

# YORK COUNTY FIRE SCHOOL



## STRUCTURAL BURN BUILDING USAGE MANUAL

Fifth Edition March 2022

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# York County Fire School Structural Burn Building Usage Manual

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The purpose of this guideline is to ensure a safe teaching environment of all participating emergency service agencies and to ensure the facility is used in accordance with the standards and policies that have been developed to minimize the risk of injury to participants as well as damage to the facility itself.

All fire training conducted within the York County Structural Burn Building shall use only **Class A Fuel** provided by the York County Fire School. The material shall be ignited by flare only. **THE USE OF ACCELERANTS** and/or **CLASS B FUELS** (fuel oil, gasoline, etc.) is **STRICTLY FORBIDDEN**. Such use will result in automatic suspension from further use of the facility and the Department on file shall be responsible for the cost incurred as a result of the damage to the facility

Any conduct (either by act or omission) that may cause people in the community to view the York County Fire School as less than a **PROFESSIONAL PLACE OF LEARNING** shall be conceived as **conduct unbecoming**. If an individual or group conducts themselves in a less than professional manner, they may have their privilege to use the York County Fire School revoked for a time to be determined by the Board of Governors of the York County Fire Chiefs and Firefighters Association.

In addition to the policies and procedures set forth in this document, all individuals utilizing the Structural Burn Building shall abide by the policies and procedures set forth in the York County Fire School Policy and Procedure Manual. A copy of the policy is available on the Fire School website. It is suggested that each organization obtains a copy of this document through the Fire School website 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.

By using the Structural Burn Building 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.

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



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## DEFINITIONS

**IDLH** shall represent Immediately Dangerous to Life and Health

**Instructor** shall be a PSFA Certified State Suppression Instructor

**Technician** shall be the qualified fire department staff listed on the application for purposes of company level structural burns

**PPE** shall represent Personal Protective Equipment

**SCBA** shall represent Self Contained Breathing Apparatus

**SBB** shall represent the Structural Burn Building

**PSFA** shall represent the Pennsylvania State Fire Academy

**YCFS** shall represent the York County Fire School

**YCFS Facilitator** shall be the onsite representative of the York County Fire School



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## I. USAGE STANDARDS

The following usage standards shall represent the proper procedures when utilizing the SBB for both company level and accredited level training activities. There shall be two categories of usage for the York County Structural Burn Building. They are **LIVE FIRE** and **SIMULATED SCENARIOS**.

## II. LIVE FIRE TRAINING USAGE STANDARDS

- A. Live Fire/Smoke Training may be conducted in accordance with the following time frames. Daylight sessions (including weekends) shall be limited to eight (8) hours and conducted between the hours of 08:00 and 17:00. Evening sessions shall be limited to four (4) hours and conducted between the hours of 18:00 and 22:00. **ALL FIRES IN THE SBB WILL BE EXTINGUISHED BY 22:00 HOURS, NO EXCEPTIONS.**
- B. Scheduling shall be on a first come first served basis. Any company or department interested in live fire training can make their written request by contacting the YCFS by email to [registration@ycfs.us](mailto:registration@ycfs.us). All necessary information will be obtained by the YCFS staff upon receiving such requests. **ALL REQUESTS FOR LIVE FIRE TRAINING MUST BE SUBMITTED SIX (6) WEEKS PRIOR TO USE.**
- C. Confirmation scheduling 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 use of the SBB or its surrounding area.
- D. All training scenarios shall be conducted in compliance with the *PSFA Structural Burn/Live Fire (SBS) Policy No: 2006-02 Revised October 1, 2020* and all applicable NFPA and/or OSHA standards based on the training to be done, except as noted under the Training Requirements for Company Level Live Fire/Smoke Evolutions section. Any questions regarding these standards/regulations can be directed to the York County Fire School Administrator and/or their designee.
- E. Individual fire companies will be responsible for the condition of all PPE worn by their personnel participating in the training session. **All PPE** worn shall follow all applicable testing standards for Structural Fire Fighting Protective Clothing at time of purchase and in good working condition. All PPE shall be inspected prior to any live fire exercise and proper documentation completed.
- F. All members **SHALL** be covered through their respective emergency services department insurance policies including Worker's Compensation.
- G. Facial hair shall follow the PSFA established policy for all personnel participating in live fire training evolutions. At no time will any student with facial hair violating this policy be permitted to engage in interior/exterior firefighting training, structural search operations, or any other IDLH environment activities.
- H. **All PPE** worn shall follow all applicable testing standards for Structural Fire Fighting Protective



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Clothing at time of purchase and in good working condition and comply with Section II.8.

- I. Protective clothing/equipment necessary for IDLH training, at a minimum, shall consist of the following items:
  1. **Helmet** that is designed and constructed for structural fire suppression conditions shall be worn and used in compliance with manufacturing recommendations. NFPA-compliant eye protection (i.e. shields, goggles) may be removed for live-fire evolutions to prevent thermal damage.
  2. **Protective Hood** that is designed and constructed for use in structural fire suppression conditions.
  3. **Turnout Coat/Pants** designed and constructed for use in structural fire suppression condition.
  4. **Boots/Footwear** designed and constructed for use in structural fire suppression conditions.
  5. **Gloves** designed and constructed for use in structural fire suppression conditions
  6. **Eye Protection** designed and constructed for use in structural fire suppression conditions. ANSI- compliant eye protection shall be worn and used in compliance with manufacturer instructions for support and clean-up activities.
  7. **SCBA with a working PASS system** designed and constructed for use in structural fire suppression conditions.
- B. Participants dress code for live fire evolutions shall be the following, worn under the required PPE as described above:
  1. Long pants; natural fiber or fire resistant material. No shorts will be permitted
  2. Long sleeved shirt and/or sweatshirt natural fiber or fire resistant material.
  3. Socks
  4. A change of clothing: wet clothing during repeated entries adds to the possibility of steam burns.
- C. Items required to be supplied by the host department for both company level and accredited level training activities shall be the following:
  1. Rehabilitation supplies (appropriate for the weather conditions expected during training)
  2. **MEDICAL SUPPLIES AND PERSONNEL WHO ARE EMT-B CERTIFIED** are required to be onsite during live fire exercises. If a BLS unit cannot be obtained to standby during the





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Training evolutions, adequate BLS equipment to include medical/trauma bags, AED and oxygen delivery equipment at a minimum must be provided. The onsite certified EMT-B is **NOT** permitted to be involved in the live fire evolutions. Proof of certification is required.

3. All necessary equipment needed to run the training evolutions such as apparatus, hose, nozzles, hand tools, rope, lights, etc.
- D. Specific Requirements that shall be conducted **PRIOR** to any live fire training evolution being started.
1. PPE & SCBA Inspection: An inspection by all participants, including instructors, of PPE and SCBA shall be conducted. The PPE inspection and SCBA forms to be used can be obtained from the Fire School website.
  2. A mandatory walk through of the SBB shall be done by all students and instructors/technicians.
  3. The Emergency Evacuation Signal and associated procedures shall be explained prior to beginning live fire drills. The safe reporting location shall be identified.
  4. The Incident Management System shall be used and explained to all students prior to beginning live fire drills.
  5. A personal accountability system shall be utilized by all students and instructors/technicians.
  6. Emergency Medical Services/Rehabilitation Sector shall be identified, and location specified to all participants. All personnel including instructors/technicians shall go through rehabilitation after completing interior evolutions in an IDLH environment.
- E. Hose line requirements for live fire training shall be a minimum of an inch and three quarter (1 ¾) hose line capable of flowing 125 GPM through an approved NFPA nozzle. Other hose lines may be permitted (i.e. those designed to deliver CAFS or other firefighting agent) as long as a charged hose line as specified above is in place as a safety.
- F. An instructor/technician safety line is **REQUIRED** during all live fire evolutions and will be in place on each floor used for live fire training. The safety line shall be long enough to reach all points of that floor and used only if there is a perceived emergency in the building. This line shall be connected to a separate water source from the attack line.
- G. Safety Officer and R.I.T. shall be in place.
- H. Student to Instructor Ratio shall be maintained at five to one (5:1) throughout all live fire training evolutions.
- I. Live fires are only permitted in rooms designated as burn rooms inside the SBB. These areas have HTL lined ceilings as well as some walls and columns. A visual inspection of these tiles will be conducted prior to usage.
- J. Only one fire per floor with a max of 2 fires at one time will be permitted during an evolution. Once the primary fire on the floor is extinguished a second fire may be lit on that floor



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depending on the objectives of the evolution.

- K.** Maximum fuel load for each training fire shall be no more than three (3) wooden pallets and 1/2 bale of straw. This shall be considered a standard “fire set”.
- L.** Smoke Barrels may be utilized if they **DO NOT** impede egress areas. These barrels shall be utilized to make additional smoke and shall not be free burning. If utilized these smoke-barrels **MUST** be monitored by an instructor.
- M.** Class A burning material storage is permitted on the fire floors if they do not impede egress from the building.
- N.** Hazard Zones shall be established and maintained around the SBB during live fire training. All personnel, including Instructors, must be in full PPE once inside. This zone shall be referred to as the **HOT ZONE**. At no time will person(s), not properly protected, be permitted in the **HOT ZONE** during training activities.
- O.** Each room shall be checked by the Lead Instructor/Technician and the safety officer prior to the ignition of the initial lighting of the live fire exercise to ensure no unauthorized personnel are still in the SBB.
- P.** No persons shall assume the role of a live victim inside the SBB during live fire exercises. Mannequin(s) or hose dummies are permitted however they shall not be placed in the burn room where the fire set is utilized.



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### III. WEATHER CONDITIONS TRAINING LIMITATIONS

- A. Thunderstorms and severe weather conditions shall be monitored by the Lead Instructor/Technician if such conditions are predicted in the York County area during training sessions. If a severe thunderstorm warning is issued for the immediate area, the skies shall be monitored and, if necessary, students taken to a place of safe refuge as determined by the Lead Instructor/Technician and the YCFS Facilitator.
- B. If lightning strikes are occurring within 5 miles of the YCFS, training shall be suspended, and student taken to a place of safe refuge as determined by the Lead Instructor/Technician and the YCFS Facilitator.
- C. The Lead Instructor/Technician shall use good judgment in suspending training at the YCFS for any other weather conditions that may present itself and possibly cause harm to the students.

### IV. SEASONAL SUSPENSION OF TRAINING

The York County Fire School keeps the safety of all emergency services personnel as our number one priority. One safety issue is the icing conditions on the training grounds. During the winter months icing conditions present a danger to students and equipment. Slips and falls as well as appliances being damaged due to ice increases the chance of firefighter injuries. Because of this avoidable hazard the YCFS SBB will have limited evolutions conducted between **December 15 and March 15** that involve water flow. Emergency services personnel are welcome to continue to utilize the SBB during this time frame for **Simulated Scenario Training evolutions**; however, water flow will not be permitted. The York County Fire School will consider, on a case-by-case basis, training requests in the event the weather is atypical and warm temperatures are present during the water flow restricted time period.



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### V. SPECIAL EXEMPTIONS TO STUDENT REQUIREMENTS AND RESPONSIBILITIES DURING LIVE FIRE EVOLUTIONS

Such exemptions must receive **PRIOR** approval of the Fire School Administrator. Examples of special exemptions may be, but not limited to: Media, Public Officials, Firefighting Equipment Manufacturing Representatives, etc.

- A. Those persons receiving special exemption status shall be under the direct 1:1 supervision of the Safety Officer or approved PSFA Instructor and be subject to all the PPE ensemble requirements of any other participant.
- B. Those persons receiving special exemption status shall receive orientation to all safety procedures prior to entry. They shall also acknowledge and agree to their responsibility in following directions as given by their assigned instructor.
- C. Those persons receiving special exemption status shall be at a minimum age of 21 and be capable of understanding the potential risks they may encounter.
- D. **SAFETY IS THE PRIMARY CONSIDERATION** for any person receiving a special exemption status. If for **ANY** reason safety is compromised or deemed in jeopardy by the instructional staff on site, the participant shall be removed from the live fire environment immediately.



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### VI. REQUIREMENTS FOR COMPANY LEVEL LIVE FIRE/SMOKE EVOLUTIONS

The York County Fire School understands the necessity for company level training and encourages all departments to use the facility to enhance and reinforce proper technique in fighting fires. For department to practice live fire attack, the Company Level Live Fire/Smoke section of the SBB Usage Manual has been developed.

The YCFS will allow departments the ability to schedule time at the burn facility to practice live fire attack techniques. If approved to use the facility for live fire/smoke evolutions, the fire company **MUST** provide documentation for everyone that is participating in the evolution that they have met the minimum training requirements set forth in this manual.

Any company or department that has been granted the use of the facility for company level training will be required to cover all applicable fees and expenses associated with that class and abide by the policies and procedures set forth in this manual.

Multiple tasks may be completed during an evolution (i.e., a second attack line on a separate floor, search & rescue, laddering, and roof ventilation) as long as each crew is accompanied by a Company Level Technician and a back-up hand line and RIT are staffed and in place.

The PSFA Structural Burn/Live Fire (SBS) Policy requirement for four (4) personnel standing by as a RIT for each evolution. If the RIT is deployed for student or technician rescue, the evolution shall be immediately terminated. Two (2) members of the RIT may staff the back-up hand line.

All Company Level Technician Assignments and training plans shall be documented and provided to the Fire School Administrator prior to the beginning of training. The following forms must be completed and are available online or through the Fire School:

- a) Company Level Training Technician Assignment form (3-4 weeks prior)
- b) Company Level Training Member Participation Sheet (3-4 weeks prior)
- c) IAP (1 week prior)
- d) YCFS Billing Authorization Form
- e) Copies of required training certificates
- f) Any other form deemed necessary by the Fire School Administrator or their designee.

The following items are required to be supplied by the host department for company level training activities:

- a) Proof of Worker's Compensation and general liability insurance of not less than one (1) million dollars. Proof shall
- b) Rehabilitation supplies (appropriate for the weather conditions expected during training)



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- c) **MEDICAL SUPPLIES AND PERSONNEL WHO ARE EMT-B CERTIFIED** are required to be onsite during live fire exercises. If a BLS unit cannot be obtained to standby during the training evolutions, adequate BLS equipment to include medical/trauma bags, AED and oxygen delivery equipment at a minimum must be provided. The onsite certified EMT-B is **NOT** permitted to be involved in the live fire evolutions. Proof of certification is required.
- d) All necessary equipment needed to run the training evolutions such as apparatus, hand tools, rope, lights, etc.
- e) Any other item deemed necessary by the Fire School Administrator or their designee.

The following Company Level Technician assignments shall be assigned for each training evolution requiring the use of live fire or smoke.

**ALL Company level Technicians shall meet or exceed the criteria listed below and 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 that, proper and adequate insurance coverage for those personnel is provided regardless or not of membership in the host agency.**

### 1. Lead Company Burn Technician:

- a. Training (must be documented)
  - i. Essentials of Fire Fighting or its equivalent
  - ii. Structural Burn Session (SBS)
  - iii. York County Fire School - SBB orientation class
  - iv. Certified Firefighter I & II
  - v. Eight years of active Firefighting Experience
- b. Instructor of Record
- c. Responsible for overall coordination of training evolutions
- d. Responsible for all paperwork and documentation associated with the program
- e. Responsible for the safety of all participants.
- f. Has the right and duty to stop, correct, suspend and/or alter the training due to unsafe activities or conditions.

### 2. Assistant Company Burn Technician:

- a. Training (must be documented)
  - i. Essentials of Fire Fighting or its equivalent



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- ii. Structural Burn Session (SBS)
  - iii. York County Fire School - SBB orientation class
  - iv. Certified Firefighter I
  - v. Five years of active firefighting experience
- b. Number of participants shall determine the number of Assistant Company Burn Technician. There shall be a student to assistant technician ratio of 5:1.
  - c. May be used to build, ignite, and stoke fire sets, instruct interior teams, and assist the Lead Technician in completing training evolutions.
  - d. Must be under the supervision and responsible to the Lead Company Burn Technician.



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### **VII. STUDENT REQUIREMENTS AND RESPONSIBILITIES DURING COMPANY LEVEL LIVE FIRE /SMOKE EVOLUTIONS**

- A. A minimum of 18 years of age is required for all persons participating in live fire/smoke exercises unless functioning under the auspices of an approved apprenticeship program.
- B. All participants taking part in live fire training shall have successfully completed one of the following programs or approved equivalent:
  - 1. PSFA Interior Firefighter or its predecessor with Live Fire
  - 2. Firefighter I or II Certifications
- C. All Junior Firefighters, Cadets, Apprentice Firefighters etc. (those students ages 14 - 17) participating in any exercise on the York County Fire School premises shall be trained in accordance with the applicable Child Labor Laws of the Commonwealth of Pennsylvania.
- D. All required documentation is to be completed prior to start of evolution and are available online or through the Fire School:
  - 1. YCFS Sign-in Sheet
  - 2. YCFS SCBA Inspection Checklist Form
  - 3. PSFA PPE Inspection Checklist form
  - 4. YCFS Medical/REHAB Form





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### VIII. YORK COUNTY FIRE SCHOOL FACILITATOR

The York County Fire School Facilitator shall be an onsite representative of the Fire School during all livefire training. This representative shall be the liaison between the instructional staff, company officer and the Fire School during the training period. The Fire School Facilitator shall:

- A. Be provided by the YCFS for the duration of the training program.
- B. Open and close the training grounds.
- C. Inspect the SBB prior to evolutions for damage and confirm such damage, if found, with the lead technician.
- D. Be the primary Thermal Monitoring System attendant during all live fire entries.
- E. Handle any on site requests of the instructional staff regarding facility issues.
- F. Contact the YCFS Administrator or their designee if any issues arise during the exercise.
- G. Conduct a post burn inspection and confirm any damage, if found, with the lead technician.
- H. NOT make live burn entries and is not considered one of the instructional staff.
- I. Make sure that all appropriate paperwork, regarding the live fire/smoke training has been filled out and submitted to the Fire School Administrator.



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### IX. TERMINATION OF LIVE FIRE TRAINING

Once live fire/smoke training has been completed and students/technicians have adequately been rehabilitated, cleanup of the training grounds will commence. The following shall occur:

- A. All interior rooms, excluding the rooms used for live fire, and the areas immediately surrounding the SBB must be swept clean. Non-burning debris (unused wooden pallets, straw, etc.) shall be removed from the SBB and placed back in storage.
- B. For rooms that were used for live fire, all hot embers and smoldering debris shall be gathered and left on a pile in the burn room (1 foot from any wall) in which it was found. The debris shall be left to self-extinguish and the remains removed on the next workday by YCFS staff.
- C. **DO NOT use water to cool down the walls and ceiling of the burn rooms in the SBB.** The building shall be left to cool down naturally to dissipate heat without damage to the heat tiles or structure.
- D. Windows and doors shall be closed and secured except for one window per floor to provide air flow for natural cooling. The YCFS Facilitator shall determine which window to leave open.
- E. All training props utilized during the live fire training (mannequins, hose dummies, appliances, etc.) shall be returned to their proper storage area. All items will be inspected by the YCFS Facilitator prior to being placed in storage.
- F. The training grounds shall be checked for nails or other debris that may lead to safety issues for the next class utilizing the SBB area. Corrective actions will be taken to prevent such damage.
- G. The YCFS Facilitator shall be the last person to leave the YCFS once the post inspection has been completed by himself/herself and the Lead Technician of the program. All lighting, locking of doors, etc. shall be completed by the facilitator.
- H. All required documentation (rosters, etc.) shall be left by the Lead Technician for the Facilitator. This documentation shall be placed in the Fire School Administrator's mail bin.



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### **X. CLEAN UP, RESTORATION AND NOTIFICATION**

- A. The area around the Structural Burn Building shall be cleaned up after each use by the department, company, organization, or class as described in the York County Fire School Policy and Procedure Manual under GENERAL INFORMATION.
- B. Any damage to the Structural Burn Building and/or the areas adjacent to it shall be reported to the Fire School Administrator as described in the York County Fire School Policy and Procedure Manual under GENERAL INFORMATION.
- C. Any incident, injury, or “near-miss” that occurs during the use of the Structural Burn Building shall be reported to the Fire School Administrator as described in the York County Fire School Policy and Procedure Manual under the INCIDENT/INJURY/NEAR-MISS REPORTING POLICY.



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### XI. SIMULATED SCENARIO TRAINING USAGE STANDARDS

- A. Simulated Scenario training shall be any training on the SBB ground that **DOES NOT UTILIZE ANY LIVE FIRE/SMOKE COMBUSTION PROCESSES.** Examples of such training are, but not limited to:
1. Hose drills both dry and wet
  2. Ladder drills
  3. Search and Rescue drills
  4. Mayday Training
  5. Rope evolutions
- B. Simulated Scenario Training may be conducted in accordance to the following time frames. Daylight sessions (including weekends) shall be limited to eight (8) hours and conducted between the hours of 08:00 and 17:00. Evening sessions shall be limited to four (4) hours and conducted between the hours of 18:00 and 22:00.
- C. Scheduling shall be on a first come first served basis. Any company or department interested in simulated scenario training can make their request in writing by contacting the YCFS by email at [registration@ycfs.us](mailto:registration@ycfs.us). All necessary information will be obtained by the YCFS staff upon receiving such requests. All requests for simulated scenario training must be submitted prior to use recommended 48 hours' notice during the week and by Thursdays for weekend training.
- D. Confirmation scheduling 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 use of the SBB or its surrounding area.
- E. All training scenarios shall be conducted in a safe and structured manner. The officer in charge will confirm all evolutions with the YCFS Facilitator prior to commencing the drill.
- F. Individual fire companies will be responsible for the condition of all PPE worn by their personnel participating in the training session. All members **SHALL** be covered through their respective emergency services department insurance policies including Worker's Compensation.
- G. The **ONLY** smoke allowed during Simulated Scenario Training will be produced by a theatrical smoke machine. **THERE WILL BE NO LIVE FIRE SMOKE BARRELS UTILIZED** or any other combustion utilized for smoke production. **NO EXCEPTIONS.**
- H. Facial hair shall follow the PSFA established policy for all personnel participating in live fire training evolutions. At no time will any student with facial hair violating this policy be permitted to engage in interior firefighting training, structural search operations, or any other IDLH environment activities.
- I. **All PPE** worn shall follow all applicable testing standards for Structural Fire Fighting Protective Clothing at time of purchase and in good working condition and comply with Section II.8



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- J. Items required to be supplied by the host department for simulated scenario training shall be the following:
1. Proof of Worker's Compensation and general liability insurance of not less than one (1) million dollars. This can be accomplished when speaking to the York County Fire School Administrator during scheduling.
  2. Rehabilitation supplies (appropriate for the weather conditions expected during training)
  3. All necessary hardware needed to run the training evolutions such as apparatus, hand tools, rope, lights, etc.
  4. It is recommended that companies participating in simulated scenario training have qualified medical personnel and equipment on site for firefighter safety.
- K. Smoke machines may be utilized if they **DO NOT** impede egress areas. These machines **MUST** be monitored by an officer.
- L. Class A burning material storage is **FORBIDDEN** on the fire floors during simulated scenario evolutions.
- M. Specific requirements that shall be conducted **PRIOR** to any simulated scenario training evolution being started.
1. A mandatory walk through of the SBB shall be done by all students and instructors.
  2. The Emergency Evacuation Signal and associated procedures shall be explained prior to beginning of simulated scenario drills. The safe reporting location shall be identified.
  3. The Incident Management System shall be used and explained to all students prior to beginning of simulated scenario drills.
  4. A personal accountability system shall be utilized by all students and instructors.
- N. No persons shall assume the role of a live victim inside the SBB during simulated scenario training, except for firefighter safety/survival and RIT training programs. Mannequin(s) or hose dummies are permitted.
- O. The York County Department of Emergency Services communications center shall be contacted if York County radio system is to be used during the simulated scenario exercise. An approved training talk group shall be requested. It is understood that this talk group **WILL NOT BE MONITORED** by the communication center. York County DES shall be notified when the training is concluded, and the talk group is no longer needed.



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### **XII. STUDENT AND DEPARTMENTAL REQUIREMENTS AND RESPONSIBILITIES DURING COMPANY LEVEL SIMULATED SCENARIO TRAINING EVOLUTIONS**

- P. A minimum of 16 years of age is required for all persons participating in simulated scenario smoke exercises.
- Q. All participants taking part in a simulated training scenario shall be under the control of their company officer(s) at all times. No freelancing is permitted on YCFS grounds due to other classes that may be in progress.
- R. The company officer designated as **LEAD TECHNICIAN** shall make it known to the YCFS Facilitator upon arrival at the YCFS. This person shall be the primary contact with the facilitator during the evolutions.
- S. All Company Level Training Technicians shall meet the requirements as listed within the **Live Fire Usage Standard** section of this document.
- T. All Junior Firefighters, Cadets, Apprentice Firefighters etc. (those students ages 14 - 17) participating in any exercise on the York County Fire School premises shall be trained in accordance with the applicable Child Labor Laws of the Commonwealth of Pennsylvania.



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### **XIII. TERMINATION OF SIMULATED SCENARIO TRAINING**

Once simulated scenario training has been completed and participants have adequately been rehabilitated cleanup of the training grounds will commence. The following shall occur:

- A. The theatrical smoke machine and associated power cords will be cleaned and placed back in storage. Windows and doors shall be closed and secured.
- B. All training props utilized during the simulated scenario training (mannequins, hose dummies, appliances, etc.) shall be returned to their proper storage area.
- C. The training grounds shall be checked for debris that may lead to safety issues for the next class utilizing the SBB area. Corrective actions shall be taken to prevent such damage.

### **XIV. CLEAN UP, RESTORATION AND NOTIFICATION**

- A. The area around the Structural Burn Building shall be cleaned up after each use by the department, company, organization or class as described in the York County Fire School Policy and Procedure Manual under GENERAL INFORMATION.
- B. Any damage to the Structural Burn Building and/or the areas adjacent to it shall be reported to the Fire School Administrator as described in the York County Fire School Policy and Procedure Manual under GENERAL INFORMATION.
- C. Any incident, injury, or "near-miss" that occurs during the use of the Structural Burn Building shall be reported to the Fire School Administrator as described in the York County Fire School Policy and Procedure Manual under the INCIDENT/INJURY/NEAR-MISS REPORTING POLICY.



# York County Fire School Structural Burn Building Usage Manual

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## APPENDIX A: SAMPLE BURN DAY INCIDENT ACTION PLAN (IAP)

**Date/Time:** xxx / 00:00 to 00:00

**Location:** York County Fire School, 330 Emig Road, York, PA 17406

**Number of Students/Teams:** XX / X teams of X and X teams of X

**Objective:** To provide the firefighters the opportunity to apply the basic knowledge and skills, as they relate to interior fire ground operations, in a safe, live fire training environment. The firefighters will participate as a member of a team during interior fire suppression drills and applying the appropriate techniques for conditions that are presented.

### **Firefighter Responsibilities**

The firefighters shall have with them all personal protective equipment (PPE) that is required per the PA State Live Burn Policy. This includes, but is not limited to:

- Helmet
- Turn-out coat and pants
- Structural fire gloves
- Protective hood
- Structural fire boots
- Approved SCBA with face piece

The firefighters will stage their PPE and equipment under the pavilion in the cold zone. While in the warm and hot zone, the firefighters will wear at minimum, head, hand, eye, and foot protection.

### **Burn Technician Responsibilities**

**Incident Command (IC)/Outside Safety Officer:** Serves as the incident commander and outside safety officer for each evolution, responsible for safety for the firefighters and burn technicians.

**Inside Safety Officer:** Assists the Ignition Burn Technician with the initial lighting of the fire set for each evolution and stages in an area of refuge as the attack team enters the building with the Fire Attack Burn Technician. Also aids the Attack and Ignition Burn Technicians during the evolution when needed.

**RIT Burn Technician:** Responsible for the RIT team, made up of 4 firefighters (including the burn technician) as required by the State Fire Academy. The RIT team will be in a ready state to assist with the removal of any firefighters or burn technicians who may need assistance during an evolution.

**Ignition Burn Technician:** Ensures the safe ignition of the fire set prior to the start of each evolution. This Burn Technician will also serve as a second Burn Technician inside the burn building for firefighter safety.

**Fire Attack Burn Technician:** Guides the attack team through the evolution, ensuring the safety of the team and effective extinguishment and ventilation using effective suppression techniques. Also assists the Ignition Burn Technician with re-igniting and maintaining the fires throughout the evolution.

## APPENDIX A: SAMPLE BURN DAY INCIDENT ACTION PLAN (IAP)

### Evolutions

There will be X sets of evolutions each for [basement,] [1<sup>st</sup> floor,] [2<sup>nd</sup> floor,] [3<sup>rd</sup> floor] fires.

**THE SAMPLE EVOLUTIONS BELOW ARE TO BE CUSTOMIZED TO COMPANY NEEDS. THE NUMBER OF SIMULTANEOUS TASKS WILL DEPEND ON THE NUMBER OF FIREFIGHTERS AND BURN TECHNICIANS AVAILABLE FOR EACH EVOLUTION. SEE THE ATTACHED FIREFIGHTER AND BURN TECHNICIAN MATRICES FOR SUGGESTED ROTATIONS THROUGH ASSIGNMENTS.**

#### Basement Fires: (fire rack located in Room 103)

- Fire Attack: Attack team enters top of stairs with charged hose line, advances down the stairs, completes attack/vent, retreats as directed by Attack Burn Technician, and rotates nozzle position
- Rehab: From previous fire attack evolution; re-hydrate, cool-down, and have vital signs taken and be cleared by EMS.
- RIT/Backup: 2 FF masked-up/ready-to-go (all staged on Side C on grade)
- Ladders: Places ground ladders to the 2<sup>nd</sup> floor Side A and 3<sup>rd</sup> floor Side C windows after attack team enters the building and returns the ladders to the starting point after the evolution is complete.
- Re-pack: Re-packs attack line from previous evolution

#### 2<sup>nd</sup> Floor Fires: (fire rack located in Room 205)

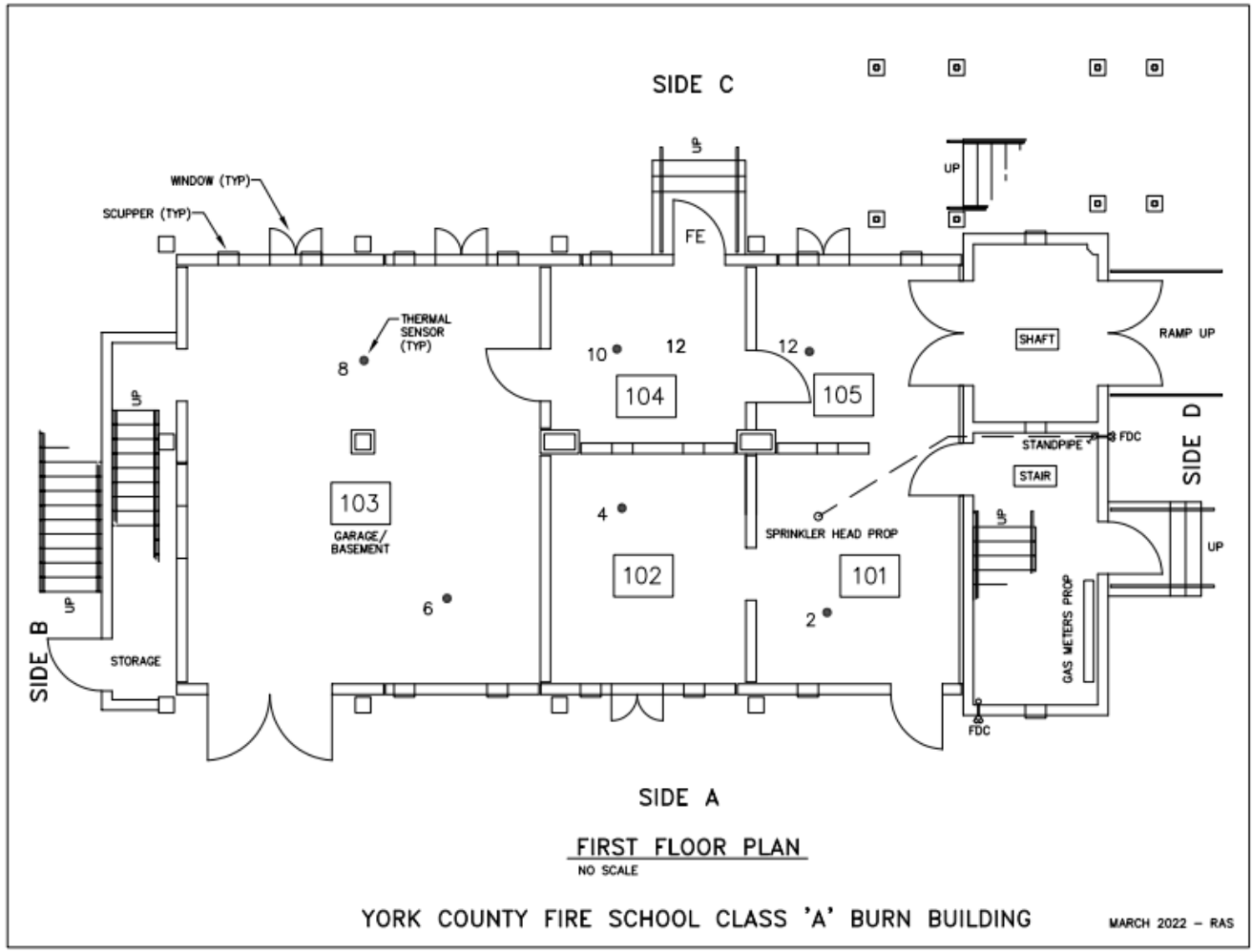
- Fire Attack: Attack team enters Side A with charged line, advances to fire on 2nd floor, completes attack/vent, retreats as directed by burn technician, and rotates nozzle position
- Rehab: From previous fire attack evolution; re-hydrate, cool-down, and have vital signs taken and be cleared by EMS.
- RIT/Backup: 2 FF masked-up/ready-to-go (all staged on Side C landing)
- Ladders: Places ground ladders to the 2nd floor Side A and 3rd floor Side C windows after attack team enters the building and returns the ladders to the starting point after the evolution is complete.
- Re-pack: Re-packs attack line from previous evolution.
-

## APPENDIX A: SAMPLE BURN DAY INCIDENT ACTION PLAN (IAP)

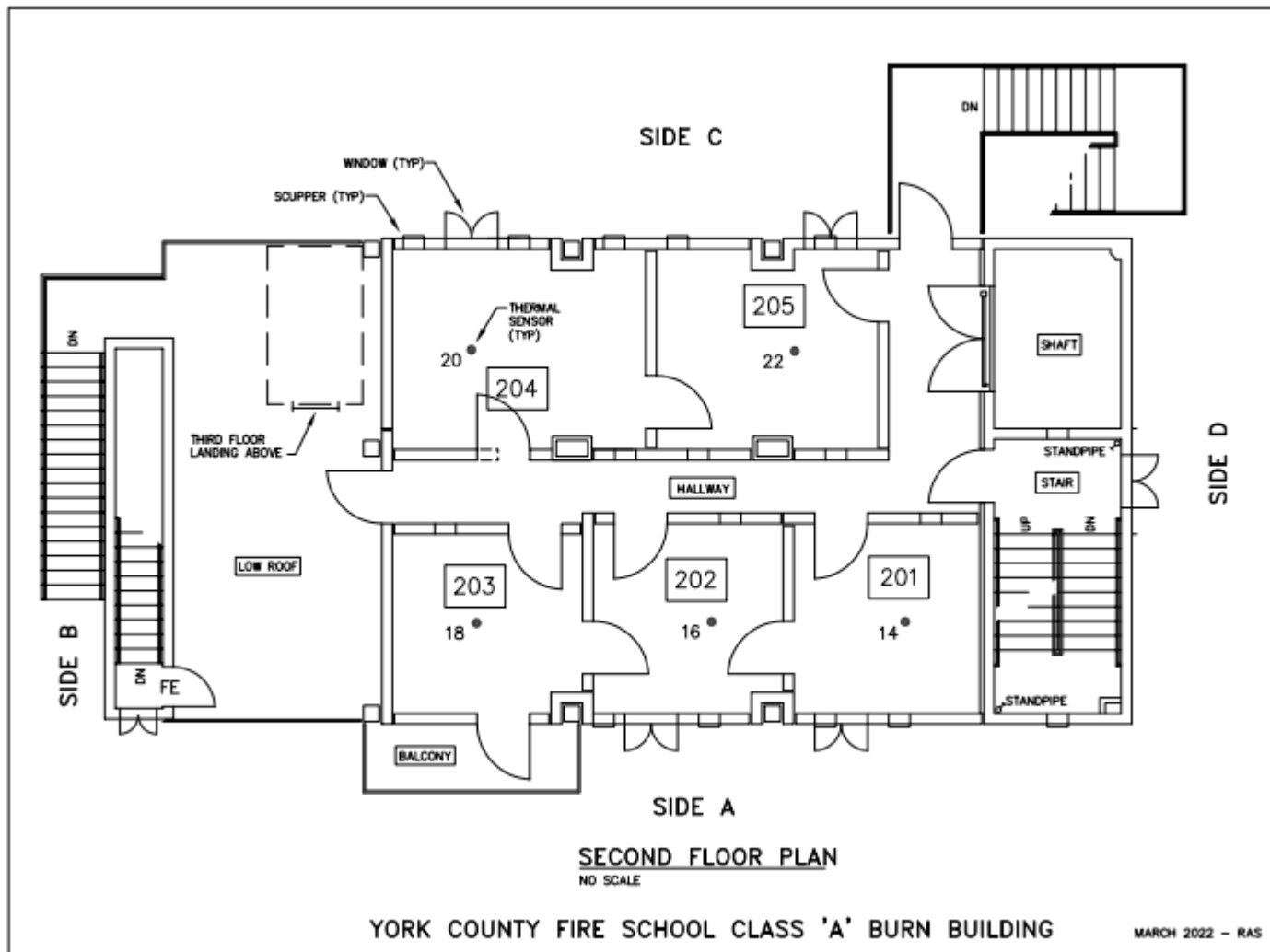
### 3<sup>rd</sup> Floor/Standpipe Fires

- Fire Attack:** The engine responds in and parks on Side D of building. After parking the engine, one of the crew members and driver establishes water supply from the hydrant at the A/D corner of the building and supplies the FDC. The remaining attack team members enter Side D with a high-rise pack, advance to the standpipe connection on the 2<sup>nd</sup> floor and flakes the line on the stairs and charges the line when the standpipe is charged. The team then regroups on the 3<sup>rd</sup> floor landing, advances down the corridor, completes attack/vent, retreats as directed by the burn technician, and rotates nozzle position. At the completion of the evolution, the team brings all equipment and tools to the exterior.
- Search & Rescue:** Engine responds in and parks on Side C of the building. After the engine comes to a complete stop, the team enters Side C exterior stairs with tools and PW, searches the 2<sup>nd</sup> floor, locates, reports, and controls any fire extension, and removes any found victims to the exterior landing.
- RIT/Ladders:** 2 FF masked-up/ready-to-go with RIT burn technician, 2 FF to place all 4 engine ladders on all sides of the building; remaining FF to walk around the building and secure utilities.
- Rehab (if applicable):** When the interior evolutions are complete, the Fire Attack and Search & Rescue teams and burn technicians will re-hydrate, cool-down, and have vital signs taken and be cleared by EMS.
- Repack:** The Rehab team and teams assigned to RIT/Ladders will return the ladders to the engines and break down and reload the water supply and attack line for the next evolution.

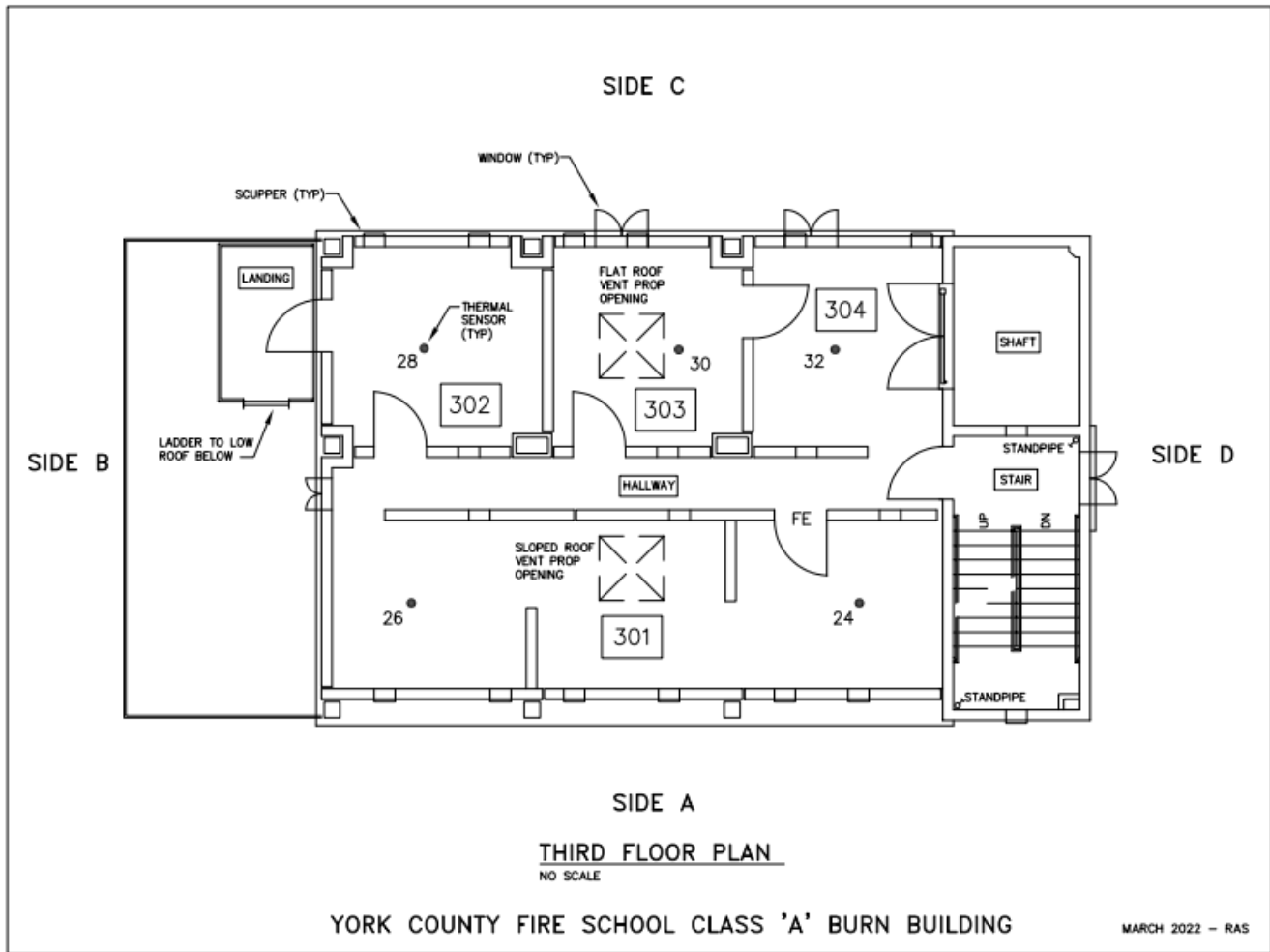
**APPENDIX A: SAMPLE BURN DAY INCIDENT ACTION PLAN (IAP)**



# APPENDIX A: SAMPLE BURN DAY INCIDENT ACTION PLAN (IAP)



# APPENDIX A: SAMPLE BURN DAY INCIDENT ACTION PLAN (IAP)



## **APPENDIX A: SAMPLE BURN DAY INCIDENT ACTION PLAN (IAP)**

### **Task Analysis**

The following tasks will be accomplished during the practical evolutions:

- Correct hose line and nozzle combination is selected
- Correct hose deployment and management inside and outside of the burn building
- Appropriate attack method is chosen and used by all members of the attack team
- Proper hydraulic ventilation is completed with each rotation
- Proper ground ladder deployment

### **Risk Analysis**

The following identified risks include, but are not limited to:

- PPE and/or SCBA failure
- Other firefighting equipment malfunction during evolution
- Human error by firefighters and/or burn technicians
- Slips, trips, and falls
- Medical emergencies before, during or after each evolution
- Weather (extreme heat, cold, or severe storms)

### **Risk Evaluation and Control**

All burn technicians will be certified by YCFS through the SBB Orientation Program and are aware of the risks associated with live fire training and can help to prevent accidents and/or injuries common with this type of training.

All burn technicians will go through an initial briefing to review the day's planned evolutions and will assist with providing the firefighters with the same briefing.

PPE and SCBA inspections will be completed by all firefighters and burn technicians prior to the burn date or on the day of the burn. Any deficiencies will be corrected before use.

Medical evaluation forms will be completed by all firefighters and burn technicians. Each form will list a brief medical history if one exists. Baseline vitals will be taken for each firefighter and burn technician before any fires are ignited and vitals will be checked after each interior work cycle.

Each fire set shall meet the PSFA Live Burn Policy and YCFS requirements and will be set in such a manor to protect the firefighters, burn technicians, and building from harm.

In order to meet the 4-person PSFA requirement for RIT, two teams may be combined to form the RIT team. Two (2) firefighters shall be masked up and ready to assist with the removal of firefighters and/or burn technicians in case of a MAYDAY situation. The remaining RIT team members may be assigned typical RIT duties such as placing ground ladders for escape and securing utilities.

There will be a charged safety line in place for burn technician use if needed. The safety lines will be staged

## APPENDIX A: SAMPLE BURN DAY INCIDENT ACTION PLAN (IAP)

as follows:

- Outside the Side A or C doors for the 1<sup>st</sup> floor and basement fire evolutions
- On the garage roof for the 2<sup>nd</sup> floor fire evolutions
- Inside Room 302 and secured to the platform railing for 3<sup>rd</sup> floor fire evolutions

The safety lines will be supplied from the hydrant on the A/B corner of the burn building.

### **Emergency Management Plan**

Medical: There will be a BLS team on stand-by with at least one (1) EMT who is not part of the class. This team will be available to conduct rehab, take vital signs and administer aide to anyone having a medical emergency. They will be staged beside the modular classroom in the cold zone and in a position for easy egress in case transport is necessary.

Emergency Evacuation Signal: Each burn technician will have a radio. In the event of an emergency the IC shall announce over the radio for everyone to evacuate the burn building and order the pump operator to give one (1) long blast with the air horn. If an emergency occurs, the IC shall conduct a PAR check for all firefighters and burn technicians. The RIT team shall be activated only by the IC in the event of a MAYDAY situation.

Safe Work Practices: All evolutions shall be conducted in a safe manner. The firefighters and burn technicians directly involved in the evolution and fire attack shall be dressed in full PPE with SCBA. All others who are not involved in the evolution and remain inside the warm zone must have head, hand, eye, and foot protection.

Escape Routes: Prior to the start of the evolutions, all firefighters and burn technicians will perform a walk-through of the burn building. During this walk-through, the exits will be pointed out in case of an emergency. All egresses shall remain free of debris and clear to allow individuals to exit the building safely.

Dry Decon: Firefighters and burn technicians immediately after leaving the IDLH area and while still on breathing air will complete dry decontamination (decon) by standing in front of a high-volume fan for a minimum of 30 seconds (15 front/15 back). Firefighters and burn technicians will remove doff their PPE before going into the modular classroom. Soiled hoods will be exchanged between evolutions if available.

Rehab: The rehab location will be in the modular classroom and at the pavilion along with firefighter staging. While in rehab, firefighters and burn technicians will use appropriate wipes to clean the high-risk areas (face, head, neck, arms, wrists, and hands) prior to ingesting any water or food.

Wet Decon: In addition to dry decon after the last evolution or clean-up activities, firefighters and burn technicians will complete wet decon using low pressure/low gallonage water spray and a scrub brush while still on breathing air.



## APPENDIX A: SAMPLE BURN DAY INCIDENT ACTION PLAN (IAP)

### Burn Technicians:

- Xxx (Lead)
- Xxx
- Xxx
- Xxx
- Xxx
- Xxx
- Xxx
- Xxx

### Companies Assisting with Burn:

- Xxx and xxx providing engines (EXX-X & EXX-X)
- [Xxx providing an air unit] [YCFS providing an air cart/truck]
- Xxx providing BLS personnel

## APPENDIX A: SAMPLE BURN DAY INCIDENT ACTION PLAN (IAP)

### **Burn Day Checklist**

#### Pre-burn Activities

- Weather forecast check - \_\_\_\_\_
- Water for burn technicians and firefighters
- Radios, flashlights, and accountability board to burn technician area
- Pallets and straw bales staged inside building
  - 1<sup>st</sup> floor: \_\_\_\_\_ pallets / \_\_\_\_\_ bales of straw
  - 2<sup>nd</sup> floor: \_\_\_\_\_ pallets / \_\_\_\_\_ bales of straw
  - 3<sup>rd</sup> floor: \_\_\_\_\_ pallets / \_\_\_\_\_ bales of straw
- EMS unit staged and rehab set up at in the modular classroom
- Review rehab requirements with EMS staff
- Air unit staged south at the modular classroom
- Decon fans in place
- Safety lines supplied from the corner A/B hydrant.
- Attack engine(s) staged and ready to connect to water supply from the corner A/D hydrant
- Collect all PPE and SCBA inspection sheets – make sure they are complete
- Collect all Med Rehab sheets, make sure they are complete, and turn over to EMS
- All burn technician's and firefighter's baseline vital signs taken by EMS
- Lead Burn Technician's pre-burn walk-thru with YCFS Facilitator
- Burn technician's briefing (including dry decon and rehab requirements) and walk-thru
- Firefighter's briefing (including dry decon and rehab requirements) and walk-thru

#### During Burn

- Monitor weather conditions
- Maintain accountability and team integrity
- Monitor decon activities
- All burn technicians and firefighters to be cleared through rehab after each interior evolution
- Monitor burn technicians and firefighters for heat-related disorders

#### Post-burn Activities

- Burn materials swept into piles at burn racks
- Grounds around burn building swept and/or washed down
- Participant's pants, coats, hoods, and gloves placed into heavy duty garbage bags and tied closed for transport back to stations and washing upon return

## **APPENDIX A: SAMPLE BURN DAY INCIDENT ACTION PLAN (IAP)**

- Return decon fans and any hose/appliances borrowed from YCFS
- Post-burn review with burn technicians and firefighters. Include reminders to:
  - Continue hydration,
  - Changing out of contaminated clothing worn under PPE as soon as possible, and
  - Showering immediately when arriving home
  - Lead Burn Technician post-burn walk-thru with YCFS Facilitator
  - Complete any required incident reports

## **APPENDIX A: SAMPLE BURN DAY INCIDENT ACTION PLAN (IAP)**

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APPENDIX B: SAMPLE BURN TECHNICIAN MATRICES

**BURN TECHNICIAN MATRICES**

**7 Technicians**

<b>Evolution</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
<b>IC/Out Safety</b>	Tech 1	Tech 7	Tech 6	Tech 5	Tech 4	Tech 3
<b>RIT/Backup</b>	Tech 2	Tech 1	Tech 7	Tech 6	Tech 5	Tech 4
<b>Inside Safety</b>	Tech 3	Tech 2	Tech 1	Tech 7	Tech 6	Tech 5
<b>Rehab</b>	Tech 4	Tech 3	Tech 2	Tech 1	Tech 7	Tech 6
<b>Ignition</b>	Tech 5	Tech 4	Tech 3	Tech 2	Tech 1	Tech 7
<b>Rehab</b>	Tech 6	Tech 5	Tech 4	Tech 3	Tech 2	Tech 1
<b>Fire Attack</b>	Tech 7	Tech 6	Tech 5	Tech 4	Tech 3	Tech 2

**8 Technicians**

<b>Evolution</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
<b>IC/Out Safety</b>	Tech 1	Tech 8	Tech 7	Tech 6	Tech 5	Tech 4
<b>Search &amp; Rescue</b>	Tech 2	Tech 1	Tech 8	Tech 7	Tech 6	Tech 5
<b>RIT/Backup</b>	Tech 3	Tech 2	Tech 1	Tech 8	Tech 7	Tech 6
<b>Inside Safety</b>	Tech 4	Tech 3	Tech 2	Tech 1	Tech 8	Tech 7
<b>Rehab</b>	Tech 5	Tech 4	Tech 3	Tech 2	Tech 1	Tech 8
<b>Ignition</b>	Tech 6	Tech 5	Tech 4	Tech 3	Tech 2	Tech 1
<b>Rehab</b>	Tech 7	Tech 6	Tech 5	Tech 4	Tech 3	Tech 2
<b>Fire Attack</b>	Tech 8	Tech 7	Tech 6	Tech 5	Tech 4	Tech 3

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## APPENDIX B: SAMPLE BURN TECHNICIAN MATRICES

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## APPENDIX C: CONTAMINANT REDUCTION POLICY

- Purpose:** To provide guidance on the reduction of contaminant exposure from live fire by-products during training and/or testing.
- Scope:** This guideline applies to all individuals who are directly involved or may become directly involved in training where exposure to hazardous by-products exists. This includes but is not limited to instructional staff, students, and support personnel.
- This guideline applies to conduct of live fire at the York County Fire School. Not limited to Local-Level course, Fire Fighter Certification programs, and Company level burns.
- Policy:** Participants in training involving live products of combustion shall be required to Participate in a decontamination process upon exiting the IDLH (exposure) area and properly doff PPE to reduce firefighter exposure to potentially hazardous by-products of combustion.
- Procedure:** During Training
- Limit number of personnel in the IDLH to the minimum needed to perform the evolutions. All other personnel should be kept away from the training area.
  - participants leaving the IDLH shall perform a dry decon – by standing in front of a Fire Department Fan for a minimum of 30 seconds (15 front/15 back). While undergoing decon individuals shall remain on air during this dry decontamination.
  - PPE will be doffed prior to reporting to rehab. No TOG in rehab.
  - Appropriate wipes will be used to clean the high-risk areas – face, head, neck, arms, wrists, and hands.
    - This MUST be done prior to ingesting any water or food.
    - This MUST be done prior to reporting to rehab.
  - If possible, exchange soiled hood with clean hood between evolutions.
- Post Training
- Complete dry decon with fan (30 sec) – still on air.
  - Perform wet decon after last burn of the day with low pressure/low gallonage water spray and scrub brush – members shall remain on air during wet decon.
  - Doff gear and place in draw-string trash bag.
  - Wipe high-risk areas of skin
    - This MUST be done prior to ingesting any water or food.
    - This MUST be done prior to reporting to rehab.
  - NO TOG is to be worn in rehab
  - Transport bagged gear in non-passenger compartment if possible
  - Change out of contaminated clothing worn under the PPE as soon as possible
  - Shower as soon as possible (shower within the hour).
  - Launder PPE as soon as possible following the training. Consider wearing protective gloves when handling contaminated PPE.

## APPENDIX C: CONTAMINANT REDUCTION POLICY

- For training evolutions in inclement weather – dry decon is to be performed and the gear bagged. PPE can then be decontaminated later back at the Fire Station.

Note:

- If specialty wipes are not available, soap and water can be substituted
- Wet Decon can be enhanced with the use of mild detergent approved for use with TOG by the manufacturer.

References: NVFC Lavender Report 2020ed  
NVFC Best Practices for Preventing Firefighter Cancer  
VFIS Cancer and the Firefighter.  
Safer Group Joint Operating Guideline “Post Fire Decontamination Procedures  
Philadelphia Fire Department Operating Guidelines  
Pittsburgh Bureau of Fire Operating Guidelines



## APPENDIX D: SAMPLE FIREFIGHTER BURN MATRICES

### FIREFIGHTER BURN MATRICES

#### 6 Teams

<b>Evolution</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
<b>Fire Attack</b>	<b>Red</b>	<b>Black</b>	<b>Blue</b>	<b>Green</b>	<b>Yellow</b>	<b>Orange</b>
<b>Rehab</b>	<b>Orange</b>	<b>Red</b>	<b>Black</b>	<b>Blue</b>	<b>Green</b>	<b>Yellow</b>
<b>Repack</b>	<b>Yellow</b>	<b>Orange</b>	<b>Red</b>	<b>Black</b>	<b>Blue</b>	<b>Green</b>
<b>RIT/Backup</b>	<b>Green</b>	<b>Yellow</b>	<b>Orange</b>	<b>Red</b>	<b>Black</b>	<b>Blue</b>
<b>Ladders</b>	<b>Blue</b>	<b>Green</b>	<b>Yellow</b>	<b>Orange</b>	<b>Red</b>	<b>Black</b>
<b>Rehab Re-pack</b>	<b>Black</b>	<b>Blue</b>	<b>Green</b>	<b>Yellow</b>	<b>Orange</b>	<b>Red</b>

#### Assignments

COPY/INSERT EVOLUTIONS FROM IAP

## **APPENDIX D: SAMPLE FIREFIGHTER BURN MATRICES**

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APPENDIX E: SAMPLE TEAM ASSIGNMENTS

**TEAM ASSIGNMENTS**

RED
ORANGE
YELLOW

GREEN
BLUE
BLACK

## **APPENDIX E: SAMPLE TEAM ASSIGNMENTS**

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# APPENDIX F: YCFS COMPANY LEVEL BURN TECHNICIAN ASSIGNMENTS

Course/Program: \_\_\_\_\_ Date: \_\_\_\_\_

Fire Company: \_\_\_\_\_

**ALL Company level Burn Technicians shall meet or exceed the criteria listed below and will be serving at the discretion of the d Department or agency hosting the training program. It is the responsibility of the host agency to provide for, or ensure that, proper and adequate insurance coverage for those instructors is provided regardless or not of membership in the host agency.**

Position	Name	Training Requirements
<b>Company Lead Technician</b> Certified State Instructor (preferred) Certified FF I		8 yrs Experience, NPB/DoD/AFCEA FFI, SBS, NFA Incident Safety Officer or equivalent, YCFS SBB Orientation class
<b>Assistant Technician</b>		5 yrs Experience, Essentials of Firefighting or equivalent, SBS, YCFS SBB Orientation class
<b>Assistant Technician</b>		
<b>Assistant Technician</b>		
<b>Assistant Technician</b>		
<b>Assistant Technician</b>		
<b>Medical Coverage and Rehab</b>		Certified EMT and/or Paramedic
<b>Medical Coverage and Rehab</b>		

### DEPARTMENT AUTHORIZATION TO INSTRUCT COMPANY LEVEL TRAINING

As **Chief Officer/Training Officer** of the \_\_\_\_\_ Fire Department/Company, I hereby authorize that the members listed above have met the minimum training requirements as required for their respective positions as outlined in the York County Fire School's Structural Burn Building Usage Manual. I also authorize that all members listed above are considered by my departments standards to be physically and emotionally fit to perform firefighting evolutions without special considerations. The York County Fire School reserves the right to request copies of all required certification and/or training for any or all Company Level Training Instructors listed above.

**Chief Officer/Training Officer's Name:**  
(please print) \_\_\_\_\_

**Chief Officer/Training Officer's Signature;** \_\_\_\_\_ **Date:**     /     /

**APPENDIX F: YCFS COMPANY LEVEL BURN TECHNICIAN ASSIGNMENTS**

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# APPENDIX G: YCFS COMPANY LEVEL TRAINING MEMBER PARTICIPANTS FORM

Course/Program: \_\_\_\_\_ Date: \_\_\_\_\_

Fire Company: \_\_\_\_\_

Name	Name	Name

## DEPARTMENT AUTHORIZATION TO ATTEND COMPANY LEVEL TRAINING

As **Chief Officer/Training Officer** of the \_\_\_\_\_ Fire Department/Company, I hereby authorize that the above members are able to participate in the company level training and, therefore, understand that the above individuals will be covered by my organization’s Worker’s Compensation Insurance while participating in such training, and that the York County Fire School and The Fire Chiefs and Firefighters Association of York County Incorporated shall not be liable for any injuries sustained during such training, nor be responsible for any damage or loss of equipment or personal items of said department while on the property participating in company level training. I also authorize that all members listed above are considered by my departments standards to be physically and emotionally fit to perform firefighting evolutions without special considerations and have met the minimum training requirements as required by the York County Fire School. The York County Fire School reserves the right to request copies of all required certification and/or training for any or all participating members listed above.

**Chief Officer/Training**

**Officer’s Name:**

(please print)

\_\_\_\_\_

**Chief Officer/Training**

**Officer’s Signature;**

\_\_\_\_\_

**Date:**     /     /

**APPENDIX G: YCFS COMPANY LEVEL TRAINING MEMBER PARTICIPANTS  
FORM**

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# APPENDIX H: YCFS COMPANY LEVEL TRAINING FACILITY USAGE REQUEST FORM

## Company Level Training Facility Usage Request Form

Scheduling shall be on a first come, first served basis. Any company or department interested in conducting company level training must notify the Fire School 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>Sta. 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	
<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 Compressor
<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"/>	<b>If no reason:</b>	
<b>Facilitator:</b>	<b>Organization notified on:</b>	<b># of Personnel:</b>	

## APPENDIX H: YCFS COMPANY LEVEL TRAINING FACILITY USAGE REQUEST FORM

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}:**

- 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:**

- 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:**

- 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:
  1. Lead Company Training Technician & Adjunct Technicians
  2. Company Safety Officer
  3. Medical coverage for personnel involved in training evolution
  4. Rehab supplies
  5. All necessary equipment needed to run training evolution
  6. 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/CLP only)**

## APPENDIX H: YCFS COMPANY LEVEL TRAINING FACILITY USAGE REQUEST FORM

**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 arrival  
Training evolution set up according to  
approved training plan  
Safety procedures reviewed with Fire  
School Facilitator  
Burn Building loaded with class A material  
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.