



# YORK COUNTY FIRE SCHOOL

*"A part of the Fire Chiefs and Firefighters Association of York County"*

330 Emig Road  
York, Pennsylvania 17406

[www.yorkcountfireschool.org](http://www.yorkcountfireschool.org) Phone: (717) 767-4097, Fax: (717) 764-3243

## Facility Usage Request Form

Scheduling shall be on a first come, first served basis. Any company or department interested in conducting ETA Supported and/or company level training must notify the Fire School, in writing, at **least five (5) weeks {ten (10) weeks for live fire/smoke training}** prior to the requested date of training.

<b>Requesting Organization:</b> _____		<b>Stat. No:</b> _____	
<b>Address:</b> _____			
_____		<b>County:</b> _____	
<b>Organization's Phone #:</b> (____) _____			
<b>Contact Person:</b> _____		<b>Contact's Phone #:</b> (____) _____	
<b>Contact's E-Mail Address:</b> _____			
<b>Type of Training:</b> <input type="checkbox"/> Live Fire/Smoke Evolutions		<input type="checkbox"/> Non-Live Fire/Smoke Evolutions	
<input type="checkbox"/> Lecture/Classroom		<input type="checkbox"/> Other	
<input type="checkbox"/> ETA Supported Training Class: BUCKS _____ HACC _____ Other _____			
<b>Lead Instructor:</b> _____			
<b>Description of Training:</b> _____			
<b>Date of Use:</b> _____		<b>Start Time:</b> _____	<b>End Time:</b> _____
<b>Estimated number of people participating in training evolution:</b> _____			

**The following areas or buildings have been requested for training purposes:**

<input type="checkbox"/> Classroom 1	<input type="checkbox"/> Structural Burn Building	<input type="checkbox"/> Vehicle Rescue Area
<input type="checkbox"/> Classroom 2	<input type="checkbox"/> Training Tower	<input type="checkbox"/> Technical Rescue Area
<input type="checkbox"/> Classroom 3	<input type="checkbox"/> Drafting Pit	<input type="checkbox"/> Field Office/Ladder Shed
<input type="checkbox"/> Apparatus Building	<input type="checkbox"/> Extinguisher Pit	<input type="checkbox"/> Air Cart
<input type="checkbox"/> Smoke Maze	<input type="checkbox"/> Smoke Machine	<input type="checkbox"/> Other:

**Any company or department that has been granted the use of the facility will be required to cover all applicable fees and expenses associated with that class and abide by the policies and procedures set forth in the Policy and Procedure manual. For all live fire/smoke evolutions, the Structural Burn Building Usage Manual will be strictly adhered to.**

**Chief Officer/Training**

**Officer's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

For Fire School Use Only		
<b>Received By:</b>	<b>Approved:</b> Y <input type="checkbox"/> N <input type="checkbox"/> If no reason:	
<b>Facilitator:</b>	<b>Organization notified on:</b>	<b># of Personnel:</b>



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## Summary Timeline for Facility Usage Requests

The use of any classroom, building, equipment or props at the facility must be requested in writing, in advance, by the sponsoring/host fire company for all ETA Supported and Company Level Training.

Confirmation regarding the company level training will be based on availability of the facility, appropriate supervisory staff, and the absence of any other prescheduled program, class or activity that may conflict with the department's request. If approved, the fire company will receive notification and all necessary paperwork from the fire school.

Once confirmation is received the company or department shall provide a list of personnel that will be participating in the training activity to the Fire School. All personnel MUST be covered by the department's insurance and workers compensation.

If approved to use the facility for live fire/smoke evolutions, the fire company MUST provide documentation for each individual that is participating in the evolution that they have met the minimum training requirements set forth in the Structural Burn Building Usage Manual.

### **Five (5) weeks before the class {ten (10) weeks for live fire/smoke}: (ETA and Company Level use)**

- Organizational Chief Officer or designee reserves the facility.
- Chief Officer or designee indicates to Fire School what areas are going to be used for company level training either verbally or with completed fire plans (preferred).
- Completes all required forms.

### **Twenty-eight (28) days before the class: (Company Level use only)**

- Organization submits to Fire School:
  1. List of personnel participating in training evolution
  2. Copies of training certifications for all personnel participating in training evolution
  3. Any other information deemed necessary by the Fire School Administrator or their designee
  4. Billing Authorization Form completed

### **14 days before the class: (Company Level use only)**

- Fire School personnel confirm reservation with organization by telephone and/or email.
- Approved fire training plans are faxed/emailed to organization. Must include the following:
  2. Lead Company Training Instructor & Adjunct Instructors
  3. Company Safety Officer
  4. Medical coverage for personnel involved in training evolution
  5. Rehab supplies
  6. All necessary equipment needed to run training evolution
  7. Any other information deemed necessary by the Fire School Administrator or their designee
- Originals are filed for use by Fire School Facilitator on day of company level training. **(SBS only)**

### **Day of class: (SBB/SBS only)**

#### **Prior to class:**

Fire School Facilitator arrives at Fire School  
Inspects facility been used for training  
Review fire training plans  
Prepare paperwork for session  
Organization arrive  
Training evolution set up according to approved training plan  
Safety procedures reviewed with Fire School Facilitator  
Burn Building loaded with class A materials  
Burn Facilitator complete safety walk-through with organization

#### **Following class:**

Clean-up/Restoration of facility is done in accordance with the Fire School Policies and procedures.

Fire School Facilitator performs post facility inspection.

Fire School Facilitator submits all paperwork to the Fire School Administrator or their designee.