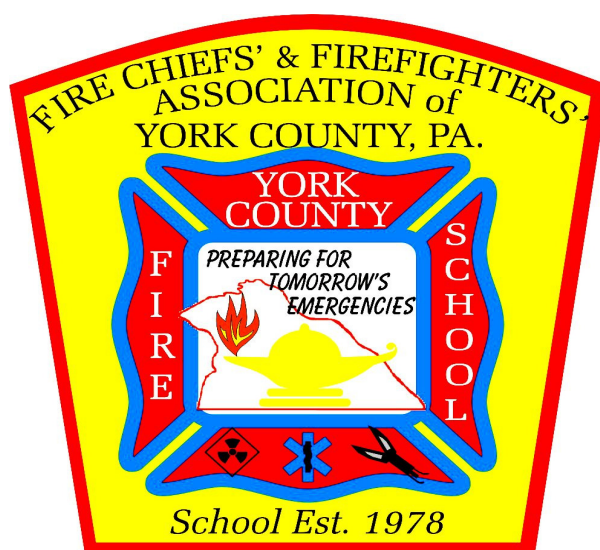


# YORK COUNTY FIRE SCHOOL



## TRAINING FACILITIES USAGE MANUAL

First Edition 2012



## York County Fire School Training Facilities Usage Manual

### **FORWARD**

This manual has been developed for use by all employees of the York County Fire School in addition to the various emergency responders, municipal and industrial organizations that use the Fire School for training. The purpose of this manual is to provide a standardized policy for the use of the training facilities. It is the intent of the Board of Governors of the York County Fire Chiefs and Firefighters Association to clearly define operational procedures where possible, and in other areas, to define guidelines for operation. By doing so we hope to preserve the facilities and equipment at the Fire School, in addition to ensuring the safety of the personnel using and visiting the training facility. As situations arise, the guidelines set forth herein may be modified or eliminated by the Board of Governors as needed.

By using the facilities at the York County Fire School you are acknowledging familiarity with this document; agreeing to adhere to the policies contained herein; and you also agree to accept direction from the employee's and/or facilitators assigned to oversee your evolution.

In addition to the policies and procedures set forth in this document, the individuals using the facilities and/or props, as described within, shall abide by the policies and procedures set forth in the York County Fire School Policy and Procedure Manual. A copy of this policy is available at the Fire School.

Failure to comply with the guidelines set forth in this document may result in the loss of the privilege to utilize and train at the York County Fire School.

It is suggested that each organization obtains a copy of this document through the Fire School and maintains it as a reference. Periodically, this document will be evaluated for possible changes and updates, therefore the most current Policy and Procedure Manual will be available at the Fire School and through our website.

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

Fire School Administrator  
York County Fire School  
330 Emig Road  
York, PA 17406

All policies and procedures contained herein are effective March 1, 2012. Copies of this manual and all applicable forms will be available at the Fire School.



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## York County Fire School Training Facilities Usage Manual

### **ADMINISTRATIVE AND CLASSROOM BUILDING**



This facility currently has 3 classrooms, a break room, rest rooms and offices for the administration of the Fire School. Each classroom is equipped with all audiovisual equipment including projectors, computers, DVD and VCR. Classroom one can hold up to **120** students. Classroom two can hold up to **54** students and Classroom three, located in the basement, can hold up to **45** students.

#### **USE**

The classroom areas can be used for training lectures and meetings.

#### **CLEAN UP AND RESTORATION**

Prior to leaving the classroom the Instructor and/or Fire School Administrator or their designee shall:

1. Ensure that all students and guests have removed their trash to appropriate receptacles.
2. Push in chairs and ensure tables are clean.
3. Shut off all electrical equipment and lights.
4. Reset heating & cooling systems to unoccupied temperature settings.
5. Close and secure all entry doors. Reset alarm system if needed.



#### **BUILDING SECURITY AND ACCESS**

The Administration building is accessed via a proximity card system. All staff and approved Facilitators and Instructors will be issued proximity cards to access the building. Card readers are located to the left of the front door. Readers will permit entry into the main portion of the building. Additional areas of the building will be accessed by key-access. Access and keys will be granted to these areas on an as-needed basis to individuals who qualify for access.



## **APPARATUS AND MAINTENANCE BUILDING**

This building has two sides. One side is used for maintenance and the other to store the fire apparatus and portable training equipment. Located inside the apparatus side are two (2) fire engines, an air compressor, Hydraulic rescue equipment, saws and associated equipment, smoke generator, hose of different sizes, and a full complement of hand tools, adaptors and appliances. The Apparatus & Maintenance building is accessed via a proximity card system. Approved Facilitators and Instructors will only have access to the apparatus side of the building.

### **USE**

The apparatus side of the building can be used for any hands on training as deemed necessary by the Instructor and/or Fire School Administrator. The maintenance side of the building is for Fire School employees only and access to this part of the building is forbidden unless accompanied by a Fire School Employee.

### **SAFETY**

1. No hose streams shall be used inside the Apparatus & Maintenance building.
2. Protective clothing shall consist of head, hand, foot, and eye protection as a minimum when conducting any training inside the building. Additional PPE may be required as determined by the Instructor and/or Fire School Administrator.

### **CLEAN UP AND RESTORATION**

Prior to leaving the apparatus & maintenance building, the Instructor and/or Fire School Administrator or their designee shall:

1. Ensure that all students and guests have removed their trash to appropriate receptacles.
2. Return all Fire School equipment to their proper storage area.
3. Rinse off and/or wash apparatus, if needed, after each use.
4. Clean all portable equipment, if needed, prior to storage.
5. Shut off all electrical equipment and lights.
6. Reset heating system to unoccupied temperature settings.
7. Close and secure all doors. Reset alarm system if able.
8. It will be the responsibility of the Fire School to maintain all portable fire equipment and fire apparatus. Any equipment or training prop that is damaged shall be handled as dictated in the Police and Procedure manual.



## York County Fire School Training Facilities Usage Manual

### **MAZE TRAILER**



### **USE**

The Maze Trailer is two commercial trailer's put together that provides an obstacle course for SCBA / respiratory protection training. The building is designed for training personnel to work under smoke conditions, zero visibility conditions, and adverse structural conditions. All smoke used in this building is non-toxic, non-irritating and is produced by a smoke generator.

### **SAFETY**

1. Protective clothing will consist of head, hand, foot, and eye protection as a minimum. Additional PPE may be required as determined by the Instructor and/or Fire School Administrator.
2. Students and personnel using the maze trailer for smoke exercises must have completed basic instruction in the use of respiratory protection and SCBA equipment.
3. During smoke training exercises, an Instructor and/or competent person shall accompany trainees inside the building.
4. Before the smoke generator is used, the building lights shall be tested to insure all are in good working order.

### **CLEAN UP AND RESTORATION**

1. Inspect the grounds for all rubbish and debris and place in the appropriate canister.
2. Return all Fire School equipment to their proper storage area.
3. Servicing of the smoke generator will be the responsibility of the Fire School.
4. Shut off any lights, close and secure maze trailer door.



## **DRAFTING PIT**



### **USE**

This structure is used to train in the operation of pumping apparatus from a draft and pump performance testing.

### **SAFETY**

1. Metal panels should be placed under apparatus exhaust prior to beginning the evolution. (This will prevent the macadam from being melted.)
2. Personnel should avoid walking on grates.
3. No personnel shall enter the pit by way of man-ways.
4. No personnel shall place any object except a pitot gauge into the hatch on the “torpedo tubes”. If the flow test kit is used the operator must ensure that the manufacture’s recommended guidelines and usage are followed.
5. Protective clothing shall consist of head, hand, foot, and eye protection as a minimum. Additional PPE may be required as determined by the Instructor and/or Fire School Administrator.

### **CLEAN UP AND RESTORATION**

1. All adapters and hard sleeve shall be returned to their proper storage area.
2. Pitot gauge, or flow test kit shall be returned to Fire School Administrator or their designee when borrowed.
3. All grates shall be returned to holders.
4. Water shall be added or removed to return pit to its original level.
5. Inspect the grounds for all rubbish and debris and place in the appropriate canister.
6. Return all Fire School equipment to their proper storage area.





## **DRILL TOWER**

The drill tower is five stories and is equipped with a standpipe system that is located in the stairwell on all floors including the roof. All outlets are 2 ½ inch National Standard Thread. Two fire department connections are located on side C. Anchor points are provided at each window and on the roof for the purpose of tying off ropes.

### **USE**

The drill tower may be used for, but not limited to, the following evolutions:

1. Hose advances
2. Ladder raises
3. Stand-pipe evolutions
4. Search and rescue evolutions
5. Aerial apparatus evolutions
6. Rope rescue evolutions

### **SAFETY**

1. No live fires are permitted to be built in the tower at any time.
2. Only smoke generators will be used to produce artificial smoke in the drill tower.
3. Hose streams from hand lines may be used in any part of the tower.
4. Master streams are not allowed.
5. Neither the sprinkler piping nor the piping for the floor drains may be used to tie off or belay ropes from.
6. Protective clothing shall consist of head, hand, foot, and eye protection as a minimum. Additional PPE may be required as determined by the Instructor and/or Fire School Administrator.
7. When pumping into this system, the maximum pressure at the Siamese shall be 150 psi.



### **CLEAN UP AND RESTORATION**

1. The standpipe system shall be drained and the drain left open.
2. Close all exterior windows and lock where appropriate.
3. Close roof hatch if used.
4. Inspect the grounds for all rubbish and debris and place in the appropriate canister.
5. Return all Fire School equipment to their proper storage area.





## York County Fire School Training Facilities Usage Manual

### **LADDER SHED**



### **USE**

The ladder shed is used to store ladders that are used for training at the facility. In addition the ladder shed is used by the Fire School Facilitator to monitor the burn building during live fire exercises and staging for the Instructors. On the Delta side of the building is a rest room for the students, Instructors, and staff to use while on the drill grounds. The rest room will be available for use between the months of April and October and will be closed during the winter season. Located on the Bravo side interior wall are the electrical panels that control the overhead lights that are located throughout the training grounds.

### **SAFETY**

1. Protective clothing shall consist of head, hand, foot, and eye protection as a minimum. Additional PPE may be required as determined by the Instructor and/or Fire School Administrator.
2. When used as staging and/or rehab for the Instructors, minimum PPE may be optional.

### **CLEAN UP AND RESTORATION**

1. Inspect the grounds for all rubbish and debris and place in the appropriate canister.
2. Return all Fire School equipment to their proper storage area.
3. Close and secure the door to ladder shed.
4. Shut off all electrical lights.



## **ROOF VENTILATION SIMULATOR**



The roof ventilation simulator is constructed of lightweight truss and covered with 4x8 panels of decking materials.

### **USE**

The roof ventilation simulator is used for practicing vertical ventilation techniques and roof ladder placement. The bottom four feet of the prop is painted gray and is **NOT** to be cut during practical evolutions.

### **SAFETY**

1. Protective clothing will consist of head, hand, foot, and eye protection as a minimum. Additional PPE may be required as determined by the Instructor and/or Fire School Administrator.

### **CLEAN UP AND RESTORATION**

1. Inspect the grounds for all rubbish and debris and place in the appropriate canister.
2. Return all Fire School equipment to their proper storage area.
3. Leave protective cover off when practical evolutions are complete.
4. All materials needed to re-sheet the simulator will be provided by the Fire School.
5. It will be the responsibility of the Fire School to re-install the 4x8 panels and cover the simulator.



## **FIRE EXTINGUISHER PIT**



This area consists of a shed and two rectangular containment pits that have various sizes and shapes of small pans for Class A, Class B and Class D fires. Located within the shed are various types of fire extinguishers.

### **USE**

This area is used for training in the extinguishment of incipient level Class A, Class B and Class D fires while using hand-held fire extinguishers.

### **SAFETY**

1. Fires are to be set only in the pans provided.
2. Protective clothing will consist of head, hand, foot, and eye protection as a minimum. Additional PPE may be required as determined by the Instructor and/or Fire School Administrator. During live fire evolutions, full PPE, SCBA optional, is required on the concrete pad.
3. All fuels will be provided by the Fire School. **The use of waste oil or used oil products are strictly prohibited.**
4. For Class A fires, small pieces of wood, straw, excelsior, paper or cardboard may be used.

### **CLEAN UP AND RESTORATION**

1. Inspect the grounds for all rubbish and debris and place in the appropriate canister.
2. Return all Fire School equipment to their proper storage area.
3. Fire extinguishers that belong to the Fire School shall be placed next to the shed for service. Service of used extinguishers will be the responsibility of the Fire School.



## **CONFINED SPACE AREA**



### **USE**

This confined space area is designed to allow students to enter a confined space by a horizontal or vertical opening. For vertical entries there is a manhole cover on top of the simulator.

### **SAFETY**

1. No fire or live smoke shall be introduced into this area. The use of a smoke generator is permitted if a fan is set up for positive pressure ventilation.
2. No student and/or guest shall be allowed to make entry into the confined space area unless they are part of a training program, under the direct supervision of a Certified Instructor or have been previously certified in confined space rescue practices.
3. Air quality must be monitored when using the confined space area.
4. Any entry into the confined space area will require adherence to all applicable OSHA standards, including 29CFR 1910.146 – Permit Required Confined Space Standard.
5. Protective clothing shall consist of head, hand, foot, and eye protection as a minimum. Additional PPE may be required as determined by the Instructor and/or Fire School Administrator.

### **CLEAN UP AND RESTORATION**

1. Inspect the grounds for all rubbish and debris and place in the appropriate canister.
2. Return all Fire School equipment to their proper storage area.
3. Replace manhole cover after use.
4. Close and secure door to simulator.





## **VEHICLE FIRE AND EXTRICATION AREA**

### **USE**

This area is used as a place for students to practice the various facets of vehicle extrication and vehicle fires. Any type of vehicle fire or rescue training is permitted to occur at the vehicle fire and extrication area.



### **SAFETY**

1. All common sense safety guidelines should be followed when performing vehicle rescue evolutions, especially regarding power tools and stabilization.
2. Protective clothing shall consist of head, hand, foot, and eye protection as a minimum. Additional PPE may be required as determined by the Instructor and/or Fire School Administrator. During live fire evolutions, full PPE, including SCBA, is required within the hot zone as determined by the Instructor.
3. All vehicles will be provided by the Fire School. No outside vehicles are permitted without the approval from the Fire School Administrator and/or their designee.
4. An adequate water supply shall be established for all vehicle fires.
5. The minimum hose line for vehicle fires shall be a 1 ¾ inch attack line.
6. All vehicles that are supplied have the following items removed prior to training:
  - a. Gas tanks and fuel lines
  - b. All fluids – oil, anti-freeze, etc...
  - c. Any additional items that the Fire School deems necessary for removal, for the safety of the students and Instructors.
7. Glass breakage is permitted only on the vehicles that are located in the training area. Vehicles that are located in the vehicle storage area are not to be used for any practical evolution.

### **CLEAN UP AND RESTORATION**

1. All parts and/or pieces of the vehicle that have been cut from or removed shall be placed back into the vehicle or into the dumpster adjacent to the training area at the completion of the training exercise.
2. All glass is to be cleaned up and placed back into the vehicle or into the dumpster adjacent to the training area.
3. Removal of vehicles from the property will be the responsibility of the Fire School.
4. Inspect the grounds for all rubbish and debris and place in the appropriate canister.
5. Return all Fire School equipment to their proper storage area.



## **RAILCAR AND HAZARDOUS MATERIALS AREA**



### **USE**

The railcar and tank trailer are available for Confined Space entry, Hazardous Materials training exercises, foam evolutions and other types of advanced firefighting techniques.

### **SAFETY**

1. Protective clothing shall consist of head, hand, foot, and eye protection as a minimum. Additional PPE may be required as determined by the Instructor and/or Fire School Administrator. Personnel may operate on or under the railcar and/or tank trailer while using appropriate protective clothing.
2. No personnel shall make entry into the railcar or tank trailer unless they are part of a Confined Space entry program under the direct supervision of a Certified Instructor, or have been previously certified in confined space rescue practices.
3. Air quality must be monitored when using the props for Confined Space entry.
4. Any entry into the railcar or tank trailer will require adherence to all applicable OSHA standards, including CFR 29 1910.146 - Permit Required Confined Space Standard.
5. Fire fighting foam or substitute may be applied to the exterior tank car or tank truck. No foam, water or other substance may be placed inside the vessels unless approved by the Fire School Administrator or their designee.



### **CLEAN UP AND RESTORATION**

1. Inspect the grounds for all rubbish and debris and place in the appropriate canister.
2. Return all Fire School equipment to their proper storage area.





## **FIRE TRAINING PROPS**

### **USE**

Fire training props are located throughout the Fire School facility. These props are used to help demonstrate and enhance firefighting skills and techniques.

### **SAFETY**

1. Protective clothing will consist of head, hand, foot, and eye protection as a minimum. Additional PPE may be required as determined by the Instructor and/or Fire School Administrator.
2. It shall be the responsibility of the Fire School to ensure all props are in good working order and that all necessary equipment and/or supplies, for a particular prop, are available for use.
3. Fire School personnel shall be given advanced notice when props will be used to ensure proper setup and that all necessary equipment and/or supplies are available for use.



### **CLEAN UP AND RESTORATION**

1. Inspect the grounds for all rubbish and debris and place in the appropriate canister.
2. Return all Fire School equipment to their proper storage area.





York County Fire School  
Training Facilities Usage Manual

## **STRUCTURAL BURN BUILDING & COMBUSTIBLE LIQUIDS PIT POLICIES**

The **York County Fire School Structural Burn Building Usage Manual** shall be followed when utilizing the Structural Burn Building for training activities.

The **York County Fire School Combustible Liquids Pit Usage Manual** shall be followed when utilizing the Combustible Liquids Pit for training activities.

The Educational Training Agency's (ETA) policies and procedures regarding live fire/smoke evolutions shall be followed in addition to this policy.

Copies of these manuals are available for use at the Fire School.