

LEBANON COUNTY FIRE SCHOOL



STRUCTURAL BURN BUILDING USAGE MANUAL

The Lebanon County Firefighters Association is proud to once again offer a burn building for training. A lot of time and effort by many has gone into making this possible. The money for this building came from the Lebanon County Commissioners and the Lebanon County Firefighters Association. **THIS IS YOUR BUILDING.** Please take good care of the building. Everyone is hoping for this building to be used for many, many years. Accidents happen, don't try to sweep them "under the rug". Let someone know. The Lebanon County Fire School (LCFS) committee has been tasked by the Lebanon County Firefighters Association for caring for the Fire School. The LCFS committee is always open to your inputs.

This manual outlines the requirements for Live Fire Burning. Fire companies wanting to use the building for simulated smoke exercises, laddering, hose line advancement, or any other evolution not involving live fire may do so. Any Live Fire training takes precedence at time of scheduling.

If the building needs to be opened for any evolution not involving live fire, a Company Officer should contact the Lebanon County Fire School Facilitator to reserve the building. The LCFS Facilitator will meet the Company Officer onsite the day of the training to open the building. The LCFS Facilitator and Company Officer will do a walkthrough of the building to ensure a safe environment for training. The Company Officer will be responsible to relock the building at the end of training. The following day, the LCFS Facilitator will perform a walkthrough of the Burn Building to ensure there was no damage. The Fire Company using the building will be responsible for any damage not noted the day before during the walkthrough.

Any fire company wanting to use the exterior of the building without the building being opened may do so at their convenience. There will be no roof cutting done. Roof cutting is not permitted unless the building is opened by a facilitator.

We want you to have safe meaningful training sessions when using any of the schools facilities.

FACIAL HAIR POLICY

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

After reviewing the policies of the State Fire Academy and County Fire Schools around Pennsylvania, the Lebanon County Fire School will abide by the policies of the State Fire Academy and other Fire Schools. This policy is that the wearing of beards or other facial hair (other than a well-trimmed mustache) is not permitted while wearing a SCBA on the Lebanon County Fire School grounds.

The final determination as to whether an individual meets this criteria shall rest with the Fire School Facilitator. Firefighters not in compliance will not be allowed to wear a SCBA on the Lebanon County Fire School grounds. We understand that individual fire companies/departments may have its own policy regarding facial hair, we feel this policy will serve the best interests of the firefighters and will set a positive example for day-to-day fire service operations.

FORWARD

The purpose of this guideline is to ensure a safe teaching environment for all participating emergency service personnel 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 and damage to the facility itself.

All fire training conducted within the Lebanon County Structural Burn Building shall use only Class "A" Fuel provided by the Fire Company hosting the training. 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.

Any conduct that may cause people in the community to view the Lebanon 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 revoked to use the Lebanon County Fire School.

It is suggested that each organization obtains a copy of this document through the Fire School and maintains it as a reference. Periodically, this document will be evaluated for changes and updates, the current Structural Burn Building Usage Manual will be available at the Fire School and through the Lebanon County Firefighters Association website at www.lebanoncountyfire.org.

By using the Structural Burn Building at the Lebanon 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 Lebanon County Fire School committee.

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

DEFINITIONS

IDLH shall represent Immediately Dangerous to Life and Health

Lead Instructor shall represent the Instructor in Charge of the training event

PPE shall represent Personal Protective Equipment

SCBA shall represent Self Contained Breathing Apparatus

SBB shall represent Structural Burn Building

OIC shall represent Officer in Charge

PSFA shall represent Pennsylvania State Fire Academy

LCFS shall represent Lebanon County Fire School

LCFS Facilitator shall be the onsite representative of the Lebanon County Fire School

USAGE STANDARDS

The following usage standards will represent the proper procedures when utilizing the SBB.

LIVE FIRE USAGE STANDARDS

1. 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.
2. Scheduling shall be on a first come first served basis. Any company or department interested in live fire training can make their request by contacting the LCFS committee. All necessary information will be obtained by the LCFS committee upon receiving a request. ALL REQUESTS FOR LIVE FIRE TRAINING MUST BE SUBMITTED TEN (10) WEEKS PRIOR TO USE. This will allow the Fire School time to make the appropriate arrangements with the Department of Environmental Protection (DEP).
3. Scheduling confirmation 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.
4. All training scenarios will be conducted in compliance with the LCFS Policies and *PSFA Structural Burn/Live Fire (SBS) Policy No: 2006-02 Revised February 12, 2013* and all applicable NFPA and/or OSHA standards based on the training to be done. Any questions regarding these standards/regulations can be directed to the LCFS Administrator and/or their designee.
5. Individual fire companies will be responsible for the condition of all PPE worn by their personnel participating in the training session.
6. All members SHALL be covered through their respective emergency services department insurance policies including Workman's Compensation.
7. Facial hair shall be in compliance with 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.
8. ALL PPE worn shall be in compliance with all applicable testing standards for Structural Firefighting Protective Clothing at time of purchase and in good condition. All PPE shall be inspected by the Officer in Charge prior to any live fire exercise.

9. Protective clothing/equipment necessary for IDLH training shall consist of the following items as a minimum:
 - a. Helmet that is designed and constructed for structural fire suppression conditions shall be worn and used in compliance with manufacturers recommendations and in compliance with applicable testing standards.
 - b. Protective Hood that is designed and constructed for use in structural fire suppression conditions and is in compliance with manufacturer recommendations applicable testing standards.
 - c. Turnout Coat/Pants designed and constructed for use in structural fire suppression conditions and is in compliance with manufacturer recommendations applicable testing standards.
 - d. Boots/Footwear designed and constructed for use in structural fire suppression conditions and is in compliance with manufacturer recommendations applicable testing standards.
 - e. Gloves designed and constructed for use in structural fire suppression conditions and is in compliance with manufacturer recommendations applicable testing standards.
 - f. Eye Protection designed and constructed for use in structural fire suppression conditions and is in compliance with manufacturer recommendations applicable testing standards. This item shall be worn and used in compliance with manufacturer instructions.
 - g. SCBA with a working PASS system designed and constructed for use in structural fire suppression conditions and is in compliance with manufacturer recommendations applicable testing standards.
10. Participants shall wear under the required PPE:
 - a. Long pants preferred, shorts are permitted
 - b. Shirt
 - c. Socks
11. Items required to be supplied by the host company for training activities shall be the following:
 - a. Proof of Worker's Compensation and general liability insurance of not less than one (1) million dollars.
 - b. Rehabilitation supplies (appropriate for the weather conditions expected during training).
 - c. MEDICAL SUPPLIES AND PERSONNEL WHO ARE AT LEAST EMT 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 medical personnel are 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.

12. Specific requirements that shall be conducted PRIOR to any live fire training evolution being started:
 - a. PPE Inspection: An inspection of all participants, including officers, PPE and SCBA shall be conducted. The PPE and SCBA inspection forms can be obtained online or at the Fire School.
 - b. A mandatory walk through of the SBB shall be done by all students, officers, and facilitator.
 - c. The Emergency Evacuation Signal and associated procedures shall be explained prior to beginning live fire drills. The safe reporting location shall be identified.
 - d. The incident management system shall be used and explained to all students prior to beginning live fire drills.
 - e. A personal accountability system shall be utilized by all students and officers.
 - f. Emergency Medical Services/Rehabilitation Sector shall be identified and the location explained to all participants. All personnel including officers shall go through rehabilitation after completing their evolutions.
13. Safety Hose Line requirements for live fire training will be capable of flowing 100 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. A safety line is REQUIRED during all live fire evolutions and will be in place on each floor utilized 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.
14. Safety Officer and R.I.T will be in place as per LCFS regulations.
15. For all State Certified Burns, the Student to Instructor Ratio shall be maintained at five to one (5:1) throughout all live fire training evolutions.
16. Live Fires are only permitted in rooms designated as burn rooms. 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.
17. Maximum fuel load for each training fire shall be no more than three (3) wooden pallets and one full bale of straw. This shall be considered a standard "fire set".
18. Class "A" burning material storage is permitted on the fire floors as long as it does not impede egress from the building.
19. Hazard Zones shall be established per evolution and maintained around the SBB during live fire training. All personnel, including officers, must be in full PPE inside the SBB. This zone will be referred to as the HOT ZONE. At no time will anyone, not properly protected, be permitted in the HOT ZONE.
20. Each room shall be checked by the OIC 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.
21. No one will assume the role as victim inside the SBB during live fire exercises. Mannequin(s) or hose dummies are permitted however they will not be placed in the burn rooms where the fire set is utilized.
22. The Lebanon County EMA Dispatch Center shall be contacted if the Lebanon County radio system is to be used during the live fire exercise. An approved training talk group shall be requested. This talk group WILL NOT BE MONITORED by the communication center. Lebanon County will be notified when the live fire drill is concluded and the training talk group is no longer needed.

LIMITATIONS FOR CONDUCTING TRAINING DUE TO WEATHER CONDITIONS

1. Thunderstorms and severe weather conditions shall be monitored by the OIC if such conditions are predicted for the Lebanon County area during training sessions. If a severe thunderstorm warning is issued for the immediate area, training will be paused and students taken to a place of safe refuge as determined by the OIC and the LCFS Facilitator.
2. If lightning strikes are occurring, training will be suspended and students taken to a place of safe refuge as determined by the OIC and LCFS Facilitator.
3. The OIC will use good judgment in suspending training at the LCFS for any other weather conditions that may present itself and possibly cause harm to the students.

SUSPENSION OF TRAINING FROM DECEMBER 1ST TO MARCH 15TH

The Lebanon 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. Because of this avoidable hazard, the Lebanon County SBB will not have evolutions conducted between December 1 and March 15 that involves 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 Lebanon County Fire School will consider, on a case by case basis, training requests in the event the weather is non-typical and warm temperatures are present during the water flow restricted time period.

TRAINING REQUIREMENTS FOR COMPANY LEVEL LIVE FIRE EVOLUTIONS

The Lebanon 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. In order for departments to practice live fire attack, the Company Level Live Fire section of the SBB Usage Manual has been developed.

The LCFS will allow departments the ability to schedule time at the burn facility in order to practice live fire attack techniques. This is the sole purpose of the Company Level Live Fire program.

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.

All Company Level officer assignments and training plans shall be documented and provided to the Fire School twenty-eight (28) days prior to the beginning of training. The following forms must be completed and are available online or through the Fire School:

1. Company Level Training Instructor Assignment Form
2. Company Level Training Member Participation Sheet
3. LCFS Billing Authorization Form
4. Any other form deemed necessary by the Fire School Administrator or their designee.

The Following Company Level Instructor assignments shall be assigned for each training evolution requiring the use of live fire or smoke:

1. Lead Company Level Officer in Charge
 - a. Officer of Record
 - b. Responsible for overall coordination of training evolutions
 - c. Responsible for all paper work and documentation associated with the program
2. Assistant Company Level Officers will be assigned by the Officer in Charge
 - a. May be used to build, ignite, and stoke fire sets, instruct interior teams and assist the lead OIC in completing training evolutions.
3. Company Level Safety Officer
 - a. Responsible for the safety of all participants.
 - b. Has the right and duty to stop, correct, suspend, and/or alter the training due to unsafe activities or conditions.

STUDENT REQUIREMENTS AND RESPONSIBILITIES DURING COMPANY LEVEL LIVE FIRE EVOLUTIONS

1. A minimum of 18 years of age is required for all persons participating in live fire/smoke exercises.
2. All junior Firefighters, Cadets, Apprentice Firefighters, etc. (those students 14 – 17) participating in any exercise on the Lebanon County Fire School premises shall be trained in accordance with the applicable Child Labor Laws of the Commonwealth of Pennsylvania.
3. All required documentation is to be completed prior to start of evolution and are available online or through the Fire School.
 - a. LCFS Sign-In Sheet
 - b. LCFS SCBA Inspection Checklist Form
 - c. SFA PPE Inspection Checklist Form
 - d. LCFS Medical/REHAB Form

LEBANON COUNTY FIRE SCHOOL FACILITATOR

The Lebanon County Fire School Facilitator shall be the onsite representative of the Fire School during all live fire/smoke training and any approved company level 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:

1. Shall be provided by the LCFS for the duration of the training program.
2. Shall open and close the SBB.
3. Will inspect the SBB prior to evolutions for damage and confirm such damage, if found, with the OIC.
4. Shall handle any onsite requests of the instructional staff regarding facility issues.
5. Shall contact the LCFS Administrator or his designee if any issues arise during the exercise.
6. Shall conduct a post burn inspection and confirm any damage, if found, with the OIC.
7. Shall NOT make live fire entries and is not considered one of the instructional staff.
8. Make sure that all appropriate paperwork, regarding the live fire training has been filled out and submitted to the Fire School Administrator.

TERMINATION OF LIVE FIRE TRAINING

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

1. 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.
2. For rooms that were used for live fire, all hot embers and smoldering debris shall be gathered and left in the center of the burn room in which it was found. The debris shall be left to self-extinguish.
3. 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 in order to dissipate heat damage without damage to the structure.
4. Windows and doors shall be closed.
5. 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 LCFS Facilitator prior to being placed in storage.
6. The roof prop wood shall be replaced, if used, with a 4' x 4' sheet of plywood. This plywood shall be nailed down into place. The plywood material will not be provided by the LCFS.
7. 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.
8. Any damage to the SBB and/or areas adjacent to it shall be reported to the Fire School Facilitator.
9. The LCFS Facilitator shall be the last person to leave the SBB after the post inspection has been completed by himself/herself and the OIC of the program. All lighting, locking of doors, etc. shall be completed by the facilitator.
10. Any incident, injury, or "near-miss" that occurs during the use of the SBB shall be reported to the Fire School Facilitator.
11. All required documentation (rosters, etc.) shall be left by the OIC for the facilitator.