBS courses.

A. Location

Shall be determined by the Lead instructor in consultation with the EMS officer or senior medic on scene. The following conditions should be considered when establishing a rehab sector:

1. Upwind of the incident

2. Free from exhaust fumes

3. Shaded area
4. Minimal noise

5. As close to the incident as possible without interfering with scene operations

6. Ingress and egress for transporting units is provided

7. Away from crowds and traffic

8. Near air refill area

9. Shelter from inclement weather

10. Near Incident command post

11. The rehab area shall be considered a “No Smoking” area.

B. Chain of Command

1. The Lead Instructor (IC) shall have the overall responsibility to ensure that a rehab sector is implemented in accordance with the rehab SOG. The lead instructor shall work in a unified command structure with the EMS incident commander and Safety Officer to ensure the safety and rehab compliance of all student and instructors. The IC will serve as the primary point of contact for the Safety Officer in the chain of command reporting process.

2. The Safety Officer: shall work in a unified command structure with the Incident commander and EMS officer to ensure the safety and rehab compliance of all student and instructors. The Safety Officer shall be the primary point of contact for the EMS officer in the chain of command reporting process.

3. EMS Officer shall:
   a. be filled by the highest trained medic or EMS supervisor
   b. determine the location of the Rehab area after consulting with the Incident Command and Safety Officer
   c. be responsible for overall EMS operations
   d. direct Rehab personnel from the Rehab area to the location of injured students and instructors
   e. ensure fire personnel are sent to the rehab area with escorts
   f. determine which units will be used for transport
   g. request and assign additional units as needed
   h. be a liaison with outside EMS agencies for transport and supplemental staffing
   i. Ensure proper documentation of all events in the Rehab area

NOTE: Unforeseen situations leading to a large number of patients may require additional EMS resources and officer assignments to fulfill the situational needs. In this type of situation all class operations will cease until the situation is mitigated and restored to a normal operational status.

Additional EMS assignments include:
   • Staging – Responsible for coordination of additional units and personnel
- Transportation – Responsible for assigning units to transport patients and personnel

- Logistics – Responsible for procurement and storage of supplies. (i.e. water, food, ice, bathrooms, lodging, etc.)

2. Rehab Officer shall:
   a. Be filled by the next highest ranking medical person available.
   b. Monitor the mental capacity, vital signs, and general well-being of all students and instructors as they report to the rehab sector
   c. Provide hydration, nourishment and supplemental interventions for recovery
   d. Decide when students and instructors may return to duty
   e. Notify the EMS Officer when a patient needs transported
   f. Ensure the rehab crew is standing by with a stretcher, backboard, collars, and oxygen, to treat injured students or instructor

C. Implementation and Flow Pattern

1. Candidates shall report to the Rehab area when
   a. After each interior evolution utilizing SCBA
   b. Prolonged exterior operation involving physical exertion
   c. Operations in extreme heat and cold weather temperatures
   d. Experiencing physical complaints of chest pain, difficulty breathing, dizziness, or fainting
   e. They have sustained an injury
   f. They may report to Rehab anytime they feel the need for rest or reconditioning
   g. Anytime an officer orders them to do so

* It is essential that rehab accountability be established and maintained during the training evolution. This will ensure that students and Instructors are cared for appropriately. Therefore, students and Instructors shall notify the incident command officer before proceeding to the Rehab area. Injured or ill firefighters must have an escort to the Rehab area. Students and Instructors must stay in the rehab area until released. Upon release, Students and Instructors will reported to the Incident Command Post area for re-assignment.

D. Equipment – recommended:

1. BP cuffs and stethoscopes (at least three)
2. Oxygen cylinders, masks
3. Cardiac monitor, trauma bag, drug box, BLS/ALS bags
4. Spinal Immobilization equipment
5. Water and Cups

6. Cold towels and fan (hot weather)

7. Blankets

8. Ground tarps

9. Trash bags

10. Food (soups, stews, fruits nutrition bars)

11. Other – Awnings, smoke ejectors, heaters, dry clothing, lights, traffic cones, and fire line tape

E. Medical Evaluation and Management

1. Students/Instructors/Staff reporting to the Rehab area shall remove as much of their bunker gear as indicated by the ambient temperature.

2. Vital signs, time, and number of air cylinders used should be recorded.

3. Students/Instructors/staff exhibiting signs and symptoms of heat stress shall have their temperature taken.

4. Normal values for vital signs are variable.

5. Blood pressure is not considered a warning sign unless it is abnormally high or low.

6. Pulse and respiration rates are better indicators of an individual’s response to exercise.

7. Specifically, watch how quickly these values return to a normal range.

F. Hydration

A critical factor in the prevention of heat injury is the maintenance of water and electrolytes. Water is the fluid of choice for re-hydration. Water is more readily absorbed than fluids containing sugar. Liberal amounts of water are encouraged since thirst is not a reliable indicator of fluid status. Avoid coffee, alcohol, and carbonated beverages, these can interfere with the body’s water conservation mechanism.

G. Nourishment

Food should be provided at the scene of extended training periods. A cup of soup or stew is highly recommended because it is digested much faster than sandwiches and fast-food products. In addition, foods such as apples, oranges, bananas and nutrition bars provide supplemental forms of energy replacement. Fatty and/or salty foods should be avoided.

H. Recovery

1. Students and Instructors in the rehab area should maintain a high level of hydration.
2. Patients should not be moved from a hot environment directly into an air-conditioned area because the body’s cooling system can shut down in response to the external cooling. An air-conditioned environment is acceptable after a cool-down period at the ambient temperature.

3. While oxygen is available in the rehab area, it does NOT speed recovery. Oxygen should be administered only if a medical condition warrants its use. Any Students or Instructor needing oxygen should be encouraged to seek transport to the hospital.

I. Criteria for Returning to Duty

1. The minimum amount of time a Candidate or Instructor should stay in the Rehab area is ten minutes.
   
a. Vital signs should be repeated before a firefighter is released.
   
b. The decision to release is based on subjective means. First the Students or Instructor must express a desire to return to work. The decision to keep a Students or Instructor is based more on what he/she has reported than on what you find by assessing. Students or Instructors who have experienced any of the following symptoms shall not be permitted to return to training:
   
   1. Vomiting
   2. Severe headache unrelieved by rest
   3. Sweating inconsistent with the ambient temperature
   4. Muscle cramping of any major muscle group
   5. Those maintaining a pulse rate of greater than 110

   Students/Instructors/Staff who have sustained minor soft tissue injuries may return to limited duty if the injury has been treated. They should return after the event is concluded for further evaluation and transport, if indicated.

   Students/Instructors/Staff who wish to return to the training evolution against medical advice must have approval from the Lead Instructor and Safety Officer. The EMS IC will notify the Safety and Lead instructor of the situation and also advise the student’s home chief that he must assume responsibility for the student. Instructors continuing in the training evolution will be at the approval of the Safety and Lead instructors.

J. Documentation

The following Information shall be maintained by the EMS Officer on all Students/Instructors/Staff at each rehab visit:

1. Name
2. Time of each assessment
3. Vitals (pulse, temperature, respiration, skin color, blood pressure)
4. Cardiac monitoring as necessary
5. Complications
6. Treatment
7. Release to duty information
8. Refused treatment and transport forms
9. Transport information

**IX. ENFORCEMENT**

Failure to adhere to any or all of this policy may result in discipline up to and including suspension or revocation of Instructor credentials as per the current Discipline Manual.

**X. Delegation of Program Management**

The Pennsylvania State Fire Commissioner delegate’s ongoing management and implementation of this policy to authorized staff of the program involved unless or until withdrawn. Specific responsibilities are placed upon the PA State Fire Academy Administrator, the Fire Academy Curriculum Specialist, the Fire Education Specialists and the staff of the PA State Fire Academy.

**XI. Authority**

Title 35 Health and Safety as amended.

**XII. Supersedes**

This Office of the State Fire Commissioner SBS Policy #2006 - 02 revised May 14, 2008 supersedes and rescinds any and all other policies related to SBS/Live Fire Training of the Office of the State Fire Commissioner.

**XIII. Duration of Instructor Policy**

This Structural Burn/Live Fire (SBS) Policy shall remain in effect until superseded or suspended.

**XIV. Effective Date**

May 14, 2008

*Timothy L. Dunkle*

Timothy L. Dunkle, Administrator, PSFA
Office of the State Fire Commissioner
Appendix A

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
BUREAU OF AIR QUALITY

Instructions for Completing, Submitting, and Processing the Application For Open Burning Exception For Fire Fighting Instruction

(In cooperation with the Office of the State Fire Commissioner/Pennsylvania State Fire Academy)

This Application provides the Department of Environmental Protection (DEP), Bureau of Air Quality with the necessary information to review and approve requests for open burning exceptions for the purpose of fire fighting instruction by emergency service organizations in accordance with Departmental regulations found at 25 Pa. Code §129.14(c)(2):

(c) Exceptions. The requirements of subsections (a) and (b) do not apply where the open burning operations result from:

... (2) Any fire set for the purpose of instructing personnel in fire fighting, when approved by the Department.

The Department must be notified in writing of the training being conducted, whether it is at an “acquired” structure, a permanent fire fighting structure or site, or some other form of fire fighting instruction involving open fire.

Any questions about this application or the open burning exception for the purpose of fire fighting instruction should be directed to the DEP Air Quality Program Office for the county in which the training is scheduled to take place:

Counties: Bucks, Chester, Delaware, Montgomery, please contact:

DEP Air Quality Program Office
2 East Main Street
484-250-5920
FAX: 484-250-5921
A. Submission and Approval Process for use of an Acquired Structure for Fire Fighting Training: Emergency service organizations may use “acquired” structures for the purpose of developing competency and proficiency in fire suppression and structural rescue skills if they file this form and receive approval from the Office of the State Fire Commissioner (OSFC)/Pennsylvania State Fire Academy (PSFA) and from the DEP. The completion, submittal, and approval of this entire Application is required when using an acquired structure. This will help insure:

- that the demolition of the acquired structure by setting a fire is for the sole purpose of fire fighting training.
- that the training being conducted is a registered PA State Fire Academy course.
- that the instructors are approved by the PA State Fire Academy and are trained and competent in fire suppression and structural fire rescue training.
- that the reporting requirements of the Asbestos NESHAP regulation are met for the demolition of a subject facility by intentional burning.
- that the environment of the Commonwealth is protected.
acquired structure shall do the following:

1. Complete and submit a “Local Level Course Application” to an Educational Training Agency that services the county where the acquired structure is located. This application is available by calling the PSFA at 1-800-459-4096 (outside PA 717-248-1115) and requesting the application. It may also be downloaded from the Office of the State Fire Commissioner’s website (http://www.osfc.state.pa.us). This application should be submitted to an Educational Training Agency servicing the county in which the training will occur at least 45 days before the anticipated training date(s).

2. Complete and submit the entire **DEP Application for Open Burning Exception for Fire Fighting Instruction** to the PSFA Field Supervisor responsible for the county where the acquired structure is located (see list below). To insure timely processing of the request and to avoid a possible delay of the scheduled training, the application shall be submitted to the appropriate PSFA Field Supervisor at least 45 days before the anticipated training date(s). This is necessary to provide sufficient time for OSFC/PSFA and DEP staff to review the application, conduct the site inspection, and for the emergency service organization to receive written responses from PSFA and DEP.


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<tr>
<td>Robert Bechtel</td>
<td><a href="mailto:robbechtel@state.pa.us">robbechtel@state.pa.us</a></td>
<td>1-800-459-4096 Extension 102</td>
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<tr>
<td>PSFA</td>
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<td>Outside PA – 717-248-1115</td>
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<tr>
<td>1150 Riverside Drive</td>
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<td>FAX: 717-248-3580</td>
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<tr>
<td>Lewistown, PA 17044-1979</td>
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**Central PSFA Region Counties**: Adams, Bedford, Blair, Cambria, Centre, Clinton, Cumberland, Dauphin, Franklin, Fulton, Huntingdon, Juniata, Lancaster, Lebanon, Lycoming, Mifflin, Montour, Northumberland, Perry, Potter, Snyder, Somerset, Sullivan, Tioga, Union, York

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<td><a href="mailto:grickenbac@state.pa.us">grickenbac@state.pa.us</a></td>
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**Western PSFA Region Counties**: Allegheny, Armstrong, Beaver, Butler, Cameron, Clarion, Clearfield, Crawford, Elk, Erie, Fayette, Forest, Greene, Indiana, Jefferson, Lawrence, McKean, Mercer, Venango, Warren, Washington, Westmoreland

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<td>William Ruth</td>
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<td>724-357-0103/800 972-7362</td>
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<tr>
<td>PEMA Western Area Office</td>
<td></td>
<td>FAX: 724-357-2992</td>
<td></td>
</tr>
<tr>
<td>276 Stormer Road</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Indiana, PA 15701</td>
<td></td>
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</tbody>
</table>

The PSFA Field Supervisor will review the submitted DEP Application for Open Burning Exception for Fire Fighting Instruction for the Course Title or type of training to occur and the Lead Instructor. If the Lead Instructor is approved to teach this type of instruction and the course is duly registered, the PSFA Field Supervisor will approve the application.

The PSFA Field Supervisor will forward the application to the appropriate DEP Air Quality Program Office.

3. Complete and submit the **Asbestos Abatement and Demolition/Renovation Notification Form** (DEP Form 2700-FM-AQ0021) to DEP with a copy to the U.S. EPA at the following
addresses. It is recommended that this be done at the same time as the form in item 1 is submitted to the PSFA Field Supervisor. Please write “Fire Fighting Training” in box 1 on the Asbestos Abatement and Demolition/Renovation Notification Form.

DEP Regular Mail       DEP Overnight/Express Mail/Hand Delivery       U.S. EPA
Asbestos Notification  Asbestos Notification  Asbestos NESHAP Coordinator
(3WC32)               (3WC32)                (3WC32)
DEP Bureau of Air Quality DEP Bureau of Air Quality U.S. EPA Region III
PO Box 8468            400 Market Street – 12th floor 1650 Arch Street
Harrisburg PA 17105-8468 Harrisburg PA 17101 Philadelphia PA 19103

The DEP Air Quality Program staff will review the DEP Application for Open Burning Exception for Fire Fighting Instruction and the Asbestos Notification Form, make a site visit if appropriate, and if everything is correct, issue a letter approving the application.

B. Training in or at a Permanent Fire Fighting Structure or Site: The administrator of a permanent fire fighting structure or site shall provide notice, in writing, of the burn schedule to the DEP Air Quality Program Office for the county in which the site is located (see list above) prior to the start of the training season. The written notice shall include the dates of the burn days and type of burns to be conducted for the season. The administrator of a permanent fire fighting facility may use this form if desired to fulfill the requirements to provide notice to the DEP Air Quality Program by completing items 1 through 4f and attaching a complete list of burn days and types of burns. The DEP Air Quality Program Office shall be notified in writing of changes to the schedule at least ten (10) business days before the training will take place.

C. Submission and Approval Process for other forms of Fire Fighting Training involving open fire: Emergency service organizations conducting other forms of training using open fire for the purpose of developing competency and proficiency in fire suppression shall complete items 1 through 4 of the DEP Application for Open Burning Exception for Fire Fighting Instruction and submit the application to the DEP Air Quality Program Office for the county in which the training is scheduled to take place (see list above) at least ten (10) business days before the planned training. The DEP Air Quality Program staff will review the application and notify the applicant in writing of their decision.

D. Fire Extinguisher Training: Fire extinguisher training requires only a phone call to the appropriate DEP Air Quality Program Office at least ten (10) business days before the training, no written notice.

Instructions for Completing the DEP Application for Open Burning Exception for Fire Fighting Instruction: All information placed on the Application must be typed or printed except for signatures.

1. Applicant Information – The name of the person applying for the exception must be printed on the first line. Your daytime telephone number, your title, the organization you represent, and your address and zip code must be entered on the appropriate lines. The Applicant must sign the application on the second line.

2. If other organizations will be participating in the fire fighting training, they must be listed on the application.

3. The name of the person who will have overall control of the fire fighting training must be listed, including their daytime telephone number, address, and zip code. If this is the same person as in 1, you may put “same”.

- 64 -
4. Site Information – The following information must be listed in the appropriate spaces on the Application.
   a. The street address and town of the site where the fire fighting training will take place.
   b. Clear and concise directions to the fire fighting training site.
   c. The date(s) and time(s) that the training will be conducted.
   d. What type of structure is to be burned? If other, please describe.
   e. The distance to the nearest neighboring structure and the neighboring structure’s type.
   f. The name of and distance to the nearest stream or body of water.
   g. The name of the owner of the structure to be burned, their daytime telephone number, address, and zip code. The owner must sign and date the Application where indicated.

5. Asbestos Abatement Information –
   a. Has the original Asbestos Abatement and Demolition/Renovation Notification Form (DEP Form 2700-FM-AQ0021) been submitted to DEP, with a copy to the U.S. EPA? If so, on what date was it submitted?
   b. If not, the original signed Asbestos Abatement and Demolition/Renovation Notification Form must be submitted to DEP, with a copy to the U.S. EPA, for each and every acquired structure, at least 10 working days prior to the date of the fire fighting training. However, to insure timely processing of the Application for Open Burning Exception and to avoid a possible delay of the scheduled training, the Department recommends that the Asbestos Abatement Form be submitted to DEP at the same time as the DEP Application for Open Burning Exception for Fire Fighting Training is submitted to the PSFA Field Supervisor. Please write "Fire Fighting Training" in box 1 of the Asbestos Abatement Form.

   Notice: An Asbestos Abatement and Demolition/Renovation Notification Form must be submitted for each and every structure acquired or used for fire fighting training, regardless of type of structure. A certified building inspector trained in asbestos inspection must inspect the structure. Blocks 10, 25, and 26 of the Asbestos Abatement and Demolition/Renovation Notification Form must be completed and signed.

   c. A written statement signed by the owner or operator of the structure must be attached to the Application for Open Burning Exception for Fire Fighting Instruction form. This statement must either identify what asbestos-containing material (floor tile, roofing, etc.) is present and state that all asbestos-containing material will be removed and properly disposed of before the fire fighting training takes place, or state that there is no asbestos-containing material in or on the structure.

6. State Fire Academy Information – The following information is required for review and approval of the Application by the OSFC/PSFA Field Supervisor.
   a. The Fire Chief must sign and date the Application for Open Burning Exception.
   b. Print the name of the Lead Instructor and his/her daytime telephone number. If the organization is not sure who will be the Lead Instructor, they should contact an Educational Training Agency supporting their county and request a Lead Instructor. This will require that the PA State Fire Academy’s “Local Level Course Application” be submitted to an Educational Training Agency before filing the Application for Open Burning Exception (see Step 1 under Part A. Submission and Approval Process for use of an Acquired Structure).
   c. Indicate if all notifications have been made to the local or state police, neighbors, 911 center, and utilities.
   d. List the combustible materials and quantities to be used to ignite the training fires.
   e. List the type of training or the PSFA course title of the class being conducted,
e.g. *Pa Essentials of Fire Fighting – Module I* or *Structural Burn Session*, and justification for the training.
APPLICATION FOR OPEN BURNING EXCEPTION FOR FIRE FIGHTING INSTRUCTION

Please see the attached instructions for completing, submitting, and processing the Application for Open Burning Exception for Fire Fighting Instruction for assistance in filling out this form. You may either mail or fax the Application to the appropriate office. Always confirm receipt of faxes.

1. Name of Applicant (Print): ___________________________ Phone No: ______________
   Applicant’s Signature: ___________________________ Title: ___________________________
   Representing: ___________________________ (Name of Training School, VFD, etc.)
   Mailing Address: ___________________________ Zip Code: ___________________________

2. Name of other participating parties: ___________________________

3. Name of person in charge: ___________________________ Phone No. ______________
   Mailing address: ___________________________ Zip code: ___________________________

4. a. Street address and town of site: ___________________________
   b. Directions to site (from nearest major crossroads): ___________________________
   c. Date(s) and time(s) of training: ___________________________
   d. Type of structure to be burned: ☐ Commercial ☐ Industrial
      ☐ Institutional/Residential ☐ Public ☐ Other
      If other, please describe: ___________________________
   e. The distance from proposed burning site to nearest neighboring structure is ___ feet.
      Nearest structure is: ☐ Residential ☐ Commercial ☐ Industrial ☐ Institutional ☐ Public
   f. The name of and distance to nearest stream or body of water: ___________________________
   g. Name of owner of structure/burn site: ________________ Phone No: ______________
      Mailing address of owner: ___________________________ Zip code: ___________________________
      Owner’s signature: ___________________________ Date: ___________________________
5. A completed, original, signed Asbestos Abatement and Demolition/Renovation Notification Form (DEP Form 2700-FM-AQ0021) must be submitted to DEP, with a copy to the U.S. EPA, for each and every acquired structure (including residential structures) to be used in the fire fighting training a minimum of ten working days prior to the scheduled date of the fire fighting training. However, to insure timely processing of the Application for Open Burning Exception for Fire Fighting Instruction and to avoid a possible delay in the scheduled training, the Department recommends that the Asbestos Notification Form be submitted to DEP at the same time as the Application for Open Burning Exception for Fire Fighting Instruction is submitted to the PSFA Field Supervisor. Please write the words “Fire Fighting Training” in box 1 of the Asbestos Abatement Form to assist in proper processing of the form. A certified building inspector trained in asbestos inspection must inspect the structure.

5. a. Has a completed, original, signed Asbestos Abatement and Demolition/Renovation Notification Form been submitted to DEP, with a copy to the U.S. EPA? □ Yes □ No  yes, Date Submitted: ___

   b. If an Asbestos Abatement Form for the acquired structure has not been submitted, submit the completed, original, signed Asbestos Abatement Form to DEP and the copy to U.S. EPA at these addresses:

   **DEP Regular Mail**  **DEP Overnight/Express Mail/Hand Delivery**  **U.S. EPA**

   Asbestos Notification  Asbestos Notification  Asbestos NESHAP Coordinator
   (3WC32)  PO Box 8468  400 Market Street – 12th  U.S. EPA Region III
   DEP Bureau of Air Quality  Harrisburg PA 17105-8468  Harrisburg PA 17101  Arch Street
   PO Box 8468  Harrisburg PA 17105-8468  Philadelphia PA 19103
   Harrisburg PA 17105-8468

   c. A written statement signed by the owner or operator of the structure that identifies the asbestos-containing material (or lack thereof) and a guarantee of its removal and proper disposal must be attached to this form.

6. This fire fighting training activity must be part of the PSFA local level training program.

   a. Responsible Fire Chief's signature: ___________________________  Date: __________________

   b. Name of Lead Certified Instructor (Print): _______________________  Telephone No.: _________

   c. Local/state police notified? □ Yes □ No  Yes □ No  Neighbors notified? □

   Yes □ No  911 Center notified? □ Yes □ No  Yes

   □ No  Utilities notified? □ Yes

   □ No

   d. Note all combustible materials and quantities to be used during the training. List the number of fires to be set using each type of combustible for each fire fighting training exercise:

   ____________________________________________

   ____________________________________________

   ____________________________________________

   ____________________________________________

   ____________________________________________

   ____________________________________________

   e. Specific type of training to be conducted (or PSFA Course Title) and justification for training:
It shall be understood that at the time and point the fire fighting training is concluded, all fires must be completely extinguished. It shall be the building owner's responsibility to properly demolish and dispose of the remains.

This open burning exception is valid only for the dates specified on the application.

### FOR OSFC USE ONLY

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>☐ Approved</td>
<td>☐ Disapproved</td>
</tr>
</tbody>
</table>

PA State Fire Academy Representative Signature: ___________________________ Date: ____________

The open burning exception is not valid without approval by the DEP. See 25 Pa. Code §129.14(c)(2).

### FOR DEP USE ONLY

<p>| | |</p>
<table>
<thead>
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</thead>
<tbody>
<tr>
<td>☐ Approved</td>
<td>☐ Disapproved</td>
</tr>
</tbody>
</table>

Reviewed by: ___________________________ Date: ____________
Appendix B
SUBJECT: Request for Live Fire/Smoke Drill

TO: ________________________, Field Supervisor

FROM: ________________________, Local Level Instructor

DATE: ________________________

I request permission to conduct a LIVE FIRE TRAINING or LIVE SMOKE (Not SBS) drill at
_________________________________________________________ on ________________________
(location)                              (county)                                                 (date)

at ___________________________________ until ___________________________________________.
(starting time)

(approximate end time)

I request to have the following Suppression Level Instructors assigned as:

<table>
<thead>
<tr>
<th>NAME</th>
<th>POSITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>(USE ADDITIONAL PAPER IF NECESSARY)</td>
<td></td>
</tr>
<tr>
<td>____________________</td>
<td>Lead Instructor</td>
</tr>
<tr>
<td>____________________</td>
<td>Safety Officer</td>
</tr>
<tr>
<td>____________________</td>
<td>RIT Officer</td>
</tr>
<tr>
<td>____________________</td>
<td>Ignition Officer</td>
</tr>
<tr>
<td>____________________</td>
<td>Asst. Instructor</td>
</tr>
<tr>
<td>____________________</td>
<td>Asst. Instructor</td>
</tr>
<tr>
<td>____________________</td>
<td>Asst. Instructor</td>
</tr>
</tbody>
</table>

There will be approximately ________ students at the drill. We are planning on using ________ hose lines.

Educational Training Agency ______________________________________________________

Lead Instructor Signature _____________________________________________________
Live Fire Check List

I. SITE INSPECTION
   A. Building is structurally stable ____________________
   B. Utilities Disconnected ____________________
   C. Exposures will be in no danger ____________________
   D. Water supply will be adequate ____________________
   E. Effects of smoke on surrounding area ____________________
   F. Floor plan is sketched for briefings ____________________

II. PRIOR TO BURN
   A. Site inspection completed ____________________
   B. Owner/Occupant release signed and notarized ____________________
   C. Municipal Burning Permit/DEP approval ____________________
   D. Authorization from State Fire Academy Field Supervisor ____________________

III. SELECTION OF INSTRUCTORS
   A. Assistant Instructors/Safety Officer appointed ____________________

IV. NOTIFICATIONS
   A. Dispatcher ____________________
   B. Police (if necessary) ____________________
   C. Students ____________________
   D. Instructors ____________________
   E. Safety Officer ____________________

V. BRIEFINGS
   A. Instructors ____________________
   B. Students ____________________

VI. DRILL PREPARATION
   A. Hose lines (Attack, Backup, Safety) ____________________
   B. Danger Zone marked ____________________
   C. Ambulance and Apparatus placed ____________________
   D. P.P.E. Inspection list completed (Appendix D) ____________________
   E. Personnel accountability system in place ____________________

Lead Instructor: ___________________________________________   Date: ____________   Signature and Print

Safety Officer: ___________________________________________   Date: ____________   Signature and Print
Appendix D
1. This checklist shall be used for a structural fire fighting ensemble only.
2. Soiled or contaminated gear shall be cleaned prior to inspection.
3. Use universal precautions during the inspection process.
4. Any item identified in *italics* and marked *yes (Y)* will require further inspection by either a trained individual or an Independent Service Provider (ISP).
5. The following inspection elements should not be considered all inclusive. In the event that you find something that requires further inspection, do not hesitate to have it evaluated further.
6. This inspection should in no way be interpreted as complying with the Advanced Inspection requirements established by NFPA 1851 *Selection, Care, and Maintenance of Structural Fire Fighting Protective Ensemble 2007 Edition*.
7. Place an X in the appropriate box.

### HELMET

<table>
<thead>
<tr>
<th>Evaluation for fit</th>
<th>Suspension System</th>
<th>P</th>
<th>F</th>
<th>P</th>
<th>F</th>
</tr>
</thead>
<tbody>
<tr>
<td>Soiling</td>
<td>Damaged or missing reflective trim</td>
<td>N</td>
<td>Y</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Damage to shell: Cracks, dents, abrasions</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Damage to liner: rips, tears, or thermal damage</td>
<td>Visible damage to impact cap?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### EYE PROTECTION

<table>
<thead>
<tr>
<th>Damaged or missing components to face-shield or goggle system</th>
<th>The face shield or goggle system does not function as designed?</th>
<th>P</th>
<th>F</th>
<th>N</th>
<th>Y</th>
</tr>
</thead>
</table>

### HOOD

<table>
<thead>
<tr>
<th>Evaluation for fit</th>
<th>Rips, tears, cuts, or thermal damage</th>
<th>P</th>
<th>F</th>
<th>P</th>
<th>F</th>
</tr>
</thead>
<tbody>
<tr>
<td>Soiling</td>
<td></td>
<td>N</td>
<td>Y</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contamination from hazardous materials or biological agents</td>
<td><em>Is the seam integrity compromised?</em></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Loss of face opening adjustments / shrinkage</td>
<td><em>The elastic does not rebound?</em></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### FOOTWEAR

<table>
<thead>
<tr>
<th>Evaluation for fit</th>
<th>Damaged or deformed safety toe, mid-sole and shank</th>
<th>P</th>
<th>F</th>
<th>P</th>
<th>F</th>
</tr>
</thead>
<tbody>
<tr>
<td>Soiling</td>
<td></td>
<td>N</td>
<td>Y</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contamination from hazardous materials or biological agents</td>
<td><em>Is seam integrity or liner compromised?</em></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rips, tears, and thermal damage</td>
<td><em>Is the sole or heel excessively worn?</em></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Loss of water resistance</td>
<td><em>The closure system does not function properly?</em></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Closure Systems Damage</td>
<td><em>Is the liner showing excessive wear?</em></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>COAT</td>
<td>Serial Number:</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>------</td>
<td>----------------</td>
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<tr>
<td>P</td>
<td>F</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>N</td>
<td>Y</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Coat overlaps trousers by at least 2”</td>
<td>Is seam integrity compromised?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Soiling</td>
<td>Does any part of the outer shell feel brittle?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contamination from hazardous materials or biological agents</td>
<td>Is the moisture barrier compromised (rips, discoloration, or thermal damage)?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rips, tears, and cuts</td>
<td>Is label missing or illegible?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Damaged or missing hardware</td>
<td>Are wristlets not functioning properly?</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Thermal damage such as charring, burn holes, or melting in any layers</td>
<td>Has any part of the liner shifted or appear thin when compared with surrounding material?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Damaged or missing reflective trim</td>
<td>The Velcro is not holding as it should?</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>The liner system does not appear to securely attach to the outer shell?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Closures do not appear to function correctly?</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>PANTS / TROUSERS</th>
<th>Serial Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td>P</td>
<td>F</td>
</tr>
<tr>
<td>N</td>
<td>Y</td>
</tr>
<tr>
<td>Soiling</td>
<td>Does any part of the outer shell feel brittle?</td>
</tr>
<tr>
<td>Contamination from hazardous materials or biological agents</td>
<td>Is the moisture barrier compromised (rips, discoloration, or thermal damage)?</td>
</tr>
<tr>
<td>Rips, tears, and cuts</td>
<td>Is label missing or illegible?</td>
</tr>
<tr>
<td>Damaged or missing hardware</td>
<td>Are anklets not functioning properly?</td>
</tr>
<tr>
<td>Thermal damage such as charring, burn holes, or melting in any layers</td>
<td>Has any part of the liner shifted or appear thin when compared with surrounding material?</td>
</tr>
<tr>
<td>Damaged or missing reflective trim</td>
<td>The Velcro is not holding as it should?</td>
</tr>
<tr>
<td></td>
<td>The liner system does not appear to securely attach to the outer shell?</td>
</tr>
<tr>
<td>Is seam integrity compromised?</td>
<td>Closures do not appear to function correctly?</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>GLOVES</th>
</tr>
</thead>
<tbody>
<tr>
<td>P</td>
</tr>
<tr>
<td>Evaluation for fit</td>
</tr>
<tr>
<td>Soiling</td>
</tr>
<tr>
<td>Rips, tears, cuts, or thermal damage</td>
</tr>
</tbody>
</table>

Comments:

Inspected By (Print): ____________________________________________

(Signature): ___________________________________________________
Appendix E
Vehicle Fires

Title 18, Crimes Code, Section 3301(i),

A. Provides that a person may burn or explode their own vehicle if, at least 48 hours in advance, they file a sworn statement of such planned destruction with the nearest Pennsylvania State Police installation.

B. The written, sworn statement shall certify the following:

1. That the person making the statement is the lawful titleholder of the vehicle.

2. That the vehicle is free of any encumbrances.

3. That there is no insurance covering loss by fire or explosion, or both, on the vehicle.

C. When any person delivers a written, sworn statement as described above, the receiving member shall:

1. Verify the identity of the presenter and/or maker of the statement.

2. Review the contents of the statement for accuracy and completeness.

3. File the statement, in date order, in the Station's general file, in a separate folder designated for these statements.

D. The proper filing of this written, sworn statement is a "defense to prosecution" for other specified subsections of the same chapter.

DEP regulations:

Submission and Approval Process for other forms of Fire Fighting Training involving open fire: Emergency service organizations conducting other forms of training using open fire for the purpose of developing competency and proficiency in fire suppression shall complete items 1 through 4 of the DEP Application for Open Burning Exception for Fire Fighting Instruction and submit the application to the DEP Air Quality Program Office for the county in which the training is scheduled to take place (see list above) at least ten (10) business days before the planned training. The DEP Air Quality Program staff will review the application and notify the applicant in writing of their decision.

Fire Extinguisher Training

DEP Regulations:

Fire Extinguisher Training: Fire extinguisher training requires only a phone call to the appropriate DEP Air Quality Program Office at least ten (10) business days before the training, no written notice required.
Appendix F
**Rehab/Weather Concerns:**
Review the following chart identifying key problem areas etc

<table>
<thead>
<tr>
<th></th>
<th>Symptoms</th>
<th>Signs:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Heat Stroke</td>
<td>Chills, Restlessness, Irritability</td>
<td>Euphoria, Red Face, Disorientation, Hot, Dry Skin, Erratic Behavior, Collapse, Shivering, Unconsciousness, Convulsions, Temperature of 104 or greater</td>
</tr>
<tr>
<td><strong>Heat Exhaustion</strong></td>
<td>Fatigue, Weakness, Blurred Vision, Dizziness, Headache</td>
<td>High Pulse Rate, Profuse Sweating, Low blood Pressure, Insecure gait, Pale face, Collapse, Body Temperature</td>
</tr>
<tr>
<td>Dehydration</td>
<td>No Early Symptoms Fatigue/Weakness Dry Mouth</td>
<td>Loss of work capacity Increased response time</td>
</tr>
<tr>
<td>Heat Syncope</td>
<td>Blurred Vision, Fainting, Normal Temperature</td>
<td>Brief Fainting or near fainting behavior</td>
</tr>
<tr>
<td>Heat Cramps</td>
<td>Painful muscle cramps especially in the abdomen</td>
<td>Incapacitating pain in the muscle</td>
</tr>
</tbody>
</table>
Appendix G
Rapid Intervention Team

I. RIT Duties:

A. RIT Officer will answer directly to the Incident Commander (IC) and shall remain with the RIT at all times during the evolution

B. The RIT Officer will verify all tools are in place and all team members are ready (including PPE, SCBA and accountability) for service

C. Two members of the RIT will don SCBA facemasks, and the remaining members will not

D. RIT shall be in place ready for service prior to any instructor/ignition officer entering the Burn Building Structure to start a fire, and remain in place until every instructor and student has cleared the Burn Structure and PAR is verified

II. Suggested Training:

Rapid Intervention Team Exercises (ZR ITE)
or
Interior Firefighter (ELIF) (or equivalent)
and
Structural Burn Session (SBS)
and
Structural Fire Rescue (SFR)

III. Equipment

Tools and equipment (at a minimum-listed) will be kept in the RIT Staging Area with the RIT and will not be used by any other team for any purpose except firefighter rescue, safety or rehab. NO EXCEPTIONS!

1. 1 charged 1 ¾” hose line

2. 2 sets of irons

3. 1 bagged rope

4. 1 stokes basket

5. 1 20ft. length of webbing
Appendix H
SPECIAL EVENT FORM
Pennsylvania Department of Transportation

County: ___________________________ Date: ___________________________
Municipality: ___________________________

Route and Limits of Special Event

State Route Number

<table>
<thead>
<tr>
<th>From</th>
<th>To</th>
</tr>
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Purpose: _______________________________________________________________

Date: _______________________________

Rain Date: ___________________________

Time: _______________________________

Fully Closed ________ Shared Use (Not Closed) ________ Partially Closed ________

Length Of Shared Route: ___________________________

Length Of Route to be Closed: ___________________________

Length Of Detour Route: ___________________________

Describe The Detour Route & Include a sketch or map:

The local authority, if not the sponsor of the special event, allows a sponsor to conduct the special event. The local authorities agree to be responsible for maintenance of any alternate routes not on the State-designated highway system. The local authorities agree to fully indemnify and save harmless the Department and all Department employees and assume all liability and/or damages or injury occurring to any persons or property through or in consequence of any act of omission of anyone associated with this Special Event.

____________________________________
Signature of Authorized Municipal Official

____________________________________
Title

Telephone Number _______________ Fax Number _________________________

Criteria to be satisfied in every road closure or partial closure are listed on the next page.
CRITERIA: The closure or partial closure of a highway for the purpose of a procession, assemblage or special event may be permitted providing the following criteria are satisfied:

1. On expressways and conventional highways:

   I. An adequate alternate route can be established for detouring traffic around the closed route. The alternate route should not exceed five times the travel distance of the closed route or be more than five (5) miles longer. However, an alternate route will not be required if one or more of the following exists:

       A. The highway to be closed is not a numbered traffic route and is used primarily by local drivers who are familiar with the alternate route.

       B. The highway is only partially closed and traffic can be safely maintained by police control on the remainder of the highway.

       C. The highway closing is for less than 20 minutes and excessive traffic back up will not occur during the closing.

   II. Adequate detour signing or police control are provided by the local authorities for the rerouting of traffic along the alternate route if required.

   III. Delays in excess of 15 minutes will not be experienced along intersecting highways, which may be achieved by:

       A. Periodically opening the intersection to cross traffic so that no vehicles on the intersecting highway will be delayed in excess of 15 minutes.

       or

       B. Providing an alternate route for the cross street.

   IV. Adjacent properties will not be adversely affected by the highway closure or partial closure.

   V. A review of previous similar closures indicates no substantial problems or citizen complaints.
Penn DOT Districts by County

1-0 255 Elm Street, PO Box 398, Oil City, PA  16301
   Crawford, Erie, Forest, Mercer, Venango, Warren

2-0 1924-30 Daisy Street, PO Box 342 Ext., Clearfield, PA  16830
   Cameron, Centre Clearfield, Clinton, Elk, Juniata, McKea, Mifflin, Potter, 

3-0 715 Jordan Avenue, Montoursville, PA  17754
   Bradford, Columbia, Lycoming, Montour, Northumberland, Snyder, Sullivan, Tioga, Union, 

4-0 55 Keystone Industrial Park, Dunmore, PA  18512
   Luzerne, Pike, Susquehanna, Wyoming, Wayne, 

5-0 1002 Hamilton Street, Allentown, PA  18101
   Berks, Carbon, Lehigh, Monroe, Northampton, Schuylkill 

6-0 7000 Geerdes Blvd., King of Prussia, PA  19406
   Bucks, Chester, Montgomery, Philadelphia 

8-0 2140 Herr Street, Harrisburg, PA  17103-1699
   Adams, Cumberland. Dauphin, Franklin, Lancaster, Lebanon, Perry, York 

9-0 1620 North Juniata Street, Hollidaysburg, PA  16648
   Bedford, Blair, Cambria, Fulton, Huntingon, Somerset, 

10-0 2550 Oakland Avenue, PO Box 429, Indiana, PA  15701
   Armstrong, Butler, Clarion, Indiana, Jefferson, 

11-0 45 Thoms Run Road, Bridgeville, PA  15017
   Allegheny, Beaver, Lawrence,  

12-0 PO Box 459, North Gallatin Avenue Extension, Uniontown, PA  15401-0459
   Fayette, Greene, Washington, Westmoreland 

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