

Niagara County Emergency Services

STANDARD OPERATING PROCEDURES

Subject: J. Francis Gaughn and Wheatfield Training Facilities

Use by Fire Service or Law Enforcement Agencies

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Chapter 1 Scope

- 1-1 The purpose of these Standard Operating Procedures (SOPs) are to minimize the risk to all participants, promote good housekeeping, and ensure the maximum life of these facilities.

Chapter 2 Purpose

- 1-1 The SOPs apply to all Fire Coordinator Staff, EMO staff, Fire Departments, Police Agencies, users, instructors, visitors, and any others who may have any association or contact with our Training Facilities.

Chapter 3 Definitions

- 3-1 Participant. – Any person on the grounds of the facility whether they will be actively participating or not.
- 3-2 Clean-up - The removal and proper disposal of all items brought to or used in the training evolution, including debris left from the use of paintball guns.
- 3-3 Instructor [s] – Individual[s] deemed responsible by their home agency and AHJ for use of the facility [SFI's are instructors].
- 3-4 Ignition Officer- Person responsible for ignition of fires within the burn rooms.
- 3-5 Safety Officer - An individual appointed by the requesting agency to ensure training ground safety [Safety Officer must have completed NYS OFPC Incident Safety Officer course].
- 3-6 Control Officer – An individual assigned and responsible for monitoring the use of the facility.
- 3-7 Student - Any person who is present at the training facility for the purpose of receiving training.
- 3-8 Training Grounds. All areas in and around either training facility including but not limited to the burn bldg/tower, rehab area, auto extrication area, gas simulator area.
- 3-9 AHJ – Authority having jurisdiction
- 3-10 Staff – Instructor[s], safety officers, control officers, ignition officers
- 3-11 SFI – State Fire Instructor [OFPC Assigned]

Chapter 4 Burn Building Fuel

- 4-1 Class A fuels are the only fuels permitted to be used in the burn rooms.
 - 4-1.1 Examples include wooden pallets, excelsior, paper, cardboard, straw, hay and other ordinary combustibles. No more than 10 lbs of class A Upholstered or stuffed furniture cushions may be used in conjunction with other materials as long as maximum temperature controls are maintained.
 - 4-1.2 Pressure treated wood, rubber, and plastic materials [and straw or hay treated with pesticides or harmful chemicals] are prohibited in the burn building.
 - 4-1.3 Fuels that may be contaminated by toxic or unknown materials shall not be used.
- 4-2 Class B fuels, flammable or combustible liquids, shall be prohibited in the burn building.
- 4-3 The quantity of fuel used shall be limited to the amount necessary to meet the objective. The assigned instructor(s) dictate the fuel load.
 - 4-3.1 No more than 100 lbs. of class A fuel may be used in either first floor burn room and no more than 50 lbs. of class A fuel may be used in the second floor burn rooms. This limits the downstairs burn room to a maximum of four pallets or two pallets with straw, hay, excelsior or cushion combination and two pallets in the upstairs burn rooms or one pallet with use of straw, hay, excelsior or cushion material combination.
- 4-4 The training exercise shall cease if the assigned instructor(s), safety officer or control officer determines that the combustible nature of the environment represents a potential hazard. The exercise shall continue only when the appropriate actions have been taken to eliminate the hazard.
- 4-5 Live Fire within the Training Center Burn Buildings shall be confined to the designated burn rooms.
- 4-6 Instructor[s], Safety Officer, Control Officer and Ignition officer must have completed NYS OFPC Training, Conducting Live Fire Training Exercises.
- 4-7 With permission of the Fire Coordinator, the Origin and Cause Team may ignite a full size couch or chair for training purposes as long as the fire is controlled and the maximum temperature controls are maintained

Chapter 5 Staff

- 5-1 No agency will be permitted to use the facilities without an identified assigned instructor on site.
- 5-2 Safety shall be the primary responsibility of assigned staff at all times.
- 5-3 The assigned staff shall identify a recognized departmental accountability system.
- 5-4 Everyone entering the training grounds during live fire training shall be in full personal protective clothing.
- 5-5 The assigned staff shall have the authority and responsibility of keeping the training ground risk-free. The assigned instructor(s) shall verify that a Safety Officer or Officers have been selected prior to briefing the students.
 - 5-5.1 Agencies must schedule the use of the facilities at least one week in advance for guaranteed results. Scheduling less than one week in advance will be managed as best as possible, with no guaranteed results. State Training Classes have priority over department training.
 - 5-5.2 Use of the facilities is scheduled and managed through the Fire Coordinator's Office. Users will obtain keys from Fire Coordinator's Office or Frontier Fire Co.
- 5-7 Problems with the facility or users of the facility will result in termination of all activities. Unless the situation can be corrected immediately, activities are not to resume for that period of time. Problems identified by the assigned instructor(s) are to be reported in writing to the Fire Coordinator's Office within twenty-four (24) hours of occurrence.
- 5-9 The assigned Instructor(s) will ensure that all facilities are secured and all equipment cleaned and stowed away. All trash, garbage and spent material will be picked up and disposed appropriately.
- 5-10 The Fire Coordinator requires that each user be briefed concerning this SOP before using either facility.

Chapter 6 Live Fire Training Safety

- 6-1 The facility shall be visually inspected for damage by the Safety Officer and assigned instructor(s) prior to any use. Damage will be reported in writing by the assigned instructor(s) to the Fire Coordinator.
 - 6-1.1 Facility features and safety devices shall be inspected for damage by the Safety Officer and assigned Instructor(s) prior to any live burns to ensure they operate correctly.

- 6-1.2 Where the burn building damage is severe enough to affect the safety of the participants, training shall not be permitted.
- 6-1.3 A search of the building shall be conducted to ensure that no unauthorized persons, animals, or objects are in the building prior to ignition.
- 6-2 The facility shall be kept in a safe condition between evolutions and in a safe and clean condition before the user leaves the property. Debris hindering the access or egress of firefighters shall be removed before continuing.
- 6-3.1 A Control Officer will be assigned to monitor burn room temperature and have responsibility and authority to terminate evolution if internal temperature reaches 1,000 degrees f.
- 6-3 Primary and secondary hose lines shall be a minimum of 1½ inch diameter. No booster or high pressure lines are permitted. A minimum of one secondary hose line shall be provided to ensure adequate protection for the students in the burn building. The water supply for secondary hose lines must have an independent water source. Tank water and hydrant water are considered separate sources.
- 6-4 Prior to live burns, a pre-burn briefing session shall be conducted for all participants by the Instructor[s]. All facets of each evolution to be conducted shall be discussed in the preburn briefing, and assignments shall be made for all crews participating in the training session. [The location of simulated victims shall not be required to be disclosed, provided that the possibility of victims is discussed during the preburn briefing]
- 6-4.1 Prior to live burns, students shall have an understanding of the building layout and features to maximize safety.
- 6-5 Prior to conducting live burns in the burn building, all students [participants] shall be required to have an orientation walk through of the burn building.
- 6-6 Spectators will be restricted to an area outside of the operations area.
- 6-6.1 The operations area is defined as areas with a hot or warm zone contingent of the type of training taking place.
- 6-6.2 Spectators observing operations will be required to remain in a designated area.
- 6-7 The Safety Officer, assigned instructor(s) or control officer shall have the authority to intervene and control any aspect of the operation when, in his or her judgment, a potential or real danger, accident or unsafe condition exists.
- 6-7.1 The Safety Officer and the assigned instructor(s) shall provide for the safety of all persons on the training grounds.

- 6-7.2 The Safety Officer shall not be assigned other duties that will interfere with his or her primary responsibility of safety.
- 6-7.3 The assigned instructor(s) will not substitute for the Safety Officer. The requesting Agency must supply a minimum of one (1) Safety Officer.
- 6-8 The Instructor[s] shall ensure a student ratio shall be 1 to 5 for both interior and exterior operations. The instructor[s] shall ensure an all-inclusive critique of each evolution is completed.
- 6-9.1 Additional safety officers, as deemed necessary by the Safety Officer or the assigned instructor(s), shall be strategically placed within the drill tower or burn building to react to any unplanned or threatening situations or conditions.
- 6-10 Facility radio communications shall be restricted to non-dispatch channels. A method of fire ground communications shall be established to enable coordination among the incident commander, the interior and exterior sectors, instructor[s], ignition officer, control officer and the safety officer[s].
- 6-11 The drill tower and burn building evacuation plan shall be verbally communicated and demonstrated to all involved participants
- 6-11.1 The evacuation plan is a continuous sounding of an air horn. This sounding represents an emergency or perceived emergency and requires that all people exit the drill tower and burn building.
- 6-12 The Agency requesting use of the facility must make arrangements for a minimum EMT-D on site with adequate equipment. The individual shall have no other assignments which would hamper his/her availability to assist in a medical emergency.
- 6-12.1 The assigned instructor [s] are responsible for proper radio communication to readily call the Fire Dispatcher to request an ambulance or other help, if needed.
- 6-12.4 All injuries and illnesses must be reported by the student [participant] to the assigned instructor(s) before leaving the Training Center property. The assigned instructor(s) must complete all necessary injury forms and notify the Fire Coordinator or his/her designee on the day of occurrence. The Chief of the Department from which the student [participant] is associated shall also be notified within 24 hours. If the student is a participant in a state sponsored class, OFPC must also be notified by the lead SFI.
- 6-13 No person(s) will be allowed to play the role of a victim during live fire training.
- 6-14 No one shall enter the burn building without fully operational personal protective equipment including SCBA until the fire is completely extinguished and air is clear.
- 6-15 When air quality has been determined to be safe, the building shall be completely cleaned of debris and rubble and washed out.

- 6-16 Each burn building entrant shall be equipped with personal protective equipment (PPE) that includes SCBA. All students shall be inspected by the Safety Officer prior to entry into the burn building to ensure that the PPE is properly worn and operational.
- 6-17 A rescue team of at least two firefighters shall be stationed outside the facility during any live burn exercise.
- 6-18 The ignition control officer shall wear full protective clothing including SCBA when performing this function. A charged hose line shall accompany the ignition officer when igniting any fire.
- 6-18.2 The decision to ignite the fire the training fire shall be made by the Senior Fire Department Officer or lead SFI.
- 6-18.3 The fire shall be ignited by the ignition officer under the direction of the Safety Officer.
- 6-19 Instructors and Safety Officer shall consider the circumstances of each training session and make provisions for the rest and rehabilitation of participants.
- 6-20 An accountability officer shall be assigned for each evolution. The accountability shall use tags or other approved methods to ensure all personnel are accounted for.
- 6-21.1 NFPA Standard 1403 shall be utilized in addition to this SOP for any live fire training exercise.
- 6-22 All students shall have completed training in Firefighter Safety, Fire Behavior, Portable Extinguishers, Personal Protective Equipment, Ladders, Fire Hose, Appliances and Streams, Overhaul, Water Supply and Ventilation before participating in live fire training evolutions.

Chapter 7 Safety Officer

- 7-1 A minimum of one (1) Safety Officer is required.
- 7-2 The safety officer shall have the authority, regardless of rank, to intervene and control any aspect of the operations when, in his/her judgment, a potential or actual danger, accident, or unsafe condition exists.
- 7-3 The responsibilities of the safety officer shall include, but are not limited to, the prevention of unsafe acts, the elimination of unsafe conditions and supervise additional safety officers as needed.
- 7-3.1 The safety officer shall provide for the safety of all persons on the training site including students, instructors, visitors and spectators.
- 7-4 Safety Officer[s], Control Officers, EMS and Accountability Officers shall be visibly identified by means of vests furnished by the Fire Coordinator's Office.

ASSIGNED INSTRUCTOR BRIEFING CHECKLIST

Assigned Instructor(s) _____ Date _____

- Brief all participants concerning training evolution, safety measures and facility SOPs. Yes
- Accountability system? Yes
- Communication system identified Yes
- Pre-burn and safety inspection of facility? Yes
- All personal protective equipment (PPE) meets or exceeds OSHA standards? Yes
- Primary and secondary hose lines of minimum 1.5" diameter? Yes
- Two-person rapid intervention team (RIT) assigned? Yes
- Officer-in-Charge (OIC) confirms students are medically unrestricted. Yes
- All personnel accounted for before ignition? Yes
- All spectators restricted to the designated area outside the operations area? Yes
- Officer to student ratio established? Yes
- Students informed to report all injuries and illnesses before leaving property. Yes

STUDENT RECORD

Assigned Instructor Signature _____

Date _____ Time In _____ Time Out _____

NO	NAME (PRINT)	SIGNATURE	DEPARTMENT	FE (✓)
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NIAGARA COUNTY EMERGENCY SERVICES

AGENCY REQUEST FOR USE OF TRAINING FACILITY

One Week Advanced Notice Required

J. Francis Gaughn Training Facility _____	Wheatfield Training Facility _____
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Fire Department or Agency _____

Date Requesting Use of Facility _____

Time In _____ Time Out _____

Specific Use of Facility or Property _____

Senior Officer on requested date _____

Alternate Officer _____

Senior Safety Officer on requested date _____

Alternate Safety Officer _____

Senior Training Officer on requested date _____

Alternate Training Officer _____

Approximate Number of Students _____

Senior Medic on requested date _____

Check one EMT-D EMT-I EMT-CC EMT-P ID Number _____

Has the Department Received the Facility Use SOP? Yes

By signing below, I accept responsibility for any damage to the facility caused by my agency. I acknowledge that my agency will follow the facility use SOP and NFPA 1403 for any live fire training exercise.

Chief's Signature _____ Date _____

Annex A

- 1-1 Drills conducted to familiarize fire fighters with the proper use of self-contained breathing apparatus in a smoke environment shall not be conducted under live fire conditions.
- 1-2 Training Officer, Safety Officer and other instructors should plan to be at the facility 20 minutes prior to evolution start so the preplans can be checked. Preplans shall be discussed and reviewed with evolution participants prior to arrival.
- 1-3 Use of training facilities for uses other than live burn shall follow general accepted principals of safety of all participants.
- 1-4 Use of training facilities for any type of explosive devices shall be clearly stated on facility request form. If flash-bang grenades are used they shall be minimum load type. Any use of tear gas or other irritant must be thoroughly cleaned after use.
- 1-5 Cost for repair of any damage to any of the facilities due to neglect, carelessness or improper use shall be the financial responsibility of the host agency [Fire Department, Police Department etc].
- 1-6 Student records indicating all participants shall be submitted to the Fire Coordinator's Office after any use of the Facility.
- 1-7 Users of the facility are to obtain their own pallets, straw, hay etc. for use at the facilities. Any consumables used will be replaced by the host agency [straw, hay, pallets etc.]. Only fluid supplied by the Fire Coordinators office for the MDG Fog machine will be used in the fog machines.
- 1-8 Users shall be trained in operation of facility equipment[smoke machines, fans, temperature monitoring equipment] by a staff member of the Niagara County Emergency Services staff or their designee.