

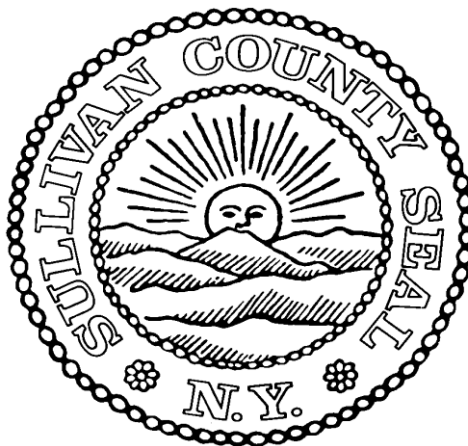


# Sullivan County

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## Emergency Services Training Center Policy & Procedure

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### Attachments:

- 1) Policy & Procedure for Conducting Live Fire Training Evolutions at the SCESTC Live Burn Facility
- 2) Incident Report
- 3) Daily Activity Report
- 4) Hours of Operation
- 5) Additional Equipment List
- 6) Sullivan County Mayday / Emergency Evacuation Policy & Procedure
- 7) Sample Acknowledgement Letter

## 1) Purpose and Intent

### A) Purpose

It is recognized that firefighting is an endeavor that holds with it a risk of injury. Since hands-on training attempts to replicate real life firefighting operations, it holds true that there is a level of risk involved during training evolutions as well. Statistics documented by the National Fire Protection Association show that more than 6,600 firefighters across the United States are injured during training evolutions each year. In order to provide realistic and worthwhile training while operating under the safest conditions possible, this policy and procedure will serve to detail the operations of this Center to the fullest extent possible.

### B) Intent

This policy and procedure will detail methods of operation developed to ensure that while the level of training is as realistic and worthwhile as possible it will be conducted under strict safety guidelines. The operational procedures outlined in this document are to be adhered to by all who use this Center.

This Policy and Procedure was developed to ensure compliance with nationally recognized operational safety rules and regulations which include:

#### **NATIONAL FIRE PROTECTION ASSOCIATION STANDARDS (NFPA)**

Number 1500: Standard for Fire Department Occupational Safety & Health  
Number 1521: Standard for Fire Department Safety Officer  
Number 1403: Standard for Live Fire Training Evolutions  
Number 600: Standard for Industrial Fire Brigades

#### **OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA)**

29 CFR 1910

#### **NEW YORK STATE OFFICE OF FIRE PREVENTION AND CONTROL ADMINISTRATIVE PROCEDURE AND REGULATIONS**

### C) Objective

It is the objective of the Sullivan County Emergency Services Training Center that all evolutions conducted at the Center have the safety of any participants and/or spectators as the prime operational consideration. Safety of Firefighters and spectators will never be compromised by any Chief, Training Officer, Facilitator, participant, spectator, operating fire department or the Emergency Training Services Center Coordinator.

### D) General Information

Safety is our main concern and must be yours as well. This concern begins with the equipment used during any exercise. Be certain that you are familiar with the operation and safety procedures that should be observed and make certain equipment is in good working order prior to use. Make certain all required personal protective equipment is utilized by all participants.

**Instructors and Facilitators shall set an example for students by being properly attired!**

Any broken equipment, defects or other items that are determined to be a safety related issue in any way should be immediately reported to the Emergency Services Training Center Coordinator.

#### **E) Definitions**

Unless expressly stated elsewhere, the following terms found in this Policy and Procedure will have the meanings indicated below.

**Demonstrations:** A practical showing by example of how a principal or method is applied.

**Evolutions:** A set of prescribed actions which result in an effective fireground activity.

**Emergency Services Training Center Coordinator:** An employee of the County of Sullivan who is to be in charge of the overall operations of said Center.

**Instructor:** An individual trained and employed by the NYS Office of Fire Prevention and Control who can deliver firefighting training and supervise students during fire training evolutions.

**Facilitator:** An individual appointed as an operator of the Center by the Sullivan County Bureau of Fire and the Emergency Services Training Center Coordinator to oversee facility operations during training sessions.

**Ignition Officer:** An individual designated by the Emergency Services Training Center Coordinator or Facilitator who is deemed qualified to follow the guidelines set forth in **attachment # 1, Policy & Procedure for Conducting Live Fire Training Evolutions at the SCESTC Live Burn Facility**. This individual will be responsible for the handling, safe ignition and monitoring of ignited materials during live burn sessions at the Center. They must be interior qualified, Firefighter 1 or equivalent and have medical clearance for SCBA use.  
1910:1311

**Lead Instructor:** The Instructor who is designated as the Instructor in Charge of an evolution being conducted at the SCESTC.

**Chief/Training Officer:** The Chief and/or Training Officer shall supervise individual department operations at the Center.

**Live Fire:** Any unconfined open flame or device that can propagate fire in the live burn Center by means of combustible materials. Use of artificially generated smoke without fire shall not be considered a live fire evolution.

**Participant:** Any Chief and/or Training Officer, Student, Instructor, Safety Officer, Facilitator, visitor, or other person who is involved in any training evolution within the operations area.

**Visitor:** Any non-participant in attendance to observe training activity.

**SCESTC:** Sullivan County Emergency Services Training Center

**Safety Officer:** An individual qualified by the Sullivan County Emergency Services Training Center Coordinator, or by the fire department or other organization using the Training Center who maintains a safe work environment during all training evolutions. Anyone acting in the capacity of Safety Officer must also have completed the NYS Office of Fire Prevention and Control course *“Incident Safety Officer”*.

**Student:** Any person who is present at the Sullivan County Emergency Services Training Center for the purpose of receiving training.

#### **F) Insurance Requirements**

Any participant involved in training evolutions at the Sullivan County Emergency Services Training Center shall have Workers Compensation coverage and/or the Volunteer Firefighter’s Benefit Law equivalent, in effect at all times.

#### **G) Acknowledgement of the SCESTC Policy and Procedure**

- 1) A copy of this Manual shall be provided to all forty (40) Sullivan County Fire Departments
- 2) Each Fire Department shall acknowledge receipt of this Policy and Procedure and their department’s commitment to adhere to all of the safety regulations and guidelines of the Sullivan County Emergency Services Training Center in writing. An acknowledgement letter is provided in attachment #7. The Policy and Procedure updates will be forwarded to all departments as necessary.
- 3) An up-to-date copy of this Policy and Procedure will be maintained at the Sullivan County Bureau of Fire website under Policy & Procedure Archive.
- 4) A copy of this Policy and Procedure shall be provided to each Instructor and Facilitator.
- 5) Each recipient of this Policy and Procedure shall be responsible for the maintenance of said document.

### **2) General Procedures**

The Sullivan County Emergency Services Training Center has been established for the purpose of training Emergency Response Personnel of Sullivan County. The effective use of this Center can be enhanced by adherence to uniform policy and procedure. These policies and procedures are not intended to restrict the use of this Center. They are intended to ensure that all those who engage in any activities at the Center can do so safely and effectively. All Fire Department appointed Safety Officers will be required to use as guidelines, the procedures outlined in the NFPA 1521 Standard as it pertains to Safety Officers. Anyone acting in the capacity of Safety Officer must also have completed the NYS Office of Fire Prevention and Control course *“Incident Safety Officer”*.

**SAFETY IS EVERYONE’S RESPONSIBILITY!**

## **A) Training Conducted by New York State Fire Instructors**

- 1) Any training conducted at the SCESTC by New York State Fire Instructors will be governed by the guidelines provided to them by the NYS Office of Fire Prevention and Control, which will supersede these guidelines, but not exclude sections of this document governing pertinent policies this Center, i.e., report of injuries and specific safety issues

## **B) General Rules & Regulations for Fire Departments**

- 1) All requests for the use of the Training Center must be arranged in advance by a Chief of the Department or Agency's Person in Charge. All requests must be made at least two weeks in advance in order to ensure that someone from the Training Center Staff is available and on duty for the evolution.
- 2) Departments and/or Agency shall use only those training areas requested and approved for their usage.
- 3) The Instructor or Facilitator assigned to facilitate training evolutions has complete authority during the use of the Training Center and its equipment.
- 4) It is the responsibility of the participating Department and/or Agency to ensure that all personnel are physically fit to carry out the planned evolutions and are not under the influence of ANY substance.
- 5) No alcoholic beverages are allowed anywhere on the premises. This includes all parking areas.
- 6) All participants in training evolutions must wear required protective clothing for level of operation. All protective equipment must be OSHA approved. All participants must wear a full protective envelope, including SCBA, in order to participate in any live fire training evolution.
- 7) All participants are expected to bring properly operating OSHA-approved SCBA, certified as per NFPA 1981, from their department and/or agency for any evolutions which involve the use of SCBA.
- 8) Any ground ladders and/or Ariel devices utilized by any department and/or agency in training evolutions at the Center must comply with the guidelines prescribed in NFPA 1931-Ground Ladders and NFPA 1914- Aerial Devices.
- 9) All participants wearing  $\frac{3}{4}$  boots while participating in any non-live fire training evolutions must wear long leg pants.
- 10) A SCESTC Facilitator and a Fire Department Safety Officer shall be present at the live burn facility for all live fire training evolutions other than NYS OFPC Courses taught by Certified NYS Fire Instructors
- 11) No Horseplay is permitted!

- 12) All parking of Student and Guest vehicles will be in the designated areas only. No Student or Guest vehicles will be permitted to park in the training areas or roadways on Center grounds.
- 13) The offices, apparatus bays, storage and maintenance rooms are off limits to students.
- 14) No Department will be allowed to bring accelerants onto the grounds of the Training Center without the express written permission of the Emergency Services Training Center Coordinator or Facilitator. Accelerants are ***NOT*** to be used in or around the live fire training tower building.
- 15) A SCESTC Facilitator must be present to oversee departmental and/or agency activity at the Center.
- 16) Training fires shall only be started under the supervision of the Officer in Charge or lead instructor of the particular evolution or demonstration. Whenever atmospheric conditions exist that prevent the ready dispersion of smoke, live fire exercises may have to be canceled. An Ignition Officer shall be appointed by the SCESTC Coordinator or lead instructor and will follow the recommended practices outlined in ***attachment # 1, Policy & Procedure for Conducting Live Fire Training Evolutions at the SCESTC Live Burn Facility.***
- 17) Any accident or injury which may occur in or on any part of the Center must be reported immediately to the Facilitator in Charge of the Training Center. The initial verbal report should be followed by a full written report of the incident by the Instructor or facilitator within 24 hours and given to the Training Center Coordinator. A written report will be filed within 24 hours on all near misses as well. From these reports we can take preventative measures against future occurrences. ***See attachment: # 2***
- 18) Radio transmissions during training evolutions should be kept to a minimum and off the main communications frequency, Channel #1 (46.24). County Fireground Operations channels #2, (46.12), #3, (46.20), #4 (45.60) and Handheld frequency, channel #5 (46.30), should be utilized by units participating in training evolutions at the Center.
- 19) Visitors, guests, general public and non-participants must remain within 10 feet from the parking area while any training is being conducted. Any visitors observing closer must be “hosted” by a knowledgeable Firefighter appointed by the Safety Officer, Instructor or Facilitator, who will oversee the conduct of the observers.
- 20) It is the responsibility of the Officer in Charge of the department and/or agency and State Fire Instructors to ensure the Center is left in good condition. Any damage or defect shall be reported to the Instructor or Facilitator supervising the training evolutions, who in turn will notify the Emergency Services Training Center Coordinator at the ESTC office. If the damage or defect creates a safety hazard, the hazard shall be marked by sign and/or barricaded to warn others that a hazard exists.
- 21) In the event County equipment becomes damaged or is found to be defective, the

equipment shall be put out of service and be stored in the Center Garage area by Center Staff accompanied by a note describing the damage and/or defect. A notation should be made in the space provided in the SCESTC Daily Activity Report. *See attachment: # 3*

- 22) Any material posted on SCESTC bulletin boards is not to be removed or vandalized. If a copy of an item is desired, contact the Emergency Services Center Coordinator or Instructor.
- 23) All SCESTC office phones are limited to emergency use only.
- 24) The SCESTC normal hours of operation are: *See attachment: # 4*
- 25) In accordance with NYS Law, smoking is prohibited in all SCESTC buildings, as well as during any training classes or evolutions. Smoking is permitted outside Center buildings during breaks. Proper receptacles are provided for cigarette butts and should be used.
- 26) Restrooms are to be used for their intended purpose. Smoking is prohibited in all SCESTC restrooms and paper towels will be discarded in the proper receptacles.
- 27) Trash barrels are provided throughout the Center and should be used appropriately.

### **C) Injuries**

- 1) Emergency Medical Services shall be available to treat any injuries. Written reports will be made on all injuries and medical treatment rendered. A copy of such report should be e-mailed or mailed to the Emergency Services Training Center Coordinator within 24 hours. In the event of a potentially serious injury, or injury requiring the firefighter/emergency personnel to be taken to a hospital, the Sullivan County Bureau of Fire Coordinator 53-1 shall be notified immediately at 845-583-7180 and be provided with the following information:
  - Name, Location of course
  - Name of State Fire Instructor, Fire Chief or Facilitator
  - Call back number
  - Nature and extent of injury
- 2) First Aid Kits are provided in areas indicated throughout the Center.

### **3) Student Requirements**

#### **A) General Student Requirements**

- 1) MEMBERSHIP- Any student participating in training activities shall be an active member of a duly recognized fire department, ambulance corps, rescue squad, fire brigade, police agency or other authorized emergency services organization.
- 2) EMPLOYMENT- Any student participating in industrial, institutional or municipal training shall be an employee of the said organization involved in the training.
- 3) SCBA USAGE- Any Student participating in live fire training evolutions or any other



evolutions which require Self Contained Breathing Apparatus, shall have been designated an “Interior Structural Firefighter” by his/her Fire Department, Fire Brigade or employer.

- 4) PHYSICAL CONDITION OF STUDENTS- Many classes and training sessions include “hands on” practical evolutions. During these evolutions, we attempt to provide realistic situations under controlled conditions. All students who participate in these evolutions shall be medically evaluated as specified by OSHA and NFPA requirements. It is the responsibility of each individual fire department to provide this medical evaluation for their firefighters. Each student is responsible for notifying the Instructor if they have any condition which may affect their ability to participate in any training evolution. A training authorization letter must be filled out and given to the Instructor and/or Facilitator before SCBA evolutions begin.

No student who has any physical and/or other condition(s) that would prevent them from actively participating in firefighting and fire training activities will be permitted to participate in any fire training evolutions. Students on “medical leave” (workers compensation) from their department ***will not*** be permitted to participate in training evolutions or attend classroom sessions.

- 5) PROTECTIVE GEAR- All students involved in live fire training evolutions must wear their full protective clothing, including SCBA, as described throughout this policy and procedure. All said equipment shall be OSHA/NFPA approved and in good condition as outlined in NFPA 1981.
- 6) FACIAL HAIR- No individual, who has a growth of facial hair which may inhibit a proper seal when using SCBA, will be permitted to participate in any training evolution which requires the use of self contained breathing apparatus. This includes any flammable gas and combustible or flammable liquid live fire evolutions. This is in compliance with OSHA 29 CFR 1910.134 and NFPA Standard # 1500, Section 5-3.10.
- 7) LONG HAIR- Any firefighter participating in live fire training evolutions with hair which extends below his or her collar must wear a hair net or arrange their hair so it does not fall below their collar. Hair enclosed in an OSHA/NFPA approved hood will be acceptable.
- 8) JEWELRY- It is recommended that no rings, necklaces, bracelets, earrings or other body piercing adornments be worn during any live fire training evolutions. This is to help minimize any risk of injury.
- 9) INDOOR DRESS CODE- Students shall be properly and neatly attired.
- 10) OUTDOOR DRESS CODE- Turnout Gear must fit students properly. All turnout gear must be OSHA approved and in good condition, free of rips, tears or other defects.
- 11) CONDUCT- Students shall be courteous, disciplined and consistent with the high ideals of the fire service. Proper decorum shall be observed at all times towards fellow students, Instructors, Staff and Guests.

Abusive, profane or obscene language or behavior; horseplay or any disturbance during class; any form of gambling; use, possession or introduction of any intoxicants or reporting to class under the influence of intoxicants is strictly prohibited and may result in expulsion!

- 12) **CLASSROOM-** Books, papers or other materials on the Instructor's desk, lectern or chalkboard are for the instructor's use only. All trash shall be deposited in the proper receptacles. Students are responsible for properly discarding any trash they may generate. It is not the responsibility of SCESTC Staff to clean up after students
- 13) **RADIO EQUIPMENT/CELL PHONES/PERSONAL PAGERS-** All radio receivers shall be turned to alert mode during instruction periods. All cell phones and personal pagers shall be turned off to the Silence mode during instruction periods.
- 14) **FIRE CALLS-** Release from classes is at the sole discretion of the Instructor in charge. Students will be advised at the beginning of class as to what actions will be taken in the event their department is dispatched to an emergency.
- 15) **PREGNANT FIREFIGHTERS-** It is generally accepted that women should not expose themselves to toxic substances while pregnant; among other things, this includes any kind of smoke. Poisonous products of both ordinary combustibles as well as exotic materials could very well endanger the safety of an unborn infant.

For these reasons the Sullivan County Emergency Services Training Center has adopted the policy that pregnant firefighters shall not be permitted to participate in manipulative skills training or live fire or smoke evolutions, unless SCESTC is provided with a written, signed statement from the firefighter's physician which must state that the above referenced activities shall not endanger the safety of the firefighter or her unborn child. Participation in classroom sessions will always be permitted.

#### **B) Self Contained Breathing Apparatus**

Students are expected to bring properly operating OSHA and NFPA approved SCBA from their department for any evolutions as required.

#### **4) Facilitator Requirements**

- A) Minimum Qualifications-**To be developed by Emergency Services Training Center Coordinator
- B) Administrative Duties-** To be developed by Emergency Services Training Center Coordinator
- C) General Facilitator Responsibilities –** To be developed by Emergency Services Training Center Coordinator.

The purpose of this section is to provide Facilitators with guidelines that are to be followed during all training sessions conducted at the SCESTC.

For additional information or for answers to any questions you may have on any matter, please contact the Emergency Services Training Center Coordinator.

- 1) Policy changes, directives and updates involving SCESTC matters will be provided to each Facilitator and it will be their responsibility to insert these updates in the manual and keep it current.

- 2) The foremost consideration during any fire training activities shall be the observance of all safety procedures. You should refer to the various sections of this policy and procedure for complete guidelines, which address safety, injuries and other related matters.

## **5) Training Aids, Equipment & Other Materials**

### **A) Audio-Visual Equipment**

Audio-Visual Equipment is available in each classroom and consists of projectors, screens, laptops, TV/VCR, Overheads, White Boards.

### **B) Live Burn Training Simulator & Tower Building**

The SCESTC has invested in a considerable amount of equipment to be utilized for hands-on training. This includes the Live Burn Training Simulator & Tower Building. Additional equipment consists of what is listed in **Attachment # 5**.

It is the responsibility of each State Instructor and SCESTC Facilitator to become familiar with the proper operation, safety features and maintenance of the Live Burn Training Simulator and Tower Building, as well as any and all of the additional equipment located at SCESTC and utilized for training purposes. Owner's manuals and instructions for most equipment will be maintained at the Center. If you have any questions regarding equipment, please contact the Training Center Coordinator.

### **C) Material Safety Data Sheets**

Material Safety Data Sheets (MSDS) for all fuels, extinguishing agents, fluids and any other materials utilized at SCESTC are available. All Instructors and Facilitators are encouraged to become familiar with the materials used to conduct training evolutions.

## **6) Administration Building**

### **A) Classrooms**

- 1) Smoking is prohibited in all classrooms.
- 2) Turnout Gear is *not* to be worn in classrooms.
- 3) Pagers are to be turned to alert mode during class.
- 4) Audio-Visual equipment assigned to a classroom shall not be removed without prior approval of the Training Center Coordinator. Any A/V equipment removed will be placed back in the proper classroom at the end of class.
- 5) Debris shall be placed in proper receptacles. Recyclable materials shall be placed in the proper containers.

## 7) Hands-On Training Areas

### A) Training Building Burn Rooms

The primary purpose of the BURN ROOMS in the Training Building are to provide students with realistic training in a smoke filled environment with moderate fire conditions. The Burn Rooms are not intended, nor designed for extreme fire conditions.

- 1) Controlled burning shall be permitted in the designated burn rooms only! Materials to be burned will be placed only in the burn cradles provided in each burn room.
- 2) The only materials to be burned are Class A materials provided by SCESTC. Tires, mattresses, furniture or other items **shall not** be used for fires. The Instructor and/or Facilitator in charge of the live burn evolution will use only the fuel load recommended by NYS OFPC. The smoke machine and smoke distribution system is only to be used for smoke conditions during search and rescue evolutions. **Artificial smoke should never be used in conjunction with live burn evolutions.**
- 3) Gasoline and other accelerants are strictly forbidden.
- 4) During all interior evolutions all personnel shall wear full OSHA approved protective equipment including SCBA.
- 5) During all interior evolutions all personnel shall wear Personal Alert Safety Alarms (PASS). Units will be armed prior to a student's participation in the evolution.
- 6) All fire shall be completely extinguished at the end of the evolution.
- 7) A Safety Officer must be present for all interior evolutions.
- 8) The Instructor conducting the training evolution and the Safety Officer will be responsible for the accountability of all personnel participating in live fire evolutions. Use of a Firefighter Accountability System is encouraged.
- 9) A charged hose line, minimum 95 GPM flow rating, shall be in place during all live fire evolutions.
- 10) During live fire evolutions, at least two (2) standby personnel, who are interior qualified, in full protective equipment and SCBA, with a charged back-up line, minimum 1 ½", shall be staged to render assistance in the event of an emergency. Backup lines shall be charged from a source separate from the one supplying the hand lines utilized by participants in the training evolution.
- 11) The Training Building shall be cleaned after the completion of the training evolution. Any debris shall be removed and placed in the dumpster. All floors should be hosed down after removal of debris, as necessary.
- 12) All doors, window shutters and fire escapes shall be checked prior to and after any live burn evolutions. Any deficiencies shall be reported to the Training Center Coordinator.

- 13) Personnel will not be permitted to enter a live burn or search and rescue evolution alone!  
**Always use the buddy system!**
- 14) Forcible entry tools shall not be used on any doors or windows of the Training Building, except the Forcible Entry Training Door.
- 15) Fresh drinking water will be the responsibility of the Departments making use of the Training Center. Firefighters taking State Schools will provide their own drinking water. During evolutions, each participant should be provided with a sufficient rehabilitation period upon completion of their training evolution.
- 16) The Sullivan County Mayday & Emergency Evacuation Policy & Procedure shall be implemented in the event an emergency requiring its use arises. *See Attachment # 6*  
The Mayday & Emergency Evacuation should not be called during training evolutions unless the Instructor and all trainees are aware of it.

## **B) SCBA Confidence Course**

The SCBA Confidence Course is designed to develop confidence in the use of SCBA in a crisis situation. This is a training aid that challenges the student and places the student under stress in a controlled atmosphere.

- 1) This course is to be used only under the direct supervision of a qualified NYS Instructor or SCESTC Facilitator holding NYS Certification in Masked Confidence/SCBA Confidence.
- 2) Each participant shall be certified as an "Interior Structural Firefighter" by their respective department and must have completed an OSHA approved physical examination within the past year. Each participant will be required to provide a training authorization form attesting to this requirement.
- 3) Each student shall be under direct sight observation of a qualified NYS Instructor or SCESTC Facilitator holding NYS Certification in Mask Confidence or SCBA Confidence at all times while negotiating the course.
- 4) Lights shall always be on in the course.
- 5) There will be no more than two students in the course at the same time.
- 6) Fresh drinking water should be provided at the end of the course. See Section 7A-15 of this Policy and Procedure. Each participant should be provided a sufficient rehabilitation period upon completion of the course.
- 7) Students must be allowed to complete the course at their own rate. The student must not be pushed or rushed through the course.
- 8) All students must be familiar with the reduced profile maneuver and quick release procedures for their particular model of SCBA prior to entering the course.

- 9) All students must be in full protective clothing, wearing a fully operational SCBA with obscured facepiece.
- 10) No tools shall be allowed in the course.

### **C) Dry Hydrants**

- 1) There will be two dry hydrant drafting locations at the Training Center pond. These can be utilized during live fire training evolutions, Pump Operator evolutions and to refill tankers and engines at the conclusion of evolutions.

### **D) Tower Section**

The primary purpose of the Tower Section of the Training Building is for ladder and rope training. Hose Line Evolutions and Search and Rescue Evolutions may be conducted in the Tower Section, but this area was ***not*** designed for use of live fire.

- 1) The artificial smoke generator and smoke distribution system can be utilized in the Tower Section to simulate smoke conditions as necessary.
- 2) Life Belts shall be worn on all evolutions involving aerial apparatus and any ground ladders exceeding 30ft in length.
- 3) Rappelling shall only be conducted under the supervision of an Instructor certified to teach the NYS Technical Rescue or equivalent. All rappelling training shall have the prior approval of the SCESTC Coordinator.
- 4) The Instructor shall maintain accountability for each student using the Tower Section. Refer to Accountability procedures for Live Burn Training.
- 5) All participants shall be aware of and look out for possible falling objects.
- 6) All ladder safety practices shall be observed when operating ladders.

### **E) Safety/Lighting Controls**

- 1) Personnel who will operate these controls must be properly trained and certified in their proper usage by the Training Center Coordinator. No unauthorized personnel will be allowed to operate these controls at any time.

### **F) Drafting Pond**

- 1) Caution shall always be used during operations near the Drafting Pond as the Pond poses a hazard to firefighters in full turnout gear.
- 2) Water from the Drafting Pond shall be discharged back into the pond when possible.
- 3) Beware of slippery walk surfaces.

- 4) Make sure that any portable monitors are properly secured prior to use.
- 5) Do not straddle hose lines.
- 6) Ear protection should be provided during extended pumping operations.
- 7) Divers training in pond shall follow all appropriate dive safety policy and procedures.

### **G) Extinguisher Training Props**

The Extinguisher Props have been installed to provide safe, effective training in the use of fire extinguishers for firefighters and personnel expected to extinguish incipient stage fires.

- 1) All fire extinguisher training shall be performed in a designated location (behind cars). All training shall be under the direct supervision of a NYS Instructor or SCESTC Facilitator.
- 2) All fire extinguisher training shall be performed in accordance with the recognized safety practices utilizing the PASS (Pull, Aim, Squeeze, and Sweep) principle.
- 3) The NYS Instructor or SCESTC Facilitator is responsible for immediate clean up of any spilled flammable/combustible liquid.

### **H) Propane Props - To be developed**

Extreme care shall be taken during the use of the propane training area as it is an extremely hazardous exercise. A minimum of two but when available three NYS Instructors or SCESTC Facilitators shall be utilized during these evolutions. Only NYS Instructors or SCESTC Facilitators who have been qualified by SCESTC shall be allowed to provide training utilizing the propane system.

- 1) Three hose lines, minimum 1 ½", shall always be in place, manned and charged during propane evolutions.
- 2) One person shall always be assigned as the Safety Officer to monitor evolutions.
- 3) One Instructor or SCESTC Facilitator, trained in the use of the Propane Training area, will remain at the control panel and emergency shutoff.
- 4) Propane fires shall never be extinguished using hoselines. The hoselines shall control the fires during evolutions and extinguishment will be facilitated by turning off the gas at the shut off valve.
- 5) Propane shall only be ignited with the propane torch designed for that purpose.
- 6) Propane fires will not be permitted during high wind conditions.
- 7) All participants shall wear full protective OSHA approved turnout gear and SCBA.
- 8) All gas fire safety rules shall be followed when utilizing the propane evolution area.

- 9) Propane Standard Operating procedures will be followed.

### **I) Vehicle Fire Training Props**

- 1) Vehicle fires shall be permitted only in the vehicles provided by the SCESTC and designated for such use. These vehicles will be prepared for live fire training evolutions in accordance with NFPA Standard # 1403.
- 2) The use of flammable liquids or other accelerants is strictly forbidden.
- 3) All hose lines used in vehicle fire evolutions shall be a minimum of 1 ½”.
- 4) A back up line, minimum 1 ½”, from a separate water source flowing a minimum 95GPM, shall always be in position, charged and manned to afford immediate protection of participants in the event of an emergency.
- 5) All participating in live fire suppression will wear OSHA approved full protective equipment and SCBA.

### **J) Vehicle Extrication Training**

- 1) All participants shall wear required protective approved gear, *excluding* SCBA.
- 2) A minimum of a 20 lb. dry chemical fire extinguisher shall be provided during all evolutions.
- 3) Beware of broken glass, spilled fuels, exploding bumpers and other cylinders, gasoline tanks and other hazards.
- 4) Avoid contact with hydraulic tool fluids and other chemicals.
- 5) Vehicles should not be vandalized nor have parts removed.
- 6) Upon completion of training, all vehicle parts removed during evolutions are to be placed back inside the vehicle. Roofs removed or folded back during the evolution shall be placed or bent back into position.
- 7) If the vehicle is equipped with a battery, the battery must be disconnected or removed prior to the start of evolutions.
- 8) Shovels and brooms should be utilized to sweep up any broken glass and small objects to prevent injuries.

### **K) EVOC Training**

- 1) EVOC training will be conducted through the Office of Fire Prevention and Control’s course, Apparatus Operator-Emergency Vehicles.



## **8) Non Fire Service Training conducted by other Agencies at the SCESTC**

### **A) General Requirements**

- 1) Outside Agencies utilizing the SCESTC for training classes or live evolutions shall adhere to the SCESTC Policy & Procedure where it applies to the general usage of the Center.
- 2) Agencies utilizing the SCESTC for training specific to their individual needs shall adhere to all Policy & Procedure governing their respective organization's operations.
- 3) It shall be the responsibility and the obligation of each individual agency to follow all safety, emergency and insurance coverage procedures mandated by their organization while conducting any training sessions at the SCESTC.

## **9) Vehicle Operations**

### **A) General Requirements**

- 1) The maximum speed limit for all vehicles operating on the grounds of the SCESTC is 15 miles per hour.
- 2) All vehicle operators shall drive in a safe and courteous manner at all times.
- 3) Care shall be taken to ensure that all equipment and compartments are secure prior to moving vehicles or apparatus.
- 4) A "spotter" shall always be used when backing up vehicles or apparatus.

## **10) Right to Know Policy**

### **A) Policy Description**

In keeping with the SCESTC ideals for a safe and healthy environment the requirements of the OSHA hazard Communication Standard, 29 CFR 1900.1200, the following policy will be in effect.

- 1) All chemicals on this Center have been evaluated for hazardous content.
- 2) The MSDS information may be acquired in the SCESTC Office and information regarding any chemical in the Center is available to anyone requesting this information.